## AMERICAN MUSEUM ᵒᶠ NATURAL HISTORY
### Richard Gilder Graduate School

# AMNH Postdoctoral Research Fellowships
# *Application Instructions*

## PURPOSE

The Postdoctoral Research Fellowship Program at the American Museum of Natural History provides training to postdoctoral investigators to carry out a specific project within a limited time period. The project must fit into one or more of the Museum's areas of interest: Anthropology, Invertebrate Zoology, Paleontology, Physical Sciences (Astrophysics and Earth & Planetary Sciences), and Vertebrate Zoology. This Fellowship Program is designed to advance the training of the participant by having him/her pursue a project in association with Museum professionals in the Museum setting.

## FUNDING AND DURATION

Postdoctoral Fellows of all groups listed above will be hired as full-time employees of the American Museum of Natural History. During their employment they will receive full medical insurance, as well as all other AMNH employee benefits. Limited relocation, research, and publication support is provided. Appointments are typically made for up to two years. Postdoctoral Fellows are expected to be in residence working at the Museum.

## DEADLINE TO APPLY

**January 8, 2021, 11:59pm, Eastern Standard Time**

## CO-FUNDING OPPORTUNITIES

If you are proposing a project that engages the mission one or more of the Museum's special funds, you are **required** to submit a related abstract. Read the special fund descriptions on Pages 2-3 carefully and apply accordingly. When proposals relate to more than one fund, multiple abstracts are required. Note that:

1. Applicants proposing Invertebrate or Vertebrate Zoology projects are required to submit a Gerstner abstract that describes how the project specifically relates to the purpose of the fund; applicants proposing Anthropology or Paleontology projects that involve Biology are also required to submit a Gerstner abstract. Projects that incorporate bioinformatics and computational biology approaches should highlight these in the abstract.

2. Applicants proposing projects that involve North American natural history are required to submit a Theodore Roosevelt abstract that describes how the project specifically relates to the fund's purpose.

3. Applicants proposing projects that involve marine life and environments are **required** to submit a **Lerner-Gray** abstract that describes how the project specifically relates to the fund's purpose.

## CO-FUNDING OPPORTUNITIES - SPECIAL FUND DESCRIPTIONS

### The Gerstner Scholars Program

Generously funded by Mr. Louis V. Gerstner Jr., the Gerstner Scholars program encourages and supports groundbreaking research in biology, with an emphasis on genomics, including such topics as microbes, mammals, invertebrates, marine life, and computational biology. The work of scholars at AMNH co-supported through this competitive program will have implications for broad themes; for example, human and medical research that is informed by understanding the scientific composition and behavior of other species; and advancing our understanding of the evolution and diversity of species and the "tree of life." Projects that incorporate bioinformatics and computational biology approaches are strongly encouraged.

Chosen for their creative approaches to research questions that are likely to lead to important new discoveries in their respective fields, Gerstner Scholars will include biological scientists who have demonstrated outstanding performance that merits recognition early in their careers.

### The Theodore Roosevelt Memorial Fund for North American Research

Applicants proposing to conduct research in any phase of wildlife conservation or related fields of North American fauna - terrestrial and freshwater (rivers, lakes, streams), extant or fossil - are required to apply to the Theodore Roosevelt Memorial Fund. North America includes everything north of the Isthmus of Panama, including the Caribbean. [NOTE: *There are two exceptions to this application*: Applicants submitting research proposals on birds, even within North America, must apply instead to the Frank M. Chapman Memorial Fund Program, not to the Theodore Roosevelt Fund, and applicants submitting research proposals on ocean/sea marine life and environments must apply to the Lerner-Gray Fund, not to the Theodore Roosevelt Fund.]

### The Lerner-Gray Fund for Marine Research

Applicants proposing to conduct research in systematics, evolution, ecology, paleontology or zoology of marine life and environments are required to apply to the Lerner-Gray Fund for Marine Research. [Applicants proposing to conduct freshwater research in North America must apply instead to the Theodore Roosevelt Memorial Fund.]

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# INSTRUCTIONS

**PLEASE PRINT, REVIEW AND FOLLOW THESE INSTRUCTIONS.**

There are two parts to the application process; both must be completed by 11:59pm Eastern Time on January 8, 2021. Complete both parts of the application online at the link provided below in Part 1: Application.

For assistance with the application process, you may contact admissions-rggs@amnh.org.

## Part 1: Application

1) Create a new 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 his online application works best with the latest versions of Google Chrome and Firefox.

2) **Proceed through the online application all the way through submission of 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 need to **create a NEW account** for this deadline. You will then 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, email admissions-rggs@amnh.org.*

   We will be automatically informed of this and will resolve the error for you so that you can access the rest of the application steps. You will be contacted within 1-2 business days after you click submit at Step 8 to confirm resolution.

