



## Mellon/ACLS Dissertation Completion Fellowships Instructions for Obtaining Institutional Support Letter

**Application due October 15th, 2020**

Applications for the Mellon/ACLS Dissertation Completion Fellowship must include an attestation letter from the applicant's institution, provided by the Dean (see final item under Application Requirements here: <http://www.acls.org/programs/dcf/>).

Once the student applications have been submitted, the institutional attestation letter will be provided by Dean Lisa Tedesco. Here's how to make sure the process will happen smoothly and on time.

1. Complete and submit your application to the Mellon ACLS online portal by **October 15th at 9am.**
  - ◆ This internal deadline is *earlier* than the Mellon/ACLS deadline.
  - ◆ All materials, **including your letters of recommendation**, should be sent to Mellon by the LGS internal deadline.
  - ◆ Once you submit your application using the Mellon/ACLS online portal we will receive notification that you have requested an institutional attestation letter from the Dean.
2. Enter Dean Lisa Tedesco as the referee who will submit the "Institutional Statement."
  - ◆ This information is entered as part of your online application.
  - ◆ Use this email address: [lisa.tedesco@emory.edu](mailto:lisa.tedesco@emory.edu). Dean Tedesco will receive an email asking her to provide the institutional attestation statement to your application. **Please use this email address for Dean Tedesco.**
3. Ask your DGS to send us an email about your application.
  - ◆ The email must be sent to Dean Tedesco and LGS [lisa.tedesco@emory.edu](mailto:lisa.tedesco@emory.edu) and [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu) by October 15, 2020.
  - ◆ The email needs to include "a brief statement attesting to the viability of the proposed timeline for completion" (required by the Mellon/ACLS application).
  - ◆ The email should also include a brief note, no more than 2-3 sentences, about particular strengths or characteristics of your proposal that Dean Tedesco can add to the required elements of the institutional statement.

We will provide the required information, attesting to candidacy, academic progress, and completion funding to Mellon/ACLS.

**Questions?** Please contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu).