



# United States Institute of Peace

## Jennings Randolph Program for International Peace

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	Submission Deadline*	Notification	Fellowship Begins
<b>IMPORTANT DATES</b>			
Peace Scholar Dissertation Fellowships	January 9	June	September 1

\* **PLEASE NOTE:** During years in which these dates fall on a weekend or U.S. holiday, the deadline is extended to the next business day.

# GENERAL DESCRIPTION OF FELLOWSHIPS

## UNITED STATES INSTITUTE OF PEACE

The United States Institute of Peace is an independent, nonpartisan federal institution created by Congress to strengthen the nation's capacity to promote the peaceful resolution of international conflict. Established in 1984, the Institute seeks to expand knowledge about ways to achieve a more peaceful world through an array of programs, including the Jennings Randolph Fellowship Program, Research and Studies, Education, Grants, Training, and the United States Institute of Peace Press. The Institute is governed by a bipartisan, fifteen-member Board of Directors, including three ex officio members in federal service and twelve individuals appointed from outside federal service by the President of the United States and confirmed by the Senate.

## JENNINGS RANDOLPH PROGRAM FOR INTERNATIONAL PEACE

The Jennings Randolph Program for International Peace awards Senior Fellowships and Peace Scholar Dissertation Fellowships to enable outstanding scholars, policymakers, journalists, and other professionals to conduct research on important issues concerning international conflict and peace. The program arranges to disseminate knowledge from these projects within the Institute and among policymakers, and it works closely with the Institute's Press to publish the products of fellows' research. Named for Senator Jennings Randolph from West Virginia, whose efforts over four decades helped establish the Institute, the Jennings Randolph Program has awarded over 300 fellowships since 1987.

*The competition favors applications that demonstrate a project's consistency with the Institute's congressional mandate, which is to serve the American people through research, education, training, and the dissemination of information about the nature of international conflict and peaceful ways to manage and resolve it. Project proposals that deal with the sources and nature of interstate or civil conflict, with ways to prevent, limit, or end violent conflict, and with post-conflict reconstruction and reconciliation are welcome. Proposals should present a research agenda with clear relevance to policy issues, although a policy dimension need not be the main thrust of the project. Historical topics are appropriate if they promise to shed light on contemporary issues. Area studies projects and single-case studies will be competitive if they demonstrate a focus on conflict and its resolution, as well as the applicability of the research to other regions and cases around the world.*

The Jennings Randolph Program offers two categories of award:

- **Senior Fellowships** are undertaken in residence at the United States Institute of Peace in Washington, D.C. Additional information concerning these awards and the procedures applicants should follow can be found on the Institute's website at: [www.usip.org/fellows](http://www.usip.org/fellows)
- **Peace Scholar Dissertation Fellowships** are non-resident awards to support the research and writing of doctoral dissertations. Additional information concerning these awards and the procedures applicants should follow can be found beginning on page 3.

## SELECTION PROCEDURE

Awardees are selected through a rigorous, multi-step process. Applications are reviewed by panels of outside experts, who make recommendations to the president of the Institute. The Institute's Board of Directors makes the final selections. The programs are highly competitive, with an application-to-award ratio of over 10:1 for Senior Fellowships and over 15:1 for Peace Scholar Dissertation Fellowships. Women and members of minority groups are especially encouraged to apply.

Selection of fellowship candidates is based on the following factors:

- candidate's record of achievement and/or leadership potential
- significance and potential of the project for making an important contribution to knowledge, practice, or public understanding
- quality of the project design and its feasibility within the timetable proposed

Preference will be given to those who have not held Institute fellowships or grants in the past.

**Applicants with questions about the competition process may contact the Institute at (202) 457-1700.**

# PEACE SCHOLAR DISSERTATION FELLOWSHIPS

## GENERAL INFORMATION

Prospective applicants should read the General Description of Fellowships on page 1. The Peace Scholar fellowship starts September 1 and supports 12 months of dissertation research and writing.

### *Eligible Candidates*

Citizens of any country may apply. Applicants must be enrolled in recognized doctoral programs (for example, Ph.D., S.J.D., Ed.D., Th.D.) in universities **in the United States**. Successful candidates must have completed all course work and examinations toward their doctoral degrees by the time their fellowships begin. Proposals from all disciplines are welcome. In recent years, the applicant-to-award ratio has been over 15:1. **Proposals that do not clearly explain their contribution to fulfilling the Institute's mandate will not be competitive.** (See page 1 for a description of the mandate.)

