Emory Libraries/ECDS Fellowships (5x)
Guidelines for the 2025-2026 Fellowship Year

Applications and LoR Due: December 4, 2024, 11:59pm
Virtual Info Session: Posted on LGS fellowships website

Funded by the Laney Graduate School, the Emory Libraries and Emory Center for Digital Scholarship will award up to five fellowships for 2025-2026 (9 month stipends) to advanced graduate students expecting to complete their dissertations by the end of the fellowship period. Fellows will work 16 hours per week in an area relating to their subject specialization or interest. The Emory Libraries will host **up to three** fellowships in the following primary areas: Rose Library (1), Research and Engagement (1), and Instruction and Engagement (1). The Emory Center for Digital Scholarship will host **up to two** fellows in the primary areas of Data Services (1) and Digital Humanities (1).

Fellows will be centered in one placement area and may also have the opportunity to engage in projects across several library areas, depending on interest and expertise. Fellows will work with curators and specialists in various areas on projects such as preparing manuscript collections and rare books for research use; developing or managing a digital project in the fellow's subject area; assisting in research projects with numeric data sets; assisting in analyzing and developing library collections in a particular subject area; and supporting the development of new library research and instructional services. In April 2026, each fellow will make a presentation on his or her fellowship project. A virtual **Information Session** will be held via Zoom (see LGS fellowships webpage).

The fellow will receive a 9-month stipend (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September and the final payment will be at the end of May. The stipend will **be $28,100** paid over 9-months.

Applicants must meet the eligibility requirements listed below. Applications will be evaluated on the basis of the subject specialty of the dissertation and the ways in which the division's needs and the applicant's research areas would produce mutually beneficial collaborations. The goal of the fellowship is to enhance the applicant's skills in using specialized resources in research and teaching and understanding of emerging issues such as digital scholarship and scholarly communication.

Eligibility:
To be considered for the fellowship, applicants must
- be full time students in a doctoral program, in good standing;
- be in candidacy at the time of application;
- be in their 7th or lower year of graduate study at the time of application; and
- may not previously have held an Emory completion fellowship. Unless otherwise noted, the fellowships listed on http://www.gs.emory.edu/professional-development/fellowships/advanced.html are all considered completion fellowships (exceptions include ORDER fellowships, PRISM fellowships, SIRE for the natural sciences, and some OUCP and grant fellowships).

Application Materials:
1. **CV/Resume** of no more than two pages
2. **Statement of Purpose to include:**
   a) the library placement area(s) of interest and how the library placement area will enhance the applicant's skills in research and teaching, **and**
   b) a brief description of the dissertation research, including progress thus far
3. **Application Skills Summary** (see pages 4-6 of this document)
4. **Letter of Recommendation** from an Emory faculty member, preferably the dissertation director, who is familiar with the applicant and the dissertation. The letter should address the applicant's schedule for completing the dissertation, and assess the likelihood that the applicant would complete by the end of the fellowship year.

IF THIS IS YOUR FIRST FELLOWSHIP (non-DTF) APPLICATION SUBMISSION: The LaneyConnect system will allow you to select your recommender and they will receive email notification of your request. If you already had a fellowship LoR submitted: the system will populate your application with your previously submitted LoR. Your recommender only needs to submit the letter once this year across all fellowships (only exception is DTF, which has a separate process). This means that your letter writer only needs to write <u>one general</u> letter of support and should not mention any specific fellowship (unless you intend to apply for one fellowship only this year).

Please note that the system will generally take between 1-3 hours from your submission to generate the email link to your letter writer. So please plan accordingly. All files (including the LoR) must be submitted by the posted deadline.

Application Submission
All nominations and applications, including supporting materials, will be uploaded using LaneyConnect https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub.
The portal may not yet be active but when it is activated:
1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. And it will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you may select several at one time and submit all materials for the fellowships you intend to apply for (it will not save progress, however, so you must complete your session). Or you may access the portal later and add additional fellowship(s), if eligible, and submit required files for the new fellowship(s) selected (and click "Update" in the online form to complete this process).

In the LaneyConnect application portal, if the applicant has already submitted files that are standard requirements (e.g., transcript), they will not submit it again for a different fellowship. It will pull from the already uploaded file and be included in all fellowship application(s) that require this file. This means that students will submit standard files only once and can focus on documents such as the 'statement of purpose' which will be specific for each fellowship that requires this document. If you have questions about using LaneyConnect, please contact us at: LGS.profdev@emory.edu. You will need to upload the application items as PDF files

Terms of Fellowship
Fellows who are awarded and accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.
When applicable, this fellowship replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that funding cannot be reserved to be used in a subsequent year.

Please note: Unless indicated otherwise, all LGS fellowships (including the Dean's Teaching Fellowships) require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

<u>**Award Notifications**</u>
Awardee will be notified by the LGS team in Dec. 2024 – Jan. 2025.
This notification period will also include students who were not selected for the fellowship.

For specific questions about the libraries/ECDS fellowship, contact Helene Davis at
helene.davis@emory.edu.

For general questions about LGS fellowships or the application portal, contact
LGS.profdev@emory.edu.

Descriptions of Emory Libraries/ECDS Graduate Fellowship Placements for 2025-26

Rose Library Fellow
Fellowships in the Rose Library will work with the Emory Oral History Program (EOHP) to contribute to the collection, preservation, accessibility, and promotion of oral histories. The goal of the fellowship is to enhance the applicant's skills in the fields of oral history, public history, digital storytelling, and or exhibiting, and contributed to the growth of the EOHP. The fellow will train in the methods and practices used in the field of oral history and apply these skills to ongoing projects and initiatives in the EOHP. The fellow is also encouraged to design and lead a new project in coordination with the EOHP; projects in the Atlanta region are encouraged but are not required. The fellow will contribute to each stage of an oral history project, including: conducting and supporting interviews; coordinating and verifying transcription; and ensuring ongoing preservation and access of recordings in archival systems. Fellows are encouraged to identify potential historical or cultural topics and potential collaborations that may contribute to a new project.

