

Northwestern

Department of Art History

Graduate Student Funding Resources

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RESOURCES

Fellowship Writing Resources and Professionalization Opportunities

Office of Fellowships

<https://www.northwestern.edu/fellowships/>

1940 Sheridan Road, Evanston, IL 60208

(847) 491-2617

fellowships@northwestern.edu

Every Spring, the Department invites Stephen Hill from the Office of Fellowships to lead a fellowship workshop. This workshop is a required milestone for third year students, but open to students in other years should they wish to attend.

The Office of Fellowships provides numerous tools to discover and apply for fellowships, including one-on-one support and mentorship through the fellowship application process.

The Writing Place

<https://www.writing.northwestern.edu/>

The Graduate Writing Place: 555 Clark Street, Second Floor, Room 2-206

(847) 467-5340

writingplace@northwestern.edu

The Graduate Writing Place serves graduate students from all across Northwestern's many schools, departments, and programs, as well as postdoctoral students and Northwestern faculty. Clients may book appointments for individual writing consultations with Graduate Writing Fellows (PhD candidates at Northwestern) to review a variety of writing, including papers for coursework; conference papers and presentations; journal articles and manuscripts for publication; dissertation proposals and chapters; and materials pertaining to the academic and non-academic job markets.

Searle Center for Advanced Learning and Teaching

<https://searle.northwestern.edu/>

627 Dartmouth Place, Evanston, IL 60208

(847) 467-2338

teach@northwestern.edu

The Searle Center's programs and services are designed for Northwestern instructors across all schools who teach or support undergraduate and graduate courses, including tenure and teaching line, full and part-time, graduate students and postdoctoral fellows, early-, mid-, or later

career. They offer a variety of programs for members of the Northwestern University community to develop their teaching skills and enhance student learning. These programs range from hour-long sessions and multi-week intensives to yearlong learning communities. Searle also provides individualized thought partnership on teaching to instructors and departments through one-on-one consultations, classroom observations and structured student feedback, and department-specific services. Finally, they host a range of interactive workshops and gatherings to create spaces for Northwestern University educators to deepen their engagement with evidence-based learning and teaching within a diverse community of peers.

Placement Officer & Practicum Organizer

The Department Placement Officer & Practicum Organizer is a faculty service role currently held by Hollyamber Kennedy for the 2024-25 academic year. This role is intended to support art history graduate students with professionalization and job and fellowship applications. Practica may include discipline-specific grant writing workshops, guest speakers from other campus centers, and application writing support, among other things. If you have requests for specific workshop topics, please contact the Placement Officer & Practicum Organizer directly.

FUNDING AND BANKING OPPORTUNITIES

This guide outlines the funding sources most commonly applied to and is intended as a general rather than a comprehensive list. In addition to those included, please speak with your advisor, committee, and DGS about potential funding opportunities, as they are all experts in this area and may have differing resources to draw from (indeed, some faculty have served on the fellowship committees to which you are applying).

Opportunities have been organized by the quarter in which applications are due.

Your Funding Package

For an overview of your funding, please see the Graduate Student Handbook under “Tuition and Stipend Funding.” More information can be found on [the TGS website](#).

Letters of Recommendation

You are asked to plan ahead when applying to fellowships that require a letter of recommendation. If your reference has written for you before, you should give them minimum of two weeks—preferably four weeks—in which to write and submit your reference letter. If they have never written for you before, give them at least four weeks and preferably six. Please remember that due to the cyclical nature of application deadlines, your references may be writing

many letters of recommendation at the time of your request.

When requesting a letter of recommendation, you should include a precise explanation of the fellowship (for example, not just “the Kress” as there are several Kress fellowships), a website address where the fellowship is explained further, a draft of your application, a current CV, and clear instructions on where or how the letter is sent, including deadlines and to whom the letter should be addressed. It is often helpful to provide a Google spreadsheet of fellowships, deadlines, and specific information for each fellowship that your recommenders can consult without having to email you for information.

Summer

Fellowships Requiring Department Nomination

Many dissertation fellowships require departmental nomination and are therefore subject to an internal review process. We invite all ABD students in good standing to self-nominate for:

- Center for the Advanced Study of the Visual Arts (The Center) Fellowships, including the Ailsa Mellon Bruce Predoctoral Fellowships for Historians of American Art to Travel Abroad (uniquely open to first- and second-year students)
- Kress Institutional Fellowships
- Carter Manny Prizes
- Dedalus Fellowship

If you are unsure about the nature of these grants and their requirements, please look them up online. These fellowships provide funding that can be banked (remember that funding can only be banked within your first five years and can only be used in your sixth year).

