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**HYI Visiting Scholars invitation letter**

1 message

HYI Programs <hyiprog@fas.harvard.edu>  
To: "irdcmu@gmail.com" <irdcmu@gmail.com>

13 May 2019 at 22:41

Dear Professor Chiranukrom and Ms. Puttayot,

Attached please find a letter from Harvard-Yenching Institute Acting Director Andrew Gordon, inviting your institution to participate in the HYI Visiting Scholars program. Nominated candidates will continue to apply online.

I will soon send an additional invitation letter for the Doctoral Scholarship Program, which provides candidates the funding to pursue a PhD at either the National University of Singapore or the University of Hong Kong, with a year of dissertation research/writing at Harvard University.

This year we will continue to use an online application system for the Visiting Scholars Program (the doctoral scholar program will not use the online system).

In addition to the invitation letter, I have also attached:

1. A summary of how the online application system works, including VSP application instructions for candidates [About the online application system.PDF]
2. A "Sample" Visiting Scholars application form, in case you find it useful when conducting an internal review to select candidates. (Use of this form is optional. Once you have decided which candidates to nominate, they should apply online.)
3. A form for institutional approval, to be signed by the head of your office and uploaded to the online system by your office.

The deadline for Visiting Scholar applications remains at September 30. Please reply to confirm that you have received this message, and please let me know if you have any questions. As always, thank you very much for your cooperation.


Sincerely,  
Lindsay

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Lindsay Strogatz  
Program Manager  
Harvard-Yenching Institute  
2 Divinity Avenue #123  
Cambridge, MA 02138  
Tel: 617-496-6050  
strogatz@fas.harvard.edu

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4 attachments

 **VSP Announcement\_2020-21\_Chiang Mai U.pdf**  
728K

 **About the online application system.pdf**  
267K

 **Institutional approval form\_VSP.doc**  
154K

 **SAMPLE Visiting Scholars Program application form.doc**  
136K



## HARVARD - YENCHING INSTITUTE

Visiting Scholars Program Office • Vanserg Hall, Suite 20 • 25 Francis Avenue • Cambridge, MA 02138 • USA  
tel: 617-495-4050 • fax: 617-496-7206 • e-mail: [yenching@fas.harvard.edu](mailto:yenching@fas.harvard.edu)

May 13, 2019

Rome Chiranukrom and Ms. Pimchanok Puttayot  
International Relations Division  
Chiang Mai University

Dear Professor Chiranukrom and Ms. Puttayot,

The Harvard-Yenching Institute welcomes your continuing participation in its visiting scholars program!

For the academic year 2020-21, your institution is invited to nominate up to a total of **four (4)** candidates from among your most promising faculty for application to our program. Reflecting the mission of the Harvard-Yenching Institute, nominated scholars must be working in the humanities and social sciences with an emphasis on culture. We seek outstanding scholars whose work is academic rather than applied. Scholars whose research focus is comparative, and includes one or more Asian countries, are especially welcome. After initial review of all the applications, we will continue the centralized interview process that was put in place in 2008. In addition, we would like to remind you that although there is no age limit for applicants, **preference is given to younger scholars who are in the early stages of their academic career.** We would greatly appreciate your posting the Harvard-Yenching Institute Visiting Scholars program information on your university web site for wide circulation.

The following is a summary of the Visiting Scholars program:

This program offers **faculty members in the humanities and social sciences** (not limited to China Studies or East Asian Studies) the opportunity to undertake 10 months (from August 2020 to May 2021) of study and research at Harvard University and/or other appropriate universities. Approximately 20 applicants are chosen each year as researchers at the Harvard-Yenching Institute, and have access to the Harvard University libraries and facilities. Scholars are provided with living expenses while at the Institute. Applicants and university/academy administrators will be notified of selection results in mid-February, 2020. The selection criteria include English proficiency, academic training (including PhD degree in most cases), quality and originality of the research proposal, demonstrated depth of subject knowledge, and feasibility of conducting the research at Harvard University and/or other major universities in the United States. **In cases where qualifications are roughly equal, priority is given to those candidates who have not recently spent substantial time at an American university.** Selected scholars work with faculty at Harvard and/or other appropriate universities, and are required to make at least one public presentation in English on their proposed research project during their stay at the Institute.

The deadline for receipt of applications is **September 30, 2019.**

In the coming months, the HYI Director and staff representatives will make ourselves available to our partner universities to provide comprehensive information sessions and share HYI program updates. We will be happy to answer questions and address concerns you may have about HYI programs. As always, we look forward to further collaboration with our partner universities across Asia.

