

# American Museum of Natural History

## Richard Gilder Graduate School

### ANNETTE KADE GRADUATE STUDENT FELLOWSHIP

#### General Information

**IMPORTANT: PLEASE READ THIS PAGE OF INSTRUCTIONS CAREFULLY BEFORE YOU CONTINUE**

#### PURPOSE

The Kade Fellowship program is based on partnerships between the American Museum of Natural History (AMNH) and French and German institutions of higher learning, to permit and encourage international exchange of graduate students. Kade funding allows AMNH graduate students to spend 3 months at selected universities in France and/or Germany, and students enrolled in French and German universities to come to the AMNH for 3 months. **This program accepts applications by invitation only**; applicants—whether based at the AMNH or abroad—must be invited to apply by an AMNH curator. Please contact a curator with appropriate research interests from the following list, to discuss the possibility of applying for a Kade Fellowship: [AMNH Faculty](#).

German- and French-institution graduate students who come to the AMNH will each pursue a predefined research project with their AMNH curator. This curator will also facilitate professional interactions and exposure to other disciplines in the Museum. The AMNH will ensure that the French and German universities provide similar support and experiences for the U.S.-based AMNH exchangees. We expect that during this research exchange program, 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, research opportunities fall within five scientific divisions: [Anthropology](#), [Invertebrate Zoology](#), [Paleontology](#), [Physical Sciences](#) and [Vertebrate Zoology](#).

**Students from the AMNH** should discuss this opportunity with their advisor in advance of submitting an application. They should then provide the Richard Gilder Graduate School Assistant Director for Student Affairs and Fellowships with the name of the exchange institution in Germany or France, and faculty sponsor there, as well as your AMNH nominating curator. The Assistant Director will confirm your eligibility to apply.

#### FUNDING, HOUSING AND DURATION

All Kade Graduate Student Fellows will be supported with a US\$4,000/month stipend for housing and food for a 3-month residency. Travel expenses to and from the host location and a research budget will be provided not to exceed US\$1,500, for a total fellowship offer of US\$13,500.

## **MINIMUM ELIGIBILITY CRITERIA FOR STUDENTS FROM FRANCE AND GERMANY:**

1. Currently enrolled in a graduate program leading to a Master's or Ph.D. degree at an institution in France or Germany.
2. Degree and research must be related to one (or more) of the research areas of the American Museum of Natural History.
3. Support of a faculty member at your home institution and a faculty member from the AMNH.
4. An expected commitment to spend 2-3 months pursuing research at the AMNH.
5. Currently residing in France or Germany.
6. Eligible to obtain a United States J-1 Non-immigrant Exchange Visitor Visa.

## **MINIMUM ELIGIBILITY CRITERIA FOR AMNH STUDENTS:**

1. Enrollment in good standing in an AMNH graduate degree program or AMNH partner university graduate degree program.
2. The stated support of your AMNH advisor for your participation in the exchange program; and a commitment to host and oversee agree-upon research activities, from a faculty member at one of the German or French institutions.
3. 3. A commitment to spend 2 months (minimum) or 3 months (maximum funded by the Kade Fellowship) pursuing research with your faculty host in Germany or France.

## **DEADLINE TO APPLY**

**November 15, 2023; 11:59pm Eastern Time**

**Reminder:** This program accepts applications by invitation only; applicants—whether based at the AMNH or abroad—must be invited to apply by an AMNH curator. Please contact a curator with appropriate research interests from the following list, to discuss the possibility of applying for a Kade Fellowship: [AMNH Faculty](#).

## **Instruction**

There are 7 parts to the application process; all are required and must be completed by **11:59pm Eastern Time on November 15, 2023**.

1. Personal Background
2. Academic History
3. Kade Fellowship Application
4. Kade Fellowships Documents to Upload [abstract(s), project description, CV, optional supplemental material]
5. Information for 2 recommenders: AMNH faculty sponsor and reciprocating institution faculty sponsor
6. Signature

## 7. Review

For assistance with the application process, you may contact [fellowships-rggs@amnh.org](mailto:fellowships-rggs@amnh.org)

## APPLICATION

Please provide the following information on the Kade Fellowship Application page.

1. The Location of your planned Kade Fellowship residency
2. The AMNH Curator who has invited you to apply
3. The name and contact information for the reciprocal institution faculty sponsor in France or Germany
4. Project Title
5. 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.
6. Indicate the duration of your exchange (at least 2 and no more than 3 months).
7. Provide the desired start and end date for your exchange

## DOCUMENTS TO UPLOAD

*All documents must be submitted in PDF or MS Word format. No other format is assured to function properly.*

**Document 1: Project description** with title and abstract AND a separate abstract for a non-technical audience. This document (2 abstracts and a project description) should be a maximum of 5 pages

### Formatting

- **Font:** A font size of 12 points is strongly preferred. A smaller 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 all of the information is readable. Use single line spacing for the narrative text.
- **Margins:** In all directions, must be at least an inch.
- **Columns:** Use only a standard, single-column format for the text.
- **References:** References are not required, but if cited, reference information must be included. 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).

**Document 2: Curriculum Vitae**

**Document 3: Supplemental Material (Optional)**

- Any documents that you think will support your application (e.g., publications), however, please do not submit a 3rd letter of recommendation.

## **LETTERS OF RECOMMENDATION (2)**

*Please note that it is the applicant's responsibility to follow up with their recommenders and ensure that they submit the letters by the deadline.*

1. A letter of reference from the AMNH faculty sponsor for this project.
2. A letter of reference from the faculty sponsor at the reciprocal exchange institution (French/German University)

## **OTHER IMPORTANT INFORMATION**

- RGGGS can provide assistance with applying for a J-1 visa. Please contact Rebecca Johnson at [rjohnson@amnh.org](mailto:rjohnson@amnh.org).
- Kade Fellows must submit a 1-2 page report on their activities during the Kade Fellowship no later than one month following completion of the exchange.
- 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 support as follows:

*“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.”*

## **Reminders to keep in mind as you complete the application**

### **Be sure you:**

- Fill out all required fields.
- Contact AMNH curator to obtain their invitation to apply, prior to submission
- Provide the abstract, non-technical abstract, and project description per instruction guidelines
- Provide a CV
- Provide any supplemental materials you may wish to include (e.g. publications)
- Provide information for your two letters of reference
  - AMNH Curator reference letter
  - Reciprocal (French/German) institution faculty reference letter