

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at **9:00pm (EST) on January 20, 2014. The REFERENCES AND LANGUAGE EVALUATIONS section must also be completed by this time.**

BEFORE BEGINNING the application form, please read the following instructions carefully and make sure you meet the [ELIGIBILITY](#) requirements.

You may submit your application and proposal in English, Spanish or Portuguese.

A. How to SAVE and SUBMIT your data.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the navigation links and/or arrows provided on each application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is at the bottom of your screen.
3. You may work on your application in as many sessions as you wish, and the status of your application will be **IN PROGRESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION**.
4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**
5. Your application status bar must show SUBMITTED at 9:00pm (EST) on January 20, 2014 in order for it to be considered. The SSRC will take no responsibility for applications that are not in SUBMITTED status at the deadline.

B. How to enter data.

1. You may begin completing the application at any section.
2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, case (do not use all caps), punctuation, and grammar.
3. Keep in mind that all application questions are required, unless otherwise noted, and all text fields must be completed or you will not be able to submit your application.
4. Text boxes will hold only a limited amount of text. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.
5. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please indicate the expected end date, if applicable.
6. Begin typing all answers at the extreme left hand side of the response area or box; do not

leave a space or indent at the beginning of your answer.

7. Please carefully read the GUIDELINES for specific instructions on the research relevance section, proposal, and supplementary documents [reference letters and language evaluation(s)].

8. If you have questions about the application process, please consult the [FAQs](#). If your question is not answered there, please contact program staff at dsd@ssrc.org.

This document outlines the guidelines for applying to the Drugs, Security and Democracy fellowship competition. Please print this document and refer to it when completing the application.

Information on program parameters, eligibility criteria, and the selection process are available on the DSD website (<http://www.ssrc.org/fellowships/DSD/>). Applicants are strongly encouraged to consult the site.

General

Before completing this application, be sure to read these guidelines carefully as well as the accompanying material on the DSD website (<http://www.ssrc.org/fellowships/DSD/>). If you have any questions regarding your eligibility or the application process, please do not hesitate to contact program staff at the Social Science Research Council in New York. Program staff may be contacted in English or Spanish at dsd@ssrc.org or at (718) 517-3656 or (212) 377-2700 in New York.

Deadline

The application deadline is **JANUARY 20, 2014**. In order to be considered, your application must be completed online and in SUBMITTED status no later than 9:00 p.m. (EST) on January 20, 2014. Reference and language evaluations must also be submitted online by the deadline.

Eligibility

Applications are welcome from PhD candidates and postdoctoral researchers conducting research that addresses the primary theme of drugs in relation to security and/or democracy in Latin America or the Caribbean. Eligible applicants will fall into one of the following two categories:

- **Dissertation Fellowship:** This competition is open to PhD and JSD candidates worldwide who have an approved dissertation prospectus by July 1, 2014, but have not completed writing for final submission.
- **Postdoctoral Fellowship:** The competition is also open to PhD and JSD recipients worldwide who have completed their PhD within 7 years of the application deadline (on or after January 20th, 2007).

If you are proposing to conduct research in a non-native language, you should provide evidence of the necessary proficiency to carry out the project.

Recipients of the DSD Fellowship are expected to devote themselves full-time to their DSD research during the tenure of the fellowship.

The program strongly encourages citizens and residents of Latin America and the Caribbean to apply.

Fellowship Research Agenda

DSD funded research must address the primary theme of drugs in relation to security and/or democracy in Latin America or the Caribbean. These topics may include, but are not limited to, the following issues and areas of study: the relationship of drugs to crime and violence, the impact of drug policy innovations (decriminalization, etc.), and the impact of drug markets on public health and human rights. Proposals must demonstrate the potential of the research to contribute to a sound and credible knowledge base for informed advocacy and decision making for drug policy. Projects that do not have a primary focus on the theme of drugs will be eliminated from the competition.

