USC University of Southern California

Advancing Scholarship in the Humanities and Social Sciences
Grant Writing Mentorship Program

**Application Deadlines: 5:00 p.m. (PST) on Friday, November 20, 2020 and
5:00 p.m. (PST) on Friday, February 12, 2021**

Grant Writing Mentorship Program

The Advancing Scholarship in the Humanities and Social Sciences (ASHSS) grant writing mentorship program, an initiative of the Office of the Provost, promotes and encourages a culture of grant writing among the faculty in the arts, humanities, and humanistic social sciences. While the program is open to all USC faculty, **preference will be given 1) to assistant professors** and **2) to senior faculty who are changing or expanding their research and want mentoring in the new field of inquiry**.

Faculty who are accepted into the program will be given the opportunity to work one-on-one with a top faculty member with appropriate expertise on their fellowship or grant application to a select list of arts, humanities, and social sciences organizations identified in these guidelines. These grant writing advisors are expected to work closely with the applicants during the proposed period to review, revise, and provide feedback to develop their drafts into strong and polished proposals. Face-to-face contact is strongly encouraged.

The grant writing mentorship program is intended to facilitate introductions between the applicant and an advisor to whom he or she may not otherwise have access. Therefore, while advisors may be faculty at USC, applicants are strongly encouraged to select leading scholars from other institutions. The proposed advisor may not be a close colleague of the applicant, someone who served on the applicant's dissertation committee, nor someone who previously collaborated with the applicant on scholarly work.

The applicant's mentor should be consulted to help define and identify an external advisor. Assistant professors are encouraged to consult their mentors and dean of faculty to determine if applying for the proposed fellowship or grant is a good idea and if the timing is appropriate for their careers.

Advisors will be given a $1,000 honorarium for their assistance. In addition, travel funds will be available on a case-by-case basis. Mentees will receive a $2,500 stipend for time to work on the proposal with an advisor. Proof of receipt of the targeted fellowship or award will result in an additional $2,500 research stipend to support the project.

Eligibility and Conditions

- USC faculty in the arts, humanities, and humanistic social sciences are eligible to apply.
- Recipients of any ASHSS award or Zumberge award in 2017-2018 or later are ineligible for this year's competition.
- Awards are not transferable to other institutions or other people. Recipients must be faculty at USC during the award period.
- Awards are not transferable to another project.
- At the end of the grant writing advisor program, the grant must be submitted to the proposed funding agency identified in the proposal and proof of submission provided to the Office of the Executive Vice Provost.

The Grant Writing Mentorship program supports the submission of proposals to the following organizations. A more complete list of supported organizations in the arts and humanities and social sciences can be found at http://sites.nationalacademies.org/PGA/Resdoc/PGA_044718:

American Council of Learned Societies (ACLS) Fellowships	http://www.acls.org/programs/comps/
John Simon Guggenheim Fellowships	http://www.gf.org/
National Endowment for the Humanities (NEH) Fellowships	http://www.neh.gov/grants
National Humanities Center Fellowships	http://nationalhumanitiescenter.org/fellowships/index.htm
Residency at the Center for Advanced Studies in the Behavioral Sciences	https://casbs.stanford.edu/about-casbs
Residencies at the Institute for Advanced Studies	http://www.ias.edu/
Rockefeller Foundation Bellagio Center Residencies and Fellowships	http://www.rockefellerfoundation.org/bellagio-center
Rome Prize	http://www.aarome.org/apply/rome-prize/procedure-requirements
Woodrow Wilson Fellowships	http://woodrow.org/
Fulbright (U.S. Scholar) Fellowships	http://exchanges.state.gov/us/program/fulbright-us-scholar-program
Getty Scholar Residential Grants	http://www.getty.edu/foundation/initiatives/residential/getty_scholars.html
American Philosophical Society Sabbatical Fellowships	http://www.amphilsoc.org/grants
Bogliasco Foundation Fellowships	http://bfny.org/en/home
American Academy of Arts and Sciences Visiting Scholars Program	https://www.amacad.org/content/about/about.aspx?d=363&t=4&s=0

Exceptions may be made on a case-by-case basis for other particularly prestigious honors and fellowships in the arts, humanities, and humanistic social sciences. Inquiries should be directed to vpafa@usc.edu.

Application Materials

Materials to be included in the proposal include the following:

1. **Proposal Narrative** (2-page maximum)
2. **Advisor Explanation** for every suggested advisor.
   a. External mentors are strongly preferred.
   b. More than one may be suggested.
   c. The review committee will work with grant awardees to identify an advisor with the appropriate expertise, reputation, and ability to develop the most competitive proposal possible.
3. **Condensed Curriculum-Vitae** (2-page maximum)
4. **Approval Emails**
   a. *NOTE: Department chair and deans or their dean designates might have an accelerated deadline to meet the Provost Office's deadline for submission. Applicants are responsible for contacting their department chair and dean (or dean designate) for signatures or emails affirming that they have reviewed the applicant's proposal.*

b. By submitting a proposal via the online form or a signed application, applicants indicate their agreement to comply with the terms and conditions of the ASHSS grant writing mentorship program as well as all other applicable USC policies.

c. The applicant's chair and dean or dean designate will review the application to ensure that the applicant's school can support the faculty member upon successful receipt of the target grant or fellowship.

d. The dean's (or dean designee's) signature or approval email indicates acknowledgement that any overdrafts on the faculty member's account will be the school's responsibility.

