



Southern Studies Doctoral Fellowships Guidelines

Wilson Special Collections Library

University of North Carolina at Chapel Hill Libraries

These guidelines are crafted to answer the most frequently asked questions that we receive concerning these fellowships. Please read these guidelines as you write your application and plan your research residency.

If you have additional questions or concerns about the fellowship or the application process, please contact Matt Turi via email at wilsonlibrary@unc.edu

Wilson Special Collections Library

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Types of Doctoral Fellowships

The Wilson Special Collections Library Southern Studies Doctoral Fellowships offer two categories of awards to graduate students enrolled in doctoral programs who are researching the American South:

A **Pre-Dissertation Prospectus Fellowship** which allows early doctoral students to explore Wilson Library's collection to develop their dissertation proposals. This exploratory award requires a one-month full-time research residency. The residency must take place during our Summer Research Season, which extends from June 1 to September 1 of the award year. The total award is **\$2,500**.

A **Dissertation Research Fellowship** is awarded to doctoral candidates whose dissertation project draws deeply and substantively on the collections in Wilson Library. This research award can support a one to three-month research residency depending upon the demonstrated need to consult collection materials. The residency must take place during our Research Year, which extends between June 1 and April 30. The award is **\$3,500 per month**.

If you have questions about which fellowship is most appropriate for your academic situation, please contact Matt Turi via wilsonlibrary@unc.edu

Eligibility Requirements

1. All applicants must be full-time students in good standing who are enrolled in a doctoral program studying the American South.
2. All applicants must commit to a full-time research residency at Wilson Library for the duration of the award.
3. All applicants must submit a Research Proposal and Research Plan that draws deeply and substantively on the collections of the Wilson Special Collections Library
4. All selected Fellows agree to participate in the intellectual life of the Library and the fellowship program, which will include a public presentation of research findings and experiences and the submission of a brief research report. Fellows will also be invited to submit papers to a capstone symposium in Southern Studies that will take place in 2022.

A Few Explicit Notes about Nationality, Residency, Visas and Eligibility

All citizens and permanent legal residents of the United States who are enrolled in a doctoral program are eligible to apply.

Foreign nationals residing in the U.S. on F-1 student visas in a doctoral program at a university in the U.S. are also eligible to apply.

Foreign Nationals, enrolled in a doctoral program at a foreign university, who do not hold a current US Visa may apply. However, if awarded a fellowship, the research residency and the payment of funds cannot occur before an appropriate US visa has been obtained. Fellowship staff will work with an applicant to apply for a US visa. This process may significantly delay a research visit.

Fellowship Application Process

All application materials must be received by midnight January 31 and be submitted electronically via Interfolio. It is the applicant's obligation to ensure their application is complete and submitted by the deadline. Late or incomplete applications will not be accepted.

A complete application will include the following submitted materials:

- Research Proposal: A brief narrative (no more than 1200 words) that describes your proposed research and its intellectual significance.
- Research Plan: A substantive preliminary list of Wilson Library resources that will be consulted during your residency. Brief annotations concerning the relevancy of a collection should be included.
- Curriculum vitae
- Two confidential letters of recommendation, one of which must be from your academic advisor.
- A letter from the Director of Graduate Studies confirming your current academic status.

Applications will be reviewed by a committee of scholars. Applications will be evaluated based on the following criteria:

- Merit of the proposal
- Applicant's qualifications and letters of recommendations
- Demonstrated need to access in person the holdings of the Wilson Special Collections Library

Technical help is available from Interfolio [Support Staff](#).

Questions about the content of the application can be directed to Matt Turi via email at wilsonlibrary@unc.edu

Fellowship Timeline

December 1	Applications open for electronic submissions via Interfolio
January 31	All applications and supporting materials are due

March 31	All successful applicants are offered an award via email
April 30	All paperwork and fellowship planning documents are due
June 1	Opening of Research Year for all Fellows
September 1	Close of Summer Research Period for Prospectus Fellows
October 1	Summer Research Reports due. [All other research reports are due one month after completing the research residency.]
April 30	Close of Research Year for all Fellows

Acceptance of Fellowship Award

An email offering the award will be sent to successful applicants on or before March 31.

