



United States Institute of Peace
Jennings Randolph Program for International Peace

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	Submission Deadline*	Notification	Fellowship Begins
IMPORTANT DATES			
Fellowships	September 15	April	October 1

* **PLEASE NOTE:** During years in which these dates fall on a weekend or U.S. holiday, the deadline is extended to the next business day.

GENERAL DESCRIPTION OF FELLOWSHIPS

UNITED STATES INSTITUTE OF PEACE

The United States Institute of Peace is an independent, nonpartisan federal institution created by Congress to strengthen the nation's capacity to promote the peaceful resolution of international conflict. Established in 1984, the Institute seeks to expand knowledge about ways to achieve a more peaceful world through an array of programs, including the Jennings Randolph Fellowship Program, Research and Studies, Education, Grants, Training, and the United States Institute of Peace Press. The Institute is governed by a bipartisan, fifteen-member Board of Directors, including three ex officio members in federal service and twelve individuals appointed from outside federal service by the President of the United States and confirmed by the Senate.

JENNINGS RANDOLPH PROGRAM FOR INTERNATIONAL PEACE

The Jennings Randolph Program for International Peace awards Senior Fellowships and Peace Scholar Dissertation Fellowships to enable outstanding scholars, policymakers, journalists, and other professionals to conduct research on important issues concerning international conflict and peace. The program arranges to disseminate knowledge from these projects within the Institute and among policymakers, and it works closely with the Institute's Press to publish the products of fellows' research. Named for Senator Jennings Randolph from West Virginia, whose efforts over four decades helped establish the Institute, the Jennings Randolph Program has awarded over 300 fellowships since 1987.

The competition favors applications that demonstrate a project's consistency with the Institute's congressional mandate, which is to serve the American people through research, education, training, and the dissemination of information about the nature of international conflict and peaceful ways to manage and resolve it. Project proposals that deal with the sources and nature of interstate or civil conflict, with ways to prevent, limit, or end violent conflict, and with post-conflict reconstruction and reconciliation are welcome. Proposals should present a research agenda with clear relevance to policy issues, although a policy dimension need not be the main thrust of the project. Historical topics are appropriate if they promise to shed light on contemporary issues. Area studies projects and single-case studies will be competitive if they demonstrate a focus on conflict and its resolution, as well as the applicability of the research to other regions and cases around the world.

The Jennings Randolph Program offers two categories of award:

- **Senior Fellowships** are undertaken in residence at the United States Institute of Peace in Washington, D.C. Additional information concerning these awards and the procedures applicants should follow can be found beginning on page 3.
- **Peace Scholar Dissertation Fellowships** are non-resident awards to support the research and writing of doctoral dissertations. Additional information concerning these awards and the procedures applicants should follow can be found on the Institute's website.

SELECTION PROCEDURE

Awardees are selected through a rigorous, multi-step process. Applications are reviewed by panels of outside experts, who make recommendations to the president of the Institute. The Institute's Board of Directors makes the final selections. The programs are highly competitive, with an application-to-award ratio of over 10:1 for Senior Fellowships and over 15:1 for Peace Scholar Dissertation Fellowships. Women and members of minority groups are especially encouraged to apply.

Selection of fellowship candidates is based on the following factors:

- candidate's record of achievement and/or leadership potential
- significance and potential of the project for making an important contribution to knowledge, practice, or public understanding
- quality of the project design and its feasibility within the timetable proposed

Preference will be given to those who have not held Institute fellowships or grants in the past.

Applicants with questions about the competition process may contact the Institute at (202) 457-1700.

SENIOR FELLOWSHIPS

GENERAL INFORMATION

Prospective applicants should read the **General Description of Fellowships** on page 1. Ordinarily, senior fellowships begin in October and last for 10 months. Shorter-term fellowships are also available and may begin at any time of the year.

Eligible Candidates

Citizens of any nation may apply. Joint applications (that is, two or more applicants for a single project) will not be accepted. There is no specific educational degree requirement for resident fellow candidates. Fellows come from a wide variety of professional backgrounds, and from early, middle, and late stages of their careers. The following examples suggest the range of eligible candidates.

- **Governmental and nongovernmental practitioners in international security, peacemaking, and public affairs**, such as diplomats, negotiators, mediators, government policymakers and administrators, military officers, officials and professional staff of international organizations, international lawyers, community leaders, businesspersons, labor leaders, clergy, and leaders in health and humanitarian affairs.
- **Scholars and researchers**, such as college and university professors, policy analysts in governmental or nongovernmental research organizations, and independent consultants and writers. Applications are invited from all disciplines in the humanities, natural sciences, social and behavioral sciences, and the professions.
- **Media and communications specialists** such as journalists, editors, and producers from print, television, radio, and other communications media.