The program encourages interdisciplinary and comparative projects and those that address transnational and trans-regional issues. We encourage research in or about countries or themes that have been underrepresented in the program's previously funded projects. Please click [here](#) for a list of previously funded projects.

Application

The online application contains the following sections (all to be submitted online):

- Completed Application Form
- Completed Research Proposal (no more than 10 pages) in double-spaced Times New Roman 11-point font with one-inch margins
- Completed Bibliography (no more than 2 pages single spaced)
- CV
- Two Reference Letters
- Language evaluation(s) (if necessary)

Application Language

Application materials may be submitted in English, Spanish, or Portuguese. The reference letters and language evaluations may also be submitted in English, Spanish, or Portuguese. Please contact DSD staff at dsd@ssrc.org if you have any questions.

Online Application

Applications for the DSD Fellowship can only be submitted through the SSRC's Online Application Portal (SOAP). The portal allows you to fill out the required application materials, upload your research proposal and bibliography, request reference letters and language evaluation(s), and send reminders to reference writers.

Research Proposal and Bibliography

In addition to filling out the application form, you must upload the following items: 1) a ten-page double-spaced research proposal, 2) a two-page bibliography, and 3) a CV with a maximum length of four pages. **These items MUST be collated as one continuous document not exceeding sixteen pages in total. The document can only be uploaded in Adobe Portable Document Format (.PDF).** Application materials may be submitted in English, Spanish or Portuguese.

We strongly encourage you to review "The Art of Writing Proposals," an article with advice on the construction of a research proposal or project statement, available on the SSRC web site [here](#).

Formatting Requirements

- The proposal should be ten pages.
- The proposal must be double-spaced. Footnotes and endnotes may be single-spaced but must be included within the ten pages of the proposal.
- The proposal and bibliography must be in Times New Roman 11-point font type with at least one-inch margins on all sides. The bibliography may be single-spaced but must be in bibliographic format.
- The proposal, bibliography, and CV must be collated as one continuous document.
- Please number the pages of the documents via the footer function in your word

- processor. You may number pages consecutively throughout the entire document.
- Your name should appear on the upper right-hand corner of each page.
 - You must convert your document to Adobe Portable Document Format (.PDF) before uploading it. We recommend you keep formatting simple to avoid problems in the converted document.
 - If your proposal includes foreign characters or charts, please review it before uploading to be sure these converted properly.

Research Proposal

Your proposal should be as thorough as possible and written in clear prose with language accessible to a range of disciplines. Please keep in mind that DSD proposals are reviewed by an interdisciplinary committee and applicants should avoid assumptions one might make when writing for their specific field. The proposal must not exceed ten double-spaced pages and should include the following information:

- An explicit statement of the major hypotheses you will test or questions you will ask
- An explicit description and justification of your research methods
- Preliminary research already completed or plans for research prior to going to your research site(s)
- Proposed location(s) for research (including specific cities and countries) and explanation of why your project requires the stated on-site research
- A research schedule/timeline, justifying how much time you propose to spend at each research location. Note that the fellowship provides support for a minimum of three and a maximum of twelve months of continuous research.
- If relevant, please be sure to address the gender dynamics apparent in your proposed research project.

Bibliography

The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used. In addition, the bibliography **must include relevant regional scholarship for your topic**. The bibliography cannot be substituted by endnotes. The bibliography must not exceed two pages and may be single-spaced.

CV

Include a CV that details your relevant civil and professional experience, in addition to research and teaching experience. Regional expertise and non-academic work in your proposed research countries are also important to include, if applicable. The CV should be between one and four pages and may be submitted in English, Spanish, or Portuguese.

