

**THE AMERICAN CENTER OF ORIENTAL RESEARCH
AMMAN, JORDAN**

**THE SAMUEL H. KRESS FOUNDATION FELLOWSHIP
&
ACOR-CAORC FELLOWSHIPS**

INFORMATION FOR APPLICANT

(Please read carefully)

I. Eligibility

ACOR-CAORC (Council of American Overseas Research Centers) applicants must be graduate students (MA or pre-doctoral) and United States citizens. Awards cannot be given to non-U.S. nationals or to U.S. resident aliens. A recent recipient of an ACOR-CAORC Fellowship is not eligible.

Kress applicant must be a Ph.D. candidate and a U.S. citizen or a non-citizen Ph.D. candidate who has matriculated at an U.S. institution.

An applicant is encouraged to apply for all the ACOR fellowships for which one is eligible (see cover sheets and top of application form, page 7), although no candidate will receive more than one ACOR fellowship in one award year. Concurrent non-ACOR awards are permitted, but the ACOR Fellowship Committee must be informed in case adjustments have to be made.

II. International Travel

These fellowships provides travel funds for the awardee. ACOR-CAORC award recipients must adhere to the United States government's Fly America Act. Jordanian visa applications are available to U.S. citizens at Jordanian Consulates, on the web, or from the ACOR Boston office. You are strongly urged to use a passport that does not bear an Israeli stamp for entering Jordan and for travel to other countries in the region.

III. Local Travel

The fellowships are for research in Jordan. Brief visits to other countries in the area are possible and encouraged. Fellows, however, are obliged to spend at least 75% of their fellowship term in Jordan. ACOR fellows are not permitted to travel to countries under U.S. travel restrictions.

IV. Research and Study Itinerary

Applicants must schedule their research between September 1, 2008 and September 1, 2009 and their period of research must be continuous. In some cases the September 2008 funding may not be available until October 1, 2008. Limited CAORC funds may be available for research between May 1, 2008 and August 31, 2008. Questions about these funds should be directed to the ACOR Boston office.

In the event of an emergency that necessitates a change in the study itinerary or travel plans presented in the original proposal, approval should be sought from the ACOR Fellowship Committee. Fellows are expected to conduct full-time research.

V. ACOR Facilities

The ACOR institute in Amman is a residential research facility housing up to 56 scholars at any given time. The ACOR library contains some 35,000 books and periodicals. While the library collection emphasizes archaeology, art history, anthropology, and ancient Near Eastern studies, it also contains many works on Middle Eastern religions, Biblical studies, political science, economics, history (medieval and modern), and related topics. Fellows should note that other libraries are available in Jordan, including the University of Jordan library located a ten-minute walk from ACOR. ACOR also provides a lecture room, conservation laboratory, computer facilities and other technical equipment, kitchen facilities, and communal lounge areas.

VI. Statement of Non-political Activity

By accepting a ACOR fellowship, the recipient agrees not to engage in any activities, political or other, that may cause problems for the host country, the United States government, or ACOR.

VII. Interim and Final Reports

Fellows whose award terms are for four months or more will submit an interim report (of approximately two to four pages) to the ACOR Director when the first half of their fellowship term has been completed. All fellows are required to submit a final report (specific directions will be provided) to ACOR at the end of their award term. Final reports should be submitted to the ACOR Director in Amman, and a copy to the ACOR office in Boston, within 60 days of completing the fellowship term. A sum of \$250.00 is withheld from the awardee's stipend and will be remitted when the report is received. Fellows may be asked to give a public lecture (to be arranged by ACOR) during the award term.

VIII. Allocation of Funds

Transportation funds will be available before departure. In Amman funds are disbursed on a monthly basis by the ACOR Director, in U.S. dollars or Jordanian dinars. An alternate schedule of disbursement is possible (if required for the research project) at the discretion of the ACOR Director.

IX. Award Amount

The ACOR-CAORC Fellowships include the cost of an economy class round-trip ticket from your point of departure to your point of return. ACOR will pay our travel agent directly for international travel and ensure that the requirements of the Fly America Act are fulfilled. The cost of this ticket will depend on individual circumstances.

