

Applying for a Humanities Center Fellowship

The Humanities Center Fellowship Program system is used by DePaul faculty members to apply for the Center's fellowship program. All full-time tenured and tenure-track faculty of DePaul University pursuing research in arts and humanities, regardless of departmental affiliation, are eligible for this fellowship.

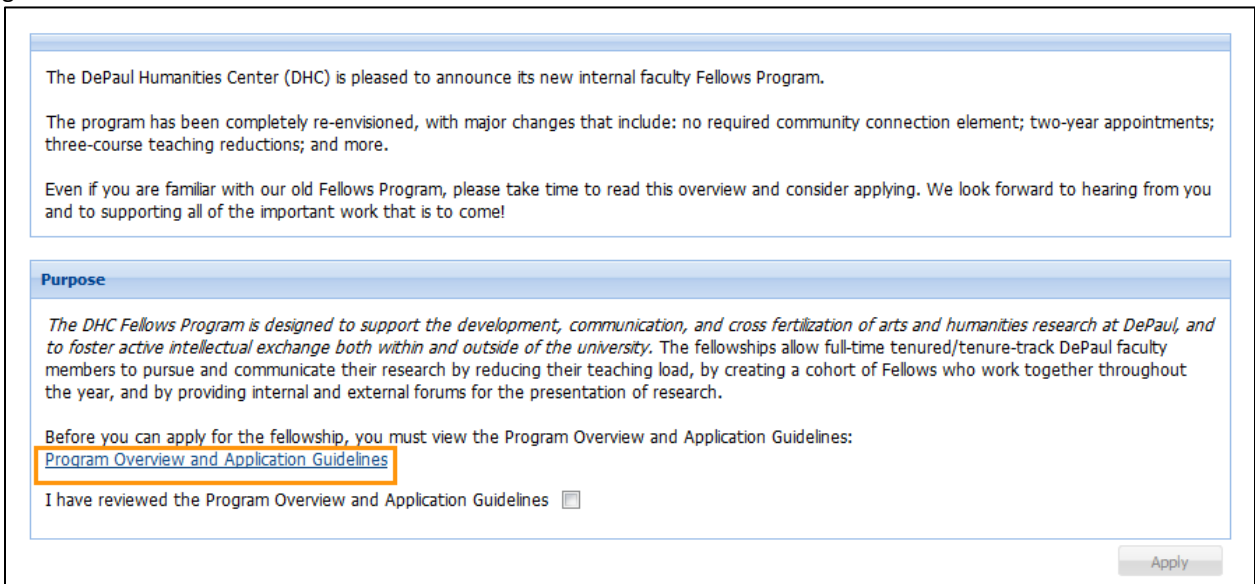
To apply for a fellowship, perform the following steps:

1. Click the following link and log in using your Campus Connect username and password.
<https://lascollege.depaul.edu/HumanitiesFellowship>



The screenshot shows the login page for the Humanities Center Fellowship Program. At the top, there is a header with the DePaul University logo and the text "DEPAUL Humanities Center Fellowship Program". Below the header, there are navigation links: "Apply for a Fellowship" and "Review Fellowship Applications", along with a "Log Out" button. In the center, there is a "Log In" form with fields for "User Name:" and "Password:", and a "Log In" button.

2. Click the **Program Overview and Application Guidelines** link to read information about the program and its guidelines.



The screenshot shows the "Program Overview and Application Guidelines" page. It contains the following text:

The DePaul Humanities Center (DHC) is pleased to announce its new internal faculty Fellows Program.

The program has been completely re-envisioned, with major changes that include: no required community connection element; two-year appointments; three-course teaching reductions; and more.

Even if you are familiar with our old Fellows Program, please take time to read this overview and consider applying. We look forward to hearing from you and to supporting all of the important work that is to come!

