



Smithsonian Institution

Office of Fellowships and Internships

Dear Smithsonian Fellowship Applicant Reference,

You are being asked by an applicant for a Smithsonian Fellowship to 1) serve as a reference and 2) evaluate the enclosed proposal. The Smithsonian Institution offers fellowships that provide opportunities for graduate students and scholars to conduct independent research at the Institution in association with members of its research staff.

Please provide an evaluation of the proposal, considering the scholarly merit of the proposed research and the likelihood of the applicant conducting it successfully at the Smithsonian. We would also welcome comments reflecting your views about the applicant's ability and his or her potential contribution to the field. In addition, we ask that you disclose any perceived conflict of interest in providing a reference for this applicant.

Reference letters are considered confidential and the contents will not be revealed to the applicant unless confidentiality has been specifically waived by you. **Through an online system the applicant will generate an email to you from solaa_sc@si.edu providing a link so that you can upload your letter of reference.** The deadline for the application is December 1, 2015. Please submit your letter in sufficient time to be included in the review.

The application - consisting of the proposal, academic records, and two supporting letters- will be reviewed by members of the Smithsonian's research staff. Applications will be evaluated on the basis of the proposal's merit, the ability of the applicant to carry out the proposed research and study, and the extent to which the Smithsonian, through its staff members and resources, can contribute to the proposed research.

Thank you in advance for the time and energy you spend on this reference. Your careful assessment of this application will help ensure a good fit for the candidate and high standards for fellowship programs. You can take great satisfaction in knowing that the contribution reviewers like yourself make is vital for the Smithsonian's mission to diffuse knowledge to all.

With respect and best wishes,

Eric Woodard
Director of Fellowships and Internships