PLEASE NOTE: Non-U.S. citizens without permanent resident status must obtain a J-1 exchange visitor visa to participate in the fellowship program. **J-1 status requires recipients to reside in their home country for two years following the fellowship before applying for the H or L visa, or for permanent residency in the United States.**

Fellowship Products, Topics, and Activities

FELLOWSHIP PRODUCTS

In keeping with its legislative mandate to support “scholarly inquiry and other appropriate forms of communication,” the Jennings Randolph Program invites proposals that would produce a variety of products, such as:

- books or monographs published by USIP Press
- Peaceworks reports or Special Reports published by the Institute
- articles for professional or academic journals

- op-eds and articles for newspapers or magazines
- radio or TV media projects
- demonstrations or simulations
- teaching curricula
- lectures or other public speaking
- workshops, seminars, or symposia

The editorial staff of the Institute works closely with fellows to develop manuscripts for consideration by the Institute Press or for publication as Institute reports.

FELLOWSHIP TOPICS

The competition is open for all topics bearing on the Institute's mandate. Please consult the Information Insert in this booklet for a list of Senior Fellowship topics awarded during last year's competition.

Note: Fellowship projects supported by the Institute may not be of a partisan, advocacy, or activist nature; constitute policymaking for a government agency or private organization; or focus to any substantial degree on conflicts within U.S. society.

FELLOWSHIP ACTIVITIES

Fellows contribute to the collegial life of the Institute through interaction with other fellows and Institute staff by presenting their work and by participating in workshops, conferences, and other events. The Institute relies on senior fellows to provide in-house expertise via the media and other public forums. In these ways fellows play a major role in the Institute's mission of promoting research and public education concerning the peaceful resolution of international conflict.

Because fellows constitute an important collegial and intellectual resource within the Institute, fellowship awards are intended to be residential in character. Extensive field work or archival research at other locations cannot be supported. In certain cases, limited travel may be supported by the Institute when it is essential to the purposes of the fellowship. The Institute favors applicants who propose projects that can be carried out primarily in the Washington metropolitan area.

Terms of Awards

Stipends are based on the fellow's earned income for the preceding 12 months, up to a maximum established annually by the Institute's Board of Directors. (Please consult the Information Insert in this booklet for the dollar amount for this year.) In the case of candidates from countries with salary scales greatly different from the U.S., seniority is the basis of the calculation. The stipends are prorated for the number of months of the fellowship. In addition to their stipends, fellows are provided with contributions toward health insurance, use of an office and Macintosh computer, and part-time research assistance. (Please note that the Institute maintains a smoke-free work environment.)

The Institute provides transportation to and from Washington, D.C., for the fellow and eligible family members at the beginning and end of the fellowship period. Housing is not provided.

Fellows devote full attention to their fellowship work in order to complete their projects within the period of residency. The Institute generally asks that fellows give first right of review to the Institute Press for manuscripts produced as the result of fellowship support. An Institute fellowship may not be deferred or combined with any other major award.

APPLICANT INFORMATION AND CERTIFICATION FORM (please type)

Last name	First	Middle
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Preferred address (through June of next year)	City
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State/Country	Zip/Postal code
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Home phone (country & city code)	Office phone
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Fax	E-mail
-----	--------

Professional/Occupational position	<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Prof. <input type="checkbox"/> Other: _____ Preferred title
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Business address (if different from above)	Number and street
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City	State/Country	Zip/Postal code
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Have you ever received a grant or fellowship from the United States Institute of Peace or participated in any Institute-sponsored activities? If so, explain and indicate the date.

If English is not your native language, specify your fluency in English, indicating *excellent*, *good*, *fair*, or *poor*:

Reading	Speaking	Writing
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In what language(s) relevant to your project are you proficient? _____

How did you learn about the Jennings Randolph Program?

<input type="checkbox"/> Grant information listing	<input type="checkbox"/> Institute flyer
<input type="checkbox"/> Story or advertisement in _____	<input type="checkbox"/> Other: _____

Certifications: This sheet must be signed and dated by the applicant. U.S. government statutes provide civil and criminal penalties for attempting to obtain public funds by fraud or deception, and the Institute will act to prevent waste, fraud, or abuse in connection with its fellowship program and other activities.

I certify that the statements made in this application are true and complete to the best of my knowledge, that I am not delinquent in repaying any federal debt, and that I will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while conducting any fellowship activity.

Signature of Applicant	Date
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Applicant Background

On no more than **four double-spaced pages, using 12-point type**, please provide the following information numbered in the order of the items below. Please follow this format. **Do not** attach a curriculum vitae or a writing sample.