Policy Relevance Section

The Policy Relevance section is a required part of your application. The DSD Program defines “policy relevant” as relevant to a topic of public policy significance. Please consider carefully how your research project has the potential to contribute to a sound and credible knowledge base for informed advocacy and policy decision making for drug policy. For example, basic research that:

1. improves civil society knowledge concerning drug policy or drug policy issues.
2. informs the environment in which drug policies are debated and ultimately formulated including providing credible evidence for advocacy and decision making by relevant stakeholders within civil society – from concerned segments of the public to policy makers, to NGOs working on the issue to those who might provide resources for implementation (national, regional, local or community level governments, media, international NGOs, businesses, ODA agencies, members of the legal profession and the

law enforcement community and researchers themselves who are citizens, etc.).

3. changes understanding in policymaking communities about the issues on which drug policies should exist or should be changed.

Please consider in your answer how you hope to contribute to social change and how you might give back knowledge to the communities in which you conduct research.

Safety and Access

Applicants to the fellowship must demonstrate an understanding of the risks to both researcher and research subjects that may be involved in their research projects. How will you address concerns of safety and questions of access inherent in your research? How will you gain access to your research subjects? What do you see as the major current safety issues in your proposed country or countries of research and how do you plan to mitigate them?

References and Language Evaluations

References and language evaluation(s) must be submitted online. Go to the "References and Languages Evaluations" section of the online application portal to submit a reference request to your referees. Be sure to confirm the email addresses of your referees before you enter the information. The referees will be notified by email that you have requested a reference letter or language evaluation. The referee must follow the instructions in the e-mail to complete the reference letter online. Once submitted, these documents will be automatically added to your application.

1) Reference

Two letters of reference must be submitted. For **dissertation fellowship applicants**, one reference letter must come from your principal faculty advisor, and the other from someone who is familiar with your work and academic interests. For **postdoctoral fellowship applicants**, one reference letter must come from your supervisor and the other from someone who is familiar with your work and research interests. For postdocs who do not currently hold a position, the primary reference letter may be submitted by your faculty advisor.

2) Language Evaluation(s)

If proficiency in a non-native language is necessary for the completion of your research project, a language evaluation is required. If more than one foreign language is required to complete your research project, submit a language evaluation for each language. Non-native speakers of Spanish who have completed a degree from a Spanish-speaking institution need not submit a Spanish language evaluation. The same applies to non-native speakers of Portuguese who have completed a degree from a Portuguese-speaking institution and non-native speakers of English who have completed a degree from an English-speaking institution. You do not need to submit a language evaluation form if you will be conducting research in your native language(s).

Anyone who is professionally qualified to judge your language competence may submit the language evaluation on your behalf, e.g. a language instructor, a faculty member in your department, or someone else who is qualified to test your proficiency in the language(s) at the time of application and evaluate your language competence needed to carry out your research. Ideally, your evaluator will be a language instructor at your university; however, exceptions can be made for less commonly taught languages. Departmental language exams will not be accepted as proof of language proficiency. Please note that your reference writers may not also submit language evaluations on your behalf. Contact dsd@ssrc.org if you have any questions about your language evaluation(s) that are not covered here or in the **FAQs. Reference letters and**

language evaluation(s) must be received by 9:00 p.m. (EST) on January 20, 2014.

Submission

Upon successful submission of your application, you will receive an email confirmation from the SSRC. Please contact dsd@ssrc.org if you do not receive this email within 24 hours of submission.

Please note that it is in your best interest to submit your application in advance of the deadline to avoid any technical difficulties. Once submitted, you will not be able to revise your application; however, you will still be able to send referees a reminder and track the status of your references by clicking on the "Track References" button on the main page of the Online Application Portal.

If you have questions about the application process, please consult the [FAQs](#). If your question is not answered there, please contact program staff at (718) 517-3656 or (212) 377-2700 or via email at dsd@ssrc.org.

You may submit your application and proposal in English, Spanish or Portuguese.

First Name **John**

Middle Name/Initial

Last Name **Doe**

Email Address **jdoe@email.com**

If any part of your name appears incorrectly above please contact us at dsd@ssrc.org to correct the error(s). Please note that the following information will not appear on your printed application. The address and email address you enter here will be used to notify you of your application's status.

