**APPLICATION PROCEDURES FOR THE HUNT POSTDOCTORAL FELLOWSHIP**

1. The Wenner-Gren Foundation receives over 100 Hunt Postdoctoral Fellowship applications each year and normally awards eight annually. Given this degree of competition, the Foundation advises applicants to follow closely all the procedures for completing the application.

2. Applications must be submitted on the most recent official application form. Application forms and guidelines for completing these forms are available three months before each application deadline.

3. The Foundation operates an online application submission procedure. All application forms and other required application materials must be submitted online. If it is not possible to submit your application online because of inadequate internet access in your country of origin, you must notify the Foundation at least one week before the deadline to arrange to submit an application by conventional mail: (applications@wennergren.org).

4. In addition to the online submission, one (1) printed copy of the application form and required attachments, PLUS four (4) printed copies of the application form only, must be sent to the Foundation. This material must be postmarked by the application deadline (and received by the Foundation no later than two weeks after the deadline) or your application will not be reviewed.

5. Applications are available 3 months before the application deadline.

6. Applications must be in English.

7. The Hunt Postdoctoral Fellowship application asks for the following categories of information:
   - General information about yourself and the project
   - An abstract of your writing project. If your application is successful, this abstract will appear on the Foundation's website. Please make sure your abstract is written in a style that is clearly understandable to a nonspecialist
   - The answers to four project description questions. Applicants are advised to read the questions and instructions carefully as they develop their answers
   - A resubmission statement if the current application is a resubmission of a previously declined application.
   - A bibliography relevant to your proposed project
   - A curriculum vitae

8. Please note that copies of research permits and permissions are not required at the application stage. If an application is successful, the Foundation will request copies of the relevant permits at that time. Grant funds will not be released to a grantee until the Foundation has received copies of all relevant permits. For Hunt Postdoctoral Fellowships, this permit requirement applies only to proposals containing a research component. Please list the permit(s) required for the proposed project and the estimated date(s) by which you expect to secure them. Your knowledge of the permits required for your project will help demonstrate

your awareness of feasibility and ethics issues for your research, as well as your preparedness to begin. Depending on the project, examples of permits can include research visas, approvals or exemptions from Internal Review Boards and/or Ethics Committees, Human Subjects Approvals, Animal Care and Use approvals, government clearances, excavation permits, letters of affiliation, and permissions from the local scientific, academic, museum, institutional or tribal authorities involved in oversight of your research area. Please do not contact the Foundation to ask which permits you need: instead consult with your contacts and/or advisors.

9.  Before submitting your Fellowship application, please read the information on US tax issues applicable to all grantees. Please consult the website for more information .

10. Non-US citizens should read the information on US visa requirements for Non-US citizens who are present or coming to the United States as part of their research project. Please consult the website for more information.

11. Successful applicants are required to comply with all US laws. This includes, but is not limited to, regulations governed by the US Department of Treasury Office of Foreign Asset Control (OFAC). OFAC administers US Government sanction programs and regulations pertaining to the Specially Designated Nationals List (SDN List). Please consult the US Department Treasury website for more information on US Government sanction programs and the SDN List at [www.ustreas.gov/offices/enforcement/ofac](http://www.ustreas.gov/offices/enforcement/ofac). Special documentation is required for research projects located in the following countries where US Government sanctions are in place: Iran, North Korea, Sudan, Syria, and Crimea (including Sevastopol). This documentation is not required at the stage of application, but must be submitted to the Foundation before grant funds are disbursed to successful applicants. Please consult the website for more information.

12. Do not send any other material, such as letters of recommendation, computer disks, manuscripts, publications, photographs, or recordings to the Foundation in support of your application. This material will not be used in the review process and cannot be returned.

**GENERAL INFORMATION ABOUT THE APPLICANT AND PROJECT**

You will be asked to provide the following general information about yourself and your fellowship proposal:

1.  Name of applicant: Give full legal name: first, middle, and surname.
2.  Project Information:
    - Title of Project (15 words or less)
    - Three keywords or phrases that best categorize your research and the choice of a discipline and region/topic that is selected from a predetermined list.

- Beginning date and duration of writing time for which support is requested: Enter the expected beginning date, end date, and expected duration of the fellowship period. The beginning date of the fellowship must be after January 1 of the following year. The total fellowship period cannot exceed twelve consecutive months. The amount of the award is pro-rated according to the duration of the writing period. The maximum award is $40,000 for a twelve-month project.
- Location where your writing will take place.
- Does your project include any additional research? If yes, please indicate the amount of time to be devoted to research activities and whether any funding is requested for research purposes.
- Other sources of aid received or requested for the period of writing covered in this application: Include any support received or other funding being applied for that relates to this fellowship application. Such support might include grants from other agencies and/or compensation from sabbatical or other academic leave.