In addition, the CAORC Fellowship includes:

- (a) travel funds which should be sufficient for Jordanian visa and exit fees, shipping and excess baggage expenses, local travel, and international health insurance;

- (b) \$900 per month for housing; this is a fixed fee allocated directly to ACOR;
- (c) \$1,300 per month stipend paid to the awardee;
- (d) field research funds if eligible and the appended Research Grant Application is approved.

The ACOR-KRESS Fellowship is \$18,500 for a six-month award. There is no stipulation that recipients must travel on a U.S. carrier, and awardees make their own travel arrangements. The award will be allocated proportionately according to length of stay. For example, a six-month Fellowship would include \$5,400 for housing (allocated directly to ACOR) and \$13,100 for other expenses (including travel). A three-month Fellowship would include \$2,700 for housing and \$6,650 for other expenses.

The Kress Fellowship award includes:

- (a) \$900 per month for housing, which is a fixed fee allocated directly to ACOR;
- (b) the remaining funds are to be used for transportation (approximately \$3000 for air fare and related expenses), research, and personal expenses.

All fellowship awardees must inform ACOR if they receive funds from any other source to support work on their project. Your ACOR award may be adjusted accordingly. If the duration of the fellowship term is altered, the amount of the award will also be adjusted.

X. Expenditure Records

ACOR-CAORC fellows must present receipts for field research expenses (see IX.d above). Fellows are not required to account for their monthly stipend or allowance, but they may wish to keep records for tax purposes and future planning.

Kress fellows should keep a record of their travel and research expenses for their final report, which ACOR submits to the Kress Foundation.

XI. Selection

Applications will be evaluated by the ACOR Fellowship Committee and a panel of reviewers experienced in the Middle East, and Jordan in particular, and representing a broad range of academic disciplines. Final selection is determined by the ACOR Fellowship Committee. Kress Fellows are subject to the approval of the Kress Foundation.

INSTRUCTIONS FOR APPLICANTS

A. DEADLINE

The deadline for all applications and supporting documents (including letters of recommendation, transcripts, Health Insurance Form, and Waiver Form) is **February 1, 2008**. Signed applications and all supporting original documents must be received at the ACOR Boston office on or before that date.

B. APPLICATION PACKET

Your application packet must consist of the signed **original** application (including the original cover sheet) and six (6) copies of the complete application, but include only the original of the Health Insurance and Waiver Forms with original signatures. Do not include letters of recommendation, transcripts, or any other materials. Mail your application packet to the ACOR Fellowship Committee in a padded envelope or equivalent heavy-duty wrapping. All materials must be sent by post or courier service. Fax and e-mail applications and letters of recommendation will not be accepted. Your application must be signed and dated.

Please check your application carefully before submitting it to the ACOR Fellowship Committee. Failure to follow directions or answer all questions may disqualify you from consideration.

C. TRANSCRIPTS: See Item 10c

Applicants must arrange to have copies of their transcripts sent to the ACOR Fellowship Committee. First year graduate students should submit both graduate and undergraduate transcripts. Only **official** transcripts sent directly to ACOR from your registrar's office, and bearing the registrar's seal, will be accepted. Transcripts forwarded by the applicant will not be accepted. If your registrar's office is unable to comply with these instructions, call the ACOR office in Boston to discuss the situation.

D. LETTERS OF RECOMMENDATION: See Item 14

Letters of recommendation must be addressed and mailed **directly** to the ACOR Fellowship Committee by your referees. All letters, with signatures, must be received in the Boston office on or before the deadline. Recommendations sent by fax or e-mail will not be accepted. The letters should address your academic qualifications and experience for the proposed project. Pre-doctoral candidates should have a letter provided by their principal advisor as one of the letters. At least one letter should comment on your ability to live and work in a communal setting.

E. HEALTH INSURANCE AND WAIVER FORMS: See Item 16

Fill out both forms completely. Incomplete forms will be returned to the applicant. Each form must bear your original signature. Return only the original of each form.

F. INSTRUCTIONS FOR U.S. APPLICANTS RESIDING OVERSEAS:

- (1) Make every attempt to submit your application before the deadline. Contact the ACOR office in Boston, **before** the deadline to determine if your supporting documents have arrived.
- (2) Use paper that is 11 inches in length. If your local paper is longer, it should be trimmed to the correct dimensions.
- (3) Send only **one copy** of your complete application in a reinforced or padded envelope.
- (4) Provide the Boston office with your phone, fax, and e-mail numbers.
- (5) Applicants are strongly urged to provide the name, address, and contact numbers for a person in the U.S. who is willing to act on your behalf during the application process. This person should be someone who is able to contact you and, if necessary, your registrar's office and the persons who will be writing letters of support on your behalf. You need to notify this individual that you have given their name to ACOR.

