

History of Art: Institutional Fellowships

Required Application Materials

Please read the list of Required Application Materials carefully. Use the Materials Checklist at the end of these requirements to ensure all necessary materials are included.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

- 1.** You must submit one complete application to the requested European host institution, and one complete copy to the Kress Foundation. You must use the Fellowship Application Form provided here as the cover sheet. **Note:** If you are applying to the fellowship in London, being jointly administered by the Courtauld Institute of Art and the Warburg Institute, you must submit one complete application to the Courtauld Institute and another to the Warburg Institute. In addition a third copy must be sent to the Kress Foundation.
- 2.** Responsibility for collecting all application materials rests with the applicant, who must submit a complete application package to the European host institution and the Foundation. All data requested must be typed. Applicants should retain a copy for their records as applications can not be returned.
- 3.** To ensure confidentiality, all letters of recommendation are to be sealed and signed across the seal before being returned to you for inclusion with your application. Letters of recommendation sent separately from the application package to the requested host institution or the Foundation will not be processed.
- 4.** If a particular item requested is not relevant to your application, please identify this item and explain its absence from your application.
- 5. DEADLINE:** Application must be ***RECEIVED*** by **NOVEMBER 30**. Applications must be received by this date. Later submissions will not be considered. Fellowship recipients will be notified no later than March.
- 6.** The following list of questions should be answered by the applicant in this order:
 - A) Summary of the proposed dissertation research project. Maximum length five (5) pages.
 - B) Annotated bibliography containing works of primary concern to the proposed topic. Maximum length five (5) pages.
 - C) A description of the proposed research plan, emphasizing the need to be at the institution you have selected. You may also include, if appropriate, a description of any extended travel within Europe. Maximum length three (3) pages.
 - D) A budget indicating the major anticipated expenses for the grant period.
 - E) A description of the work completed on the dissertation. Maximum length one (1) page.
 - F) A brief description of any previous research and travel experience abroad, with particular emphasis on familiarity with libraries, and research facilities abroad. Maximum length two (2) pages.

Continued

G) In what languages are you proficient and to what extent (conversational, reading, writing; elementary, intermediate, fluent)?

H) Please list all other grants for which you are applying including the name of the award, the amount for which you are applying and the time period and aspect of your project that this award would cover.

7. The following items should be attached to your application in this order:

A) A copy of your current curriculum vitae.

B) A final transcript from the university where you received your MA.

C) Three (3) letters of evaluation, of which one (1) must be from the Chairperson of the academic department nominating you. Letters must be sealed and signed across the flap and must be returned to you for submission with your application package. Please ask those providing letters of reference to submit one (1) copy with their original letter.

D) A self-addressed, stamped postcard which will be returned to you to verify receipt of your application. Stamped envelope must have enough postage for airmail.

8. Materials are not accepted via facsimile.

9. The originals of all the above materials should be sent in one packet to the requested European host institution. (Please see the list of research centers and their mailing addresses at the end of this document.)

One (1) copy of all the above materials should also be sent in a single packet to the Foundation:

*Samuel H. Kress Foundation
174 East 80th Street
New York, NY 10075*

10. Recipients must be U.S. citizens or individuals matriculated at an American university.

History of Art: Institutional Fellowships

Application Form

Personal Information

Name _____

Date & Place of Birth _____

Citizenship _____

Present Address _____

Address Good Until: _____

Permanent Address _____

Email Address _____

Telephone _____

Education

Bachelor's Degree _____

University _____ Date Received _____

Major _____

Master's Degree _____

University _____ Date Received _____

M.A. Thesis Topic _____

Doctoral Degree _____

Ph.D. to be received from: _____

Expected date of receipt: _____

Dissertation Topic: _____

Period covered by dissertation: _____
(i.e. Baroque, ancient, 19th Century, etc.)

European Institution: _____

Are all Ph.D. requirements except dissertation fulfilled? YES NO*
Please circle one

*If NO, please attach a page providing an explanation of incomplete items and indicate the date by which they will be completed.

Recommendations

Department Chairman _____

Dissertation Advisor _____

Scholar _____

Please list the names of those who have provided recommendations. If your Department Chairman is also your dissertation advisor, please select an additional scholar so there are three letters of support in total.