Notification Address

City

State/Province/Region

Postal Code

Country

(If United States, please leave blank)

Address Type

Telephone

Country Code

City Code and Telephone Number

Email Address

Please check for errors; the address and email address you enter here will be used to notify you of your application's status.

You may submit your application and proposal in English, Spanish or Portuguese.

Citizenship *

Country of
Origin
(if different
from
citizenship)

Country of
Residence *

Current Position

Title *

Department
t *

Institution *

Other Institution - If Not Listed Above

City *

Country *

Are you applying for a dissertation fellowship?

Date of Advancement to Candidacy

Please indicate past or expected date for obtaining All But Dissertation (ABD) status, or the equivalent status at your institution that indicates completion of qualifying exams and an approved dissertation prospectus.

Month / Year

Or a postdoctoral fellowship?

Please note that postdoctoral applicants should have received their PhD between January 20, 2007 and January 20, 2014.

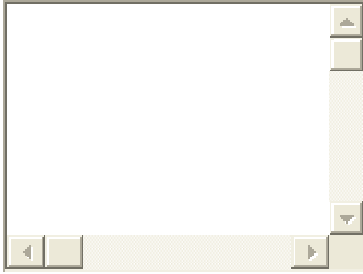
Project Information

Title of Project

*

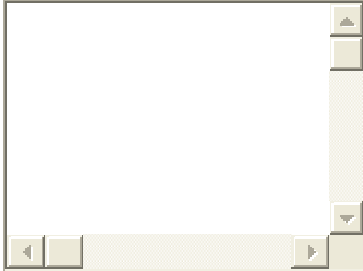
Project Summary

Include a concise description or abstract of your proposed research project. *
(2000 characters maximum)

A large, empty text area with a light beige background and a thin border. It includes standard scrollbars on the right and bottom edges.

If you are applying for a dissertation fellowship, please describe your dissertation progress to date. Have you conducted research? Are you in the process of writing or completing your dissertation?

(2000 characters maximum)

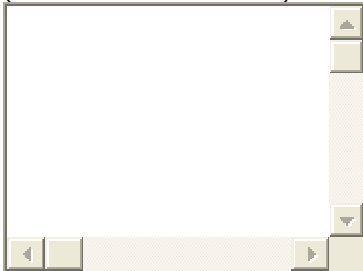
A large, empty text area with a light beige background and a thin border. It includes standard scrollbars on the right and bottom edges.

Stage in dissertation process:

I have completed preliminary drafts of at least of my dissertation (2/3, one half, one chapter, etc.)

If you are applying for a postdoctoral fellowship, please explain the relationship of your proposed project to your dissertation or past research. If based on your dissertation or ongoing research, what revisions are you planning and why? If this is a new project, please discuss the connection between your previous project(s) and the one you are proposing.

(2500 characters maximum)

A large, empty text area with a light beige background and a thin border. It includes standard scrollbars on the right and bottom edges.

Start/End Dates of Proposed Fellowship Research

These dates should correspond to the research timeline included in your proposal. Please note that research may not begin before July 1, 2014 and must end by July 31, 2015. Please note that your research period must be at least three months and may not exceed twelve months.

Start / *

End / *

Months * (the total number of months for which you are requesting fellowship funding)

Breakdown of Research Phases for which Fellowship Funding is Requested

Location (1)

City *

Country *

From / To / *

Months * (the total number of months for which you are requesting fellowship funding at this site)

Institution(s) of Affiliation (optional) *
(archive, local partner, university in the country, etc., but not including home institution)

...

Location (5)

City

Country

From / To /

Months (the total number of months for which you are requesting fellowship funding at this site)

Institution(s) of Affiliation (optional)
(archive, local partner, university in the country, etc., but not including home institution)

List schools attended above high school level in reverse chronological order.

