Ruth Crawford Mitchell FELLOWSHIP for czech & slovak scholars

APPLICATION For research

at the University of Pittsburgh

To apply for the Ruth Crawford Mitchell postgraduate fellowship to conduct research at the University of Pittsburgh in the fall, offered by the Nationality Rooms and Intercultural Exchange Program of the University of Pittsburgh, please prepare all of the following for submission. The fellowship award is $7,000. For more information, please visit **http://www.nationalityrooms.pitt.edu/content/rcm-fellowship-czechslovak-scholars.**

Questions about the application process may be addressed to Ms. Cristina Lagnese at [mcl38@pitt.edu](mailto:mcl38@pitt.edu).

The application should be prepared on a file type compatible with Microsoft Word 2013 along with the supporting material outlined in the application procedures. Please organize your responses by indicating each section (*1. Applicant Information; 2. Education, etc.*). Completed applications must be received by **March 30.** Incomplete applications will not be processed.

**Please Note: Individuals currently enrolled as students are not eligible for this award.**

# Applicant Information

* Name
* Mailing Address
* E-Mail Address
* Telephone Number
* Place of Birth (city and country)
* Country of Citizenship
* Gender

# Post-secondary Education

If not included on your C.V., provide the following information about each higher education institution you have attended upon completion of secondary education.

* Name of institution
* Dates attended (month and year of start to month and year of end)
* Degree/qualification received
* All associated fellowships and honors

# professional experience

If not included on your C.V., provide the following information about your employment history.

* Employer name
* Dates employed (month and year of start to month and year of end)
* Position(s) held
* All associated fellowships and honors

# Publications

List the publications you have authored or co-authored (if not previously listed). Include the following information:

* Date
* Title
* Publisher
* Co-author, if applicable.

# Experience Abroad

List each time you have been abroad. Include the following information:

* Country(ies) visited
* Dates abroad (month and year of departure to month and year of return)
* Purpose (study, leisure/vacation, armed or civil services, etc.)

# language

Provide the following information.

* List the languages you speak
* List the languages you write
* Indicate your speaking ability (fluent, good, fair, or poor) for each
* Indicate your reading/writing ability (fluent, good, fair, or poor) for each
* Indicate your listening comprehension (fluent, good, fair, or poor) for each

One of the following is required:

* **Test results of recognized test of English:**

Results should be less than two (2) years old.

IELTS: A minimum score of 6.5

TOEFL: A minimum score of 75, with all sub-scores in at least the intermediate of fair range.

* **Signed documentation from an academic institution or English language school:**

This form is included in the final page of his application. You will need to forward it to a professional English Teacher that can complete the form on your behalf. This report needs to be returned to us directly from the teacher that conducted the test.

# Letters of Reference

1. Two (2) letters of reference are required for this application to be considered complete.

References must be professors with whom you have worked or supervisors where you have been employed. References must attest to your ability to work independently and carry out the research you propose.

References must be submitted directly from the recommender to Ms. Lagnese at [mcl38@pitt.edu](mailto:mcl38@pitt.edu). The recommender must include the following information:

* Their name and position
* Your name
* Their institution/business and position
* A phone number or email at which we may reach them

**References must be received by application due date for application to be considered complete.**

If you do not receive a response you may inform us of whom you have contacted so that we can make an inquiry on your behalf.

1. Communication from a faculty member (professor) at the University of Pittsburgh who agrees to be an informal research advisor while at the University of Pittsburgh. A letter of support from the faculty member must be submitted directly to Ms. Lagnese at [mcl38@pitt.edu](mailto:mcl38@pitt.edu).
2. A list of University departments and schools is available so that you may locate a faculty member. It can be found at <http://www.nationalityrooms.pitt.edu/content/rcm-fellowship-czechslovak-scholars> at the bottom of the page.

# Financial information

Estimate each of the following costs of your trip in United States Dollars (USD):

* Airfare
* Room and Board / Accommodation and Food
* International Health Insurance
* Other Miscellaneous Costs
* Total cost of trip

Answer the following questions about your budget:

* How much of the total amount do you currently have available for your trip?
* Have you been awarded any other funds for this research? If so, please indicate the source(s) of funds and amount(s).
* Have you applied for additional funding for this research?
* Should an award for an alternate, in the amount of $6,000 become available, do you wish to be considered for it? Please indicate your answer under the financial information.

**NOTE:** No additional transportation, maintenance, or insurance funds are provided for spouses or dependents. The scholarship does not include allowances for dependents or spouses whether or not they accompany the fellow. Maintenance expenses for dependents are the responsibility of the fellow and are estimated at $1,000 or more per month. Employment for dependents and spouses is not possible.

# Statements

## **Statement of purpose**

Incorporate the following points into your statement of purpose:

1. A description of the research you plan to conduct at the University of Pittsburgh
2. The research methodology you intend to use
3. The form the results will take (journal, article, book, etc.)
4. What you expect to accomplish in this project and how it will contribute to your career goals?
5. What is the goal of your research?
6. Have you identified resources at the University of Pittsburgh currently not available to you? If so, please write a few sentences about those resources and how you hope to use them.
7. To what extent have you completed preparatory work on this research?
8. How do you plan to apply the results gained from your research? How might your research benefit best practice or higher learning in your discipline?