### *Fellowship Projects*

The competition is open to all projects related to the Institute's mandate. Please consult the Institute's website for a list of dissertation fellowship topics awarded during recent competitions. Profiles of current Peace Scholars and their projects can be found at: [www.usip.org/fellows/currentscholars.html](http://www.usip.org/fellows/currentscholars.html)

### *Terms of Awards*

Stipends for Peace Scholars are currently set at \$17,000 per year and are paid directly to the individual. Peace Scholar awards may not be deferred. They may not be combined with any other major award or fellowship except in special circumstances and with the written concurrence of the Institute.

Peace Scholars carry out their fellowship work at their universities or other sites appropriate to their research. They are expected to devote full attention to their work and provide periodic reports to the Institute. Peace Scholars may be invited to give a presentation at the Institute and to participate in Institute workshops, conferences, and other activities.

Peace Scholar awards may not be made for projects that constitute policymaking for a government agency or private organization; focus to any substantial degree on conflicts within U.S. domestic society; or adopt a partisan, advocacy, or activist stance.

United States Institute of Peace  
APPLICATION FOR PEACE SCHOLAR DISSERTATION FELLOWSHIP

Cover Sheet (please type)

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Last name First Middle

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Citizenship Birthdate (optional) Sex (optional)

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Doctoral degree and field of specialization Month and year expected

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Department or school that will award your degree

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University in the United States in which you are enrolled

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Title of dissertation

**Required Summary of Proposed Dissertation Work.** In the space provided below, indicate the subject and why it is important, the specific tasks to be completed, and the methods to be used. **Maximum 2000 Characters**

## APPLICANT INFORMATION AND CERTIFICATION FORM (please type)

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Last name	First	Middle
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Street address (through June of next year)	City
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State/Country	Zip/Postal code	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other: _____ Preferred title
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Home phone (country & city code)	Office phone
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Fax	E-mail
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Has your dissertation proposal been approved by your committee?  Yes  No  
 If yes, indicate month and year. If no, indicate when you expect to defend your proposal.

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Other than the proposal, have you completed all coursework, qualifying exams, and other requirements for your degree except the dissertation?  Yes  No  
 If no, indicate which requirements you must complete and when you plan to complete them.

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Have you ever received a grant or fellowship from the United States Institute of Peace, or participated in any Institute-sponsored activities? If so, explain and indicate date.

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Specify principal location(s) where fellowship work will be carried out:

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In what language(s) relevant to your dissertation are you proficient? \_\_\_\_\_

How did you learn about the Jennings Randolph Program?

<input type="checkbox"/> Office of Sponsored Research	<input type="checkbox"/> Institute flyer
<input type="checkbox"/> Story or advertisement in _____	<input type="checkbox"/> Other: _____

**Certifications:** This sheet must be signed and dated by the applicant. U.S. government statutes provide civil and criminal penalties for attempting to obtain public funds by fraud or deception.

I certify that the statements made in this application are true and complete to the best of my knowledge, that I am not delinquent in repaying any federal debt, and that I will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while conducting any fellowship activity.

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Signature of applicant	Date
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### *Applicant Background*

On no more than **four double-spaced pages, using 12-point type**, please provide the following information numbered in the order of the items below. Please follow this format. **Do not** attach a curriculum vitae or a writing sample.

1. Education. List in reverse chronological order all education above the secondary school level, including training and professional courses. Indicate institutions' names, locations, dates attended, degrees awarded, and fields of specialization.
2. Professional/Occupational Experience. List in reverse chronological order all major jobs held, including military service. Indicate job titles or descriptions, employing organizations, locations, and dates.
3. Honors. Indicate any fellowships, grants, and professional honors or awards, with dates received.
4. Key Experience. Describe any major educational, professional, or personal experiences not covered above (e.g., academic study, jobs, travel, avocations, etc.) that are especially pertinent in qualifying you to undertake the dissertation. Explain how these experiences prepare you for doing this work.
5. Publications/Writing/Conference Papers. List any publications authored or edited that are pertinent to this application, using a full bibliographical reference. Give titles of unpublished writing (e.g., master's thesis, seminar papers, papers presented at professional meetings) most pertinent to this application.
6. Career Plans. Describe your career plans and how dissertation support from the United States Institute of Peace would contribute to them.
7. Other Interests. Please describe your major interests, extracurricular pursuits, leisure activities, and hobbies.

### *Dissertation Project Description*

On no more than **seven double-spaced pages, using 12-point type**, describe the work you will do if you are selected as a Peace Scholar. This work could include dissertation research or writing.

Your application will be judged by reviewers whose specialty may be quite different from your own. Use clear, non-technical language in your description. A proposal will be stronger if it—

- demonstrates familiarity with academic literature
- derives lessons from one geographic area or body of knowledge that apply to others
- articulates clear hypotheses and effective methods for testing them
- links together general concepts and specific cases
- outlines a clear and realistic work plan and task schedule
- above all, contributes knowledge relevant to the formulation of policy on international peace and conflict issues

The questions that follow must be addressed in your statement by number. Do not submit the dissertation proposal you may have given to your department.

1. **Subject and Significance.** Sharply define a problem for study. What is the basic problem or question on which your dissertation focuses? Why is this topic important? What is its significance beyond the immediate focus of the dissertation and field of study? Explain the originality of this project and the ways in which it will contribute to knowledge. In place of a bibliography, explain how the project would advance the existing scholarly and policy literature. Cite in your narrative the key relevant literature about your topic.
2. **Mandate Fulfillment.** How does your proposal help fulfill the mandate of the United States Institute of Peace? (See page 1 for a description of the mandate.) You must explain fully how your project addresses the mandate, not just assert it. Explain the policy relevance or other practical implications of the project for international peace, security, and conflict resolution. (Applicants may wish to consult the Institute's web site—[www.usip.org](http://www.usip.org)— for further information about its goals, programs, and activities.)
3. **Methods and Design.** What is the main thesis of your proposal, and what are the hypotheses you are testing or assuming in your search for explanations? What evidence (that is, documents, interviews, archives, or other sources) will you gather to examine your theories, hypotheses, and assumptions? How will you analyze this evidence and use it to confirm or disconfirm your claims? Does the project involve field work? If so, explain.
4. **Results.** Do you plan to publish the results of your dissertation and, if so, in what form (for example, a book, articles)?
5. **Work Plan and Schedule of Completion.** Describe the steps that you already may have taken toward finishing your dissertation and those that remain (e.g., proposal development, proposal approval, data gathering, data analysis, writing of draft chapters, draft revisions, final approval, etc.). What tasks and procedures are required for completing these steps? Provide a realistic timetable indicating when each of the steps and tasks will be completed.
6. **Dissertation Committee and Advisor.** List the names and departmental affiliations of the persons you expect to have on your dissertation committee, identifying the chair. You must include a letter of support to the Institute from the primary dissertation advisor with whom you will do your dissertation work. He or she must also sign the endorsement on page 9. The dissertation advisor should put the letter and endorsement in a sealed envelope with his or her signature across the seal. You must send both of these items with your application.
7. **Reference Letters.** Please list the name, occupation, business or home address, and telephone number of two persons (in addition to your principal dissertation advisor) to whom you will give a copy of the letter on page 10. These persons should not be related to you and should have direct and recent knowledge of your qualifications and character.

Provide a copy of your completed application form to each referee, asking that the letter be sent to you in a sealed envelope signed across the seal. Do not send letters prepared for another purpose, such as a job inquiry. You should request that these letters be prepared in adequate time so that you can send them to the Institute of Peace with your application to arrive no later than **January 9** (or next business day if this date falls on a weekend or U.S. holiday). If you are filing this application outside of the United States, you may ask your referees to send their letters directly to the Institute.

8. Transcripts. Please ask your university to provide you with an official transcript indicating the grades you received in all courses taken in your current graduate program. Mail this transcript with your application. (For applicants abroad, have your registrar send it directly to the Institute). If you have completed graduate work at another university, please include that transcript as well.

## MAILING INSTRUCTIONS

1. Assemble the pages of your application in the following order, and number consecutively, as follows:
  - cover sheet
  - applicant information and certification form
  - applicant background essay (up to four pages)
  - dissertation project description (up to seven pages)
2. Once you have assembled the application, make ten (10) copies, collated and stapled only. Please do not bind.
3. Mail your completed application package, which should include:
  - ten (10) copies of the application
  - graduate school transcript(s)
  - three sealed letters of reference
  - self-addressed postcard, if desired (see inside back cover of this booklet)

These materials must arrive at the Institute by **January 9** (or next business day if this date falls on a weekend or U.S. holiday). The Institute will not accept faxed or electronic copies of applications. We suggest that you retain one copy of the completed application for your files.