We use the HYI online application system, and **nominated Visiting Scholars Program candidates will apply online**. The Institute requires all candidates to be officially nominated by their home institutions. Further instructions about the online application system are included in the attachment [About the online application system.PDF]. Please note: you should feel free to use the attached application form for conducting the internal nomination process within your institution.

The Institute has recently compiled a list of answers to “frequently asked questions” concerning fellowship applications (including information on eligible fields and selection criteria, the research proposal, recommendation letters, interviews, and the application review process). We encourage you to share this link with your applicants:

<http://www.harvard-yenching.org/helpful-information-fellowship-applicants>

Please note that the Institute cannot accept the applications of an institution if it nominates more than **four** (4) candidates. The Institute does not accept individual applications. Scholarship applications sent directly to the Institute without official approval by an authorized nominating institution will not be considered. Please acknowledge the receipt of this letter with Lindsay Strogatz via e-mail at <hyiprogram@fas.harvard.edu>.

We look forward to hearing from you regarding this matter. We appreciate your kind attention and cooperation.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Andrew Gordon". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew Gordon  
Acting Director

## **APPENDIX**

### **1. Eligibility:**

Visiting Scholars Program candidates should have been serving at their home university for at least three years (before August 1, 2017) as a full time faculty. Scholars who gained their PhD from an institution outside of Asia within the past five years (after 2015) are not eligible. Previous recipients of a Visiting Scholar fellowship from HYI are not eligible to reapply for this program.

### **2. Coverage of the scholarships:**

The following is the detailed information on the fellowship coverage:

- Round trip economy class airfare
- A stipend of US \$6,200 per month for 10-month residence
- Health Insurance up to the amount of \$4,500
- Funding (up to \$2,500) for hiring a research Assistant or an editor, and for participating in academic conferences or/and making brief research trips in North America

### **Fields of Research**

Candidates' fields of research in the humanities and social sciences to be considered:

- |  |                                       |
|--|---------------------------------------|
| • Anthropology                                   | • Literature                          |
| • Archaeology                                    | • Media and Film Studies              |
| • Area and International Studies                 | • Philosophy                          |
| • Art and Architectural History                  | • Politics                            |
| • History (including economic and legal history) | • Study of Religion                   |
| • Linguistics                                    | • Sociology                           |
|  | • Women, Gender and Sexuality Studies |

Scholars in the fields of Economics, Education, Geography, Law, Psychology, and Public Administration may be considered, but must check with the Institute before submitting applications. If the research field of any of your candidates falls out of the range mentioned above (e.g. economics, law), and you are not sure if the candidate is eligible for the program, please contact Lindsay Strogatz at <hyiprogram@fas.harvard.edu> before you submit your application.

## **SUMMARY OF THE ONLINE APPLICATION SYSTEM**

Your institution's nominated candidates (a maximum of 4 Visiting Scholars) will be asked to ***apply online***. We still require all candidates to be officially nominated by their home institution. Applications without your institutional approval will not be accepted.

While the candidates will be responsible for filling out the online application form and uploading their research proposal and CV, we ask that your office upload your candidates' recommendation letters and the institutional approval form.

## **HOW THE PROCESS WORKS**

**A maximum of 4 applicants at your institution can use the online system** to submit their applications.

If you have more than 4 applicants interested in the programs, your institution should first conduct its own **internal review** to determine which candidates will be nominated.

**Once your 4 candidates have been determined, your office should send them the instructions on the next two pages.** The nominated candidates should create an account and apply online. Your office will also be able to access the online system. Please note that the online system opens in July.

The **HYI application deadline is September 30, 2019**. Please be sure to give your nominated candidates adequate time to complete their online application.

## **REQUIRED APPLICATION MATERIALS**

The required application materials for the Visiting Scholars Program are listed on page 3 of this document.

The international or foreign affairs office is **responsible for receiving the applicant's 3 recommendation letters**, and then uploading them to the candidate's online account (the applicant will not be able to see the letters). Please inform applicants that recommendation letter writers can send the letters to your office via email (as a Word doc or PDF), or as a hard copy (in which case your office can open and scan the letters).

As in previous years, we also ask for an **Institutional Approval Form**, signed by the President, Vice-Chancellor, Rector, Dean of Faculty or other appropriate administrative officer of the applicant's sponsoring university. Your office will also be able to upload this Form in the online system.



