**Application Checklist**

*This checklist is for your personal use to help you organize your application to the Doris Duke Fellowships. All application materials are due by 11:59 PM on December 1, 2017.*

The following are required components of your application:

❑ Application Form

❑ Personal and Research Statement Form

❑ Current Curriculum Vitae

❑ Letter of Commitment from the dean or chair of your doctoral program

❑ Academic Mentor Recommendation Form

❑ Policy/Practice Mentor Recommendation Form

❑ Recommendation Form from another individual familiar with your work

**Submission Instructions**

*Please carefully read the following instructions for submitting an application to the Doris Duke Fellowships.*

* ***Downloading Application Components***: All application materials can be downloaded on the [Doris Duke Fellowships website](http://www.dorisdukefellowships.org/apply/).
* ***Completing Application Components***: Complete forms by typing your responses into the gray boxes. Please make sure all responses are single spaced and in Times New Roman 12-point font.
* ***Saving Application Components***:
* The Personal and Research Statement Form must be submitted in either *.doc or .docx* format (**NOT** in PDF form).
* All other application components must be saved in either *.doc*, *.docx* or *.pdf* format.
* Please save each file in the following format: Applicant First Last Name-Application Component 2017. For example, the Personal and Research Statement would be saved as: Jane Doe-Personal Research Statement 2017.doc. The academic mentor form would be saved as Jane Doe-Academic Mentor Form 2017.doc.
* ***Submitting Application* *Components***: Please email your completed Application Form, Personal and Research Statement Form, Current Curriculum Vitae, and Letter of Commitment from the Dean to [**ddfellowships@chapinhall.org**](mailto:ddfellowships@chapinhall.org)**.** We ask that you attach all of these forms in one email. The Letter of Commitment may be emailed separately if coming directly from your dean. Each mentor (academic and policy) and the third reference you have identified in your application must complete the appropriate recommendation form. These documents are to be emailed independently by your respective mentors and reference to [**ddfellowships@chapinhall.org**](mailto:ddfellowships@chapinhall.org). Instructions for submission are included on those forms.

In the subject line of all email submissions, please include the applicant’s name and “Application Submission.” You will be sent a confirmation email within 24 hours of when your email submission is received.

If you would like additional information on the fellowship program or have any questions, please email [**ddfellowships@chapinhall.org**](mailto:ddfellowships@chapinhall.org) or visit our website at [www.dorisdukefellowships.org](http://www.dorisdukefellowships.org).