G. ACOR AND ASOR

ACOR, the American **Center** of Oriental Research, and **ASOR**, the American **Schools** of Oriental Research are separate organizations, although they share the same address. Direct all ACOR correspondence to ACOR (tel. 617-353-6571). Direct all ASOR correspondence, and requests for ASOR fellowship materials to ASOR (tel. 617-353-6570).

AMERICAN CENTER OF ORIENTAL RESEARCH (AMMAN, JORDAN)

KRESS & ACOR-CAORC FELLOWSHIP APPLICATION 2008–2009

Check all fellowships for which you are applying. We encourage you to apply for all fellowships for which you are eligible.

KRESS ____ ACOR-CAORC ____
Please check here ____ if you are applying for CAORC Field Research Funds

Submit **6 copies** of the complete application, plus the original. Please type and double space. Your name should appear on each page. Use this page as your cover page (type or print).

1. Name _____ Soc.Sec.# _____
Present Address _____

Zip Code _____
Phone: _____ Fax: _____ E-mail: _____

Permanent Address _____

Zip Code _____
Phone: _____ Fax: _____ E-mail: _____
2. Date of Birth _____ (month/day/year) I am a U.S. citizen ____ (Y/N)
3. Student status: M.A. program _____ or Ph.D. program _____
I have completed ____ semesters towards my M.A. ____ degree, Ph.D. ____ degree
Kress applicants must be Ph.D. candidates and indicate status.
4. I learned of this application from _____ Date of Application _____
____ (Y/N) I have previously received an ACOR or ASOR fellowship or grant in ____ (year)
Name of previous award _____
5. Specific dates of the project (dates **must conform** to the terms stated on the cover sheet)
from (month/day/year): _____ to (month/day/year): _____
Total number of months of proposed research project: _____ (calculate correctly)

Number of dependents, if any, to accompany you if award is granted: _____
6. Name of Graduate Studies Program: _____
Faculty Advisor: _____
University _____
University Address _____

Advisor or Department
Phone: _____ Fax: _____ E-mail: _____

Continue with Nos. 7–17 in sequential order.

****The second page of your application should begin with No. 7, the title of your research project.**

****Do not include this and the following page of instructions in your application packet, but number your responses to correspond to the order of the instructions and number each page of the application.**

****Your responses should be *typed and double spaced* and your name should appear on each page.**

****Do not include a curriculum vita or other supplementary material.**

7. Summary research information:

- (a) Full title of proposed research or study project.
- (b) One paragraph summary or abstract of your project.

8. Statement of proposed research (limit this to eight pages, including bibliography):

- (a) Give a full description of the intended research and why it is important. Include your research itinerary and intended length of stay at ACOR. Fellows are obliged to spend at least 75% of their fellowship time in Jordan. The remaining 25% may be used in travel to other Middle Eastern countries.
- (b) State your qualifications for the proposed program.
- (c) If the anticipated project is directly related to other research in progress, describe the relationship.
- (d) Describe the final form you expect your research to take. An acknowledgment of ACOR and CAORC or Kress support must be included in published reports of the project.

9. Financial Resources:

- (a) List all other applications for financial support you have made in connection with the proposed research. ACOR must be informed if you accept other awards; the amount of your ACOR fellowship may be adjusted.
- (b) How do you plan to finance any balance of the proposed research?

10. Educational History:

- (a) List in chronological order the institutions of higher learning that you have attended. Give dates of attendance and degree awarded.
- (b) Give the name of the institution in which you are currently enrolled and the expected date for completion of your M.A. or Ph.D. degree.
- (c) Indicate that you have requested the appropriate transcripts. See Item C.

11. Experience:

- (a) Describe any scholarships, fellowships, and honors received, especially in teaching, research, and fieldwork. Describe other experience and expertise related to your project.
- (b) In the case of relevant or long-term employment, provide names and addresses of employers, position titles, and dates of employment.
- (c) Provide complete bibliographic citations (with page numbers) of your scholarly publications. Do not send reprints or papers.

