

## 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. 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 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:** 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) 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.

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

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

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

**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.** Applicants must be U.S. citizens or individuals matriculated at an American university.