# AHRC International Placement Scheme (IPS) 2026

## Host Institution Guidelines for Prospective Applicants

This document provides essential information about the host institutions participating in the AHRC International Placement Scheme. Prospective applicants should review the specific guidance for their chosen host institution carefully before developing their application.

Each host institution has unique requirements, resources, and expectations. The information provided below will help you understand what to expect and how to prepare for your placement at each location.

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# Yale Center for British Art

*Yale University, New Haven, Connecticut, USA*

## 1. Host Contact Information

Your primary contact at the Yale Center for British Art (YCBA) will be **Susie Beckham, Postdoctoral Associate (Research)** (susan.beckham@yale.edu). Susie will connect you with colleagues across Yale who can assist with all aspects of your placements preparation, including visa documentation, health insurance, and other practical arrangements. She will also introduce you to the staff members who will serve as your points of contact during your residency at the museum.

## 2. Guidance on Strong Applications

When preparing your application, please keep in mind that successful proposals typically demonstrate:

- **Clear alignment with YCBA collections**

Projects should make substantive and specific use of the museum's holdings - whether paintings, prints, drawings, rare books, manuscripts, or archives. Strong applications identify particular objects, collections, or areas of the holdings that are central to the research and explain why onsite consultation is essential.

- **Originality and scholarly contribution**

We look for proposals that advance new questions, methods, or interpretations in the study of British art, visual culture, or their global contexts. Applicants should articulate the project's contribution to current debates or its potential to open new areas of inquiry.

- **Feasibility**

Placements are short-term (up to one month), so proposals should outline a realistic plan of work for that period. Successful applicants clearly define their research goals and indicate how this phase fits within the broader scope of their larger project.

- **Engagement and interdisciplinarity**

We welcome applications that connect the YCBA's collections to other Yale resources, or that position British art within wider artistic, cultural, or intellectual networks. Projects that bridge disciplines - such as art history, literature, history, conservation, or digital humanities - are particularly encouraged.

- **Broader relevance**

The strongest applications situate their research within broader conversations, whether around exhibition practice, pedagogy, or pressing questions in the humanities and museum studies.

**Practical Tips:**

- Review the YCBA's online collections catalogue and finding aids before drafting your proposal
- Be specific about the materials you wish to consult. Vague or overly broad proposals are less competitive
- Demonstrate awareness of how your work complements or extends ongoing research and exhibitions at the museum
- Keep your proposal concise, with a clear research question, defined objectives, and anticipated outcomes
- Ensure your CV highlights relevant experience, publications, and any prior collections-based research

# Smithsonian Institution

*Washington, DC, USA*

## 2. Host Contact Information

Main host contact: **Christian Kameni** (Kamenic@si.edu)

Use this contact for general programmatic or logistical questions.

## 3. Quick Master Checklist

**Before Applying:**

- Identify advisor(s) through SORS
- Contact advisor(s) for discussion
- Draft proposal
- Confirm access to collections/resources with prospective advisor
- Assemble application materials
- Finalize and submit application

**If Selected:**

- Create SOLAA account
- Confirm tenure dates with placements advisors
- Sign placements award letter through DocuSign
- Contact OGA for visa processing (after you've signed the award letter)
- Secure J-1 compliant health insurance
- Arrange housing and transportation
- Review emergency procedures
- Complete unit onboarding and Office of Academic Appointments and Internships virtual orientation session
- Communicate regularly with host advisor

## 4. Application Preparation Timeline

### 3-4 Months Before Application Deadline

**Identify Research Fit & Potential Advisors**

- Review **Smithsonian Opportunities for Research and Study (SORS)** to identify research units, ongoing projects, and potential advisors
- Reach out to prospective research advisors to discuss your research topic, assess feasibility, and receive feedback on your proposal ideas

- Begin drafting your project idea, including research questions, methodologies, timelines, and anticipated outcomes

**Checklist:**

- Review program requirements and eligibility
- Identify potential host unit(s)
- Contact potential advisor(s)
- Begin literature review and preliminary proposal design

## 2-3 Months Before Deadline

### Develop a Strong Proposal

- Incorporate feedback from advisors and refine your project objectives
- Ensure the proposal demonstrates originality, feasibility, access to Smithsonian assets, and scholarly contribution
- Confirm any access needs to collections, labs, archives, digital resources, or field sites with your prospective advisor

## 1-2 Months Before Deadline

### Prepare Application Materials

Begin assembling required components.

## 2-4 Weeks Before Deadline

### Final Proposal Refinement

- Conduct final editing for clarity, coherence, and compliance with Smithsonian guidelines
- Verify the proposal aligns with unit-specific expectations and reflects input from your prospective advisor

**Checklist:**

- Proofread proposal
- Submit application before deadline

# The Huntington Library, Art Museum, and Botanical Gardens

*San Marino, California, USA*

## 5. Host Contact Information

**Krystle Satrum**, Placements Program Coordinator - https://www.huntington.org/staff/krystle-satrum

Information regarding area housing, transportation, and visa information can be found on the Information for New Researchers webpage. There is also an AHRC IPS frequently asked questions section on the Placements FAQs page.

## 6. General Timeline

Once the award has been made, the Placements Program Coordinator will email AHRC IPS researchers details about how to begin scheduling their time at The Huntington. Placements must begin within the placements year, which runs from July 1 of the year the award is made through June 30 of the following year. The visa process can take between 1 to 3 months, so it's best to start that process as soon as dates are finalized.

