

Detailed Description of ARCE Fellowships

The American Research Center in Egypt

The American Research Center in Egypt (ARCE) is a private, nonprofit organization supporting research and conservation programs that encompass all aspects of Egyptian history and culture, from the prehistoric to modern day. For over a century, Americans have been active and productive partners with Egypt in the recovery and preservation of Egypt's cultural heritage. For the past half century, ARCE has filled a critical leadership function within the community of Egyptian and foreign scholars in Egypt who are active in the excavation, exploration, scholarship, and conservation of the country's cultural heritage.

Formed in 1948 by a consortium of individuals and American educational and cultural institutions, ARCE has been facilitating individual and American institutional research in Egypt for more than six decades. ARCE provides American scholars with a permanent base in Cairo, the nexus of intellectual and cultural life in the Middle East, and facilitates their access to Egyptian and foreign institutional archives and libraries situated in the capital and other major population centers. More than three dozen archaeological teams sponsored by leading U.S. and Canadian museums and universities and approximately 10-15 fellowships are supported by ARCE annually.

ARCE's membership comprises 46 research supporting and institutional members (including 42 U.S. institutions of higher education and museums), 1375 individual members, and a vigorous nationwide network of 13 chapters. These U.S.-based groups provide ARCE with an effective conduit through which the expertise developed as a result of its fellowship and expedition programs educate a wide cross-section of American society, from academia to the general public, on topics of current interest related to Egyptian history, the Islamic world and the Middle East.

ARCE operations are spread over two continents. A cohesive operations and management approach enables ARCE staff to work as a unified team, and is governed by a 17-member Board of Governors. Leadership and overall management responsibility lies with Dr. Gerry D. Scott, III, ARCE Director, who reports to the U.S.-based Board of Governors and directly oversees all Cairo and San Antonio staff.

The Cairo Center occupies a 10,000 square-foot space in the Garden City district of Cairo within walking distance of the U.S. Embassy and the Egyptian Museum. It houses the Marilyn M. and William Kelly Simpson Library; a 27,000 volume open-stack library that is particularly strong in fields focused on ancient Egypt and Islamic studies. In the United States, ARCE maintains a business office in San Antonio, Texas that is home to the Chief Financial Officer, the Archivist and Assistant Director for U.S. Operations, the Director of Development, and the Membership Coordinator.

Programs and activities conducted or supported by ARCE include its cornerstone fellowship program; archaeological excavations and surveys; conservation of Egyptian monuments; training programs for Egyptian conservators, inspectors and museum personnel; seminars and public lectures; short courses; the intensive summer Critical Languages Scholarship program; educational tourism; and the operation of a research library. ARCE sponsors educational and training opportunities in the United States for Egyptian scholars, students, and conservators.

ARCE publishes an annual scholarly periodical, the *Journal of the American Research Center in Egypt*, and the biannual *Bulletin of the American Research Center in Egypt*, to update and educate its membership and the broader public about research and other activities supported by ARCE throughout the year. In addition, ARCE publishes a number of scholarly books and monographs annually, and holds an annual conference for its members.

Permanent Professional Staff Associated with the Fellowship Program

Dr. Gerry Dee Scott III, Director

Mme. Amira Khattab, Deputy Director for Research and Governmental Relations

Ms. Kathleen Scott, Director of Publications

Ms. Djodi Deutsch, Academic Programs Coordinator

Mr. Charles Van Siclen, Librarian

Ms. Rachel Mauldin, Archivist and Assistant Director for U.S. Operations (San Antonio)

General Description of the ARCE Fellowship Program

Official Protocol Giving the Right to Conduct a Fellowship Program

To facilitate its work in Egypt, ARCE signed a protocol with the Egyptian Government in 1974 giving ARCE official status and formalizing the fellowship program; a new protocol was signed in 2000. ARCE's fellowship, educational exchange, archaeological assistance, and conservation programs are officially sanctioned under the terms of this protocol that provides the framework for the relationship between ARCE, its Fellows and the various ministries and departments responsible for the welfare and security of both Egypt's cultural heritage and scholars conducting research in Egypt.