## Part 2: Document Upload

Below are the required documents that you must upload to our server by 11:59pm Eastern Time on January 8, 2021. The documents you need to provide are listed in the **My Documents, Document Center** on the left (**after Step 8** - **submit application**).

To upload your documents, go to the My Documents, Document Center, scroll down to "Upload Document," select the "*Document Name*" from the drop down menu, browse for the correct file, and click on upload.

**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/

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**IMPORTANT: PLEASE REVIEW AND CHECK EACH DOCUMENT CAREFULLY BEFORE UPLOADING. UPLOADED DOCUMENTS ARE CONSIDERED FINAL AND CANNOT BE REVISED, UPDATED, OR REPLACED**

<u>**Required Documents:**</u>

**Application Cover Page**

1. Enter your First and Last Name
2. Check off the science division(s) related to your project. You may check off more than one division; if you do, be sure to contact a curator for each of those divisions
3. Indicate if your project may be eligible for Gerstner, Lerner-Gray, and/or Theodore Roosevelt co-funding by checking appropriate box(es)
4. Include a Project Title
5. List the AMNH collections, special facilities, and/or other resources you plan to use (if applicable)
6. List potential AMNH curators to serve as collaborators – click the following link for a list of our curators and their research: AMNH Faculty. (Contact curators to discuss your research project well in advance of the application deadline.)
7. Indicate the location of the work (such as AMNH, Southwest Research Station, and/or other fieldwork locales)
8. Indicate if you previously received a grant or fellowship from AMNH. Provide the name of the grant/fellowship you were awarded, the project title and the year.
9. Indicate the duration of the Postdoctoral Fellowship requested (max 2 years)

**Project Plan**

Your Project Plan must include:
1. A General Abstract – approximately 250 words. The abstract should provide a title and a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance; relation to longer-term goals; and relation to the present state of knowledge in the field.
2. If the project being proposed is eligible for Gerstner, Lerner-Gray, or Theodore Roosevelt co-funding, provide an additional separate abstract(s) for each fund (labeled with the name of the fund) of up to 150 words describing how your project specifically relates to the purpose of the fund(s).
   Note:
3. **ALL Biology**-related projects **MUST** include a **Gerstner Abstract**. Projects that incorporate bioinformatics and computational biology approaches are strongly encouraged.
   **ALL Marine**-related projects **MUST** include a **Lerner-Gray Abstract**.
   **ALL North American Fauna** projects **MUST** include a **Theodore Roosevelt Abstract** *[with some exceptions described in fellowship descriptions above]*
4. A 4-page (maximum) narrative project description, with 1 additional page for references. (All abstracts, references and bibliographies are *in addition to* this 4-page maximum.)

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## References 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/identified (can be embedded).

## Formatting

- 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.

## Budget

Prepare a two-year budget itemizing anticipated expenses, including supplies and travel (but not salary), associated with your project, and indicate other possible sources of funding. Provide a total at the bottom. Include a brief budget justification. We recommend that you consult with your AMNH advisor to confirm the feasibility of your budget request.

## Letters of Recommendation (2)

Two letters of recommendation are required from people knowledgeable about your work (exclusive of AMNH curators). Contact each of your recommenders and inform them that they will receive an email from the Richard Gilder Graduate School at the American Museum of Natural History requesting a recommendation for you; be sure to tell them the deadline.

Letters of recommendation are submitted via a separate confidential portal in our system. Instructions can be found in the My Documents section in the Document Center.  Please follow the instruction guidelines, where you will be provided special log in instructions specific to the recommendation section.  You can also access the recommendation site directly by clicking the following link:https://rggs-fellowships.amnh.org/Student/ (note: this is accessible only after you submit your application at step 8)

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An email will be sent directly to your recommenders AFTER you complete the required information. You will not be copied. 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

admissions-rggs@amnh.org.

Reminder: your login information and password for the letters of recommendation are *different from the credentials used for the main online application*

**Login: email address       Password: your last name** *(exactly as entered in your application)*

You may enter your recommender information before you have submitted all your other documents. However, as noted, you won't be able to access the recommendation portal until you complete the online portion of the application through "Step 8".

## OTHER REQUIREMENTS

- Applicants must contact appropriate AMNH curator(s) in their field(s) well before the deadline to discuss the feasibility of their project before applying.
- Awardees must have received their degree or deposited their dissertation before they can begin their appointment.
- If you are an international scholar, we can assist you with a J-1 visa. We do not sponsor an H-1B visa for Postdoctoral Fellowships.

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

- ☐ Completed Application Cover Page
- ☐ Indicated Division(s) related to your project
- ☐ Checked Co-funding (if applicable)
- ☐ Contacted Curator(s) related to your project
- ☐ Provided Abstract(s) and Project Description per instruction guidelines
- ☐ Provided Budget with totals and justification
- ☐ Provided CV
- ☐ Filled out Recommenders form online with 2 references

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

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