

## **Components of the Jennings Randolph Peace Scholar Application**

The Peace Scholar application process contains the following components:

- I. [General Information](#)
  - II. [Dissertation Information](#)
  - III. [Project and Person Summary](#)
  - IV. [Certification Information](#)
  - V. [Project Description](#)
  - VI. [Curriculum Vitae/Resume](#)
  - VII. [Dissertation Advisor](#)
  - VIII. [Applicant Attachments \(optional\)](#)
  - IX. [Reference Letters](#)
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### **I. General Information**

This page asks for your name, project title, and organization name. Most of the information will automatically populate.

### **II. Dissertation Information**

This section asks for five pieces of information about your dissertation:

1. Dissertation title
2. Doctoral degree and field of specialization
3. Month and year expected
4. Department or school that will award your degree
5. University in the United States in which you are enrolled

### **III. Project and Person Summary**

The summary is a crucial part of the application. It is the first item that reviewers will read about the project. In [2,000 characters \(including spaces\) or less](#), you are asked to:

*“Provide the following information about your dissertation: the title, a brief summary of the project, its importance as groundbreaking or pioneering research in the field, its uniqueness, its relevance to USIP's mission (including for international conflict management and peacebuilding policy and practice), the specific tasks you will complete, your methodology, and a brief autobiographical statement.”*

\*See Appendix 1 in this document for a [Project and Person Sample](#)

#### IV. Certification Information

The first few pieces of information in this section ask you regarding any prior grants or fellowships you have received from USIP. If you have previously received a grant or fellowship, you will need to indicate the year and a brief description of the type of grant activity and completion status.

You will indicate your proficiency in relevant languages for your project and how you learned about program in this section.

#### V. Project Description

This section entails submitting four required essays, and one optional bibliography. Each essay must be 9,000 characters (including spaces) or less. See essay instructions below:

1. Subject and Significance: What is the basic problem, issue, or question that the dissertation seeks to address? Why is it important for policy and practice in the field of conflict management that this project be done? What substantive results do you expect will be derived from this project? How original is it in view of existing literature or projects that you or others have carried out? (Cite in your narrative the relevant literature to your topic and situate your project within the broader field to which you hope to contribute.)
2. Methods and Design: What is the main thesis of your dissertation, and what are the hypotheses you are testing or assuming in your research? If your methodology does not use hypotheses, what are the main questions your project is asking? What evidence (documents, interviews, archives, or other sources) will you gather either to examine your theories, hypotheses, and assumptions, or to answer your project's defining questions? How will you analyze this evidence and use it to confirm or disconfirm your claims? Does the dissertation include field work? If so, briefly explain.
3. Policy Relevance and USIP Mission: How does your project help to inform and/or affect the practice and policymaking on conflict management and peacebuilding? How does your project relate to USIP's mission? You must explain fully how your project addresses the mission, not just assert that it does; please be concrete. Explain the policy relevance or other practical implications of the project for the field of international peace and conflict resolution (you may wish to consult the USIP website to get more information about the Institute's mission, strategic goals, programs, and activities.)
4. Work Plan: Provide a timetable indicating the schedule of completion for your dissertation. Indicate which portions of your work (research, data collection, analysis, writing, etc) are already finished, and which tasks remain to be completed. Please be as realistic as possible, taking into account the work that can be completed during the course of the scholarship. The Institute expects scholars to complete work described in the timetable or as agreed in subsequent consultation with the program staff.
5. Bibliography (optional)

## Curriculum Vitae/Resume

In this section you will submit a CV/Resume of no more than 5 pages, in 12-point font, which provides the following information:

1. **Education.** List in reverse chronological order all education above the secondary school level, including relevant 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. Indicate job titles or descriptions, employers, locations, and dates.
3. **Honors.** Indicate, with dates, any fellowships, grants, and professional honors or awards received.
4. **Major Publications.** List only major publications authored or edited, using full bibliographical references. Provide English translations for all foreign titles.
5. **Career Plans.** Describe your career plans and how the fellowship opportunity at the United States Institute of Peace would contribute to your goals.

### VI . Dissertation Advisor

Please provide the name and departmental affiliation of your primary dissertation advisor, including his/her contact information.

\*Note: The advisor you list here should submit one of your three reference letters.

### VII . Applicant Attachments (optional)

You can submit any additional documents relevant to your project in this section.

### VIII . Reference Letters

For your proposal references, please provide the contact information (address, email and telephone) of your three referees. This information will permit the system to generate emails to referees and space for them to upload their letters either after you have clicked on the "NOTIFY" button [on the far right of the referee's name] after entering their contact information, or after you have submitted your application, at which point the system will generate the emails automatically. One should be your primary advisor; one of the remaining two referees should be a professor at your university.

