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.

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 submitt**ed 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.