**PROJECT DESCRIPTION QUESTIONS**

**Question 1: Describe the research that forms the basis of this application and the conclusions that you have drawn.(Note: If you are including a short period of additional research in your fellowship application, explain why additional research is needed and the relevance of this research to your publication plans). [approximately three pages, single-spaced]**

When answering this question, applicants should clearly describe their specific research questions and preliminary conclusions. They must make clear how their findings further anthropological debates and add to the existing literature. Applicants are advised to make sure that their theoretical claims are supported by appropriate evidence from their research. The Foundation looks carefully for proposals that acknowledge and discuss an applicant's research in the context of the large body of work done by international scholars.

If a period for additional research is included in the proposal, the objective and significance of this component should be included in the answer to Question 1. Applicants should be explicit about how this research relates to the completed research and its importance. Applicants should remember that the underlying objective of the award is to support writing for publication.

**Question 2. Describe your research process (the research design you used to gather your evidence). How have you used this evidence to support the conclusions that you have drawn? [approximately one page, single-spaced]**

Applicants should provide a brief review of the actual research conducted, focusing on the kind of evidence collected, the analysis used, and the reasons underlying the choice of the specific methodology, or methodologies, employed.

**Question 3: Outline the publication/s that will result from the fellowship. [approximately one page, single-spaced]**

Applicants should state their publication plans. Provide an annotated outline of the book's chapters or a description of the articles and the subjects that these articles will address. Please be specific about the content of your book/articles and the journals or publishers you will approach. Indicate if a book contract is already in hand or if publishers or journal editors have already shown interest in your work.

In addition, applicants should describe what needs to be done during the fellowship period to bring the project to a successful completion (e.g. editing/augmenting current drafts of chapter/s or articles, initiating all or part of the project from scratch, etc.).

**Question 4: The goal of the Wenner-Gren Foundation is to support original and innovative research in anthropology. What contribution does your project make to anthropological theory and to the discipline? [approximately one-half page, single-spaced]**

The Hunt Postdoctoral Fellowship is very competitive. While many applications are examples of excellent research and interesting case studies, applicants must also be clear as to the uniqueness of the work and/or why it is an important contribution to the discipline of anthropology.

The Wenner-Gren Foundation defines anthropology in its broadest terms as a discipline that advances significant and innovative research about humanity's cultural and biological origins, development, and variation.

A successful application is one that emphasizes the contribution of the proposed research not only to the specific area of research being addressed but also to the broader field of anthropology. Applicants should be explicit about the potential contribution of their research to anthropological theory and debate in the broadest possible sense. What relevance and/or impact would your publication/s have for the field?

Applicants should note that the answer to this question must build on the arguments presented earlier in the proposal and clearly demonstrate how the writing project will contribute to the relevancies claimed in the answer to this question.

**RESUBMISSION STATEMENT**

If the current application is a resubmission of a previous Hunt Postdoctoral Fellowship that was unsuccessful in a prior funding cycle, you must include a resubmission statement [approximately one page, single-spaced]. This statement should describe how your application differs from your previous submission and how you have addressed reviewers' comments. Include this statement whether or not the current project is similar to your previous one. A resubmission statement is often a benefit to an applicant in demonstrating how and why his/her thinking has changed.

**BIBLIOGRAPHY**

A bibliography should be prepared specifically for this proposal and should focus on the central research question and its related debates. The bibliography should be prepared in a format compatible with Microsoft Word, and attached to the application following the directions provided during the online submission process.

1. All sources appearing in the bibliography must be cited in the resubmission statement or the project description questions. In-text citations should take the form of the authors' name/s followed by the date: (Sahlins 1961) or (Aiello and Wheeler 2003) or (Aiello et al. 2002).
2. The bibliography should not exceed ten pages in length, using single-line spacing and 10-point font or larger, with 1-inch (2.5 cm) left, right, top and bottom margins.
3. Bibliographic references should be complete, be listed in alphabetical order and be presented in one of any of the bibliographic formats found in major anthropological journals (e.g., *Current Anthropology* or *American Anthropologist* or *American Journal of Physical Anthropology*, among others). Whichever format is used, the bibliography should be consistent throughout.

**CURRICULUM VITAE**

A curriculum vitae is required. It should include only the most relevant aspects of the applicant's career to date. The curriculum vitae must be attached to your online submission following the directions that are clearly provided once you enter the online submission process. It must be formatted in the following manner. The Foundation reserves the right to reject applications that have incorrectly formatted curriculum vitae.