## 7. Host Contact Information

For general placement inquiries: ransomfellowships@utexas.edu

**Curators specializing in subject expertise:**

- **Art:** Tracy Bonfitto (tbonfitto@utexas.edu)
- **Early Books & Manuscripts:** Aaron Pratt (aaron.pratt@austin.utexas.edu)
- **Film:** Jenny Romero (jenny.romero@austin.utexas.edu)
- **Photography:** Christine Robinson (christine.robinson@austin.utexas.edu)
- **Theatre & Performing Arts:** Eric Colleary (ecolleary@utexas.edu)
- **General Reference Team**: reference@hrc.utexas.edu

## 8. Guidance on Strong Applications

**Selection Criteria:**

We use the following 5 criteria:

- There is a demonstrated need for using the HRC collections on-site for the duration of time requested
- Work proposed has scholarly significance/greater cultural implications
- There is clarity in the conception, definition, organization, and description of the project
- Evidence through CV and letter of recommendation that applicant will complete the work successfully and with a high degree of excellence
- Application instructions have been thoroughly followed

**Tips on Making Applications More Successful:**

- Ensure that your application meets the five criteria listed above
- Be aware of all the items in our collections that are pertinent to your research by reaching out to either curators who specialize in your subject area, or members of the reference team who can also clarify questions you may have about the HRC collections

## 9. Contact Points for Proposal Development

Same as contacts listed above; we cannot give feedback on individual proposals, but we can offer insight into the collections as well as the selection criteria.

# Library of Congress

*Washington, DC, USA*

## 10. Host contact information

John W. Kluge Center at the Library of Congress
101 Independence Ave, SE, Washington, DC 20540-4860
Voice: 202-707-3302

## 11. Guidance on Strong Applications:

### 12. Contact points for proposal development

Travis Hensley (202-707-8807), then@loc.gov;

Michael Stratmoen (202-707-3751), mist@loc.gov

**Transparent selection criteria**

1. The significance of the contribution that the project will make to knowledge in the field.
2. The quality of the conception, definition, organization, and description of the project.
3. The likelihood that the applicant will complete the project.
4. The appropriateness of the research for the Library of Congress collections.

**Tips on how to make applications more successful**

- Successful candidates will make that case that items in the collections at the Library of Congress are critical to their research.
- Applicants are encouraged to utilize the Ask a Librarian on the Library's website to contact our curatorial and reference staff regarding relevant Library collections.
- Not all collections items are listed in the Library's catalogue, so reference staff will be a resource for identifying additional items for your research project.

# National Institutes for the Humanities (NIHU)

*Japan*

Please contact individual host institution for guidance. Mainly, the administrative staff at the host institution handle each case individually and will be able to assist with visa requirements, emergency procedures, and practical tips. Placement rules depend on the institution.

## 13. Host contact information

- National Museum of Japanese History
  International Exchange Section Department
  Email: **kokusai-e@ml.rekihaku.ac.jp**

- National Institute of Japanese Literature
  Research Promotion Division
  Email: intl@nijl.ac.jp

- National Institute for Japanese Language and Linguistics
  Research Promotion Division
  Email: research-support@ninjal.ac.jp

- International Research Centre for Japanese Studies
  International Research Promotion Unit
  Email: **koryu@nichibun.ac.jp**

- Research Institute for Humanity and Nature
  International Affairs Subsection
  Email: **kokusai@chikyu.ac.jp**

- National Museum of Ethnology
  International Cooperation Unit of the Research
  Email: **kokkyo@minpaku.ac.jp**

## 1. Tips on how to make applications more successful

Applicants must contact the institutions to have prior consultation with a potential host for possible placement with sufficient time (about 6 weeks before the deadline) before applying.

Applicants to the following two institutions must be able to communicate in Japanese at an advanced level: National Museum of Japanese History (NMJH) and National Institute of Japanese Literature (NIJL).

As for International Research Center for Japanese Studies (IRCJS), eligibility is determined by the specific requirements of the chosen research field.

Applicants to other NIHU institutes are advised that basic conversational Japanese is desirable, though not compulsory.

# Shanghai Theatre Academy (STA)

*China*

## 14. Host contact information

Shanghai Theatre Academy

International Cooperation Office

Contact: annezong@139.com; 0086-21-62486050

Address: 630 Huashan Road, Shanghai, China 200040

## 15. Guidance on Strong Applications

**Transparent selection criteria**

- The research topic is related to disciplines of STA.
- The research can bring new insights / wider perspectives from international experience.
- There are resources from STA to support the research.

**Tips on how to make applications more successful**

1. STA is a practice-based art university, so applications with more focus on practice is preferred.

2. The applicants are advised to understand the disciplines at STA first, so as to make the application more related and interesting.

3. AI research is of high attention in current years.

4. As many professors are not proficient in English. If the applicant can speak Chinese, it would be more convenient for conducting research in Shanghai.

# Johannesburg Holocaust and Genocide Centre

*South Africa*

## 16. Host Contact Information

Name: Thobeka Noxaka
Role: Educator and Outreach Officer
Email: thobeka@jhbholocaust.co.za
Cell: 078 639 5759

## 17. Visa Guidance and Restrictions

A **90-day tourist visa** is recommended.
UK passport holders are exempt from applying if their stay is for 90 days

## 18. Guidance for Strong Applications

There is no specific selection criteria, applicants are encouraged to conduct thorough research about the centre before applying. Familiarise yourself with our mission, vision, areas of work, and approach. We value open communication and synergy, and applications that clearly demonstrate how the proposed work can benefit both the centre and the applicant's own work are likely to be more meaningful and productive.