

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-fellowship/>). 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-fellowship/>). If you have any questions regarding your eligibility or the application process, please do not hesitate to contact the DSD 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 **March 2, 2015**. In order to be considered, your application must be completed online and in SUBMITTED status no later than 9:00 p.m. (EST) on March 2, 2015. Reference and language evaluations must also be submitted online by the deadline.

Eligibility and Selection Criteria

Applications are welcome from mid-career and senior researchers/scholars conducting research in Latin America or the Caribbean that addresses issues with a clear and central connection to the field of drugs and to formulating sound drug policy. Eligible applicants must:

- be fully embedded in and committed to the Latin America and the Caribbean region;
- hold a terminal degree in their field of study or clearly demonstrate equivalent research experience related to the field of drugs, with at least a bachelor's degree in any discipline;
- focus on one of the topics indicated in the Fellowship Research Agenda section below; and
- if proposing to conduct research in a nonnative language, provide evidence of the necessary language proficiency to carry out the project.

Preference in the selection process will be given to candidates

- who are citizens of any country in Latin America or the Caribbean and are living and working in the region; and
- whose research projects focus on one of the countries listed in the Fellowship Research Agenda section below.

Fellowship Research Agenda

DSD-funded research must address the primary theme of drugs in Latin America or the Caribbean. Proposals must demonstrate the potential for the research to contribute to a sound and credible knowledge base for informed advocacy and decision-making for drug policy.

For the 2015 fellowship competition, applications must address one of the following topics:

- Drug policy/legal reform, including different depenalization, decriminalization, legalization, and regulation approaches as well as country-specific obstacles to reform

- Marijuana, including legalization for medical use
- Impact of drug laws on prison systems, including costs associated with pretrial detention for drugs
- The dynamics and relationships between legal pharmaceutical drug markets and illicit drug production, including barriers to access and incentives/disincentives for producers
- Drug policy and the peace process in Colombia
- Analysis of institutional resource distribution between criminal and public health approaches to drug use
- Drug economy and its dynamics

Preference will be given to candidates researching the aforementioned topics in Brazil, Caribbean countries, Central American countries, Colombia, Ecuador, Mexico, Peru, and Uruguay.

At the end of their fellowship tenure, fellows present to the program the results of their DSD-funded research along with a tentative plan for its dissemination. The program will work with fellows to choose an appropriate research deliverable, considering their fields, from the following list:

- Research paper
- Policy brief or white paper
- In-depth news article or investigation
- Proposal for legal reform
- Multimedia production

In order to solidify and increase the knowledge of the region's main actors in the drug field, DSD fellows are required, in the course of their research, to identify key stakeholders and any research gaps in their research countries, as applicable.

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 (no more than 4 pages)
- Professional work sample(s) (between 5 and 20 pages in total)
- 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 the required documents, request reference letters and language evaluation(s), and send reminders to reference writers.

In addition to the application form you must upload two .PDF files: 1) one with your research

proposal, bibliography and CV and 2) one with your professional work sample(s).

Research Proposal, Bibliography and CV

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 and how much time will be necessary for write-up. Note that the fellowship provides support for a minimum of three and a maximum of six 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.

Professional Work Sample

You must also upload .PDF copy of professional work that demonstrate your past work in the field of drugs as well as your writing and research skills. The sample may be of an article, research paper, book chapter, white paper or policy brief, among others, and it must have been made publicly available (even if only online) previously to its submission to the DSD Program.

The work sample file must range from five to twenty pages in total, and more than one work sample may be presented in order to reach the minimum page requirement, if necessary. Please provide the proper citation indicating where the professional work sample was made publicly available. There are no specific formatting requirements for the professional sample, only that it should be submitted as a .PDF copy of the original file as made publicly available.

The professional work sample(s) MUST be collated as one continuous document not exceeding twenty pages in total. The document can only be uploaded in Adobe Portable Document Format (.PDF). Work samples 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. Reference letters must come from someone who is familiar with your work and research interests.

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. 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 March 2, 2015.

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.