12. Describe all prior travel to the Middle East; give duration of stay, dates, and the purpose of your visit.
13. State your language competence in the primary language in which research will be conducted.
14. Provide the name, address, and telephone number of the three persons you have asked to write letters of recommendation. Arrange to have the references sent directly to the ACOR office before the application deadline. If you are a pre-doctoral student, one of the letters must be from your dissertation chairperson, principal advisor, or department chair (identify which one). See Item D.
15. State your intention to submit a Final Report to ACOR within two months after the end of the award period. A portion of the grant will be withheld until the Final Report is received.
16. Submit the completed and signed Health Insurance Form and the Waiver Form (absolving ACOR, Kress, and US government agencies of all responsibility in the event of medical needs, accident, war, or natural disaster). Do **not** submit six copies of these two forms.
17. Complete the application with the statement "I verify that the information cited in this application is complete and correct." The statement should be followed by your signature in ink and the date.

Following directions carefully is important for your application. Allow time to check that you have filled out the application correctly and have maintained the correct format.

All application materials must be **received** at ACOR on or before the deadline. The applicant is also responsible for the arrival of three signed letters of recommendation and official transcripts at the ACOR office on or before the deadline. Please give your transcript office and referees adequate notice to insure that material arrives before the deadline. Applications, transcripts, and letters sent by fax or e-mail will not be accepted.

The application deadline is February 1, 2008

ACOR FELLOWSHIP COMMITTEE
656 Beacon Street, 5th Floor
Boston, MA 02215 USA

Applicants will be contacted by the ACOR office in Boston on or before the deadline to confirm that all letters and materials have arrived.

ACOR: Tel: 617-353-6571, Fax: 617-353-6575, E-mail: acor@bu.edu

THE AMERICAN CENTER OF ORIENTAL RESEARCH

FIELD RESEARCH FUNDS APPLICATION

2008–2009

(ACOR-CAORC FELLOWSHIP ONLY)

ACOR-CAORC applicants who have a field research aspect of their project may apply for additional research funds. Applicants with projects in any discipline may apply for additional research funds. (These supplementary funds are not available for ACOR-CAORC Post-Graduate, Kress, or NEH Fellowships.) Your budget request may include only large expense items, such as necessary vehicle rental for a field project, substantial photography and drafting costs, major copying, rental of field equipment, hiring temporary field assistance, facilitator, or translator. Travel outside Jordan may be included only if it is within the Near East and is an integral and essential component of your research project. Minor cost of supplies, copying, taxis, and travel should be covered by the awardee's stipend or monthly allowance. Do not include cost of accommodations at ACOR, international travel to and from Jordan, or personal expenses.

Although the amount of these grants will usually be limited to \$2,000, if additional funds can be justified, larger grants of up to \$3,000 may be made if funds are available, and the research funds do not cause your total funds to exceed the grant limit. Application for these supplemental funds **must** be made when you submit your CAORC Fellowship application. Supplemental research fund applications submitted after February 1st will not be considered.

The following local rates are meant to serve as guidelines to help you prepare your budget. They are current as of 2007 and should be in the range of 2008-2009 rates. ACOR Workroom rental: \$10.00 per day (for artifact and materials analysis). Computer use and e-mail are available to fellows without charge. Copying machine: approximately \$0.08 per page.

ACOR does not rent vehicles. Commercial rentals are available at varying rates, but are approximately \$40.00 per day or \$1,000 per month for a standard car and \$100.00 per day for a four-wheel drive.

Receipts are required for reimbursement of research expenses. Please note that the Fellowship Committee may make adjustments to your research budget. The research allowance may also be adjusted, at the discretion of the ACOR Director, in the event that the fellowship term is not completed.

APPLICATION PROCEDURE

Prepare an appendix with the following information presented in sequential order. Attach these separate pages to your ACOR-CAORC application.

- 1) Name
- 2) Address
- 3) Institutional affiliation
- 4) Field project title
- 5) Amount of additional research funds requested
- 6) Summarize the field research aspect of your project, explaining why additional funds are needed.
- 7) Prepare a budget for your field research. Specific figures are required. The care with which this is compiled, within the conditions of the guidelines indicated above, will reflect your need for these funds.