ARCE has fostered special ties with Egypt's Supreme Council of Antiquities (SCA) and the Ministry of Higher Education (MoHE) that enable Fellows to have frequent and privileged access to their Egyptian counterparts, and Egyptian museums, monuments, archaeological sites, and research libraries and archives. The protocol between ARCE and the Egyptian government makes the dissemination of important research to the scholarly community within Egypt and abroad possible.

The Fellowship Program

Since its inception in 1957, the ARCE Fellowship Program has funded more than 650 pre and postdoctoral scholars. The program was inaugurated to enhance American awareness and understanding of the Middle East in general and Egypt in particular by providing research opportunities for a cadre of specialists-in-training or already-established scholars in the field.

ARCE Fellowships are awarded for a minimum of three months and a maximum of twelve months depending on the funding source. Fellowships provide sufficient funding to cover round-trip air transportation, a living allowance, mentoring and a home base in Egypt for doctoral candidates in the all-but-dissertation stage and senior scholars conducting more advanced research.

Postdoctoral scholars are invited to indicate their interest in serving as the ARCE Scholar-in-Residence on the fellowship application. The Scholar-in-Residence may serve for a period up to 12 months depending on the length of his/her fellowship. In addition to conducting his/her research, s/he agrees to advise junior scholars and organize a workshop, conference, or other scholarly activity in consultation with the Director. An additional modest per diem is available for the Scholar-in-Residence for these concurrent duties. Interested and qualified candidates are identified during the Fellowship Committee Meeting and recommendations made to the ARCE Director, who makes the final selection.

In addition to offering fellowships, independent scholars with funding from private sources may apply to ARCE for research associate status using the same application as Fellowship candidates. Research associates receive the same administrative support in terms of clearances, permissions and mentoring as ARCE Fellows, but do not receive funding. Many independent scholars find that establishing this association with ARCE facilitates their ability to conduct research in Egypt. Applicants who are awarded alternate status will automatically be invited to conduct their research as ARCE research associates.

ARCE Fellowships made possible by the following sources, are available to pre- and postdoctoral scholars as follows:

- **The United States Department of State, Bureau of Educational and Cultural Affairs** (ECA) funds fellowships available to American predoctoral candidates and postdoctoral scholars for a minimum stay of three months and maximum stay of 12 months.
- **The National Endowment for the Humanities** funds fellowships for American professional and postdoctoral scholars with a minimum stay of four months and maximum stay of 12 months. NEH funded fellowships may be awarded to foreign nationals teaching at American universities who have been residents of the United States for three consecutive years immediately preceding the application deadline.
- **The William P. McHugh Memorial Fund** provides the McHugh Award, a special grant of \$600 given to a predoctoral ARCE Fellow regardless of nationality¹ to encourage the study of Egyptian geo-archaeology and prehistory.
- **Theodore N. Romanoff Prize** provides an additional grant of \$1000 to an ARCE fellow for the study of the language or the historical texts of ancient Egypt.

Application and Selection Processes

ARCE publicizes its fellowships nationally on the ARCE website, through an extensive mailing campaign and through electronic billboards, universities, research directories, and professional bulletins. Candidates must submit completed applications, transcripts (for predoctoral students only), and a minimum of three letters of recommendation by the **January 15, 2012 deadline**. Each applicant must successfully demonstrate how his or her presence in Egypt is necessary in order to complete the proposed research.

ARCE uses an on-line application process. Completed applications and letters of reference must be received in Cairo by 11:59 pm CST, on January 15, 2012. You will need **Adobe Reader version 7 or 8** to be able to save your changes on the application form. It can be downloaded from the Internet for free.