## **INSTRUCTIONS FOR CANDIDATES – ONLINE APPLICATION SYSTEM**

**The HYI online application portal will open in July 2019.** Candidates cannot start their applications online before this time.

To apply online, applicants should go to: <https://www.onlineapplicationportal.com/yenching>  
Click on “Applicant Registration – Start Here”. Please make note of your user name and password.

*Q: What materials will the applicant be asked to provide?*

A: Please see the following page for the list of required materials. At any point during the application process you can save your application, and can come back and work on it at a later time.

*Q: What about my 3 recommendation letters?*

A: Each application requires 3 recommendation letters, in English. However, these letters cannot be uploaded directly by the applicant. Letters should be sent **directly** from the letter writer to your international/foreign affairs office (or the staff office responsible for your nomination). The international office staff will also have an online account, and will upload your 3 recommendation letters. The letters will be attached to your application, although you will not be able to view them.

*Q: If I can't view the letters, how do I know if they have been uploaded and attached to my application?*

A: On the application portal home page, by clicking on “Track Reference,” you will be able to see if your 3 letters (and the Institutional Approval Form) have been uploaded. You can submit your application even if the files haven't been uploaded by your university yet. After you submit your application, you can continue to check the status of your letters.

*Q: What is the application deadline?*

A: Candidates must submit their application online by **Monday, September 30, 2019**.

*Q: How do I know that my application has been received by HYI and is complete?*

A: Once you have submitted your application materials, you will receive an email (from [yenching@onlineapplicationportal.com](mailto:yenching@onlineapplicationportal.com)) confirming receipt of the application. If there are any concerns, we will follow up with you directly.

*Q: I am having trouble with the online system and need to speak with someone.*

A: If you have a question about the application process, email [hyiprog@fas.harvard.edu](mailto:hyiprog@fas.harvard.edu). For technical questions about the website, please email [yenching@onlineapplicationportal.com](mailto:yenching@onlineapplicationportal.com). Inquiries are received during regular business hours (Monday through Friday, 9:00 am – 5:00 pm EST). Inquiries sent outside of regular business hours will be responded to on the next business day.

## **VISITING SCHOLARS PROGRAM – REQUIRED MATERIALS:**

### **1. Application Information:** Applicants will be asked to enter the following information:

- **Basic identity information** (name, date of birth, citizenship, addresses etc.)
- **Current position** (job title, university, field, sub-field)
- **Education** (degrees, subject, year awarded)
- **Miscellaneous questions** (are you applying for funding from other organizations; have you applied for a HYI scholarship before; have you been issued a Harvard ID before; have you been a visiting scholar in the US in the past 2 years)
- Title of **proposed research project**
- The name(s) of 1-2 **Faculty members** at Harvard University and/or any other major university in the United States with whom you wish to consult during the stay of the fellowship. It is not necessary to contact faculty during the application process.
- **Foreign travel** (only for long-term stays, do not list vacations or short trips for conferences)
- **Languages** (list native language, indicate level of English and any other languages spoken)

### **2. CV and Research Plan:**

Applicants will be asked to **upload** the following documents (in English):

- A **CV (curriculum vitae)**, in English, which must include:
  - Honors (previous fellowships, scholarships, grants and other honors)
  - Employment (All positions held, academic or other, in chronological order, with dates. Include the date from which you have held your present faculty position)
  - Publications (please list titles in the original language as well as English)
- **Research Plan** (3-5 pages, in English)
  - What is the subject of your research plan? Scholarships are intended for original, publishable research (It is not necessary that the research be completed during the year at Harvard). The scholarship is not intended for the compilation of textbooks or the writing of general surveys of your field. Give a description in English in about 3-5 pages, explaining your research plans at Harvard University and/or another major university.

### **3. Recommendation letters:**

Three recommendation letters (in English) are required, one of which must be from the applicant's adviser or the person most familiar with his/her scholarly work. **Applicants cannot upload their recommendation letters.** Rather, letters should be sent directly from the writer to the candidate's international or foreign affairs office. The office staff will attach the 3 recommendation letters to the candidate's online account. Applicants cannot view the letters in the online system.

### **4. Institutional Approval Form:**

Signed by the President, Vice-Chancellor, Rector, Dean of Faculty or other appropriate administrative officer of the applicant's sponsoring university. Must be uploaded by the foreign affairs/international office.