School (1)

Institution *

Other Institution - If Not Listed Above

City *

Country *

Degree *

Date Received / * (mm/yyyy)

Enrollment Date / * (mm/yyyy)

Fields of Study *

...

School (4)

Institution

Other Institution - If Not Listed Above

City

Country

Degree

Date Received / (mm/yyyy)

Enrollment Date / (mm/yyyy)

Fields of Study

You may submit your application and proposal in English, Spanish or Portuguese.

List positions you have held that are of relevance to your proposed research in reverse chronological order.

Position (1)

Institution/Organization *

Position/Nature of Work *

Held From / Held To / * (mm/yyyy)

Check if current position

Position (2)

Institution/Organization

Position/Nature of Work

Held From / Held To / (mm/yyyy)

Position (3)

Institution/Organization

Position/Nature of Work

Held From / Held To / (mm/yyyy)

Position (4)

Institution/Organization

Position/Nature of Work

Held From / Held To / (mm/yyyy)

You may submit your application and proposal in English, Spanish or Portuguese.

List previous travel or residence in any country other than your country of origin that is of relevance to your research.

Location (1)

Location *

Purpose *

From / (mm/yyyy) To / * (mm/yyyy)

...

Location (5)

Location

Purpose

From / (mm/yyyy) To / (mm/yyyy)

You may submit your application and proposal in English, Spanish or Portuguese.

Please enter or paste a brief biographical sketch outlining your life experiences, skills, and contacts related to the proposed project. If you are based outside Latin America and the Caribbean, what is your relationship to Latin America and the Caribbean as a region of study? *

(2000 characters maximum)



You may submit your application and proposal in English, Spanish or Portuguese.

Please provide a brief description of your future professional plans and how they relate to the proposed research project. What are your plans for continued engagement in Latin America and the Caribbean? *
(2000 characters maximum)



You may submit your application and proposal in English, Spanish or Portuguese.

List languages that you read, speak, or write.

Language (1)

Language *

Fluency

Institution(s)

Duration of Study

...

Language (5)

Language

Fluency

Institution(s)

Duration of Study

You may submit your application and proposal in English, Spanish or Portuguese.

If you have applied before to any SSRC programs, please list program, year, and award status.

(Place each item on its own line, 600 characters maximum)

List all fellowships or grants that you have received or are applying for to support the proposed research. Be sure to enter only numerals in the "amount" spaces provided. Don't include dollar signs, commas, or other symbols as they will cause the field to clear:

Source (1)

Source

Amount Currency

Amount Requested

Start Date / (mm/yyyy) End Date / (mm/yyyy)

Announcement of Award

Location(s) of Research

...

Source (4)

Source

Amount Currency

Amount Requested

Start Date / (mm/yyyy) End Date / (mm/yyyy)

Announcement of Award

Location(s) of Research

How did you hear about the DSD program? (Check all that apply)

- SSRC (website, Council Update, or other)
- Open Society Foundations
- Universidad de los Andes
- CIDE (Centro de Investigación y Docencia Económicas)
- Departmental or Institutional mailing (including electronic)
- Faculty Advisor
- DSD Program Poster
- DSD Video
- Twitter
- Facebook
- APSA Mailing
- LASA Mailing or Ad
-
- H-NET Discussion Networks
- InSight Crime or other online ad (please specify)

PLEASE NOTE: You MUST ENTER YOUR REFEREES' INFORMATION on this page BEFORE they can log in to use the online references system. Please do not ask them to access the system until you have done this. Be sure to confirm the email addresses of your referees before you enter the information. The referees will be notified by email that you have requested a reference letter or language evaluation. The referee must follow the instructions in the e-mail to complete the reference letter online. Once submitted, these documents will be automatically added to your application.

1) References

Two letters of reference must be submitted. For **dissertation fellowship applicants**, one reference letter must come from your principal faculty advisor, and the other from someone who is familiar with your work and academic interests. For **postdoctoral fellowship applicants**, one reference letter must come from your supervisor and the other from someone who is familiar with your work and research interests. For postdocs who do not currently hold a position, the primary reference letter may be submitted by your faculty advisor.