Instruction and Engagement–Writing Center Fellow
Fellows will work with the **Emory Libraries Instruction & Engagement team and the Emory Writing Center** to create a bridge from the research and teaching functions of the Emory Libraries to the Writing Center programs focused on improving student research projects. The fellow will train and work in both the Writing Center and the Library to learn the service functions of each area. The fellow will conduct writing consultations, and train and mentor a group of undergraduate tutors. The fellow will also plan and host Dissertation Writing Boot Camps for Laney graduate students and will assist the team in planning/providing outreach events. The fellow may also assist with library instruction and with developing projects and initiatives for delivering research and writing resources. The fellow selected for this placement will have strong oral and written communication skills, ability to work in a collaborative environment, and strong pedagogical and research skills.

Research and Engagement Fellow
Fellows will work with Subject Librarians in the **Emory Libraries Research, Engagement, and Scholarly Communications** division to develop projects and skills mutually beneficial to the Fellow and the Library. Projects may be related to collection management, instruction, and/or research consultation. Fellows can also assist subject librarians in employing innovative technologies to deliver and distribute research resources, assess research and pedagogical activities of the division and its patrons, evaluate collection strengths and weaknesses provide logistical assistance for professional conferences and other projects as needed. In doing so, fellows may be required to collaborate with other divisions and units in the library including ECDS, Rose Library, digital systems, technical services, and the Scholarly Communications Office. Fellows selected for this placement will have an interest in and some experience with technology in a pedagogical and/or research context, strong oral and communication skills, ability to work in a collaborative environment, and strong pedagogical and research skills (qualitative and/or quantitative).

Data Services and Digital Humanities Fellow
Fellows in the **Emory Center for Digital Scholarship (ECDS) (2 fellows—Data Services** and **Digital Humanities)** will support projects in digital scholarship, computer-based research, and electronic publishing such as ECDS open access digital publications, born-digital multimedia projects, and digital archives. ECDS Fellows will collaborate with interdisciplinary teams of researchers, librarians, writers, and technologists; and they will serve as project researchers, content administrators, editorial associates, and reviewers for the academic year. Fellows will learn about changing practices, platforms, and products of digital scholarship and gain training in project development, project management, developmental editing, online presentation, and digital archiving. Fellows selected for this placement will have an interest in digital scholarship, interdisciplinary collaboration, and an eagerness to acquire new technological skills. The **Digital Humanities** fellow's work will involve serving as a member of the editorial team of *Southern Spaces*, an interdisciplinary digital journal. Students with strong backgrounds in the humanities, an interest in regional studies, and experience with editing, digital publishing, operations, and project management are particularly encouraged to apply. The **Data Services** fellowship focuses mainly on providing consultations and support for students and faculty making use of such data for their research, such as helping them locate data or helping them clean data to make them usable. Students with strong backgrounds in using quantitative data and/or GIS (Geographic Information Systems) for research in the social sciences and/or public health are strongly encouraged to apply.

Emory Libraries/ECDS Graduate Fellowship
Placement Area (<mark>enter your desired area</mark>): {_____}
Application Skills Summary

Name: **Department:**
Campus Mailing Address: **Home Mailing Address:**

Home phone:
Work phone:

If you are applying for more than one placement area, please list the placement areas you are applying for in order of preference. _____, _____, _____, _____, _____
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Instructions: Please complete the following 4 sections and indicate your language, teaching, computing and research skills.

I.   Language Skills
Please list foreign languages you have studies and rate your proficiency level for each.

	Reading	Writing	Speaking
German			
French			
Other:			
Other:			
Other:			

II.   Teaching
What course(s) have you taught at Emory?

Have you taught courses at other universities   __yes   __no
If yes, what course(s) did you teach, and where?

Have you worked with undergraduates involved in research? Please explain the context of this involvement.

III.   Computing Skills--Please rate your proficiency in the following areas/applications:

Application	Never Used	Beginner	Intermediate	Advanced
Word Processing (Word)				
Other:				
Spreadsheet (Excel)				
Other:				
Database (Access)				
Other:				
Statistical Packages*				
SPSS				
SAS				
Stata				
Other:				
GIS experience				
Web Design				
Drupal				
Wordpress				
HTML				
XML				
Other:				
Other relevant applications				
Endnote				
Other:				

*For **"Statistical Packages"** that you have used, briefly describe your use for each one on an attached sheet**.**

IV.   Research Skills--Please rate your expertise with each of the following:

	Never used	Beginner	Intermediate	Advanced
Experimental research design				
Focus group research				
In-depth interviewing				
Oral history				
Survey design/analysis				
Statistical data (e.g. Census data)				
Editing				
Digital publishing				
Project management/operations				
Emory Library collections (indicate those you have used):				
Archival collections (print)				
Beck Center Collections				
Quantitative electronic datasets (e.g., ICPSR)				
Digital Archives				
eJournals				
Government Documents (non-US)				
Government Documents (US)				
Online databases (e.g., MLA, GALILEO, Information Gateway)				
Rare Books & Manuscripts				
Other (specify):				

For research methodologies in which you have expertise, briefly describe your experience with each one on an attached sheet.