A completed application consists of the following components:

- The ARCE application form (personal information, educational background, title of research and 100-word abstract in English, etc.)
- 3 letters of recommendation for all applicants PLUS one language proficiency recommendation letter for predoctoral applicants
- A 1500-word project description in English
- Undergraduate and graduate transcripts for predoctoral applicants
- The Ministry of Higher Education application form completed in English and the MoHE security form completed in Arabic for all applicants conducting archival or library² research and a 100-word Arabic abstract describing the proposed research (on a separate sheet of paper).

¹ The McHugh grant is open to any nationality, but its status as a concurrent grant awarded only to predoctoral scholars, limits it to American citizens as a *de facto* result of the predoctoral funding source conditions.

² In effect, this applies to any applicant who is not researching ancient Egypt, whether or not you intend to use the national archives or library.

- The SCA security forms completed for applicants researching antiquities or requiring access to museums. Successful applicants will additionally receive a letter from ARCE detailing supplemental information required by the Supreme Council of Antiquities with their award letter. These items will be needed immediately to complete the clearance process, which may take up to five months.

The 1500-word research project proposal should clearly show how the work is related to the candidate's scholarly background and to the work s/he wishes to pursue in the future. The proposal should clearly support the value of the scholar's presence in Egypt and in which facilities (or sources) the applicant expects to find his/her resources. If the topic, methods or facilities present possible difficulties, the Fellowship Committee may ask the applicant to modify the application or clarify the wording. The applicant should note preparations already made for the research project, including permissions or clearances obtained and significant local contacts in Egypt.

The Egyptian Ministry of Higher Education application form for scholars conducting archival or library research should be completed in English. The security form completed in Arabic is considered in the clearance process required for all foreign scholars or by scholars working under the aegis of foreign institutes in Egypt. Applicants are asked to complete this section of the form with as much clarity as is possible. The 100-word abstract should be submitted on a separate sheet of paper and should accurately reflect the content of the 1500-word research project proposal. Keep the language simple and do not use academic jargon.

All fellows under the auspices of the MoHE are required to be affiliated with an Egyptian scholar. In cases where the applicant cannot provide the name of an affiliate scholar, ARCE will assist the applicant to select an appropriate affiliate scholar. Affiliation with an Egyptian scholar is more than a formality; fellows should be aware that the MoHE expects them to seek out and consult with their assigned mentors and does follow up to see if consultations are taking place (see Egyptian Affiliate Scholars Program).

Applications are distributed to the four-member ARCE Fellowship Selection Committee one month prior to selection meeting scheduled for the end of February; selection committee composition and expertise changes annually to reflect the research interests of the applicant pool.

Committee members receive guidelines on how to assess the applications for internal structure, feasibility, academic merit, the significance and relevance of the proposed topic and its potential contribution to scholarly research on Egypt. Applications are additionally assessed for cross-cultural sensitivity and the applicant's maturity. No special consideration is given to applicants from member institutions and candidates need not be members of ARCE to apply. Awards are open to all qualified candidates without regard to ethnicity, religion, gender or national origin. Funding guidelines limit the NEH and ECA awards to U.S. citizens only³. The McHugh award is open to any nationality⁴. It is advisable for applicants with permanent residency status in the United States to contact the Academic Programs Coordinator in Cairo fellows@arce.org if there is any doubt about eligibility.

³ NEH funded fellowships may be awarded to foreign nationals teaching at American universities who have been residents of the United States for three consecutive years immediately preceding the application deadline.

⁴ But its status as a concurrent grant awarded only to predoctoral scholars, limits it to American citizens as a de facto result of the predoctoral funding source conditions.

Applicants are first considered and scored individually by each Committee member. During the annual Fellowship Committee meeting, members discuss the proposed projects and rank the applicants. Once the applications are selected and ranked they are distributed into fellowship types according to eligibility requirements, and awards are made in order of ranking, with alternates designated by the same means. **The NEH fellowship is awarded to the highest scoring senior scholar(s).** The ARCE Scholar-in-Residence is identified by the panel, which considers the relative experience and intellectual leadership qualities of interested candidates. All applicants are notified by e-mail about the results of the selection process as soon as possible. Formal award letters to successful applicants are sent by mid to late March or within two-weeks of the Selection Committee meeting. All awards are contingent upon the award of funding from the various funding agencies and the granting of individual security clearances by the Egyptian government.

ARCE collaborates closely with all parties to insure the complete security of its Fellows during their stay in Egypt, while concurrently maintaining the integrity of proposed research projects. If the government foresees a potential risk, it may request the candidate to select an alternate research site or deny the applicant access to certain areas. If ARCE foresees any misinterpretation due to the wording of a proposal, successful candidates may be asked to modify or clarify the wording of the proposed research project. The Egyptian government does not consider ethnicity, religion, or gender in the clearance process.

Important Notice: A fellowship under the authority of the SCA is **not** intended to support the recipient's participation in an expedition. It is only possible to work with an expedition during a hiatus in your fellowship, at which time you will receive no financial support from ARCE. If your proposal includes any kind of field work or association with an expedition, please contact the ARCE Cairo office regarding its acceptability.

Scholar-in-Residence Program

The Scholar-in-Residence Program is designed to create collegiality between senior and junior fellows, and between fellows and Egyptian academics at the Cairo center. The residency is awarded by the ARCE Director based on the Selection Committee's recommendation to a senior scholar conducting research on a topic in the humanities or humanistic social sciences. In addition to conducting research, the Scholar-in-Residence will be invited to counsel junior Fellows, offering expertise to the less experienced scholars who are new to the field. The Scholar-in-Residence may be asked to arrange an interdisciplinary workshop or conference of American and Egyptian scholars. An honorarium up to \$2,500 is awarded for the residency. If an applicant wishes to be considered for this award, please indicate so in the appropriate space on page 3 of the application form.

Applicants should consult the Cairo office for general guidelines on preparing proposals on topics that may be deemed controversial by the Egyptian security services. Please also note that fieldwork and the distribution of questionnaires are not allowed in Egypt at this time.

Reporting Requirements

Prior to the conclusion of their fellowship tenures Fellows are required to complete and/or submit the following:

- An oral presentation on research findings. Fellows typically schedule their presentations as part of the ARCE Wednesday night lecture series sometime during the second half of their fellowship.

- A written report (hard and soft copies required) of approximately 10 pages. Reports of publishable quality should be written in a comprehensive and scholarly fashion. All reports are subject to review by the Egyptian authorities and ARCE's Director, President, and Grants Committee Chairman; they are also included in funding proposals. Fellows should submit **one copy** of the written report to the Deputy Director for Research and Government Relations, and **one copy** to the Academic Programs Coordinator prior to receiving the last month's per diem and departure from Egypt.
- A 1500-word report about the research findings written for a general audience to the *ARCE Bulletin*, a publication that is distributed to all ARCE members, prior to receiving the last month's per diem and departure from Egypt.
- An internal evaluation designed to help ARCE monitor and improve the Fellowship experience.
- An e-mail that includes two or three paragraphs describing the Fellow's activities (presentations given, workshops attended, etc.) during their stay in Egypt. Fellows should send this information to the Academic Programs Coordinator who will use it during the proposal writing process.
- An abstract submitted for consideration at the first ARCE annual meeting following the completion of the Fellowship. Annual meetings are held in April. Abstract deadlines are in January.

Travel

Fellows are requested not to make travel arrangements or to purchase tickets until they have been informed by ARCE that their security clearance and grant funding have been received. This process normally takes 3-5 months. Once clearance has been received Fellows should coordinate their travel arrangements with the Academic Programs Coordinator in Cairo.

Fellowships include sufficient funding to cover one round-trip ticket between the U.S. and Cairo. All ARCE-related travel should conform to the rules and regulations set forth by the U.S. government and the funding agencies. All Department of State (ECA) and NEH Fellows are required to comply with the Fly America regulations. ARCE is not obligated to pay for stopovers between home cities in the U.S. and Egypt.

Note: Dependents are not granted travel per diems

Per diem

Fellowship per diem is administered on a monthly basis and disbursed by the Cairo Finance Manager at the beginning of each month. Per diem is payable in Egyptian pounds, U.S. dollars or a combination of the two currencies. Fellows are required to remain in Egypt for the entire fellowship period. Monthly payments for 2012-2013 will adhere to the following schedule:

The National Endowment for the Humanities Fellowships - Funded			
All NEH Fellows	\$4,200 ⁵		
State Department Bureau of Educational and Cultural Affairs - Funded			
	Single	Accompanied by one dependent⁶	Accompanied by two dependents⁷
Student	\$2,200	\$2,420	\$2,640
Assistant Professor	\$2,640	\$2,860	\$3,080
Associate Professor	\$2,860	\$3,135	\$3,300
Full Professor	\$3,520	\$3,575	\$3,657

Pre- and Post Departure Fellowship Administration

Once successful candidates have been granted security clearance, they are expected to inform the Deputy Director and the Academic Programs Coordinator in Cairo of their travel plans and arrival date. If requested, ARCE will arrange “meet and assist” services at the airport to be paid by the Fellow when services are rendered. Upon arrival, Fellows should report to the ARCE office to meet the staff that will be involved in their support during their Fellowship. Fellows may begin by checking in with Academic Programs Coordinator and the Deputy Director for Research and Governmental Relations who will introduce the Fellow to appropriate staff to dispense per diem, advise on housing options and securing a mobile phone line, secure visa extensions and research permits, and orient the Fellow to the Simpson Library and Vincent Fellow’s lounge. Following these initial meetings, the Academic Programs Coordinator will schedule an introductory meeting with the Director and brief Fellows on reporting requirements and expectations.

All ARCE Fellows are given a gratis membership to the American Research Center in Egypt for the year of their tenure. Membership is paid annually and costs \$25 for students and \$55 for regular members.

⁵ Fellows are responsible for paying all costs including visas, air fare, housing, affiliate honorarium, etc. from the monthly per diem.

⁶ May be a spouse or dependent child

⁷ May be a spouse or dependent child or two dependent children

Egyptian Affiliate Scholars Program

The Egyptian Affiliate Scholars Program requires all foreign scholars studying under the auspices of the Ministry of Higher Education (MoHE) to be affiliated with an Egyptian scholar while conducting research in Egypt. For this reason, ARCE has established an Egyptian Affiliate Scholars Program that is chaired by the ARCE Director. Page 2 of the ARCE application and page 3 of the MoHE application ask you to name a specific scholar with whom you would like to be affiliated during your fellowship. If you cannot name a scholar, please leave the lines blank and the ARCE Deputy Director will select one for in consultation with ARCE's Senior Adviser. Professors teaching at the American University in Cairo are not part of this program and may not serve as your affiliate. Assignments of affiliate scholars are subject to the approval of Egyptian authorities who may occasionally suggest alternate affiliates. Upon arrival, Fellows are obliged to contact their respective affiliates and maintain regular contact while working under the auspices of ARCE.

Collegiality at the ARCE Center in Cairo

The Cairo Center serves as both an office for Fellowship administration and a meeting ground where Fellows, other scholars and ARCE staff members can become acquainted. ARCE invites Fellows to participate in the life of the Center during their stay in Egypt and recommends that they attend the Wednesday night lecture series, interact with the Scholar-in-Residence, and participate in monthly social gatherings held to provide Fellows with an opportunity to meet informally and share their research experiences and concerns with one another. ARCE has an open door policy and Fellows are welcomed to drop by and talk to the Deputy Director, Academic Programs Coordinator and/or the Director at any time. The Center also encourages Fellows to introduce their Egyptian colleagues to the work of the Center.

The William Kelly and Marilyn M. Simpson Library at the Cairo Center houses the complete ARCE collection of over 27,000 volumes, many dealing with ancient Egypt. There is now a strong collection of books in Arabic as well. Of the books printed in the eighteenth and nineteenth centuries, the most famous is the *Description de l'Egypte*. The reference volumes are particularly useful and there is also a good collection of essential periodicals.

