The Mellon-Hawai'i Doctoral and Postdoctoral Fellowship Program
APPLICATION INFORMATION

Application Submission and Deadline

Completed application must be sent by **e-mail in PDF to kednie@kohalacenter.org;** in the subject line of the e-mail, include**: Mellon-HI App.-Submit.** Then **send one (1) copy of completed application on a CD or DVD by mail** and also enclose the two (2) letters of reference in their unopened/signed envelopes to:

The Kohala Center
Mellon-Hawai'i Fellowship Program
P.O. Box 437462
Kamuela, Hawai'i 96743

E-mail PDF of completed application by **5:00 p.m. Hawai'i time, February 15, 2010**; mail the CD/DVD copy with reference letters (postmarked**)** by **5:00 p.m. your local time, February 15, 2010.** Notification of awards will be made by Monday, April 5, 2010.

Your Curriculum Vitae

Include the following information:

- Education
- Employment
- Honors & Awards
- Publications & Presentations
- Community Service
- Membership in Professional and/or Scholarly Associations

Your Mentor's Curriculum Vitae

Letters of Reference

Doctoral fellowship award applications. Two letters of reference are required. (1) Obtain a letter of reference from the chair of your dissertation committee. Your chair must indicate in her/his letter that you are ready to focus on completing your dissertation in the next academic year. This means that your data will have been gathered and initial analyses completed by the fellowship award program's first retreat (July 29, 30, 31 & August 1, 2010, on Hawai'i Island) and that you will be ready to present initial results and interpretations at a scholarly gathering (November 11, 12, 13, & 14, 2010, on Hawai'i Island). (2) Obtain a letter of reference from a scholar in your field of research, who will serve as your mentor during the fellowship period; your mentor should comment on the viability of the Mentoring Contract (see below). Your potential to serve as a leader should be addressed in one or both of the letters of reference. If the chair of your dissertation committee will serve as your mentor, please seek a second letter of reference from a scholar in your field of research. ***Recommenders should return letters to you in sealed envelopes with their signatures across the seals. Please include these sealed letters with your application materials.***

Postdoctoral fellowship award applications. Obtain two letters of reference that speak to your scholarly promise; one of these must be from a scholar in your field of research who will serve as your mentor during the fellowship period; your mentor must comment on the viability of the Mentoring Contract (see below). Your potential to serve as a leader should be addressed in one or both of the letters of reference. ***Recommenders should return letters to you in sealed envelopes with their signatures across the seals. Please include these sealed letters with your application materials.***

Abstract

Submit a one-page (maximum length, double-spaced) abstract of your dissertation or book project.

Statement of Purpose

Submit a two-page (maximum length, double-spaced) statement of purpose. The statement should encompass your scholarly and professional interests and goals and link them to the ways in which you hope to serve the Hawaiian community and society as a whole.

Autobiography

Submit a 3- to 5-page autobiographical essay (maximum length, double-spaced) to describe how significant experiences and relationships in your life have contributed to your development as a scholar, a person, and a member of society.

Self-Assessment Statement

Submit a self-assessment statement (2 pages in length maximum, double-spaced), indicating your readiness to focus on your writing during the fellowship period. Please include discussions of:

- how you will manage personal and professional responsibilities, so that you can devote full-time to your writing;
- access to resources both academic and nonacademic that will support your full-time writing effort; please note that resources should also include the physical space, such as an office, that may be needed to complete your work.

Mentoring Contract

Submit a mentoring contract (2 pages in length maximum, double-spaced) that outlines the planned working relationship with your mentor. Your mentor must comment on the viability of this contract in her/his letter of reference. The contract should include your mutual expectations about:

1. regular contact (please note that once-monthly is the minimum expectation); for those who will be working at-a-distance, please indicate how you plan to bridge that distance;
2. what you and your mentor believe is needed with regard to your own professional and scholarly development and how your work with your mentor will assist in your developmental goals;
3. the scholarly conference that you and your mentor plan to attend during the fellowship period and what you hope to accomplish at that conference, for example, accessing scholarly and professional networks, connecting with acquisitions editors, etc; please be specific; you and your mentor will be provided with $1,500 each to reimburse you for travel and other related conference expenses; this sum will be in addition to your stipend and in addition to your mentor's honorarium;
4. submit your mentor's Agreement to Attend Sessions form.

Sample of Writing Project

Doctoral fellowship award applicants. Submit an outline of your dissertation (this may be a preliminary outline) with a sample of the writing that will be a part of your dissertation (20 page maximum).

Postdoctoral fellowship award applicants. Submit an outline of a publications project; this may be a book project or an article. Please submit a sample of the writing that will be a part of your publication or from which your publication will developed (20 page maximum).