Date

Signature

History of Art: Institutional Fellowships

European Research Centers

Florence Kunsthistorisches Institut/Institute for Art History

Website: <http://www.khi.fi.it/en/index.html>

Contact/Application questions: Eva Mußotter: mussotter@khi.fi.it

Submit application to the attention of: Eva Mußotter

Telephone: 39 055 249 11

Kunsthistorisches Institut in Florenz

Max-Planck-Institut

(Kress Institutional Fellowship Program)

Via Giuseppe Giusti 44

I-50121 FIRENZE

Italy

Leiden Kunsthistorisch Instituut der Rijksuniversiteit/ Art Historical Institute, Rijksuniversiteit

Website: <http://www.hum.leiden.edu/research/artandagency/>

Contact/Application questions: Caroline A. van Eck: c.a.van.eck@hum.leidenuniv.nl

Submit application to the attention of: Caroline A. van Eck

Telephone: 31 (71) 527 2693 x 2683

Head of the School for Art History

Leiden Kunsthistorisch Instituut der Rijksuniversiteit

P.O. Box 9515

2300 RA Leiden

Netherlands

London Courtauld Institute of Art and Warburg Institute (jointly)

One copy of your application must be sent the Courtauld Institute of Art and another copy to the Warburg Institute.

For the Courtauld Institute of Art:

Website: <http://www.courtauld.ac.uk/index.html>

Contact/Application questions: Rose Wu: rose.wu@courtauld.ac.uk

Submit application to the attention of: Rose Wu

Telephone: 44 (0) 20 7848 2620

Courtauld Institute of Art

Somerset House

Strand

London WC2R 0RN

England

For the Warburg Institute:

Website: <http://warburg.sas.ac.uk/>

Contact/Application questions: Catherine Charlton: Catherine.charlton@sas.ac.uk

Submit application to the attention of: Catherine Charlton

Telephone: 44 (0) 20 7862 8949

Warburg Institute

Woburn Square

London WC1H 0AB

England

History of Art: Institutional Fellowships

European Research Centers

Munich Zentralinstitut für Kunstgeschichte / Central Institute for Art History

Website: <http://www.zikg.eu>

Contact/Application questions: i.lauterbach@zikg.eu

Please cc: direktion@zikg.eu

Submit application to the attention of: Prof. Dr. Wolf Tegethoff

Telephone: 49 (89) 289 27556

Zentralinstitut für Kunstgeschichte
Katharina-von-Bora-Strasse 10
80333 München
Germany

Paris Institut national d'histoire de l'art (INHA)/ National Institute for the History of Art

Website: <http://www.inha.fr>

Contact/Application questions: der-dir@inha.fr

Submit application to the attention of: Benjamine Weill

Telephone: 33 1 47 03 85 81

Institut National d'Histoire de l'Art
Département des Études et de la Recherche
2, Rue Vivienne
F-75002, Paris
France

Rome Bibliotheca Hertziana

Website: <http://www.biblhertz.it/english/home/default.htm>

Contact/Administrative Questions: Brigitte Secchi: secchi@bibhertz.it

Contact/Research Questions: Ralph Dobler: dobler@bibhertz.it

Submit application to the attention of: Sybille Ebert-Schifferer

Telephone: 39 066 999 3227

Bibliotheca Hertziana (Max-Planck-Institut für Kunstgeschichte)
(Kress Institutional Fellowship Program)
Via Gregoriana 28
00187 Roma
Italy

History of Art: Institutional Fellowships

Checklist for Required Application Materials

Please use this list to confirm that your application is complete.

One complete packet of materials should be sent to the requested European host institution and one packet should be sent to the Foundation. Please do not use staples.

INCOMPLETE APPLICATIONS WILL NOT BE NOT CONSIDERED.

- The application cover page.
- A copy of your current curriculum vitae.
- A final transcript from the university where you received your MA.
- Three (3) letters of evaluation, of which one (1) must be from the Chairperson of the academic department nominating you. Letters must be sealed and signed across the flap and must be returned to you for submission with your application package. Please ask those providing letters of reference to submit one (1) copy with their original letter.
- The email address that should be used to acknowledge receipt of application.
- Summary of the proposed dissertation research project. Maximum length five (5) pages.
- Annotated bibliography containing works of primary concern to the proposed topic. Maximum length five (5) pages.
- A description of the proposed research plan, emphasizing the need to be at the institution you have selected. You may also include, if appropriate, a description of any extended travel within Europe. Maximum length three (3) pages.
- A description of the work completed on the dissertation. Maximum length one (1) page.
- A brief description of any previous research and travel experience abroad, with particular emphasis on libraries and research facilities abroad. Maximum length three (3) pages.
- In what languages are you proficient and to what extent (conversational, reading, writing; elementary, intermediate, fluent)?
- Please list all other grants for which you are applying including the name of the award, the amount for which you are applying and the time period and aspect of your project that this award would cover.