

Application Procedures and Instructions for the Wadsworth African Fellowship

1. The Wenner-Gren Foundation awards only **one** Wadsworth African Fellowship annually. The Foundation advises applicants to follow closely all the procedures for completing the application.
2. Applications must be submitted on the most recent official application form. Application forms and guidelines for completing these forms are available three months before each application deadline.
3. The Foundation operates an online application submission procedure. All application forms and other required application materials must be submitted online by the application deadline of December 15. All material must be submitted in a format compatible with Microsoft Word 2003, or as an Adobe PDF. Acceptable document formats include “.doc”, “.txt”, “.xls” and “.pdf” extensions.
4. Two printed copies of the applicant materials must also be mailed to the Foundation. The printed material must be postmarked on or before the December 15 application deadline and received in the Foundation offices no later than two weeks after the application deadline. Send the printed copies to:
International Programs
Wenner-Gren Foundation for Anthropological Research
470 Park Avenue South, 8th Floor
New York City, NY 10016, USA
5. If it is not possible to submit your application online because of inadequate internet access in your country of origin, you must notify the Foundation at least one week before the deadline to arrange to submit an application by conventional mail (internationalprograms@wennergren.org).
6. The Foundation will consider only one application for each South African university department each year. If the Foundation receives more than one application per department, the Department Head will be asked to prioritize their candidates for the fellowship.
7. Applications and all supporting materials such as CVs, transcripts, etc. must be in English.
8. The Wadsworth African Fellowship application asks for the following categories of information, which must be submitted by the **December 15** deadline:
 - [General information](#) about the applicant, the Home Institution and Sponsor, and the Host Institution and Sponsor
 - The answers to [three questions](#) about your background and your proposed plan of study, your research interests, and your professional goals or plans.

Applicants are advised to read the questions and instructions carefully as they develop their answers.

- [A detailed budget](#)
 - Copies of official transcripts from your Home Institution. Provide a translation if they are not in English.
 - Language Competency: Where applicable, the applicant must provide evidence of competency in the language of the institution in which he/she will be pursuing training
 - [Curriculum vitae](#) for the applicant and Host Sponsor
9. [Letters from Sponsors](#). The applicant should request letters from both the Home Sponsor and the Host Sponsor, to be sent directly to the Foundation by the application deadline.
10. Please note that actual copies of travel permits, visas, and/or certificates of language competency are not required at the application stage. If an application is successful, the Foundation will expect that the necessary permits, visas, and certificates are in hand. Fellowship funds will not be awarded until the Foundation has received copies of all relevant permits, visas, and certificates.
11. Do not send any other material, such as additional letters of recommendation, computer disks, manuscripts, publications, photographs, or recordings to the Foundation in support of your application. This material will not be used in the review process and cannot be returned.
12. Before submitting your application, please read the information on US tax issues if you are intending to be present in the US during your fellowship period. Please consult the website for more information.

General Information about the Applicant and Sponsors

The applicant will be asked to provide the following information about himself or herself, Home Institution and Sponsor, and Host Institution and Sponsor

1. Name of Applicant: Give full legal name: first, middle, and surname.
2. Applicant's contact details and home country.
3. Host Institution: Institution in which the applicant plans to pursue training.
4. Host Sponsor: Academic faculty or staff member at institution who will oversee the applicant's training. Please give full legal name: first, middle, and surname. Also give contact details.
5. Home Institution: Institution where the applicant received his or her prior degree/s.

6. Home Sponsor: Member of the Home Institution who is familiar with the applicant and the proposed training. Please give full legal name: first, middle, and surname. Also give contact details. In some cases the Host Institution may be the same institution where the applicant received his or her prior degree/s. If this situation applies, the Home Sponsor should be the Head of a relevant department at the Host Institution or another member of the academic staff who is familiar with the applicant, but who will not be acting as the Host Sponsor.

Questions about Plan of Study and Professional Goals

The application form requires you to answer three questions about your background and your proposed plan of study, your research interests and your professional goals or plans. Applicants are advised to read the questions and instructions carefully as they develop their answers.

Question 1: What is your background and what are your plans for study/training? Describe the ways in which you meet the eligibility criteria for the Wadsworth African Fellowship, your plans for study/training and your reasons for undertaking a doctorate in anthropology? [one page]

It is important to describe your general background as well as your academic background in anthropology and/or in related disciplines. You must also outline your academic and personal reasons for wanting to pursue a higher degree in anthropology. You should provide a strong justification for choosing your Host Institution. This justification should emphasize your training and research goals in the field. It is important to avoid generalities and to provide sufficient detail for the Foundation to understand why you have chosen your particular institution and sponsor.