2) Language Evaluation(s)

If proficiency in a non-native language is necessary for the completion of your research project, a language evaluation is required. If more than one foreign language is required to complete your research project, submit a language evaluation for each language. Non-native speakers of Spanish who have completed a degree from a Spanish-speaking institution need not submit a Spanish language evaluation. The same applies to non-native speakers of Portuguese who have completed a degree from a Portuguese-speaking institution and non-native speakers of English who have completed a degree from an English-speaking institution. You do not need to submit a language evaluation form if you will be conducting research in your native language(s).

Anyone who is professionally qualified to judge your language competence may submit the language evaluation on your behalf, e.g. a language instructor, a faculty member in your department, or someone else who is qualified to test your proficiency in the language(s) at the time of application and evaluate your language competence needed to carry out your research. Ideally, your evaluator will be a language instructor at your university; however, exceptions can be made for less commonly taught languages. Departmental language exams will not be accepted as proof of language proficiency. Please note that your reference writers may not also submit language evaluations on your behalf. Contact DSD@ssrc.org if you have any questions about your language evaluation(s) that are not covered here or in the [FAQs](#). **Reference letters and language evaluation(s) must be received by 9:00 p.m. (EST) on January 20, 2014.**

3) Instructions for Requesting References and Language Evaluation(s)

Please select the "ADD REFERENCE" or "ADD LANGUAGE EVALUATOR" links below and complete the required information in the window that is displayed. You may include a personalized message to your referee and attach your proposal. After you have entered in the necessary information, select the "Send Email to Referee" button. An email request will be sent to the referee with instructions on how to complete the online reference. After sending the request, the referee's name will appear in the "Referee Status" section below, along with the "Status" of the reference letter itself. You may send referees a reminder and track the status of your references below.

Reference Letters and Language Evaluation(s) are due by January 20, 2014 9PM EST.

[ADD REFERENCE](#)

[ADD LANGUAGE EVALUATOR](#)

You may submit your application and proposal in English, Spanish or Portuguese.

The Policy Relevance section is a required part of your application. The DSD Program broadly defines “policy relevant” as relevant to a topic of public policy significance. For the purposes of this application, please consider carefully how your research project has the potential to contribute to a sound and credible knowledge base for informed advocacy and policy decision making for drug policy. For example, basic research that:

1. improves civil society knowledge concerning drug policy or drug policy issues.
2. informs the environment in which drug policies are debated and ultimately formulated including providing credible evidence for advocacy and decision making by relevant stakeholders within civil society – from concerned segments of the public to policy makers, to NGOs working on the issue to those who might provide resources for implementation (national, regional, local or community level governments, media, international NGOs, businesses, ODA agencies, members of the legal profession and the law enforcement community and researchers themselves who are citizens, etc.).
3. changes understanding in policymaking communities about the issues on which policies should exist or should be changed.

Please consider in your answer how you hope to contribute to social change and how you might give back knowledge to the communities in which you conduct research.

Please address clearly and briefly how your research project is policy relevant.

(1250 characters maximum)



You may submit your application and proposal in English, Spanish or Portuguese.

Applicants to the fellowship must demonstrate an understanding of the risks to both researcher and research subjects that may be involved in their research projects. How will you address concerns of safety and questions of access inherent in your research? How will you gain access to your research subjects? What do you see as the major current safety issues in your proposed country or countries of research and how you plan to mitigate them? Please address in 1250 characters or less.



You may submit your application and proposal in English, Spanish or Portuguese.

Research Proposal, Bibliography and CV

In addition to filling out the application form, you must upload the following items: 1) a ten-page double-spaced research proposal, 2) a two-page bibliography, and 3) a CV with a maximum length of four pages. **These items MUST be collated as one continuous document not exceeding sixteen pages in total. The document can only be uploaded in Adobe Portable Document Format (.PDF).** Application materials may be submitted in English, Spanish or Portuguese.