1. Education. List in reverse chronological order all education above the secondary school level, including training and professional courses relevant to your proposed project. Indicate institutions' names, locations, dates attended, degrees awarded, and fields of specialization.
2. Professional/Occupational Experience. List in reverse chronological order all major jobs held. Indicate job titles or descriptions, employing organizations, locations, and dates.
3. Honors. Indicate any fellowships, grants, and professional honors or awards, with dates received.
4. Key Experience. Describe any major educational, professional, or personal experiences not covered above (e.g., academic study, jobs, travel, avocations, etc.) that are especially pertinent in qualifying you to undertake the proposed fellowship project. Explain how these experiences prepare you for the project.
5. Major Publications and Writing. List only major publications authored or edited, using full bibliographical references. Translate all foreign titles into English.
6. Other Interests. Briefly describe your major interests and leisure activities.
7. Career Plans. Describe your career plans and how a fellowship opportunity at the United States Institute of Peace would contribute to your goals.
8. Family. Please indicate members of your immediate family, if any, who would accompany and stay with you during the fellowship period in Washington, D.C.
9. Visa Status. If you are a citizen of a country other than the United States, do you currently hold a valid visa from the U.S. government? If so, please indicate the kind of visa you hold and the expiration date. Have you ever held a J-1 visa from the U.S. government? If so, when? Non-U.S. citizens without permanent resident status must obtain a J-1 exchange visitor visa to participate in the fellowship program. The Institute completes the necessary paperwork for sponsorship. **Please be aware that J-1 status requires recipients to reside in their home country for two years following the fellowship before applying for the H or L visa, or for permanent residency in the United States.**

Proposed Project Description

On no more than **seven double-spaced pages, using 12-point type**, explain specifically and clearly the project you would undertake if you received a fellowship. Applicants should use clear, non-technical language understandable to reviewers from a variety of fields. A proposal will be stronger if it—

- shows that the work has not been done elsewhere
- derives lessons from one geographic area or body of knowledge that apply to others
- articulates clear hypotheses and effective methods for testing them
- links together general concepts and specific cases
- outlines a clear and realistic work plan and task schedule
- above all, contributes knowledge relevant to the formulation of policy on international peace and conflict issues

The questions below must be numbered and addressed in the text of your statement. Only one project may be proposed.

1. **Subject and Significance.** Sharply define a problem for study. What is the basic problem, issue, or question that the project seeks to address? Why is it important that this project be done? What substantive results do you expect to derive from this project? How original is it in view of existing literature or projects that you or others have carried out? (Cite in your narrative the relevant literature about your topic.)
2. **Mandate Fulfillment.** How does your proposal help fulfill the mandate of the United States Institute of Peace? (See page 1 for a description of the mandate.) You must explain fully how your project addresses the mandate, not just assert it. Explain the policy relevance or other practical implications of the project for international peace, security, and conflict resolution. (Candidates may wish to consult the website to get more information about the Institute's goals, programs, and activities.)
3. **Methods and Design.** What is the main thesis of your proposal, and what are the hypotheses you are testing or assuming in your search for explanations? What evidence (that is, documents, interviews, archives, or other sources) will you gather to examine your theories, hypotheses, and assumptions? How will you analyze this evidence and use it to confirm or disconfirm your claims? In addition, describe briefly the activities the project entails and any other persons or organizations with which you and the project will be affiliated.
4. **Products.** In what form will the results of the project be disseminated? What audiences do you intend your product to reach? If written materials are envisioned, please submit a working outline. Proposals of a more practice-oriented nature (that do not have scholarly writing or policy analysis as their principal objective) will be competitive if they indicate clearly the nature of the proposed end product (e.g., a new curriculum, a conference, a television documentary, new methods of peacebuilding) and how this work might be complemented by a more modest and practice-oriented written product.
5. **Work Plan.** Provide a timetable indicating the schedule of completion for tasks or steps involved in the project. Indicate which portions of the project may already be finished, and which portions remain to be completed. Please be as realistic as possible, taking into account the work that can be completed during the course of the fellowship. The Institute expects fellows to complete work described in the timetable or as agreed in subsequent consultation with the program staff.
6. **Budget.** Fill out and include the fellowship costs sheet on page 11. Because Institute fellows constitute an important collegial and intellectual resource within the Institute, fellowship awards are intended to be residential in nature and do not support field work or on-site archival research. Applicants should not expect that funds will be available for project-related travel during the period of the fellowship and should propose projects that can be carried out in the Washington, D.C., area.
7. **References.** List the names, addresses, and occupations of three persons not related to you who have direct and recent knowledge of your qualifications, activities, and character, and who will submit letters of reference on your behalf. Please do not submit more than three reference letters. Do not send letters written for another purpose, such as those for a job application.