Question 2: What are your research interests? Describe your research interests, either those already developed or those you hope to pursue in the future. [one page]

Be as precise as possible about your research interests in the field of anthropology. Include a description of any prior research you have undertaken and how this relates to your training goals. Priority will be given to those applicants who have had relevant experience in the field and whose training goals are clearly designed to further prior interest and involvement in the field.

Question 3: What are your professional goals/plans and prospects for employment in your home country upon completion of your degree? [one page]

Be as specific as you can be in the answer to this question. Please note that the Foundation expects recipients of the Wadsworth African Fellowship to return to their home countries upon completion of the fellowship (if not from South Africa) and engage in a career that is related to academic anthropology.

Budget Guidelines

1. Wadsworth African Fellowships may be used to cover travel, living expenses, tuition, student fees, insurance, books, research expenses, and any other relevant categories of expenditure while studying at the Host Institution.
2. Fellowship funds cannot be used for institutional overhead.
3. The maximum fellowship is US \$17,500 for a year of study. Your budget should include expenses for one year. If you receive a Wadsworth African Fellowship, you will be provided with information on renewing the fellowship for subsequent years.
4. List only those budget items and amounts for which Wenner-Gren funding is requested. This budget should be in US dollars. Include dollar amounts for each item and show how expenses were estimated.
5. Before submitting your application, please read the information on US tax issues if you are intending to be present in the US during your fellowship period. Please consult the website for more information.

Applicant's and Host Sponsor's Curriculum Vitae

A curriculum vitae is required for both the applicant and the Host Sponsor. It should include only the most relevant aspects of the applicant/Host Sponsor's career to date. The curriculum vitae should be typed or word-processed and formatted in the following manner.

1. The curriculum vitae must be in English and may not exceed **five pages** in length.
2. Write the applicant's/Host Sponsor's name on the top of each page of the curriculum vitae and number the pages.
3. Use single-line spacing and 11-point font or larger. Use 1-inch (2.5 cm) left, right, top and bottom margins.
4. They must be submitted in a format compatible with Microsoft Word 2003, or as an Adobe PDF. Acceptable document formats include “.doc”, “.txt”, “.xls” and “.pdf” extensions.

Letters from Sponsors

The applicant should request confidential "Letters of Recommendation" from both the Home Sponsor and the Host Sponsor. These letters must be **sent directly** to the Foundation and should arrive no later than **DECEMBER 15**. Letters of Recommendation may be sent by e-mail (internationalprograms@wennergren.org) or by fax (1-212-683-9151) to expedite delivery. If they are sent by e-mail they must be submitted in a format compatible with Microsoft Word 2003, or as an Adobe PDF. Acceptable document formats include “.doc”, “.txt”, “.xls” and “.pdf” extensions. **Please note that**

applications cannot be processed unless both letters of recommendation are received by the application deadline.

To download the instructions for the Home Sponsor and Host Sponsor Letter of Recommendation please go to this page on the website. These instructions **MUST** be downloaded and sent to your Home and Host Sponsor.

1. The **Home Sponsor** must be an academic member of the institution with which the applicant is (or had been) affiliated in the home country. If the applicant has a prior degree/s from the Host Institution, the Home Sponsor should be the Head of a relevant department at the Host Institution or another member of the academic staff who is familiar with the applicant, but who will not be acting as the Host Sponsor. The letter should clearly identify the applicant by their full legal name and should state:
 - The applicant's qualifications
 - The reasons why the applicant desires further training in anthropology
 - The applicant's suitability for this training
 - The applicant's employment and research prospects in Africa upon completion of the degree

2. The **Host Sponsor** must be an academic member of the department or program in which the applicant plans to pursue training. The Host Sponsor must be willing to supervise the applicant's training. The letter should clearly identify the applicant by their full legal name and should state:
 - The applicant's prospects for success in the proposed program of study/training
 - The length of time that is likely to be required for completion of this program
 - The facilities and support to be made available to the applicant while at the Host Institution
 - The applicant's need for a Wadsworth African Fellowship and any financial assistance that the Host Institution might be able to offer the applicant. (Past Host Institutions have provided fellowship support, waived tuition, or subsidized living accommodations, etc.)
 - The Host Sponsor's willingness to fulfill the Foundation's [Requirements and Conditions of the Wadsworth African Fellowship](#)

If the Foundation receives more than one application from a single South African department, the Foundation will contact that department to have them prioritize their applicants for potential funding.

[Online Application Instructions: Wadsworth African Fellowship](#)

Official “Wadsworth African Fellowship Application Forms” and required attachments must be submitted using the Foundation's online application submission procedure.