Mail your application package to the following address:

**United States Institute of Peace**  
Jennings Randolph Program for International Peace  
1200 17th Street NW, Suite 200  
Washington, DC 20036-3011

(*Applicant:* Fill in your name below and give this form to your dissertation advisor, along with a copy of the Instructions for Letters of Reference on page 10.)

## INSTRUCTIONS FOR PRIMARY DISSERTATION ADVISOR

United States Institute of Peace  
PEACE SCHOLAR DISSERTATION FELLOWSHIP

Thank you in advance for your assistance in evaluating this applicant's proposal to the Jennings Randolph Fellowship Program. Please provide us with the following information.

1. Sign and date the certification statement below.
2. Follow the instructions for a letter of reference which accompany this form. As the applicant's primary dissertation advisor, your letter should also indicate whether you believe the application to be an accurate description of the applicant's academic background, dissertation, and intended work, and whether you believe that the applicant is capable of completing the proposed work within the time stated.
3. Place this form and the letter of reference in a sealed envelope addressed to the student. Sign and date the envelope across the seal and give it to the student.

### Please note this important deadline:

The applicant must forward all materials in order to be received at the United States Institute of Peace in Washington, D.C., by **January 9** (or the next business day if this date falls on a weekend or U.S. holiday). Please give the sealed envelope to the applicant in sufficient time to meet the deadline. Otherwise, it may not be possible to include your comments in the candidate's file.

### Certification Statement

I certify that I intend to act as the primary dissertation advisor for \_\_\_\_\_  
during the period of the fellowship work proposed. Name of student

\_\_\_\_\_  
Signature of primary dissertation advisor Date

\_\_\_\_\_  
Name and position of primary dissertation advisor (please type)

(*Applicant:* Please fill in your name below, and provide one photocopy each, along with a copy of your application, to your primary dissertation advisor and two other persons familiar with your work.)

## INSTRUCTIONS FOR LETTERS OF REFERENCE

United States Institute of Peace  
PEACE SCHOLAR DISSERTATION FELLOWSHIP

Dear Referee:

\_\_\_\_\_ (name of candidate) is applying for a Peace Scholar dissertation fellowship from the Jennings Randolph Program for International Peace at the United States Institute of Peace. This award supports outstanding students in doctoral programs at universities in the United States as they conduct dissertation research on topics that advance the state of knowledge about international peace and conflict management. The United States Institute of Peace is an independent federal institution created and funded by the U.S. Congress to promote international peace. The Institute is nonpartisan and takes no policymaking or other direct role in international disputes.

The applicant is forwarding this letter to you for a confidential evaluation of his or her fellowship candidacy and is providing you with a copy of the completed application, including a description of the proposed dissertation project. We would appreciate your views of both the applicant and the proposed work.

Please indicate how long and in what context you have known the applicant. We are especially interested in your opinion of the applicant's intellectual ability, professional accomplishments and experience, ability to accomplish the proposed dissertation work within the time period projected, and potential for significant contribution to a better understanding of important problems in peace and conflict. We are concerned not only with the individual's intellectual depth and maturity, but also with those qualities and talents that lend themselves to leadership in a career, and effective communication with professional colleagues, policymakers, and the general public.

Concerning the quality of the proposed dissertation work, we would appreciate your views on the importance and originality of the project, particularly its implications beyond the immediate field and focus, its value in advancing the understanding of peace and conflict issues, the soundness and feasibility of the project design, and its policy relevance.

Competition for the awards will be keen, so we would be grateful for as full and candid an appraisal as you can provide. Reference letters will be more useful to the extent that they address both strengths and shortcomings.

The independent advisory review committee, Institute president and staff, and the Board of Directors will be most grateful for your help.

Sincerely,

Jennings Randolph Program  
for International Peace

P.S. To be included in the competition, all materials must be received at the United States Institute of Peace in Washington, D.C., by **January 9** (or the next business day if this date falls on a weekend or U.S. holiday). Please give the applicant your letter in a sealed envelope with your signature across the seal in sufficient time to meet this deadline.