

Frequently Asked Questions About Applying for the New Media Public Humanities Fellowship

FAQ: What are JHI's expectations in terms of length, format and content for my submitted documents?

ANSWER: You MUST submit all files as a single, compiled pdf file. This is necessary in order to ensure that your application will be readable. Please do not send files that with security settings that prevent printing. Beyond that, here are some general suggestions and guidelines.

JHI receives applications from across many disciplines and from around the world. Standards vary, and we would prefer not to set rigid rules in the matter. Please know that you will not be disqualified from applying if your documents do not comply with the following guidelines.

Make your documents easy to read: use 11- or 12-point type, and 1.5 or double spacing. Avoid unnecessarily complicated fonts.

1. **Curriculum Vitae** (as long as necessary): this is your full academic record. Please include all publications (both peer-reviewed and non peer-reviewed), research presentations, and previous digital humanities work of any nature. The focus here is more on research than on teaching.
2. **Project Proposal** (4-6 pages): Explain in detail what you would like to accomplish while you are a fellow. Your project should be relevant to the annual theme of Labour. Tell us about your anticipated goals and timeline for this project, and about the methodology that you will use to do it. It is perfectly acceptable to propose a thesis-to-book overhaul.
3. **Writing Sample** (length varies with content): This could be a chapter from your thesis, or a published article, or an example of public-facing writing. You can include a sample of your writing or provide a brief introduction and a URL (or multiple URLs) that show your public-facing writing in your application document.

FAQ: Can I save a partial application and then go back into it, or swap my application document for an updated version later?

ANSWER: Yes. You can SAVE but not SUBMIT your application until the deadline has passed. If you click SAVE, you will be given a numerical code and be emailed a link. [Record this code](#) (it will not be sent with the email). You will have to enter the code to continue your application. JHI staff members do not have access to your code and cannot generate a new code if you lose it. When you are finished, remember to SUBMIT your application before the deadline.

FAQ: I will be finishing up my thesis in the spring, and I am not sure if my defense will take place before or after 1 May. How will this affect my eligibility?

ANSWER: If you receive an offer of this fellowship, it will be contingent on your having completed all outstanding doctoral work before 1 July 2022. This means that if you apply but have not defended, we will be in touch with your Chair or supervisor to confirm your defense date (it must be before 1 May) and post-defense status. If you defend and have revisions to make, you must complete them successfully before 1 July.

FAQ: I graduated from my doctoral program in June 2012. Am I eligible to apply? Does a month matter?

ANSWER: You are not eligible to apply. This fellowship is offered with a ten-year eligibility that tracks from the date when the fellowship begins on 1 July 2022.

FAQ: When will I be required to be in Toronto? Can I do research off-site at certain times during the year?

ANSWER: The JHI will require your attendance at a fellows' lunch each Thursday from the beginning of September until the end of April (there are two weeks in December when the University will close for the holidays). If you are also teaching, please check for the dates when you must be in Toronto with your unit.

FAQ: Is any funding beyond the award for this position available for travel, moving expenses, or research?

ANSWER: There is a small amount (\$500 CAD) of research or travel funding available upon request to the Director. There is no funding for moving expenses. You are welcome to apply for up to two one-semester courses of sessional teaching in any unit appropriate to your field of doctoral study. Sessional job postings will appear on the [CUPE 3902 \(Unit 3\) Opportunities web page](#).

FAQ: Who can I contact if I have other questions?

ANSWER: For questions relating to the scope and expectations of this fellowship, email Professor Alison Keith, Director (or call 416-978-7415); for questions about the application process, [email Dr. Kimberley Yates](#).