

GUIDELINES TO COMPILING THE APPLICATION DOSSIER

A. APPLICANT DETAILS FORM

The applicant's personal details and contact information must be provided here.

B. RESIDENCY APPLICATION QUESTIONS

The Residency Application questions address the applicant's background, an applicant's project, and the suitability of the project for the Bellagio Center. Applicant's answers in this section helps reviewers to evaluate why this residency would be valuable to the applicant in the context of their overall career trajectory, the influence and impact of applicant's body of work, and what the applicant would contribute to the Bellagio program.

C. GUIDELINES FOR PREPARING C.V.

Required: A CV or resume of no more than 10 pages, in PDF or Word format (.pdf preferred). Professional biographies or narratives in lieu of CVs will not be accepted. Applicants should ensure to include the following information as applicable:

- Academic degrees (degree-granting institution, field, and date of degree award);
- Current position (location, dates of employment, professional title, and responsibilities);
- Previous academic positions (in chronological order, including location, dates of employment, professional title, and responsibilities);
- An abbreviated list of academic publications (journal articles, books, chapters, exhibitions) including full citations with the name of publication, title of work, date of publication;
- Relevant artistic work (including exhibitions, collections, compositions, performance history);
- Other relevant academic work (including supervision of master's and Ph.D. theses, conference presentations, grants / honors / awards, professional affiliations);
- Other relevant non-academic work that demonstrates professional achievement.

D. RECOMMENDERS/REFEREES

Important Information to Review Before Applicant(s) Enter Recommender/Referee Names

I) Two recommendations are required to submit a complete application.

- Recommenders/Referees will be contacted by email, provided with a link and instructions to create a log-in, and asked to answer a set of questions within the FluidReview site. In order to ensure success, all applicants should please make sure they

inform their recommender/referee that they will be receiving an email requesting a recommendation.

- **An Applicant will not be able to submit the application until two (2) recommendation requests have been requested through the system. Two (2) recommender questionnaires must be completed by the recommender deadline in order for the application to be submitted and considered for review.**
- **Recommendation Deadline for Academic Writing Residency programme:** Recommendations must be submitted within two weeks of the application deadline.
- It is the responsibility of the applicant to check in with their recommenders to confirm that they have submitted their recommendations. Recommenders/Referees will receive an email confirmation when the recommendation is submitted successfully.
- Recommenders/Referees may optionally submit a letter in addition to completing the recommendation questionnaire. While not a requirement, if recommenders/referees choose to submit a letter please instruct them to comment on the following points:
 1. The competence and capabilities of the applicant(s), particularly with regard to the proposed project,
 2. The merit and substance of the proposed project, particularly its contribution to or likely impact on the field or discipline;
 3. The applicant's ability and inclination to engage with a multidisciplinary community of scholars, policy makers and artists at the Bellagio Center, where most conversations take place in English; and
 4. The reason for being acquainted with the applicant and length of time they have known applicant.

Please note that sometimes these emails may get caught as spam: so please ask them to check their spam/junk folders in the event that they don't see the recommendation request.

II) Choosing Your Recommenders:

- Choose recommenders who know you and your work well, rather than high profile individuals in your field who are not familiar with your previous work and/or experience;
- Recommenders are asked to comment on the merit and substance of the project you will bring to Bellagio and must be informed about the project;
- It is strongly recommended that you only submit one recommender from a particular university/institution/organization (your recommenders should each be affiliated with a separate university/institution/organization);
- If you are providing a recommender from your home institution, that person must work in a different department than you (the Bellagio Program strongly

suggests that you seek recommenders outside your institution or organization); and

- Do not choose your editor, agent, or others that have a financial interest in your success in being invited for a residency, and who might benefit financially from your having a residency.

III) **Before you enter a Recommender's name in the application form:**

- Contact your recommenders in advance to determine their willingness and availability to complete a questionnaire on your behalf;
- Confirm their e-mail address and make sure all their contact information is entered correctly in FluidReview; and
- If you need to change the contact information for your recommender, please delete the contact and enter a new one with the updated/edited email address. A new invitation will be sent to the updated email address.

***Please note:** Applicants are responsible for following up with their recommender/referees to ensure timely submission.*

E. WORK SAMPLE REQUIREMENTS

Required: A portion of a book chapter or journal article published in the last five years, where you are the primary author.

- When uploading work samples, please use the file naming convention below: SURNAME_First Name_Work Sample Title.filetype (ex: TOLSTOY_Leo_War and Peace excerpt.pdf);
- Book chapters or journal articles with a forthcoming publication date does not meet this requirement;
- Work samples may be up to 20 pages maximum; only 20 pages of a work sample will be reviewed. Only PDF and Word files may be submitted; PDFs are strongly preferred;
- If none of your previous work is published in English, please provide either a translation (indicating who provided the translation) or summary of the work in English. We understand that you would not likely have a word for word translation of previously published work, however providing a longer summary than a few sentences or a short one paragraph abstract is helpful for our reviewers.

Applications submitted with work samples that do not meet the requirements will not be reviewed.

If you have any questions about the application requirements, please reach out to the application administrators at Bellagio_res@iie.org.

Please note: If we have problems downloading or otherwise accessing your work sample we will reach out to you. It is important that you reply within the given time frame.