Reference Letters

Provide to each referee a copy of your application form, project proposal, and the reviewer letter on page 12, requesting that letters of reference be sent to you in a sealed envelope with the referee's signature across the seal. Enclose these sealed letters with your application. Institute staff will make copies of the letters of reference, which should remain sealed until they reach the Institute. If you are filing your application outside the United States, you may prefer to ask referees in this country to send letters directly to the Institute.

MAILING INSTRUCTIONS

1. Assemble the pages of your application in the following order, and number consecutively, as follows:
 - cover sheet
 - applicant information and certification form
 - applicant background essay (up to four pages)
 - project description (up to seven pages)
 - estimated fellowship costs sheet
2. Once you have assembled the application, make ten (10) copies, collated and stapled only. Please do not bind.
3. Mail your completed application package, which should include:
 - ten (10) copies of the application
 - three sealed letters of reference
 - self-addressed envelope for notice of receipt of application

These materials must arrive at the Institute by **September 15** (or next business day if this date falls on a weekend or U.S. holiday). The Institute will not accept faxed or electronic copies of applications. We suggest that you retain one copy of the completed application for your files.

Mail your application package to the following address:

United States Institute of Peace
Jennings Randolph Program for International Peace
1200 17th Street NW, Suite 200
Washington, DC 20036-3011

ESTIMATED FELLOWSHIP COSTS

 Name

The Institute provides each fellow with a stipend; travel costs to and from Washington, D.C.; and a part-time research assistant or modest clerical help. The Institute also pays reasonable costs for telephone, supplies, and photocopying.

Specific amounts of stipends are determined through consultation with each fellow after selection for an award. The fellowship award does not include funds for travel outside Washington.

1. Estimate the amount of earned income you expect to receive in the twelve months immediately preceding the fellowship period. These figures are intended for the Institute's information only. Stipends are determined individually in relation to preceding year's income, up to the permissible maximum amount. Stipends for fellows from abroad will be comparable to those for U.S. citizens of similar experience and position. \$ _____

2. Travel to and from Washington, D.C.*
 Number of accompanying dependents: _____ \$ _____

3. Unusual project costs, if any (please explain briefly below) \$ _____

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4. Do you expect to have other income during the fellowship period (e.g., sabbatical pay)?

Please list and explain.

\$ _____

* The Institute will provide one round-trip fare to Washington, D.C., at the beginning and end of the fellowship period to the fellow and family members (i.e., spouse and children under 18) who reside with the fellow during the entire fellowship period. In accordance with federal travel regulations, the Institute cannot cover the costs of transporting books or personal effects.

(*Applicant:* Please fill in your name below, and give one photocopy to each of three referees, along with a copy of your application.)

INSTRUCTIONS FOR LETTERS OF REFERENCE

United States Institute of Peace
SENIOR FELLOWSHIP

Dear Referee:

_____ (name of candidate) is applying for a fellowship award from the Jennings Randolph Program for International Peace at the United States Institute of Peace. The purpose of this program is to provide fellowships and other support to scholars and practitioners from the United States and abroad to enable them to pursue research on important issues of international peace and conflict management. The United States Institute of Peace is an independent federal institution created and funded by the U.S. Congress to promote international peace. The Institute is nonpartisan and takes no policymaking or other direct role in international disputes.

The applicant is forwarding this letter to you for a confidential evaluation of his or her candidacy and is providing you with a copy of the completed application, including a description of the proposed fellowship project. We would appreciate your views of both the applicant and the proposed project.

Please indicate how long and in what context you have known the candidate. We would appreciate your opinion concerning the applicant's intellectual ability; professional accomplishments and experience; his or her ability to accomplish the proposed project within the time proposed; and the likelihood that the applicant would be a significant contributor to the Institute's role as a stimulating center for learning, dissemination of knowledge, and exchange of ideas. We are concerned not only with the individual's intellectual depth and maturity but also with those personal qualities and talents that lend themselves to public and professional leadership, effective communication, and interaction with policymakers and the public.

Concerning the proposed fellowship project, we would appreciate your views on its potential for making an important contribution to advancing the understanding of peace and conflict issues, its possible significance beyond its immediate field and focus, the soundness and feasibility of the approach the applicant proposes to take in the project, and its policy relevance.

Competition for the awards will be keen, so we would be grateful for as full and candid an appraisal as you can provide. Reference letters will be more useful to the extent that they address both strengths and shortcomings.

The independent advisory review committee, the president and staff, and the Board of Directors of the Institute will be most grateful for your help.

Sincerely,

Jennings Randolph Program
for International Peace

P.S. To be included in the competition, all materials must be received at the United States Institute of Peace in Washington, D.C., by **September 15** (or next business day if this date falls on a weekend or U.S. holiday). Please give your letter to the applicant in a sealed envelope with your signature across the seal in sufficient time to meet this deadline.