If it is not possible to submit your application online because of inadequate internet access in your country of origin, you must notify the Foundation at least one week before the deadline to arrange to submit an application by conventional mail.

internationalprograms@wennergren.org). Please note: application forms that are e-mailed or faxed to the Foundation will not be accepted. Please refer to the [application procedures](#) for details and guidelines about the information requested in the application.

In addition, all **applicants must physically mail two (2) complete, printed copies of the official Wadsworth African Fellowship Application Form, the Applicant's CV, the Host Sponsor's CV, and the Applicant's official transcripts to the Foundation offices.** This material must be postmarked by the application deadline (and received by the Foundation no later than two weeks after the deadline) or your application will not be reviewed.

If you have already read the following instructions click on one of the links below to:

- Submit a new Wadsworth African Fellowship application
- Log into your online Wadsworth African Fellowships User Account to resume work on an existing application

Instructions for preparing and submitting an online application

Preparing and submitting an online application is straightforward, however the Foundation suggests that you print out the following guidelines to help you through the writing and submission process.

1. [Download the official Wadsworth African Fellowship Application Form](#)

Applicants must download and complete the official Wadsworth African Fellowship Application Form. This form is a Microsoft Word 2003 document, which allows individuals to fill out information within the form and save it to their computers.

2. Create a User Account:

After clicking on the “Begin a new Wadsworth African Fellowship application” link at the bottom or top of this page, individuals will be directed to the “Log in” page for Online Applications and asked to create a User Account.

To create a User Account, individuals will be asked to enter an e-mail address (which will be used as the account ID), and a password.

Once the User Account has been created, applicants can begin filling out their online registration information. This User Account will also allow individuals to:

- Save unfinished submissions and return to complete them later;
- Review the content of submitted applications.

An e-mail including the confirmation of your password will be automatically sent to the e-mail address supplied. The confirmation e-mail will also include a direct link to the User Account login page, which applicants should save for their records. They are also encouraged to save the direct link to their User Account in the “Favorites” folder on their internet browser.

3. **Save and Edit Submissions:**

Applicants can save the information they have entered online by clicking on the “Save & Finish Later” button located at the bottom of each page.

- Clicking on the “Save & Finish Later” button will take applicants to their User Account home page.
- Once in their User Account home page, applicants can see saved information listed under the “Open” heading.

4. **Access or Delete In-Progress Applications:**

On the User Account home page, applicants can resume work on in-progress submissions saved in an earlier session, and view the contents of applications previously submitted.

- To access in-progress submissions and continue the application process, applicants should click on the relevant link listed under the “Open” heading, in the “Application Name” column.
- Applicants can also click the Delete link under the “Action” column to delete partially completed submissions. **Note that once deleted, information cannot be retrieved.**

5. **Return to Online User Account:**

Individuals who have already created a User Account can return to their accounts either by using the direct link included in the User Account confirmation e-mail, or by returning to the Wadsworth African Fellowship Application page on the Wenner-Gren website, where the “Access the Online Application” link is provided at the bottom of the page.

6. **Required Attachments:**

Applicants are required to attach the following documents to their online application.

- Wadsworth African Fellowship Application Form
- Applicant's Curriculum Vitae
- Host Sponsor's Curriculum Vitae

These documents must be submitted in a format compatible with Microsoft Word 2003, or as an Adobe PDF. Acceptable document formats include “.doc”, “.txt”, “.xls” and “.pdf” extensions.

REMEMBER: Required attachments must be submitted using the Foundation's online application submission procedure; applications without all required attachments will not be reviewed.

7. Online Submission:

After applicants have attached all required documents for the application, they must:

- Click on the “Review and Submit” button located at the bottom of the last page of the application.
- Once clicked, applicants will be taken to a single Review Screen, which will list all responses and confirm that the required documents are attached.
- After verifying all information and attachments have been provided, applicants must click the “Submit Application” button at the bottom of the page to complete the submission process.

8. Printed Application Materials:

After submitting the application form and required attachments online, applicants must send two (2) printed copies of the application form and required attachments to the Foundation offices to complete the filing process.

Application materials must be postmarked by the application deadline (and received by the Foundation no later than two weeks after the deadline).

PLEASE NOTE: PRINTED APPLICATION MATERIALS MUST BE PHYSICALLY MAILED TO FOUNDATION OFFICES. APPLICATION MATERIALS SUBMITTED BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Once submitted, applicants will receive an e-mail confirming that the submission of their application was successful. This e-mail will include a complete copy of the information entered directly online and a list of all attachments. Applicants are encouraged to print this out and save it for their records. Please note that it is not possible to use your User Account to track the progress of your application through the review system.