The Cairo Center offers a limited number of rooms in the Residence for visiting Fellows on a short-term basis (longer stays are possible by special arrangement). All rooms are air-conditioned and/or heated. Guests have access to kitchen facilities and laundry machines.

General Restrictions

1. Awards are generally limited to fields in the humanities, fine arts, and humanistic social sciences.
2. Predoctoral candidates must have finished all requirements for the doctorate except the dissertation, prior to beginning their fellowship (ABD).
3. For U.S. State Department (ECA) - funded fellowships, all applicants must be U.S. citizens.
4. NEH funded postdoctoral and professional fellowships are available to U.S. citizens; they are also available to foreign-born citizens who have U.S. residency and have held a teaching position at an American university for a minimum of three consecutive years immediately preceding the application submission.
5. Fellows must devote full time to their research and may not accept outside teaching assignments or employment.
6. ARCE Fellowships run from October 1st through September 30th.
7. Fellowships will not be granted for periods of less than three or more than twelve months.
8. Award recipients must be physically present in Egypt for the entire tenure of their fellowship in order to receive per diem. Dependents' allowances will be granted for a maximum two dependents only when they are physically present in Egypt.
9. ARCE does not provide dependent allowance for predoctoral candidates in the field for periods of less than four months.
10. Fellows may not receive other funds from any source nor may they receive money or in-kind payment for services rendered during their fellowship.
11. ARCE is unable to provide health or other insurance for its Fellows. Fellows are therefore required to secure appropriate insurance coverage on their own for the duration of their stay in Egypt before they leave the United States. Fellows are also required to enroll in a medical evacuation coverage program and provide proof of enrollment prior to arriving in Egypt.
12. Please note that per diem from ARCE fellowships may not be taxable depending on the length of time spent outside the USA and/or other income during the tax year. All Fellows should consult with a tax adviser or the IRS.
13. Fellows are **authorized to carry out research in Egypt only after the relevant Egyptian authorities have given permission for the research**. Only at that point should a Fellow make definite plans to travel to Egypt.
14. Fellows are asked **not to purchase their tickets or travel to Egypt** until their permission has been received. To do so or to carry out research while in Egypt on a tourist visa not only jeopardizes one's own research project but also may jeopardize the position of the Center and the work of all other scholars attached to the Center.
15. Applicants may not be granted more than one fellowship in any five-year period.

Important Note about Fellowships in Egypt

All foreign Fellows and researchers, as guests of the Egyptian government, agree to abide by certain rules and regulations covering research as set forth by Egypt's Ministry of Higher Education and Supreme Council of Antiquities. These rules have been set in place for the protection of both Egypt's antiquities (to prevent smuggling) and the foreign scholars who are carrying out research in various locations throughout the country. Egypt takes seriously its responsibility to facilitate Fellows' access to Egyptian research facilities, experts, sites, and collections and to provide security for Fellows during their stay in Egypt.

While in Egypt each ARCE Fellow interacts with Egyptian colleagues of various professions depending upon the nature of their research. This typically involves ARCE Fellows working with Egyptian scholars in Egyptian museums, libraries, universities, media centers, cultural organizations, and similar settings or with inspectors from the Supreme Council of Antiquities for Fellows researching monuments and other Egyptian antiquities. Many Fellows have found that the exchange of ideas, information, good will, and friendship between themselves and their Egyptian colleagues to be an invaluable part of the ARCE fellowship experience.

As part of the visa issuance process, Fellows' proposals are shared with either the Ministry of Higher Education or the SCA who are responsible for the safety and security of the Fellows. If there are queries or concerns, Fellows may be asked to provide additional details regarding the methodology or scope of their research. ARCE Fellows typically carry out their research with only the limited difficulties that can be expected in a developing country. Fellows are encouraged and expected to rely on ARCE staff, specifically the Deputy Director for Research and Governmental Relations, to help resolve any problems that may arise while conducting their research.