Referees should not be related to you and should have direct and recent knowledge of your qualifications, activities, and character. Please do not submit more than three names altogether. Click ADD in the toolbar at the top of the page to list each referee.

You must notify your referees ahead of time that you will be listing them as a reference. Send each referee one copy of your application and the Instructions for Referees (found at the

bottom of the Opportunity Details section under Attachments), which they can refer to while writing your letter. It is possible that these emails will go to spam filters. After submitting your application, please check that your referees received the emails, and, if they haven't, ask them to check their spam filters. If the referees are not able to submit electronically, they must email their letters as PDF attachments with the applicant's name in the subject line to Dr. Elizabeth Cole, the Senior Program Officer for the Jennings Randolph Fellowship Program, at: [ecole@usip.org](mailto:ecole@usip.org).

PLEASE NOTE that you are responsible for making sure that your reference letters are submitted and posted by the deadline for letters (one week after the application deadline)! You can check on your letters by signing into Webgrants and looking at your application. You will not be able to open or change anything after it is submitted, but you will be able to see whether your letters are posted. It is a good idea to let your referees know that the letters posted successfully, too. Please do not write to USIP Fellowship staff to ask about your letters or to ask staff to contact your referees on your behalf.

Once you complete your application and click Submit, the system will automatically generate an e-mail to your referees requesting a letter of recommendation. The e-mail will allow referees to upload a letter directly into the application system. Please remember to follow-up with each referee to ensure they receive this e-mail request.

No hard copies of reference letters, please.

## **Appendix 1: Project and Person Sample**

### **Peace Scholar Application**

#### **Project and Person Sample**

***Title: Holding Fire: State Security Forces and Civilian-Based Resistance***

I request support to complete my fieldwork in Serbia, Ukraine, Georgia, and Kyrgyzstan. I analyze how various strategies of nonviolent activists can neutralize a state's security forces and thus mitigate state violence in moments of crisis. To date, there has not been a systematic analysis of how the implementation of particular tactics influences the efficacy of regime suppression. I plan to use structured interviews, media reports, memoirs, etc. to examine the varied responses within the police, military, and intelligence institutions, as well as the dynamics among the three. In addition to offering in-depth treatment of Serbia and Ukraine, I will also consider four additional cases: Georgia in 2004, Kyrgyzstan in 2005, Belarus in 2006, and Uzbekistan in 2004. I anticipate completion in May 2009.

I am a doctoral student with the international affairs program at Tufts' Fletcher School of Law and Diplomacy. I earned an M.A. at Tufts in 2006 and received a B.A. cum laude in public and international affairs from Princeton University's Woodrow Wilson School in 2003. I have worked as a research associate for the Institute for Foreign Policy Analysis, a research assistant for NATO's Parliamentary Assembly, and as a teaching assistant at Tufts. I also interned at the National Democratic Institute (where I served as assistant to Ambassador Robert Oakley), the Senate Foreign Relations Committee, and Washingtonian Magazine. In addition to being the 2nd place national winner (Maryland) of the 1999 Peace Essay Contest, I have won a number of awards including: a H.B. Earhard Fellowship at Tufts, the 2006 Edmund Gullion award for the outstanding second-year Fletcher student, a summer fellowship from Harvard, several travel grants, and a fellow at Humanity in Action, among others. I have also co-authored an article on "Power and Persuasion: Nonviolent Strategies to Influence State Security Forces in Serbia (2000) and Ukraine (2004)" in *Communist and Post-Communist Studies*, in addition to authoring numerous other published and unpublished papers. Upon completion of my Ph.D., I plan to work for the U.S. government on issues at the intersection of human rights, democratization, and international conflict.

## **Appendix 2: Instructions to Referees**



## **UNITED STATES INSTITUTE OF PEACE**

1200 - 17th Street NW, Suite 200  
Washington, DC 20036-3011  
(202) 457-1700  
(202) 429-6063 FAX

### **Instructions for Referees**

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

Dear Referee:

-Insert Name Here- 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 professional 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 intense, 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 will be most grateful for your help.

Once the applicant has submitted his or her application through the on-line system, the system will automatically generate an e-mail to you requesting a letter of recommendation. The e-mail will allow you to upload a letter directly into the application system. Please submit the letter by December 21, 2012.

If you do not receive an automatic email request to upload your letter of reference to the online application system or have any problems submitting the letter electronically, please send as an attachment by email both to me ([ecole@usip.org](mailto:ecole@usip.org)) and to the Fellowship Program Research Assistant at [jrprogram@usip.org](mailto:jrprogram@usip.org) ).

Sincerely,

Dr. Elizabeth A. Cole

Senior Program Officer, Jennings Randolph Fellowship Program