

15 Frequently Asked Questions

Application

1. Can I save my application progress and return to it at a later time to complete my application?

Yes. Click on the "Save for Later" button to save your progress on the Application Step you are working on. You may return to your application at any time by logging back into the system through the [Applicant Portal](#).

2. What types of files can I upload when submitting my Project Proposal and Resume/CV?

Please format all documents as a MS Word Document (.doc) or Adobe Acrobat PDF (.pdf) before uploading them to the Online Application System. You **may not** use the .docx format.

3. How do I know when my application is complete?

Your application will be considered complete once you have submitted Steps 1 through 5 of the online application *and* we have received all three of your letters of recommendation. You can verify that your application is complete by logging in to the Applicant Portal to see if each step of your application displays the status "Submitted."

4. Do I need to mail a duplicate paper copy of my application or the original recommendations to the NED office?

No. If you have completed the online application and received a confirmation email, please DO NOT send a duplicate paper copy of your application or copies of recommendation letters by postal mail.

5. How can I update my contact information?

If you have had a change in your contact information, you can update your Profile at any time by logging in to the [Applicant Portal](#). You will have access to your Profile and can make changes even after your complete Application has been submitted.

6. I'm having a lot of trouble accessing the Online Application System or I don't have access to the internet. How can I apply?

When possible, we ask all applicants to submit their applications using the Online Application System. Applicants who experience repeated difficulties in accessing the Online Application System should contact us at fellowships@ned.org. We will provide instructions and the materials you will need in order to submit a complete application.

7. When will I know the final outcome of my application?

The review process entails multiple stages of review and requires several months to complete. All candidates will be notified by email of the outcome of their application in mid-April.

Eligibility

8. Should I apply on the Practitioner Track or the Scholarly Track?

The fellowship program is designed to support both Practitioners and Scholars, and there is no advantage in applying for one track versus the other. Please visit the [Eligibility Requirements](#) page or the [NED website](#) for more information concerning the fellowship track for which you are eligible.

9. I am a student looking for scholarship funding. Can I apply for a Reagan-Fascell Democracy Fellowship?

The Reagan-Fascell Democracy Fellows Program does not award scholarship funds, loans, or any other type of financial aid to university students, graduate students, or postdoctoral researchers. In addition, our fellowship program is not an educational or training program leading toward an academic degree.

10. My organization receives grant support from NED or one of its core institutes (NDI, IRI, CIPE, or Solidarity Center). Am I eligible to apply for a fellowship?

Yes. The Reagan-Fascell Democracy Fellows Program awards fellowships to *individual* practitioners, journalists, and scholars, while the grantmaking sections of the National Endowment for Democracy and its core institutes give grants to *institutions*. Working for an organization that receives funding from the NED or one of the core institutes does not disqualify you from applying for a fellowship.

Letters of Recommendation

11. How can my referees submit their recommendation letters?

When you reach Application Step 3, "Letters of Recommendation," you will be prompted to type in the names and email addresses of all three of your referees. After you have done so, your referees will receive an email directly from us containing a login name, password, and instructions on how to upload their recommendation letter to your application

12. How will I know if my references have submitted their recommendation letters?

To check the status of your recommendation letters, visit the Application Status page. Click on the status of Step 3, and you will be directed to another page that will show you the status of each of your individual letters. Referees who have not submitted their letters will receive regular email reminders through our application system, but as the applicant, you are encouraged to also remind your referees to submit their letters on time.

13. I submitted email addresses for my referees. When will they receive email instructions?

The application system sends out automated emails to referees once per day at 12:01 pm EST. After you have completed the Letters of Recommendation section, please allow up to 24 hours for your referees to receive login instructions by email.

14. What should I do if my referee(s) did not receive email instructions?

Referee instructions are sent from our automated email system and may be caught by your referee's spam filter. We recommend that your referee first check his/her spam filter if they did not receive an email in their inbox. Please also make sure that you provided the correct spelling of your referees' email addresses.

If it has been more than 24 hours since you submitted the email addresses for your referees and they still have not received email instructions, visit the Application Status page and click the green "send reminder" button to the right of your referee's name. If this doesn't work, contact us via the message center or at fellowships@ned.org and we will resend the email.

15. One of my referees can no longer write a recommendation letter. How can I update my list of referees?

To update the name or contact information for one of your referees, visit the Application Status page. Click on the green "change" button to the right of your referees name to make any alterations necessary.



We hope these FAQs helped answer all of your questions. Should you have any further questions or concerns, please don't hesitate to contact us at fellowships@ned.org.