

***Please Note: This document is only provided to give an overview of the application components. Applications to the fellowship MUST BE COMPLETED ONLINE.**

Components of the Jennings Randolph Senior Fellow Application

Before beginning your application, please go to the **Main Menu** and edit the information in the **My Profile** section. The information in this section related to citizenship, gender, age, etc. will not be shared with others but is important for the JR Program to create general profiles of applicants. The Senior Fellow application contains the following sections:

- I. [General Information](#)
- II. [Project and Person Summary](#)
- III. [Project Description](#)
- IV. [Curriculum Vitae/Resume](#)
- V. [Family and Visa Status](#)
- VI. [Estimated Fellowship Costs](#)
- VII. [Reference Letters](#)
- VIII. [Attachments](#)
- IX. [Certification Information](#)

I. General Information

This page contains information such as your name, project title and system id. Most of this information will automatically populate.

II. Project and Person Summary

In this section, provide the title and brief summary of your project. Describe why it is important and its relevance to the Institute's mandate. Also provide a brief autobiographical statement.

The maximum length for this section is [2000 characters \(including spaces\)](#). A "Project and Person Summary" sample document is provided in the instructions of this section online, and is also included here in [Appendix A](#). Applicants may propose only one project.

III. 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.

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IV. Project Description

The project contains the following 5 mandatory sections and 1 optional section. In addition we ask you to assign main subject, country and regional keywords to your project.

1. Subject and Significance: What is the main question that the project seeks to address? Why is it important? Does it fill a gap in the field or in the existing literature? If so, how? What substantive results do you expect from this project?
2. Methods and Design: What is the main thesis or argument of your project? What evidence will you gather to support your arguments and/or theories? How will you analyze this evidence and use it to confirm or disconfirm your claims?
3. Mandate Fulfillment: How does your project help fulfill the [mandate of the United States Institute of Peace](#)? You must explain fully how your project addresses the mandate, not just assert that it does. Explain the policy relevance or other practical implications of the project for international peace, security, and conflict resolution. (Candidates may wish to consult the USIP Web site for more information about the Institute's goals, programs, and activities.)
4. Products: What will you produce during your tenure as a Senior Fellow? How will it be disseminated?
5. Work Plan: Provide a timetable indicating the schedule of completion for tasks or steps involved in the project. Indicate which portions of the project are already finished, and which portions remain to be completed. Please be as realistic as possible, taking into account the work that can be completed during the course of the fellowship. The Institute expects fellows to complete work described in the timetable or as agreed in subsequent consultation with the program staff.
6. Bibliography (Optional)
7. Project Keywords: Here you can tag keywords for the subject, country, and/or region for your project

Each section must be **9,000 characters or less (including spaces)**. The total length for this section if it is printed out is the equivalent of 10-12 single spaced, 12 pt font pages.

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V. Curriculum Vitae/Resume

Please provide 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 training and professional courses, relevant to your proposed project. 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.

VI. Family and Visa Status

In this section we ask for basic information regarding citizenship and visa information and about any family members who would be staying with you during the fellowship period in Washington, D.C.

Note: Non-U.S. citizens without permanent resident status must obtain a J-1 exchange visitor visa to participate in the Fellowship program. The Institute completes the necessary paperwork for sponsorship. Please be aware that J-1 status requires recipients to reside in their home country for two years following the fellowship before applying for the H or L visa, or for permanent residency in the United States.

VII. Estimated Fellowship Costs

This section asks you to estimate the amount of earned income you expect to receive in the twelve months immediately preceding the Fellowship period, approximate costs of travel to and from Washington, D.C., the number of accompanying dependents, and unusual project costs. These figures are intended for the Institute's information only. Stipends are determined individually in relation to preceding year's income.

VIII. Attachments

This section is for staff use only.

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IX. Reference Letters

List the contact information (address, e-mail and telephone), and occupations of three persons not related to you who have direct and recent knowledge of your qualifications, activities, and character, and who will submit letters of reference on your behalf. Please do not submit more than three names or enter more than one email address per referee. You must notify each of 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.

Once you submit your application, the system will automatically e-mail your referees requesting the reference letter. The e-mail will allow referees to upload a letter directly into the application system via link in the e-mail. Please remember to follow up with each referee to ensure they receive this e-mail request, as many e-mails go into spam filters. The system will also automatically provide a copy of your application for your referees to review. Please DO NOT have your referees submit letters in hard copy (i.e., by fax or mail), as these will not be accepted.

If a referee does not receive the email and/or is unable to submit electronically, he or she must email the letter as a PDF attachment with the applicant's name in the subject line to Elizabeth Cole, the Senior Program Officer for the Jennings Randolph Fellowships Program, at: ecole@usip.org

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APPENDIX A

Senior Fellowship Application

Project and Person Sample

Project Title: Can International Tribunals Make a Difference on the Ground? Lessons from the ICTY

I propose to use my time as a fellow to fill what I argue is a significant knowledge gap in terms of what impact [international tribunals] have on the peace and security of the countries over which they have jurisdiction, and to assess how well or poorly these courts have performed in terms of meeting the goals of providing a basis for reconciliation and peace in those societies. I argue that existing literature on the court has not taken adequate account of these issues, especially concerning relations between international tribunals and host country justice systems, and that my work will contribute to the goal of making these courts function more effectively [to] establish the building blocks of lasting peace. I intend to write a guide for practitioners for use by prosecutors and outreach officers. I also propose to write a scholarly assessment that would, eventually, become part of a book.

I have served as the Deputy Chief Prosecutor for the International Criminal Tribunal in the former Yugoslavia since my appointment by UN Secretary-General Kofi Annan in 2004. Formerly the Deputy Registrar of the ICTY, I have had extensive experience in the field of international law. I previously served as the Executive Director of the American Bar Association's Central European and Eurasian Law Initiative (ABA CEELI), which manages rule of law development programs throughout Eastern Europe and the former Soviet Union. Prior to my work at ABA CEELI, I served (for over four years) at the ICTY as Chef de Cabinet to former President Gabrielle Kirk McDonald and as the Senior Legal Adviser of the Registry. I previously held the position of Chief, General Legal Division of the United Nations Relief and Works Agency (UNRWA) in Vienna, Austria and Gaza. I have also taught international law and human rights at the post-graduate level in the United Kingdom and practiced law for many years in the United States. As an American citizen who has most recently resided and worked at the Hague in the Netherlands, I provide tremendous international experience on war crimes and transitional justice in war-torn regions. I received my law degree from UNC Chapel Hill in 1982 and a B.A. from Furman University.