F. PROJECT PLAN OR OUTLINE

A project plan or outline is a required component of the Academic Writing residency application. Please consider the following guidelines before submitting a project plan.

G. PUBLISHED REVIEWS (OPTIONAL)

- Optional (if applicable). A 'published review' for the purpose of this application refers to a published article or review written by someone else, about your previous work (a book, journal article, performance piece, or gallery show).
- Applicant to submit up to three published reviews, not to exceed twenty (20) pages combined.

H. STATEMENT FROM PREVIOUS BELLAGIO RESIDENTS (IF APPLYING FOR A SECOND RESIDENCY)

- Former Bellagio residents who wish to apply again must also include a statement of up to 500 words describing what was accomplished during the previous residency, the specific outputs and outcomes, the critical response, and what has been accomplished since the residency. Successful second-time applicants must demonstrate significant professional achievement and/or project advancement since their first residency.
- For those who have previously applied or had previous residencies, there is a maximum limit of three applications and a maximum limit of two residencies. Previous residents and spouses must wait a minimum of five years in between residencies.

I. RECOMMENDERS - PREVIEW OF RECOMMENDER QUESTIONS (for residency programs only)

Recommenders will be asked to answer the following questions:

1. How did you become acquainted with the applicant and for how long have you known him/her?

2. The Rockefeller Foundation Bellagio Center Residency program involves engaging with a multi-disciplinary and internationally diverse community while onsite, including artists, academics, practitioners, policy makers and others. Please comment on the applicant's

interpersonal abilities noting how you believe he/she will contribute to and benefit from this environment.

3. Rate the competence and capabilities of the applicant in terms of his or her professional excellence as compared to peers in the same field. 1= bottom 50% of peers in the field, 2= top 25%, 3=top 15%, 4=top 10%, 5=top 1%

4. Rate the overall merit and substance of the proposed project on a scale of 1 to 5 (one low, five high).

Please comment on why you gave this rating. The applicant has been asked to ensure you are informed about the project that he or she would undertake while at Bellagio. If you do not have information about the proposed project, please contact the applicant directly. In assessing merit and assigning a rating, we ask you to consider and comment on:

- a. The rigor of data collection, analysis and research methodologies;
- b. The applicant's understanding of broader literature in this space;
- c. The potential of the project to add new knowledge to the field and beyond; and
- d. The Rockefeller Foundation Bellagio Center Residency program invites residents from all over the world, however English is the working language at the Center. If English is not the first language of the applicant, please comment on his or her ability to converse in English on topics related to and beyond his or her field of study.

J. OTHER APPLICATION GUIDELINES

- The Rockefeller Foundation Bellagio Residency Program uses the online application system FluidReview to receive all Residency Program Applications.
- FluidReview is an automated system and NO late submissions will be accepted.
- We recommend that you read through all of the guidelines provided before you begin an application form.

K. GENERAL INFORMATION

Language

All applications must be in English.

Please note: having a conversational command of English is a requirement of the Bellagio Resident Fellows Program.

The following projects will not be accepted under the Academic Writing competition

For the Academic Writing competition, projects connected to doctoral work, grant proposals or textbooks are not acceptable.

Submitting an Application in FluidReview

Supported Browsers

Fluid Review works best with Chrome and Firefox. Safari should work well for most users but Internet Explorer is not recommended.

FluidReview login and application reference number

Submission confirmation will be sent to the email address you registered with. Make sure you keep

your FluidReview login and application reference number in case of technical difficulties or program enquiries.

This application allows you to save and edit information.

You do not need to finish your online application in one session.

We do not accept incomplete applications.

All materials must be provided at the point of submission and meet the application requirements.

Once you submit your application, no further changes will be allowed. You will be able to log-in and view a completed application, but you will not be able to make changes to the submitted materials after the deadline.

Application Support

For questions and queries about the Academic Writing and Arts & Literary Arts residency programs, please contact the Bellagio Residency application administrators at [Bellagio_res@iie.org](mailto:bellagio_res@iie.org).

For technical support questions with the FluidReview application, try the Help link at the top of the application page first, but always feel free to reach out to the application administrators at [Bellagio_res@iie.org](mailto:bellagio_res@iie.org) or bellagio_ny@rockfound.org based on the residency type you are applying for.

Application Submission and Residency Limits

Applicants may apply for Bellagio Residency up to three times in total.

If you have applied for a residency before and are not sure of the number of previous applications you have submitted, contact the Bellagio Residency application administrators at [Bellagio_res@iie.org](mailto:bellagio_res@iie.org) to confirm. Please note that a previous Bellagio residency will count towards one of the three potential applications.

There is a lifetime limit of two residencies

Previous residents (or spouses who accompanied residents for more than fifteen days) must wait five years from the start date of the residency before reapplying.

Family/Life Partner Information

Spouses/life partners may accompany the resident for part or all of the residency.

A spouse/life partner is welcome to join the resident at Bellagio for all or a part of the residency, however if the spouse/life partner stays at the Center for longer than 15 days they must wait five years from the date of that stay before applying for a Bellagio Residency.

Children are not allowed to accompany residents at the Center.

Applying as a Collaborative Team

If applying as part of a collaborative team, each team member must submit a complete application.

Applications submitted by one team member on behalf of others will not be considered. Please see further details at [Collaborative Projects and Teams](#).