Purpose

The DHC Fellows Program is designed to support the development, communication, and cross fertilization of arts and humanities research at DePaul, and to foster active intellectual exchange both within and outside of the university. The fellowships allow full-time tenured/tenure-track DePaul faculty members to pursue and communicate their research by reducing their teaching load, by creating a cohort of Fellows who work together throughout the year, and by providing internal and external forums for the presentation of research.

Before you can apply for the fellowship, you must view the Program Overview and Application Guidelines:
[Program Overview and Application Guidelines](#)

I have reviewed the Program Overview and Application Guidelines

Apply

- To acknowledge that you have reviewed the program overview and application guidelines, check the checkbox.

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Before you can apply for the fellowship, you must view the Program Overview and Application Guidelines: [Program Overview and Application Guidelines](#)

I have reviewed the Program Overview and Application Guidelines

Apply

- Click the **Apply** button to apply for a fellowship.

Purpose

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I have reviewed the Program Overview and Application Guidelines

Apply

- The application form is displayed along with the deadline for submission. Your email, office phone number and office address are auto-populated. Select your college from the **College** drop-down list.

Apply for a Fellowship Review Fellowship Applications Log Out

Application for 2016-2018 Appointment
Deadline is Friday, November 20, 2015

Name: **Stanley Cohn**

College:

Department:

Rank:

Project Title:

Email: scohn@depaul.edu

Office Phone: (773) 325-7597

Office Address: Lincoln Park Campus McGowan, 2nd Floor, 213

Note: If you are an LAS faculty member, then your college and department will be auto-populated.

6. Select your department from the **Department** drop-down list.

Application for 2016-2018 Appointment
Deadline is Friday, November 20, 2015

Name: **Stanley Cohn**

College: College of Science&Health

Department: ▼

Rank: ▼ ⓘ

Email: scohn@depaul.edu

Office Phone: (773) 325 - 7597

Office Address: Lincoln Park Campus McGowan, 2nd Floor, 213

7. Select your rank in the university from the **Rank** drop-down list.

Application for 2016-2018 Appointment
Deadline is Friday, November 20, 2015

Name: **Stanley Cohn**

College: College of Science&Health

Department: Biology

Rank: ▼ ⓘ

Project Title:

Email: scohn@depaul.edu

Office Phone: (773) 325 - 7597

Office Address: Lincoln Park Campus McGowan, 2nd Floor, 213



Note: If you need more information and instruction, click the question mark icon.

8. Enter your project title in the **Project Title** field.

Name: **Stanley Cohn**

College: College of Science&Health

Department: Biology

Rank: Full Professor ⓘ

Project Title: ▼

Email: scohn@depaul.edu

Office Phone: (773) 325 - 7597

Office Address: Lincoln Park Campus McGowan, 2nd Floor, 213

ⓘ Click on icons like this to get more information and instruction.


* Do NOT include your name in any of the following documents with the exception of your CV.


Abstract: Choose File ⓘ

Project Description: Choose File ⓘ

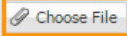

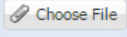

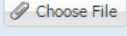

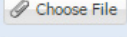

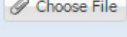

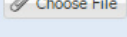

Samples of Work (Optional): Choose File ⓘ

9. Upload the following documents in the respective fields by clicking the **Choose File** button. Remember not to include your name in any of the following documents with the exception of your CV.
- Abstract
 - Project Description
 - Samples of Work (optional)
 - Bibliography
 - Scholarly Activities
 - Curriculum Vitae

Note: The recommended format for each file is mentioned in the textbox. For more information and instruction, click the question mark  icon.

 Click on icons like this to get more information and instruction.

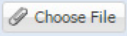

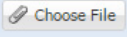

* Do NOT include your name in any of the following documents with the exception of your CV.

