

Annette Kade Graduate Student Fellowship Program Application Instructions

PURPOSE

In this program, the American Museum of Natural History (AMNH) partners with French and German institutions to permit an exchange of graduate students. This program allows AMNH graduate students to spend 3 months during the year at selected universities in France and/or Germany and also allows students from French and German universities to come to the AMNH for 3 months. The German and French institution graduate students who come to the AMNH to study will be assisted with identifying potential housing arrangements (such as International House), and each student will pursue a predetermined research project with an AMNH curator. This curator will also facilitate exposure to the other disciplines in the Museum for the Kade Fellow.

The AMNH will ensure that the French and German universities provide similar support and experiences for the U.S. based students. We expect that the students will have the opportunity to explore new cultures and enrich their lives with new contacts and friendships.

For students from French and German institutions coming to the AMNH there are various research opportunities in the five divisions: [Anthropology](#), [Invertebrate Zoology](#), [Paleontology](#), [Physical Sciences](#) and [Vertebrate Zoology](#).

Students from the AMNH should contact the Richard Gilder Graduate School Assistant Director for Student Affairs and Fellowships with the name of the institution and sponsor to which they want to apply in advance of submitting an application for review and approval.

FUNDING, HOUSING AND DURATION

All Kade Graduate Student Fellows will be supported with a \$2,500/month stipend for housing and food for a 3-month stay. Kade Fellows will be assisted with identifying potential housing arrangements (such as [International House](#)). Travel will be provided in the form of roundtrip airfare up to \$1000 and supplies will also be paid for not to exceed \$1,000 for a total fellowship offer of \$9500.

DEADLINE

November 1; 11:59pm Eastern Time *(*Note- Late applications and applications that do not conform entirely with our specifications will not be considered)*

This program is by invitation only. If you are interested in participating, an AMNH curator must nominate you. Please contact a curator if you are interested. Click the following link for a list of our curators and their research: [AMNH Faculty](#).

INSTRUCTIONS

There are three (3) parts to the application process that must be completed by 11:59pm Eastern Time on the deadline listed above. Both must be completed online following this link:
https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx.

Part 1: Online Application

1) Create an account and fill out the basic information requested here:

https://myrggs.amnh.org/Applicant/ApplyOnline_Login.aspx.

This is the site where you will upload your documents. If this link does not open directly, copy and paste it to a new browser. Note that this online application works best with the latest versions of Google Chrome and Firefox.

2) **Proceed directly to Step 8 and submit the online application at Step 8 BEFORE you begin to upload any documents (be sure to click *submit application* at the bottom of page).** You will not be able to proceed to Part 2 (view and upload documents) until you submit this part of the application at Step 8!

Note: If you previously applied to a Richard Gilder Graduate School program, you will receive the following message:

“Our system recognized you as a duplicate entry. We will contact you by email shortly and send you a link to the documents that you will need to complete to apply for your specific program. If you need to contact us, call 1-212-769-5055 or 1-212-769-5017.”

We will clear your record and then contact you within 1-2 business days after you complete Step 8 so that you can proceed with your application

Part 2: Document Upload

Below are the required documents that you must upload to our server by 11:59pm Eastern Time on the deadline listed above. Once you have created your account, the **My Documents: Document Center** will appear on your left. Click on it and the application materials you need to upload will come up on your screen (This is **after Step 8 - submit application**).

To upload your documents, click the **My Documents: Document Center**, select the document, and upload it from your computer on the drop down menu.

All documents must be in PDF format. No other format will be accepted. There are many free PDF file converters on the web such as [PrimoPDF](#). You should also have the latest Adobe

Reader to complete the PDF forms in the application package. <http://www.adobe.com/>

Once all documents are uploaded you will receive a confirmation from us.

Required Documents:

Document 1: Application Cover Page – Provide your name, Project Title and the name of the curator who will sponsor your visit. Be sure to contact a curator **before** you list them on your application.

Document 2: Project description with title and abstract; maximum of 5 pages *Note: Include a separate non-technical abstract geared towards a non-scientific audience.*

Formatting Specifications

Font: A font size of 12 points is preferred. A font size of 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters as long as the information is readable. Single space the narrative.

Margins: Margins, in all directions, must be at least an inch.

Columns: Use only a standard, single-column format for the text.

References: When references are cited, reference information is required. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. If the document is available electronically, the website address should be included.

Document 3: Curriculum vitae (CV)

Create your own document in a word processing program and save it as a PDF. Upload one (1) PDF. Your CV should include the titles of your publications and online links to them if available (do not send reprints).

Part 3: Recommendation Letters (2 Total)

Go to My Documents: Instructions for letters of recommendations can be found in My Documents in the Document Center. Please follow the instruction guidelines to log in with your email address and password (last name). You can also access the recommendation site directly by clicking the following link: <https://rggs-fellowships.amnh.org/Student/>

An email will be sent to your recommenders AFTER you complete the required information. Be sure to contact your recommenders and let them know they will receive an email from us. If you need to make a substitution later, please notify us at assistantdirector-rggs@amnh.org

(1) A letter of reference from the applicant's current academic advisor (French/German University or AMNH)

(2) A letter of reference from the applicant's potential advisor at the exchange institution (French/German University or AMNH)

Note: If you are a duplicate (previously applied to any Richard Gilder Graduate School program), you must wait until you are processed and an administrator contacts you in order to access the recommendation site.

- Enter your login information and password. **Note: different from your online application*

Login: email address Password: your last name

- Fill out the information requested on the form and submit.
- An automated email message will be sent to each of your recommenders with further instructions.
- The submitted letters of recommendation will be automatically uploaded into our system.

You do not need to submit all documents before entering the names and emails of your recommenders, you must only first complete the online portion of the application at "Step 8".

OTHER REQUIREMENTS

- The student should be engaged in full time research and enrolled in a Master's or Ph.D. degree program at a university or institute.
- Typically this grant is not taxable.
- We can assist you with a J-1 visa if you request it.

- A 1-2 page report on your activities at the AMNH is required **no later than one month** following completion.
- All abstracts, publications, projects or other work resulting from the Annette Kade

Fellowship award must be sent to the Richard Gilder Graduate School and must include

an acknowledgment of the support: “This work was supported by the Annette Kade Graduate Student Fellowship Program of the RGGGS at the American Museum of Natural History, through generous contributions of the Annette Kade Charitable Trust.”

- Specify AMNH/Host Institution

***Checklist for you to use to ensure you have supplied all information:**

- Completed Application Cover Page
- Contacted Curator(s) to sponsor your project
- Provided Abstract(s) and Project Description per instruction guidelines
- Provided CV
- Filled out Recommenders form online to contact 2 references: (1 from French/German Institution and 1 from AMNH Curator)

Answers to frequently asked questions about the AMNH Postdoctoral Fellowship application process can be found on the website.