Formatting Requirements

- The proposal should be ten pages.
- The proposal must be double-spaced. Footnotes and endnotes may be single-spaced but must be included within the ten pages of the proposal.
- The proposal, bibliography, and CV must be in Times New Roman 11-point font type with at least one-inch margins on all sides. The bibliography may be single-spaced but must be in bibliographic format.
- The proposal, bibliography, and CV must be collated as one continuous document.
- Please number the pages of the documents via the footer function in your word processor. You may number pages consecutively throughout the entire document.
- Your name should appear on the upper right-hand corner of each page.
- You must convert your document to Adobe Portable Document Format (.PDF) before uploading it. We recommend you keep formatting simple to avoid problems in the converted document.
- If your proposal includes foreign characters or charts, please review it before uploading to be sure these converted properly.

Proposal

Your proposal should be as thorough as possible and written in clear, non-technical prose. It must not exceed 10 pages double spaced and should include the following information:

- An explicit statement of the major hypotheses you will test or questions you will ask.
- An explicit description and justification of your research methods.
- Preliminary research already completed or plans for research prior to going to your research site(s).
- Proposed location(s) for research and explanation of why your project requires the stated research.
- A research schedule, justifying how much time you propose to spend in the field and at each site.

We strongly encourage you to review "The Art of Writing Proposals," an article with advice on the construction of a research proposal or project statement, available on the SSRC web site [here](#).

Bibliography

The bibliography should provide an overview of essential references for your project, and

should balance the various sorts of key materials being used. In addition, the bibliography **must include relevant regional scholarship for your topic**. The bibliography cannot be substituted by endnotes. The bibliography must not exceed two pages and may be single-spaced.

CV

Include a CV that details your relevant civil and professional experience, in addition to research and teaching experience. Regional expertise and non-academic work in your proposed research countries are also important to include, if applicable. The CV should be between one and four pages and may be submitted in English, Spanish, or Portuguese.

Instructions for Uploading Your Document

Your items **MUST** be collated as 1) proposal, 2) bibliography, and 3) CV and submitted in one file.

Documents will be accepted as .PDF files **ONLY**.

To convert your MS Word or Wordperfect documents to a .PDF file, you will need Adobe Acrobat (please note the free version of Adobe Reader software does **NOT** support document conversion) or other 3rd party .PDF conversion tools installed on your machine. If you do not have this type of software installed, you may use one of the following online services to perform the conversion.

Zoho Writer:

<http://www.zohowriter.com>

CutePDF:

<http://www.cutepdf.com>

Adobe Online:

<https://createpdf.adobe.com>

If you are unable to perform the conversion, please contact your university IT services for assistance.

The button below will allow you to transmit your document to SSRC. You will be able to browse your computer system to select the file to be transmitted. When you have completed the upload, your file name should appear under "FILE UPLOAD STATUS" below as a blue link. You can confirm that the file has uploaded successfully by clicking on the blue link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a blue link, refresh the screen using the refresh button in your browser tool bar, or simply leave this screen and come back to it.

As long as your application is still "In Progress," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version (this may have the same file name or a new file name). When you click on "Upload File" the revised version will be recorded and the old version erased.

As noted above, the proposal, bibliography, and CV must be uploaded as one continuous document. If you attempt to upload them as two separate documents, the document you upload second will overwrite the first. You will still be able to submit your application if this happens, but the application will be deemed incomplete.

After uploading, check your file to be sure it has uploaded successfully (see above).

In the event that your file did not upload successfully, you will still be able to upload your file again as long as your application is considered "In Progress." Once your proposal has been successfully uploaded, you must submit the application by clicking on the submit button. You will receive a confirmation email once your application is in "Submitted" status and no further changes will be allowed.

FILE UPLOAD STATUS:

[REQUIRED FILE UPLOAD]
