



## **Anne & Bill Newton Fellowship** **Guidelines for the 2025-2026 Fellowship Year**

**Applications and LoR Due: December 4, 2024, 11:59pm**

**Virtual Info Session: Posted on LGS fellowships website**

Funded by the Anne & Bill Newton Endowment Fund, the Robert W. Woodruff Library will award one fellowship to an advanced graduate student. The Anne and Bill Newton Fellow will assist the staff of the Stuart A. Rose Manuscript, Archives, and Rare Book Library with projects related to its instruction and outreach program and will conduct 2-4 short term projects in these areas. The Newton Fellow will be expected to research, design, and assess instructional curriculum appropriate for the use of Rose Library exhibitions in undergraduate courses. In addition, the fellow will utilize his/her teaching, writing, and research skills to curate an exhibition that connects the Rose Library's collections to a campus wide discussion. The fellow will be assigned to the Research Services Unit of Rose Library and an interest in the public functions of libraries and archives is not required but preferred.

A virtual **Information Session** will be held via Zoom (see LGS fellowships webpage).

The fellow will receive a 9-month stipend (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September and the final payment will be at the end of May. The stipend will be **\$28,100** paid over 9-months.

Applicants must meet the eligibility requirements below. The goal of the fellowship is to enhance the applicant's skills in using specialized resources in research and teaching and understanding of emerging issues such as digital scholarship and scholarly communication.

### **Eligibility:**

To be considered for the fellowship, applicants must

- be full time students in a doctoral program, in good standing;
- be in candidacy at the time of application;
- be in their 7th or lower year of graduate study at the time of application; and
- may not previously have held an Emory completion fellowship (exceptions include ORDER fellowships, PRISM fellowships, SIRE for the natural sciences, and some OUCP and grant fellowships).

### **Application Materials:**

1. **CV/Resume**
2. **Statement of Purpose to include:**
  - a) the library placement area(s) of interest and how the library placement area will enhance the applicant's skills in research and teaching, **and**
  - b) a brief description of the dissertation research, including progress thus far
3. **Application Skills Summary** (see later pages of this document)

4. **Letter of Recommendation** assessing your dissertation progress and your skills relevant for this position. The letter will be uploaded by your recommender into the LaneyConnect system via an email link you generate through your application.

IF THIS IS YOUR FIRST FELLOWSHIP (non-DTF) APPLICATION SUBMISSION: The LaneyConnect system will allow you to select your recommender and they will receive email notification of your request. If you already had a fellowship LoR submitted: the system will populate your application with your previously submitted LoR. Your recommender only needs to submit the letter once this year across all fellowships (only exception is DTF, which has a separate process). This means that your letter writer only needs to write one general letter of support and should not mention any specific fellowship (unless you intend to apply for one fellowship only this year).

**Please note that the system will generally take between 1-3 hours from your submission to generate the email link to your letter writer. So please plan accordingly. All files (including the LoR) must be submitted by the posted deadline.**

### **Application Submission**

All nominations and applications, including supporting materials, will be uploaded using LaneyConnect <https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub>.

The portal may not yet be active but when it is activated:

1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. And it will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you may select several at one time and submit all materials for the fellowships you intend to apply for (it will not save progress, however, so you must complete your session). Or you may access the portal later and add additional fellowship(s), if eligible, and submit required files for the new fellowship(s) selected (and click “Update” in the online form to complete this process).

In the LaneyConnect application portal, if the applicant has already submitted files that are standard requirements (e.g., transcript), they will not submit it again for a different fellowship. It will pull from the already uploaded file and be included in all fellowship application(s) that require this file. This means that students will submit standard files only once and can focus on documents such as the ‘statement of purpose’ which will be specific for each fellowship that requires this document. If you have questions about using LaneyConnect, please contact us at:

[LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the application items **as PDF files**

### **Terms of Fellowship**

Fellows who are awarded and accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.

When applicable, this fellowship replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that funding cannot be reserved to be used in a subsequent year.

**Please note:** Unless indicated otherwise, all LGS fellowships (including the Dean’s Teaching Fellowships) require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

### **Award Notifications**

Awardee will be notified by the LGS team in Dec. 2024 – Jan. 2025.