Copies of these guidelines can be downloaded at the ASHSS web site https://faculty.usc.edu/scholarship/funding/ashss/. Questions can be directed to vpafa@usc.edu or (213) 740-6715.

All proposals must have chair and dean signatures and must be submitted no later than 5:00 p.m. (PST) on Friday, November 20, 2020 or 5:00 p.m. (PST) on Friday, February 12, 2021. Applicants are encouraged to choose a deadline that will provide them the greatest opportunity to develop the strongest application for their desired fellowship(s) and/or grant(s).

Applications may be submitted via

1) email to vpafa@usc.edu with the subject line "2020-21 ASHSS Grant Writing Mentorship," or
2) online at https://uscfaculty.wufoo.com/forms/ashss-grant-writing-mentorship-program/

Proposal Evaluations

Proposals are evaluated by a multidisciplinary faculty panel. Because of limited resources, not all proposals can be funded. To the extent possible, awards will be distributed across academic units.

In reviewing applications, faculty panels consider the fit of the proposal to the initiatives of the target funding agency, likelihood of success, and past accomplishments and future promise of the applicant.

Proposals should clearly express the connection between the applicant's research or creative work and the priorities of the targeted grant or fellowship. Applicants should also highlight their experience and expertise or previous scholarship or creative endeavors that can contribute to the success of the application. The strongest proposals articulate the work for a broad interdisciplinary audience, and provide the context for the importance and impact of the proposed project.

Notification and Terms of Award

Applicants will be notified of the results of the grant competition within two months of the submission deadline. Grant recipients will be notified of their faculty advisor and copies of the notification of the award will be sent to department chairs and deans.

If an applicant receives the fellowship or grant and submits proof of the award to the Office of the Executive Vice Provost, an additional $2,500 to support the project will be made available to his or her research fund. Similarly, applicants whose ASHSS grant writing mentorship proposals are not funded, but who receive a fellowship or grant from one of the preferred organizations identified above may request $2,500 in project support if proof of award is

delivered to the Office of the Executive Vice Provost. The $2,500 stipend is in addition to, and should not replace, any top-off funds that are customarily provided by the faculty member's dean.

Reporting and Acknowledgement of Support

Awardees must submit proof of submission and any correspondence that details acceptance or denial of the application.

Any publication or creative endeavor arising from work supported by the fund should acknowledge the Office of the Provost and Advancing Scholarship in the Humanities and Social Sciences grant program at the University of Southern California. For scholarly projects, copies of publications, where feasible, should be submitted to the Office of the Executive Vice Provost. For creative projects, copies of the finished work, where feasible, and any resulting publicity materials, press clippings, or reviews should be submitted to the Office of the Executive Vice Provost.

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5:00 p.m. (PST) on Friday, February, 12, 2021**

Application Cover Sheet

APPLICANT:

First Name: _____

Last Name: _____

Title/Rank: _____

Department: _____

School: _____

Project Title: _____

TARGETED FELLOWSHIP OR GRANT

Funding Agency #1: _____

Fellowship or Grant Name: _____

Application Deadline: _____

Funding Agency #2 (optional): _____

Fellowship or Grant Name: _____

Application Deadline: _____

Funding Agency #3 (optional): _____

Fellowship or Grant Name: _____

Application Deadline: _____

APPLICATION CHECKLIST

❑ Advisor Explanation Form

❑ Proposal Narrative (2-page maximum)

❑ Condensed Curriculum-Vitae (2-page maximum)

_____

Applicant (Signature) / Date

_____

Department Chair (Signature) / Date

_____

Dean (Signature) / Date

*NOTE: Department chair and deans may have an accelerated deadline to meet the Provost Office's deadline for
submission. Applicants are responsible for contacting their department chairs and dean for approval signatures.*

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Advisor Explanation Form
One must be completed for every requested advisor.

ADVISOR:

Name: _____

Institution: _____

Title/Rank: _____

ATTACHMENT:

☐ Advisor's Curriculum-Vitae

NARRATIVE:

In the space below, please explain why you wish to work with the advisor identified above, why collaborating with this particular advisor will help contribute to the successful submission of your application to the targeted fellowship or grant, and how you will work with your advisor. The review committee is particularly interested in knowing whether the desired advisor has successfully applied to your target organization or has served on a review committee for the fellowship/grant or a similar program. External advisors are strongly preferred.