

## 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.

1. You must submit one complete application to your chosen 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, jointly administered by the Courtauld Institute of Art and the Warburg Institute, you must submit one complete application to the Courtauld Institute, another to the Warburg Institute, and a third copy 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. Please do not use staples. Applicants should retain a copy for their records as applications cannot be returned.

3. To ensure confidentiality, all letters of recommendation are to be sealed and signed across the seal before being returned to the applicant for inclusion in the application package. 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:** Applications must be ***RECEIVED*** by **NOVEMBER 30**.

If the deadline falls on a weekend, applications must be received by the previous Friday. Late submissions will not be considered. Fellowship recipients will be notified no later than March.

6. The following list of requirements should be included by the applicant in this order:

A) Application form

B) Summary of the proposed dissertation research project.  
Maximum length five (5) pages.

C) Annotated bibliography containing works of primary concern to the proposed topic. Maximum length five (5) pages.

D) A description of the proposed research plan, emphasizing the need to be at the institution you have selected.

If you are applying to the fellowship in London, jointly administered by the Courtauld Institute of Art and the Warburg Institute, you must make clear in this section that you have considered the resources available at **both** the Courtauld and Warburg. For more information on this requirement of the research plan for the London fellowship, please email Jane Ferguson, Fellowships Officer at the Warburg Institute ([jane.ferguson@sas.ac.uk](mailto:jane.ferguson@sas.ac.uk)).

You may also include, if appropriate, a description of proposed extended travel within Europe. Maximum length three (3) pages.

D) A budget indicating the major anticipated expenses for the fellowship period.

E) A description of the work completed on the dissertation. Maximum length one (1) page.

*Continued*

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.

G) A list of languages in which you are you proficient and to what extent (conversational, reading, writing; elementary, intermediate, fluent).

H) A list of 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:

I) A copy of your current curriculum vitae.

II) An official, sealed transcript from the university where you received your MA.

III) 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 returned to you for submission with your application package. Please ask those providing letters of reference to create two (2) identical letters, each sealed and signed on the flap, so you can enclose one in each application package. Those applying to the London program, jointly administered by the Courtauld and Warburg, must ask for three (3) identical letters from each evaluator.

IV) The email address that should be used to acknowledge receipt of the application.

**8.** Materials are not accepted via fax or email.

**9.** The originals of all the above materials should be sent in one packet to the chosen 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 Kress Foundation:

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

**10.** Applicants 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:

University \_\_\_\_\_

Expected date of receipt: \_\_\_\_\_

Dissertation Topic: \_\_\_\_\_

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

European Institution: \_\_\_\_\_

(If applying for the Courtauld/Warburg joint program, please specify which institution you will use as your primary research base.)

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

*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 your chosen European host institution and one packet should be sent to the Kress Foundation.

Please do not use staples.

***INCOMPLETE APPLICATIONS WILL NOT BE NOT CONSIDERED.***

- The fellowship application form cover page.
- 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 proposed extended travel within Europe. Maximum length three (3) pages.
- A budget indicating the major anticipated expenses for the fellowship period.
- 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 two (2) pages.
- A list of languages in which you are proficient and to what extent (conversational, reading, writing; elementary, intermediate, fluent).
- A list of 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.
- A copy of your current curriculum vitae.
- An official, sealed 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.
- The email address that should be used to acknowledge receipt of the application.

## History of Art: Institutional Fellowships

*European Research Centers*

### **Leiden University Centre for the Arts in Society (LUCAS)**

Website:

<http://www.universiteitleiden.nl/en/humanities/centre-for-the-arts-in-society/research>

Contact for Application questions: Stijn Bussels: [s.p.m.bussels@hum.leidenuniv.nl](mailto:s.p.m.bussels@hum.leidenuniv.nl)

Submit application to the attention of: Dr. S.P.M. Bussels

Telephone: 31 (71) 527 1746

Dr. S.P.M. Bussels

Leiden University Centre for the Arts in Society

Johan Huizingagebouw Room 2.22

Doelensteeg 16

NL- 2311 VL Leiden

Netherlands

### **London - Courtauld Institute of Art and Warburg Institute (jointly)**

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

For the Courtauld Institute of Art:

Website: <http://courtauld.ac.uk/>

Contact for Application questions:

Mercedes Malcomson: [mercedes.malcomson@courtauld.ac.uk](mailto:mercedes.malcomson@courtauld.ac.uk)

Submit application to the attention of: Mercedes Malcomson

Telephone: 44 (0) 20 7848 2620

Courtauld Institute of Art

Somerset House

Strand

London WC2R 0RN

United Kingdom

For the Warburg Institute:

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

Contact for Application questions: Jane Ferguson: [jane.ferguson@sas.ac.uk](mailto:jane.ferguson@sas.ac.uk)

Submit application to the attention of: Catherine Charlton

Telephone: 44 (0) 20 7862 8949

The Warburg Institute

University of London

Woburn Square

London WC1H 0AB

United Kingdom

## History of Art: Institutional Fellowships

*European Research Centers*

### **Florence - Kunsthistorisches Institut**

Website: <http://www.khi.fi.it/2169/en>

Contact for Application questions: Eva Mußotter: [mussotter@khi.fi.it](mailto:mussotter@khi.fi.it)

Submit application to the attention of: Eva Mußotter

Telephone: 39 055 249 11 67

Kunsthistorisches Institut in Florenz

Max-Planck-Institut

(Kress Institutional Fellowship Program)

Via Giuseppe Giusti 44

50121 Florence

Italy

### **Munich - Zentralinstitut für Kunstgeschichte**

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

Contact for Application questions: [i.lauterbach@zikg.eu](mailto:i.lauterbach@zikg.eu)

Please cc: [direktion@zikg.eu](mailto: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)**

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

Contact for Application questions: [der-dir@inha.fr](mailto:der-dir@inha.fr)

Submit application to the attention of: Benjamine Weill

Telephone: 33 (0)1 47 03 85 81

Institut National d'Histoire de l'Art

Département des Études et de la Recherche

2 Rue Vivienne

75002 Paris

France

### **Rome - Bibliotheca Hertziana**

Website: <http://www.biblhertz.it/home/>

Contact for Administrative Questions: Brigitte Secchi: [secchi@biblhertz.it](mailto:secchi@biblhertz.it)

Contact for Research Questions: Francesco Gangemi, [gangemi@biblhertz.it](mailto:gangemi@biblhertz.it)

Joris van Gastel, [gastel@biblhertz.it](mailto:gastel@biblhertz.it)

Submit application to the attention of: Dr. Tanja Michalsky

Telephone: 39 0669 993 227

Bibliotheca Hertziana

Max-Planck-Institut für Kunstgeschichte

(Kress Institutional Fellowship Program)

Via Gregoriana 28

00187 Roma

Italy