1. The curriculum vitae may not exceed five pages in length.
2. Use single-line spacing and 10-point font or larger. Use 1-inch (2.5 cm) left, right, top and bottom margins.

**ONLINE APPLICATION SUBMISSION: HUNT POSTDOCTORAL FELLOWSHIP**

Official "Hunt Postdoctoral Fellowship Application Forms" and required attachments must be submitted using the Foundation's online application submission procedure. In addition, one printed copy of the application form and required attachments, PLUS four (4) printed copies of the application form only, must be sent to the Foundation. This material must be postmarked by the application deadline (and received by the Foundation no later than two weeks after the deadline) OR YOUR APPLICATION WILL NOT BE REVIEWED.

If it is not possible to submit your application online because of inadequate internet access in your country of origin, you must notify the Foundation at least one week before the deadline (applications@wennergren.org) to arrange to submit an application by conventional mail. Please note: application forms that are e-mailed or faxed directly to the Foundation will not be accepted.

Please refer to the application procedures for details and guidelines about the information requested in the application. If you are experiencing difficulties making an Online Application Submission, please consult "Troubleshooting Online Application Submissions."

**Download the official Hunt Postdoctoral Fellowship Application Form.** Applicants must download and complete the official Hunt Postdoctoral Fellowship Application Form. This form is a Microsoft Word 2003 document, which allows individuals to fill out information within the form and save it to their computers.

**Create a User Account:** After clicking the link to "Begin a new Hunt Postdoctoral Fellowship application" link on the website, individuals will be directed to the "Log in" page for Online Applications and asked to create a User Account. To create a User Account, individuals will be asked to enter an e-mail address (which will be used as the account ID), and a password. Once the User Account has been created, applicants can begin filling out their online registration information. This User Account will also allow individuals to:
- Save unfinished submissions and return to complete them later;
- Review the content of submitted applications.

An e-mail including the confirmation of your password will be automatically sent to the e-mail address supplied. The confirmation e-mail will also include a direct link to the User Account login page, which applicants should save for their records. They are also encouraged to save the direct link to their User Account in the "Favorites" folder on their internet browser.

**Save and Edit Submissions:** Applicants can save the information they have entered online by clicking on the "Save & Finish Later" button located at the bottom of each page.
- Clicking on the "Save & Finish Later" button will take applicants to their User Account home page.
- Once in their User Account home page, applicants can see saved information listed under the "Open" heading.

**Access or Delete In-Progress Applications:** On the User Account home page, applicants can resume work on in-progress submissions saved in an earlier session, and view the contents of applications previously submitted.
- To access in-progress submissions and continue the application process, applicants should click on the relevant link listed under the "Open" heading, in the "Application Name" column.
- Applicants can also click the Delete link under the "Action" column to delete partially completed submissions. **Note that once deleted, information cannot be retrieved.**

**Return to Online User Account:** Individuals who have already created a User Account can return to their accounts either by using the direct link included in the User Account confirmation e-mail, or by returning to the Hunt Postdoctoral Fellowship page on the Wenner-Gren website, where the "Access the Online Application" link is provided at the bottom of the page.

**Required Attachments:** Applicants are required to attach the following documents to their online application.
- Hunt Postdoctoral Fellowship Application Form
- Project Bibliography
- Applicant's Curriculum Vitae

These documents must be in a format compatible with Microsoft Word 2003, or as an Adobe PDF. Acceptable document formats include ".doc", ".txt", ".xls" and ".pdf" extensions. **Be sure to select the corresponding "title" from the dropdown list when uploading your attachments, otherwise the application process won't recognize you've uploaded all required documents.**

**Online Submission:** After applicants have attached all required documents for the application, they must:
- Click on the "Review and Submit" button located at the bottom of the last page of the application.
- Once clicked, applicants will be taken to a single Review Screen, which will list all responses and confirm that the required documents are attached.

- After verifying all information and attachments have been provided, applicants must click the "Submit Application" button at the bottom of the page to complete the submission process.

**Printed Application Materials:** After submitting the application form and required attachments online, applicants must send one (1) printed copy of the application form and required attachments, PLUS four (4) printed copies of the application form only, must be sent to the Foundation to complete the filing process. Application materials must be postmarked by the application deadline (and received by the Foundation no later than two weeks after the deadline). **PLEASE NOTE: PRINTED APPLICATION MATERIALS MUST BE PHYSICALLY MAILED TO FOUNDATION OFFICES. APPLICATION MATERIALS SUBMITTED BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**

Once submitted, applicants will receive an e-mail confirming that the submission of their application was successful. This e-mail will include a complete copy of the information entered directly online and a list of all attachments. Applicants are encouraged to print this out and save it for their records. Please note that it is not possible to use your User Account to track the progress of your application through the review system.