Fellows must accept or decline the award within 7 calendar days of the email's receipt. This preliminary acceptance is accomplished by simply replying to the award email.

Formal and official acceptance of the reward requires the proper completion and return of several documents that will be attached to the award email. These materials must be completed, signed and received by April 30.

For security purposes, we are not allowed to accept these forms electronically. They must be printed, signed, and mailed to the following address:

Matthew Turi
 Research and Instructional Services Department
Wilson Special Collections Library
 The University of North Carolina at Chapel Hill
 CB#3948 Wilson Library
 Chapel Hill, North Carolina 27515-8890

For US citizens and Permanent Residents enrolled in a US University, the required forms are:

- Fellowship Agreement
- W-9. This is an IRS form required for tax reporting purposes.
- Bank Information 1218.1.2f
- UNC-Chapel Hill students must supply a copy of their OneCard

N.B. To receive payment, it is crucial that your home address is consistent on all forms and that this address matches the address on the W-9 form.

For foreign nationals with an F-1 visa enrolled in a US University, the required forms are:

- Fellowship Agreement

- 708_1_1f Employee-Independent Contractor Determination Checklist
- 709.1.1f-Foreign-Vendor-Form-1 [<https://financepolicy.unc.edu/files/2017/06/709.1.1f-Foreign-Vendor-Form.xlsx>]
- Foreign Vendor Creation Form
- W-8BEN [<https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>]
- F-1 Visa copy with photograph
- Passport Copy – Biographical Page
- I-94 & Travel History [<https://i94.cbp.dhs.gov/i94/#/home>]
- The Form I-20
- We will need the letter of permission from the Designated School Official granting permission to accept the award.

A Little More About You

When you accept, we will also need some additional information about you and your research. We are active in promoting our fellows and their work via social media. To help us with our efforts:

- Please email a short bio.
- Do you have a very short blurb that explains the essence of your research?
- Can you supply a brief title for your talk?
- If you have a professional head shot from your institution that we can use, please share this with us at the highest resolution possible. If not, we may be able to have a photograph taken when you arrive.

Please note that our interest in promoting your career and research accomplishments extends beyond the tenure of your residency. Please keep us apprised of your achievements: lectures, publications, positions, etc.

Dispersal of Funds

Fellowship awards will be disbursed after the completion of a fellowship residency. It is strongly recommended that fellows arrive with the funds necessary to support their research visit.

To ensure timely disbursement of funds, it is crucial that all the forms described in the previous section, Acceptance of Fellowship Award, are properly completed and received by April 30 following notification of award.

Delayed submission may result in significantly delayed payment.

Conducting Research in Wilson Library: The Basics

- **Location:** Our research room is located on the west-side of the second floor of the Wilson Special Collections Library. Wilson Library is located in the center of UNC's campus, directly across South Road from the Morehead-Patterson Bell Tower. The Library's street address is 200 South Road, Chapel Hill, North Carolina.

- **Hours:** The research room is open during weekdays from 9 am until 5 pm; Saturdays from 9 am to 1 pm; and Sundays from 1 pm to 5 pm. The Library hours and closures are listed on our hours [calendar](#).
- **Policies:** The policies and procedures governing special collection's research use, including copying, are described in some detail on our Research Room Policies [page](#). If you would like to discuss these policies or have specific questions that are not addressed, please do not hesitate to contact Matt Turi at turi@email.unc.edu
- **Requesting Materials:** Our Library uses an online researcher registration and paging system for special collections materials. The use of this system is briefly described on our How to Request Material [page](#). Please visit the page and register with the system before your arrival. Because most of our collections are housed on site, we do not pre-pull large volumes of materials in advance.
- **Wireless Access:** The University does have several wireless networks that can be accessed by researchers. Research Room staff will be able to help with any questions.
- **Accessing other UNC Libraries' Collections:** Fellows will be able to check out circulating materials from other campus collections.

Please note that an on-site orientation at the start of your residency will supplement and expand on these points.

Planning and Organizing Your Fellowship Residency

To effectively organize your visit, prepare collection materials, and schedule orientations, talks, and events, we will need specific additional information from you by May 31 after award acceptance:

Setting your Residency Dates

If you are a Prospectus Fellow or a Dissertation Fellow that is planning to conduct research during our Summer Research Period (June 1 to September 1), please send your **firm** residency dates to Matt Turi at turi@email.unc.edu by May 31 after award acceptance.

