

## Instructions

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and SUBMITTED at **9:00pm (EST) on May 1, 2019**.

**BEFORE BEGINNING** the application form, please read the following instructions carefully and make sure you meet the [ELIGIBILITY](#) requirements.

Your application must be SUBMITTED at 9:00pm (EST) on **May 1, 2019** in order for it to be considered. The SSRC will take no responsibility for applications that are incomplete and not submitted at the deadline.

Please read the SSMN Grant Program Guidelines carefully for specific instructions on the proposal and supplementary documents.

If you have questions about the application process, please contact program staff at [ssmn@ssrc.org](mailto:ssmn@ssrc.org).

## SSMN Grant Program Guidelines

Information on program parameters, eligibility criteria, and the selection process are available on the SSMN Grant Program [website](#). Applicants are strongly encouraged to consult the site.

### General

Before completing this application, be sure to read these guidelines carefully as well as the accompanying material on the website. If you have any questions regarding your eligibility or the application process, please do not hesitate to contact program staff at the Social Science Research Council in New York. Program staff may be contacted [ssmn@ssrc.org](mailto:ssmn@ssrc.org) or at (718) 517-3640 in New York.

### Deadline

The application deadline is **May 1, 2019**. In order to be considered, your application must be completed online and submitted no later than 9:00 p.m. (EST) on **May 1, 2019**.

### Eligibility

**SSMN grants are open only to PhD graduates of the Sloan Minority PhD Program (Sloan Scholar PhD).** If you believe you are a Sloan Scholar, but are not on the SSMN email list, please fill out this [form](#) to check your status.

Applicants must be PhD graduates in academic tenure-track positions or intend to pursue such positions in the near future (see specifics in each grant category on our [website](#)).

Sloan Scholar PhDs may only be awarded one SSMN grant total over the course of the calendar year.

## **Application**

The application contains the following sections (all to be submitted online):

- Contact Information
- Education
- General Information
- Dates and Locations of conference presentation and/or mentor/mentee research (if applicable)
- Proposal Summary Sheet (1 page maximum)
- One-page narrative on stated need and potential impact of grant on career advancement in double-spaced Times New Roman 11-point font with one-inch margins
- Mentoring Plan (for mentor/mentee grant only)
- Budget Estimate
- Curriculum Vitae

## **Application Documents**

In addition to filling out the application form and uploading a curriculum vitae, you must upload 1) a one-page proposal cover sheet, 2) a one-page narrative on stated need and potential impact of the grant on the applicant's career advancement, and 3) a budget estimate **for each grant for which you apply. All documents for each grant application MUST be collated as one continuous document and can only be uploaded in Adobe Portable Document Format (.PDF).** Each .PDF grant application must be specific to the respective grant.

## **Proposal Cover Sheet**

The proposal cover sheet should be one page single-spaced and follow the "proposal cover sheet" format used by the Alfred P. Sloan Foundation. The form is available for download in Word format [here](#).

## **One-Page Narrative**

Your one-page narrative should include a brief description of the research project or presentation to be supported, but focus on the points below. It must not exceed one double-spaced page.

1. An explicit statement of the potential impact of the grant on your career advancement *at this point in your career*, including how the grant may affect your tenure-track job search, if you are in a non-tenure track position
2. An explicit description and justification of the need for funding.
3. For mentor/mentee grant: all of the above AND identification of lab and/or researcher with which applicant will collaborate or visit and explanation of choice.

## **Mentoring Plan (for mentor/mentee grant only)**

If you are applying for the mentor/mentee grant, a mentoring plan must be submitted. Two versions of the mentoring plan are available on our [website](#). Identifying the mentor and mentee in the "General Information" section of the application will generate a log-in for the external mentor or mentee, who will submit the appropriate mentoring plan.

If the applicant is the mentee, the form titled "Mentoring Plan (for Mentors)" should be submitted by the mentor identified in the application.

The form "Mentoring Plan (for Mentees)" should be submitted by the mentee, only if the mentee is also not the applicant. Mentees who are applying for the mentor/mentee grant are expected to provide the information in the mentoring plan within their application.

### **Curriculum Vitae**

Please use a standard format, including a list of relevant presentations, publications, grants, and service, if available.

### **Formatting Requirements**

- The one-page narrative must be double-spaced. Footnotes and endnotes may be single-spaced but must fit on one separate page.
- The proposal cover sheet and one-page narrative must be in Times New Roman 11-point font type with at least one-inch margins on all sides.
- All documents for each grant application must be collated as one continuous document. Each .PDF will count as one complete grant application. The curriculum vitae will be uploaded separately.
- Number pages consecutively throughout the entire document, not including the vitae.
- Insert your name on each page.
- You must convert your document to Adobe Portable Document Format (.PDF) before uploading it. Keep formatting simple to avoid problems in the converted document.
- If your application documents include foreign characters or charts, please review it before uploading to be sure these converted properly.

### **Submission**

Upon successful submission of your application, you will receive an email confirmation. Please contact [ssmn@ssrc.org](mailto:ssmn@ssrc.org) if you do not receive this email within 24 hours of submission.

Please note that it is in your best interest to submit your application in advance of the deadline to avoid any technical difficulties. Once submitted, you will not be able to revise your application.

If you have questions about the application process, please contact program staff at (718) 517-3640 or via email at [ssmn@ssrc.org](mailto:ssmn@ssrc.org).