CONTACTING THE SMITHSONIAN INSTITUTION

International Placement Scheme (IPS) Smithsonian candidates must discuss their proposed IPS research with the most relevant staff member/s at their chosen Smithsonian institution. Should a candidate's application be successful, the staff member/s will act as their advisor/s during the placement. We advise candidates to secure at least two advisors. The Smithsonian is a large institution and some staff may not be aware of the existence of the IPS Scheme. As such, when contacting the Smithsonian the email template should be used below. The Smithsonian publishes an 'Opportunities for Research and Study' booklet, which lists all Smithsonian staff members who have in principle agreed to act as fellowship advisors. **Applicants must however check with that staff member that they will support their particular application.**

When making their actual IPS application in the UKRI Funding Service, applicants MUST include the name and department/ institution of the Smithsonian staff member/s who will be acting as their advisor/s. This information should form the second sentence of their applicant statement - "I have discussed my application with xxx at xxx and they have agreed to act as my advisor/s".

EMAIL TEMPLATE FOR CONTACTING A PROSPECTIVE SMITHSONIAN ADVISOR

Dear xxx,

I am writing with reference to an International Placement Scheme (IPS) placement application I am researching for the UK Arts and Humanities Research Council (AHRC) in conjunction with the Smithsonian Institution. More information about this partnership placement is available on the AHRC IPS webpage. I am contacting you on the advice of the Smithsonian's Office of Fellowships and Internships via the AHRC.

They have advised that:

• IPS applicants must identify the Smithsonian collections they propose to consult, then discuss their proposed IPS research with the most relevant staff member/s at with their chosen Smithsonian institution. Should a candidate's application be successful, this/these staff member/s will act as their 'advisor' during the placement.

• IPS applicants should highlight to the prospective advisor that the AHRC IPS placement is separate from the Smithsonian's own placements. The AHRC pays the cost of the IPS placement; no financial commitment is required of the Smithsonian, which acts as the physical host for fellows. The Smithsonian's Office of Fellowships and Internships 'Opportunities for Research and Study' booklet identifies you as the most appropriate person with whom to discuss my proposed research. I would therefore like to discuss my application with you with a view to asking you to act as my advisor.

Applicants should then:

• explain the candidate's proposed research and the collections/resources the applicant wishes to use
• check that the collections/resources will be available
• check that the placement dates/duration are appropriate, and are convenient for the advisor
• ask if the staff member is prepared to act as the candidate's advisor