Abstract:	Only .docx or .pdf accepted and .pdf is preferred	 Choose File	
Project Description:	Only .docx or .pdf accepted and .pdf is preferred	 Choose File	
Samples of Work (Optional):	Only compressed zip files of .zip format	 Choose File	
Bibliography:	Only .docx or .pdf accepted and .pdf is preferred	 Choose File	
Scholarly Activities:	Only .docx or .pdf accepted and .pdf is preferred	 Choose File	
Curriculum Vitae:	Only .docx or .pdf accepted and .pdf is preferred	 Choose File	

I am: I am not:

10. Select the **I am** radio button if you are considering applying for an internally funded leave during the second year of the fellowship period listed at the top of the application form. If not, select the **I am not** radio button.


Note: If you expect to apply for leave during the first year of the fellowship period listed above, you are ineligible to apply for the fellowship.

Scholarly Activities:	Scholarly Activities.docx	 Choose File	
Curriculum Vitae:	Curriculum Vitae.docx	 Choose File	

I am: **I am not:**

considering applying for an internally funded leave during the second year of the fellowship period listed above.

(**Note:** If you expect to apply for leave during the first year of the fellowship period listed above, you are ineligible to apply for the DHC fellowship.)

 Your Department Chair or Dean must endorse your application. Please provide the appropriate name and email address, and a message will be sent to your Chair/Dean with instructions about how to endorse your application.

Name of Department Chair or Dean: Email of Department Chair or Dean:

11. Your application requires an endorsement from the person to whom you directly report. Enter the name and email address of your department chair or dean in the respective fields:

The screenshot shows a web form with the following elements:

- Curriculum Vitae: Curriculum Vitae.docx [Choose File ?]
- I am: I am not:
- considering applying for an internally funded leave during the second year of the fellowship period listed above.
- (Note: If you expect to apply for leave during the first year of the fellowship period listed above, you are ineligible to apply for the DHC fellowship.)
- Your Department Chair or Dean must endorse your application. Please provide the appropriate name and email address, and a message will be sent to your Chair/Dean with instructions about how to endorse your application.
- Name of Department Chair or Dean: Email of Department Chair or Dean:
- Submit Application button

Note: If you are an LAS faculty member, then the name of your department chair/dean and their email address will be auto-populated.

12. Click the **Submit Application** button to submit your application for review.

The screenshot shows the application form with the following elements:

- Your Department Chair or Dean must endorse your application. Please provide the appropriate name and email address, and a message will be sent to your Chair/Dean with instructions about how to endorse your application.
- Name of Department Chair or Dean: Vatsla Chhabra Email of Department Chair or Dean: vchhabra@depaul.edu
- Submit Application button (highlighted with an orange box)
- Please contact Alecia Person via [email](#) or call 773.325.4580 with any questions
Created by the [LAS Technology Center](#) | [Send us feedback](#)
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13. Click the **OK** button to acknowledge your submission.

The screenshot shows the application form with a success message dialog box overlaid. The dialog box contains:




- Fellowship Application
- Your fellowship application has been successfully submitted.
- OK button (highlighted with an orange box)

The background form shows the following elements:

- Abstract: Abstract.docx [Choose File ?]
- Project Description: Project Description.docx [Choose File ?]
- Samples of Work (Optional): Samples of work.zip [Choose File ?]
- Bibliography: [Choose File ?]
- Scholarly Activities: [Choose File ?]
- Curriculum Vitae: [Choose File ?]
- I am: I am not:


14. Your part is now complete. You will receive a confirmation email acknowledging your submission. Your department chair/dean has been notified via email of your submission along with instructions on how to endorse your application.

Note: If you want to make any revisions to your application, please email your revisions to Anna Clissold at avaughn@depaul.edu. No updates can be made to your application after the submission deadline.

 [Apply for a Fellowship](#)  [Review Fellowship Applications](#)  [Log Out](#)

If you need to make revisions to your application and it is before the deadline, please email your revisions to Anna Clissold at avaughn@depaul.edu.

Humanities Fellowship Applications

Date	Applicant	Email	Phone	Project Title		
 2016-2018 (1 Application)						