**HARVARD-YENCHING**  
EST. INSTITUTE 1928

2 Divinity Avenue | Cambridge, MA 02138 | U.S.A.  
Tel: 617.495.3369 | Fax: 617.495.7798  
Email: [programs@harvard-yenching.org](mailto:programs@harvard-yenching.org)

## INSTITUTIONAL APPROVAL FORM

### **HYI Visiting Scholars Program** **2020-2021 Institutional Approval**

To be signed by the President, Vice-Chancellor, Rector,  
Dean of Faculty or other appropriate administrative officer  
of the applicant's sponsoring university in Asia.

***Application is incomplete without approval.***

We approve and recommend the application of \_\_\_\_\_ for a Harvard-Yenching Institute fellowship. This university will grant the above-named faculty member a suitable leave of absence if he or she is awarded the fellowship.

Signed:

Title:

Date:



**Visiting Scholars Program**  
**2020-21 Internal Review Application**  
**Form**

*Note: This application form is for your university's internal review process **only**. Once a candidate has been officially nominated, s/he must complete an application using HYI's online system. HYI no longer accepts application forms sent via email.*

**Application Deadline: September 30, 2019**

Email: [hyiprog@fas.harvard.edu](mailto:hyiprog@fas.harvard.edu)  
Web: <https://harvard-yenching.org>

APPLICANT INFORMATION			
Name (as listed on passport)		Family name:	Given name:
漢字:		Age:	Gender:
Place of birth	City:	Province:	Country:
Date of birth (Month/Day/Year):			
Citizenship (nation from which passport is obtained):			
Present title as faculty member:			
University:		Department:	
Field:		Sub-field:	
Office address:			
Home address:			
Home telephone:		Office tel.:	Mobile:
E-mail:		Fax:	
Best mailing address (please list your full address, including street number, postal code etc.):			

Colleges/Universities Attended	Principal Subject	Degree/Year Awarded

Are you applying for funding from any other organizations? (Yes/No) :	
Have you ever applied for a Harvard-Yenching Scholarship Before? (Yes/No):	If so, when? :
Have you ever been issued a Harvard ID before? (Yes/No) :	
If you have been issued a Harvard ID, please provide your ID number:	
Have you been a visiting scholar in the US in the past 2 years? (Yes/No):	If so, please list beginning and end dates (mm/yyyy):

**RECOMMENDATION LETTERS**

*Please list the names and contact information of the individuals from whom you are requesting letters of recommendation. Three letters (in English) are required, one of which must be from your adviser or the person most familiar with your scholarly work. Please have recommendation letters sent directly to your international or foreign affairs office.*

Title	Name	Department & Institution	Email	Phone

**FACULTY**

List 1-2 faculty member(s) at Harvard University and/or any other major university in the United States with whom you wish to consult during the stay of the fellowship. **This information is for the HYI's reference only. Do not write directly to faculty member(s) you list. Writing to the faculty member(s) listed will have no bearing on your application. HYI will identify an appropriate faculty member as your mentor only if you are selected.**

1. Name:

Institution:

Department and Field:

List one to two of the above faculty member's publications (with detailed citation information) that are highly relevant to your research:

2. Name:

Institution:

Department and Field:

List one to two of the above faculty member's publications (with detailed citation information) that are highly relevant to your research:

**TITLE OF PROPOSED RESEARCH:****FOREIGN TRAVEL**

Please list the names of any countries (other than the one in which you are now employed) which you have visited for a period of one month or longer for purposes of fieldwork, research or study. It is not necessary to list short-term visits for tourism or to attend a conference. Please list the country, dates and purpose of the visit.

LANGUAGES		
Native language:		
Please indicate your knowledge of English and any other second languages:		
ENGLISH	Speak:	Read:
	Speak:	Read:
	Speak:	Read:
	Speak:	Read:

**The following materials are also required:**

- **Research Plan:**
  - What is the subject of your research plan? Scholarships are intended for original, publishable research (It is not necessary that the research be completed during the year at Harvard). The scholarship is not intended for the compilation of textbooks or the writing of general surveys of your field. **Give a description in English in about 3-5 pages, explaining your research plans at Harvard University and/or another major university.**
- **A CV (curriculum vitae),** in English, including:
  - **Honors** (previous fellowships, scholarships, grants and other honors)
  - **Employment** (All positions held, academic or other, in chronological order, with dates. Include the date from which you have held your present faculty position)
  - **Publications** (please list titles in the original language as well as English)