HEALTH INSURANCE FORM

ACOR FELLOWSHIPS

1) Health and accident insurance is **required** for awardees. All applicants must fill out this form. If you do not carry health insurance at this time, this fact will not influence your chances of receiving an award. However, each applicant who receives an award must be prepared to provide proof of health and accident insurance before any award funds can be allocated.

2) Do you have a current health insurance policy? Yes: _____ No: _____

If YES, please complete the following:

Company Name _____

Policy # _____ Date of Expiration _____

I hereby state that if I am awarded an ACOR Fellowship, and I accept this award, I will submit proof of this (or other) health and accident insurance coverage one month prior to the inception of my award term.

Name (print) _____

Signature (in ink) _____ Date _____

If NO, please complete the following:

I hereby state that if I am awarded an ACOR Fellowship, and I accept this award, I will obtain health and accident insurance coverage and submit proof of this coverage one month prior to the inception of my award term.

Name (print) _____

Signature (in ink) _____ Date _____

3) I release ACOR, and all grant giving agencies from health cost and/or responsibilities. Enclosed is my signed copy of the mandatory Release and Waiver form that ACOR has provided for me.

Name (print) _____

Signature (in ink) _____ Date _____

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT!

COUNCIL OF AMERICAN OVERSEAS RESEARCH CENTERS
RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") is executed in favor of the American Center of Oriental Research (ACOR) and the Council of American Overseas Research Centers (CAORC), their affiliated organizations, directors, officers, employees, and agents.

I, _____, desire to be associated with ACOR and CAORC as a Grantee or Fellow and to engage in the activities and work under the circumstances in which ACOR and CAORC are involved. I understand this may include, but may not be limited to, traveling to and from other countries, traveling to and from cities and towns outside the United States of America, consuming the food and living in those accommodations available in the foreign country(ies) in which I am working in whatever project or related offices ACOR and CAORC provide, and living and working in cultures and with people whose living conditions, social practices and values, and even attitudes toward foreigners may be significantly different from those in my home country and culture.

I hereby freely and voluntarily, without duress, execute this Release under the following terms:

General Waiver and Release. I, _____, release and forever discharge and hold harmless ACOR, CAORC, their affiliated organizations, directors, officers, employees, and agents, and their successors and assigns, from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my accepting a fellowship with ACOR and CAORC whether such liability, claims, or demands results from travel, from disease, consumption of food, or from civil unrest or otherwise.

I understand and acknowledge that this Release discharges ACOR and CAORC from any liability or claim against ACOR and CAORC with respect to any bodily injury, personal injury, illness, death, monetary loss or property damage that may result from my fellowship with ACOR and CAORC. I understand that ACOR and CAORC assume no responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death, accident, monetary loss or property damage.

Accompanying Dependents/Companions. I understand that ACOR and CAORC assume no responsibility of any sort for any injuries suffered, or costs/damages incurred by any of my accompanying dependents/companions, regardless of the source of funding of their travel, living accommodations or other support during my fellowship. I affirm that I have informed my accompanying dependents/companions of the fact that ACOR and CAORC assume no responsibility for them if they choose to accompany me on my fellowship.

Medical Treatment. I hereby release and forever discharge ACOR and CAORC from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered to me or to my dependents/companions in connection with an emergency or health problem during my fellowship with ACOR and CAORC.

Assumption of Risk. I understand that my fellowship with ACOR and CAORC may include activities and circumstances that may be hazardous to me, including, but not limited to, international travel, local transportation in the country of my fellowship, poor health conditions, inadequate medical treatment facilities and other inherent dangers. I recognize that I may be traveling to and from locations that pose risks from terrorism, war, insurrection, or criminal activities. I understand that I assume the risk of being taken hostage and held for payment of ransom and that it is ACOR and CAORC's policy never to pay ransom to kidnappers at any time or for any reason.

I hereby expressly and specifically assume the risk of injury or harm in these circumstances and release ACOR and CAORC from all liability for injury, illness, death, monetary loss or property damage resulting from such circumstances during my fellowship with ACOR and CAORC, whether suffered by me personally or by any of my accompanying dependents or companions.

Other. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

To express my understanding and acceptance of this release, I sign here in front of a witness.

Grantee/Fellow:

Name: (please print) _____

Signature: _____ Date: _____

Witness:

Name: (please print) _____

Signature: _____ Date: _____