If you are a Dissertation Fellow planning a later visit, please do send tentative dates. Firm dates should follow no later than September 1.

Once we have this information, we will send you the schedule for your orientation, talk, and exit interview.

Research Residency Requirement

Our expectation is that your full-time residency period will be focused exclusively on your work in our special collections. Fellows are expected to plan their residency in Wilson Library without significant interruption for the month or months of an awarded fellowship. We do recognize, however, that there

are circumstances that can interfere with this expectation. If this is the case, please do contact Matt Turi so that we can discuss your situation.

Please note that if you are unable to stay in the Library for the entire period of your fellowship, your monetary award will be pro-rated accordingly.

Preliminary Collection Needs

- If you have not created a [research account](#), please do so and populate it with your initial requests. We will work to convert your requests into pageable units to encourage efficiency on our end when paging materials.
- If, in your review of collection materials, you discover that you are interested in consulting an audio-video document, please make the request **and** email Matt Turi with a list of AV items. It can take considerable time to create use copies and we want to get your selections in the production queues as soon as possible.
- If in your review of the description of our collections, you have a question or concern do not hesitate do email. Typical questions might include:
 - Use or access restrictions
 - Intellectual property issues
 - Unprocessed materials
 - Additional description of a collection that is not online

Participating in the Intellectual Life of the Library and the Campus

The Talk

Wilson Library hosts a Research Forum, a regular informal venue for researchers, library staff, and the University community to discuss research occurring in Wilson Library. Fellowship talks are scheduled as a part of this larger series.

Each Forum talk lasts for one hour. If possible, we schedule two Fellows to present at each Forum. This allows for about 15 to 20 minutes of prepared remarks and 10 to 15 minutes of discussion. There is technology in our meeting space and many fellows make use of it to share images of documentary discoveries.

The content of a fellowship talk has been variable, but most typically it discusses your broader scholarly project, the meaning of our collections to this work, and the presentation of interesting documentary examples.

Fellows are expected to attend our Research Forums during their residency.

Research Report

After their research residency, Fellows must submit a 2- to 5-page Fellowship Report that discusses their research experience and its meaning to their research project. Ideally, this report will discuss the impact that our collections have had on their project.

Reports should be emailed to Matt Turi at turi@email.unc.edu one month after the completion of your residency. Reports may be published by the Library and used in its various social media efforts to highlight the Southern Studies Doctoral Fellowships and our collections.

Southern Studies Symposium 2022

In 2022, Wilson Library will host a Southern Studies Symposium designed to highlight the exciting, innovative, and important historical research created by our Fellows. Invitations to submit papers and participate in panel presentations and discussion will be sent to alumni in the fall of 2021 with the symposium to follow in the spring of 2022.

Parking and Transportation

As with most universities, [parking at UNC](#) can be difficult and expensive. If you do decide to park on campus, the closest parking facility to the Library is the [Rams Head Parking Deck](#). There are also [Digital Parking Meters](#) on South Road to the East of Wilson Library.

Disability access to Wilson Library is from the side (east) entrance of the building, facing the Undergraduate Library. UNC disability parking spaces are behind the Undergraduate Library, directly across from Stadium Drive and accessible from the South Road entrance. Inside the building, elevator access is available past the stairwell on the east side. The elevator allows access to all public areas in Wilson Library. If you require access to disability parking, please contact Matt Turi at turi@email.unc.edu as soon as possible.

If you can avoid parking on Campus, there are several Mass Transportation options that have worked well for previous Fellows.

- [Chapel Hill Transit](#) is a “fare-free system” and provides convenient and accessible transportation to the Campus within the Town of Chapel Hill.
- Fellows with lodging outside of Chapel Hill have taken advantage of Chapel Hill Transit’s [Park and Ride](#) lots, which provide low cost parking and access to CHT buses.

Housing

The University Libraries does not have access to on-campus housing.

Most previous Fellows report having used vacation rental and travel booking platforms to locate lodging for their residency.

Unanswered Questions or Concerns

Finally, if you have questions about your visit and our campus, staff, and faculty, please do not hesitate to contact Matt Turi via wilsonlibrary@unc.edu .