This notification period will also include students who were not selected for the fellowship.

For specific questions about this fellowship, contact Helene Davis at [helene.davis@emory.edu](mailto:helene.davis@emory.edu).

**Anne & Bill Newton Graduate Fellowship**  
Application Skills Summary

**Name:**  
**Campus Mailing Address:**

**Department:**  
**Home Mailing Address:**

**Home phone:**  
**Work phone:**

*If you are applying for more than one placement area, please list the placement areas you are applying for in order of preference.* \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

\*\*\*\*\*

**Instructions:** Please complete the following 4 sections and indicate your language, teaching, computing and research skills.

**I. Language Skills**

Please list foreign languages you have studied and rate your proficiency level for each.

|               | <b>Reading</b> | <b>Writing</b> | <b>Speaking</b> |
|---------------|----------------|----------------|-----------------|
| <b>German</b> |                |                |                 |
| <b>French</b> |                |                |                 |
| <b>Other:</b> |                |                |                 |
| <b>Other:</b> |                |                |                 |
| <b>Other:</b> |                |                |                 |

**II. Teaching**

What course(s) have you taught at Emory?

Have you taught courses at other universities \_\_\_yes \_\_\_no

If yes, what course(s) did you teach, and where?

Have you worked with undergraduates involved in research? Please explain the context of this involvement.

**III. Computing Skills**--Please rate your proficiency in the following areas/applications:

| Application                        | Never Used | Beginner | Intermediate | Advanced |
|------------------------------------|------------|----------|--------------|----------|
| <b>Word Processing (Word)</b>      |            |          |              |          |
| Other:                             |            |          |              |          |
| <b>Spreadsheet (Excel)</b>         |            |          |              |          |
| Other:                             |            |          |              |          |
| <b>Database (Access)</b>           |            |          |              |          |
| Other:                             |            |          |              |          |
| <b>Statistical Packages*</b>       |            |          |              |          |
| SPSS                               |            |          |              |          |
| SAS                                |            |          |              |          |
| Stata                              |            |          |              |          |
| Other:                             |            |          |              |          |
| <b>GIS experience</b>              |            |          |              |          |
| <b>Web Design</b>                  |            |          |              |          |
| Drupal                             |            |          |              |          |
| Wordpress                          |            |          |              |          |
| HTML                               |            |          |              |          |
| XML                                |            |          |              |          |
| Other:                             |            |          |              |          |
| <b>Other relevant applications</b> |            |          |              |          |
| Endnote                            |            |          |              |          |
| Other:                             |            |          |              |          |

\*For “Statistical Packages” that you have used, briefly describe your use for each one on an attached sheet.

**IV. Research Skills**--Please rate your expertise with each of the following:

|  | Never used | Beginner | Intermediate | Advanced |
|--|------------|----------|--------------|----------|
| Experimental research design                                     |            |          |              |          |
| Focus group research   |            |          |              |          |
| In-depth interviewing  |            |          |              |          |
| Oral history   |            |          |              |          |
| Survey design/analysis   |            |          |              |          |
| Statistical data (e.g. Census data)                              |            |          |              |          |
| Editing  |            |          |              |          |
| Digital publishing   |            |          |              |          |
| Project management/operations                                    |            |          |              |          |
| <b>Emory Library collections (indicate those you have used):</b> |            |          |              |          |
| Archival collections (print)                                     |            |          |              |          |
| Beck Center Collections  |            |          |              |          |
| Quantitative electronic datasets (e.g., ICPSR)                   |            |          |              |          |
| Digital Archives   |            |          |              |          |
| eJournals  |            |          |              |          |
| Government Documents (non-US)                                    |            |          |              |          |
| Government Documents (US)  |            |          |              |          |
| Online databases (e.g., MLA, GALILEO, Information Gateway)       |            |          |              |          |
| Rare Books & Manuscripts   |            |          |              |          |
| Other (specify):   |            |          |              |          |

**For research methodologies in which you have expertise, briefly describe your experience with each one on an attached sheet.**