## **Experience Narrative**

1. Describe your academic background, the research you have conducted alone or with others, and publications you have written or on which you collaborated.
2. Describe your employment history including the type of work and your accomplishments.

## **personal statement**

Prepare a narrative describing yourself as an individual It should detail several of the following items **in 500 words or less**:

* Personal history
* Family background
* Influences on your intellectual development
* Educational and cultural opportunities (or lack thereof) to which you have been exposed
* Your special interests and abilities
* Your overall career plans and goals

# Awardee Obligations

Read the following obligations for our awardees and complete the agreement following the description of the obligations.

*I, \_\_(your full legal name)\_\_, have read and fully understand the above obligations. I agree to be legally bound by them. I shall fulfill all of the commitments if I receive the Ruth Crawford Mitchell Fellowship. Should I, for any reason, be unable to carry out any of these commitments, I shall contact the Nationality Rooms Program office to discuss the resolution of the problem. I understand that if, for any reason, I am unable to make the trip to the University of Pittsburgh, I shall immediately notify the Director of the Nationality Rooms Program (e-mail:* [*embruhns@pitt.edu*](mailto:embruhns@pitt.edu)*) and copy the Scholarship Administrator (e-mail:* [*mcl38@pitt.edu*](mailto:mcl38@pitt.edu)*).*

*I understand that by typing my name on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below on the date listed below.*

**AWARDEE OBLIGATIONS**

THIS STATEMENT IS TO BE SIGNED BY ALL APPLICANTS FOR THE RUTH CRAWFORD MITCHELL FELLOWSHIP, THEREBY AGREEING TO:

1. *Make a presentation/lecture to the Czechoslovak Room Committee within one month of your arrival to explain your research in Pittsburgh and again at the end of your stay to present your findings.*
2. *Remain at the University of Pittsburgh for the entire Fall Term (approximately 4 months, mid-August to December)*
3. *Submit a written report on your research accomplishments during your stay to the Director of the Nationality Rooms and Intercultural Exchange Programs and Ruth Crawford Mitchell before leaving the University of Pittsburgh.*
4. *Return the full amount of the scholarship if, for any reason, the fellowship cannot be completed.*
5. *Return home within 30 days of completion of research at the University of Pittsburgh*

READ CAREFULLY BEFORE SIGNING:

*I, \_\_(your full legal name)\_\_, have read and fully understand the above obligations. I agree to be legally bound by them. I shall fulfill all of the commitments if I receive the Ruth Crawford Mitchell Fellowship. Should I, for any reason, be unable to carry out any of these commitments, I shall contact the Nationality Rooms Program office to discuss the resolution of the problem. I understand that if, for any reason, I am unable to make the trip to the University of Pittsburgh, I shall immediately notify the Director of the Nationality Rooms Program (e-mail: embruhns@pitt.edu).*

*I understand that by typing my name below this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below.*

Signature:

Date:

Nationality Rooms Program

1209 Cathedral of Learning

University of Pittsburgh

Pittsburgh, PA 15260-6721

Telephone: 412.624.6150

FAX: 412.624.4214

E-mail: [mcl38@pitt.edu](mailto:mcl38@pitt.edu)

# English Language report for rUTH CRAWFORD MITCHELL fellowship application

**This English Language Report may be substituted for the IELTS or TOEFL**.

This portion of the application must be completed by a professional English teacher, preferably a college or university faculty member or an appropriate officer of the United States Embassy. **The professional English teacher must email this report directly to Cristina Lagnese, Scholarship Administrator (mcl38@pitt.edu).**

* Your name
* Your Institution
* Your position of title
* Your address
* Your method of determining applicant’s English proficiency
* How would you rate the applicant’s aural comprehension? (none, limited to slow, understands simple conversation, understands conversation, understands academic conversation)
* How would you rate the applicant’s speaking ability? (short fragments, basic grammatical structure, conversational without consistent accuracy, conversational with consistent accuracy)
* How would you rate the applicant’s reading ability? (none, limited, understands most materials, understands sophisticated materials)
* How would you rate the applicant’s writing ability? (none, able to write on conversational topics, able to write on academic topics, able to write on academic topics with advanced style)
* How do you feel the applicant will manage while living in an English speaking country?
  + Should have no difficulty
  + Should be able to manage adequately after a short period of adjustment abroad
  + Should be able to manage adequately after some additional formal language training
  + Will require considerable training before necessary competence can be attained
* Do you think that the applicant’s present language competence is adequate to carry out the proposed study?

Read complete the following and return with the above report:

*I, \_\_(your full legal name)\_\_, have understood and completed the above evaluation of ­­\_\_(applicant’s full name)­­\_\_. I understand that by typing my name below, I am signing a legal document. I acknowledge that I am the person whose name is listed below.*

Name:

Date: