APPLICATION INSTRUCTIONS – Please read before applying

• If you are requesting a **PUBLICATION** subsidy please keep in mind that it must be a **U.S. press** that submits the application. We do not accept publication subsidy requests from authors or foreign presses. The only exception to the foreign press rule would be for a press that also has offices in the United States. In such a case, the application should have only the U.S. address on it. All publication applications must include 10 copies of two letters of evaluation from outside readers that address the finished manuscript. These are not letters simply recommending publication but, rather, letters that evaluate the manuscript.

We do not need copies of the manuscript but if it is a translation of a Spanish work we ask that the outside readers address the English version of the manuscript and please include no more than three sample pages of the translation. If the outside readers have suggested revisions it would help your proposal if you included in your cover letter whether or not the author will be incorporating their suggestions. Publication requests that are submitted without the letters of evaluation from outside readers will not be forwarded on to the Executive Committee for review and you will be asked to resubmit the application when the letters have been obtained.

• **RESEARCH** subsidy requests must include a detailed itemized budget for a maximum stay of three months. Our program only covers direct costs for research (travel, room and board while away from home, photocopies, etc.) and we cannot cover more than 50% of these costs. We do not cover salaries, computer equipment purchases, or payments to research assistants. If you have a lengthy C.V. please include only an abbreviated version highlighting publications. If you have no matching institutional funds you should indicate that you will be covering the other 50% out of your own funds. It is usually not to your benefit to include sabbatical salary as matching funds. (Our program offers the guideline for costs to be approximately $3,000 per month for room and board, plus your airfare. It is also possible to include in-country travel expenses if you need to go to more than one city.) No indirect university costs may be included. Since Fulbright does not allow overlapping scholarship funds, if you are a recipient of a Fulbright Scholarship our funds may be used to extend the amount of time you stay in country.

We ask, if at all possible, that you include the two recommendation letters (10 copies of each) with your application. If the person writing your recommendation prefers to send it to us directly we ask that they make 10 copies of it before sending it. All letters are opened prior to forwarding them to the Executive Committee and they are then attached to the application so please tell them NOT to put them in 10 separate envelopes and NOT to use staples if the letter is more than one page. **Two sided copying is strongly encouraged both for the letters and the application.**

• When requesting subsidies for **CONFERENCES** be sure to give as much detail as possible, including the names of the invited participants, as well as the papers they are intending to present, titles of the sessions, the proposed dates of the conference, and letters of recommendation which address the scope and value of the conference. If possible, it makes for a stronger application if you can get at least one of the letters from
someone outside of your own department. An abbreviated CV of the applicant should also be included.

For VISITING PROFESSORS the application must come from the inviting university or college, not from the professor or artist who is being invited. We need the C.V. of the person that you intend to invite as well as letters of recommendation. We do not provide salaries but we attempt to help in the travel costs to bring the invited person to the U.S

ALL APPLICANTS PLEASE NOTE:

Since there are 10 members of the Executive Committee who will be reviewing your application, you must include 10 copies of it (9 copies plus one original) and all supporting materials in complete sets.

Each complete application set would contain the following items:
• One copy of the application form.
• One abbreviated C.V. highlighting publications (if appropriate as indicated above.)
• One copy of each of the two letters of recommendation. If the recommenders wish to have their letters remain confidential we ask that they submit 10 copies of their letters directly to our office and we will attach them to the application. The letters do NOT need to be in separate envelopes!
Note: Publication requests should have two letters of evaluation from outside readers rather than letters of recommendation.
• One copy of any supporting materials you may wish to include
• A cover letter if it contains information pertinent to the proposal that you want all Committee members to read (otherwise one copy will suffice).

Please DO NOT USE STAPLES unless the application is complete, including both letters of recommendation. (Paper clips may be used instead.) To save paper and mailing costs PLEASE USE TWO SIDED COPYING!

Annual Application Deadline and Timing Information: All applications must be received by April 1st. If that date falls on a weekend the applications are due the following Monday. The Executive Committee reviews the applications and then meets sometime in June to determine who will be funded. Notifications of grant funding will be sometime in July although the actual funds are often not disbursed until the end of summer. People who are considering doing research in the summer will need to commit to the research regardless of our funding and then hope to be reimbursed for some of the expenses afterward.

If you should have any questions, do not hesitate to contact us via e-mail at: zimme001@umn.edu Our web site is: http://www.umabroad.umn.edu/pcc/