Instructions

Self-nominations are due the day before Fall classes and can be submitted through a Smartsheet circulated by the Graduate Student Program Assistant (GA-PA). Applications require:

- A 5–6-page double-spaced grant proposal that
 - a) summarizes your dissertation;
 - b) delineates and explains its objects;
 - c) introduces its arguments;
 - d) outlines its chapters;

- e) articulates its relationship to relevant historiography and method; and
- f) develops and justifies a specific research plan for the duration/specific requirements of the grant.
- A list of those grants the self-nominee hopes to apply for and a short explanation about the project's fit for each.
- 2-page CV.
- A note from the advisor supporting and/or rationalizing the nomination (this will be prompted by the Smartsheet after you submit). If you are not yet ABD, your advisor must indicate the anticipated date by which you expect to advance to candidacy, since this is a requirement of all listed grants (except the Bruce).

Deliberation

Self-nominations are considered by the faculty in the first week of October. Nominations are shared by mid-October with constructive feedback from the faculty communicated to all self-nominating candidates by their advisors. The nominated candidate can submit a clean and revised draft of their application to the CGA for additional comment up to two weeks before the application deadline.

Fall

Department Grants and Fellowships

Art History Alumni (AHA) Basic Research Fund

Based on the generosity of department alumni, including Liz Warnock and her generous Warnock Gift, each year the department provides graduate students with one lump-sum payment to support their research and professional development activities. The amount granted to each student will depend on the available department resources each year but is typically between \$500–1000. Typically, these funds are added to the September or October paycheck, depending on university budget communications. These funds are meant to support professional memberships, conference attendance, books, research travel, reproduction fees, or summer language courses. To qualify, students must be in their first seven years and in good standing, active in the Fall quarter, and have no outstanding financial reimbursements with the department.

Department Ad Hoc Graduate Research Grants

In the rarest of occasions, you may apply for department research funds outside of the Shanley Travel Fellowships and the Warnock Graduate Summer Research Grants (see below). For

example, if you will not be able to travel for research during the Summer quarter but need to do so over Winter Recess or Spring Break, or you are invited to present your work at a conference requiring expensive travel during the academic year. In the rare occasion that these funds are granted, depending on department resources, you may not be eligible for any additional department research grants that academic year.

To apply, please send a budget and a short explanation of your need to the DGS and Business Administrator (BA).

Winter

Northwestern Grants and Fellowships

Northwestern Presidential Fellowships

Information about the Presidential Fellowship can be found [here](#). This is a 2-year residential fellowship and therefore not suited for applicants who need long periods of foreign research. Eligible students are in their third through fifth year who are or will be ABD by the first Fall of the fellowship. This fellowship provides two years of funding which can only be banked before the fifth year and only used in the sixth year.

Please note: since the fellowship requires ABD status, even though the Presidential website indicates students in their second year may apply, this does not apply to our department's graduate students.

Instructions

This fellowship requires department nomination, so self-nominations are due the day before Winter classes and can be submitted through a Smartsheet circulated by the GA-PA.

Applications require:

- 1–2-page, double-spaced precis of the dissertation, including its primary objects and arguments.
- Paragraph explaining the applicant's "fit" with the fellowship, which emphasizes interdisciplinary collaboration and community engagement.
- 2-page CV, highlighting community engagement if possible.
- A note from the advisor supporting and/or rationalizing the nomination (this will be prompted by the Smartsheet after you submit).

Deliberation

Self-nominations will be reviewed by the faculty as a whole and the successful candidate will be notified in mid-January. Constructive feedback from the faculty will be communicated to all self-nominating candidates by their advisors. The nominated candidate can submit a clean and revised draft of their application to the CGA for additional comment up to two weeks before the application deadline. The Fellowship application is generally due to TGS by mid-February.

Other Department or Program Fellowships

Northwestern offers many fellowships that do not count against your funding package and therefore guarantee you extra, banked quarters if awarded in your first five years. These include the Black Metropolis Research Consortium fellowships through the Center for Civic Engagement, the Buffett Institute, Council for Race and Ethnic Studies (CRES), Kaplan Humanities Institute, Writing Center, Searle Center, and the Paris Program through the Department of French and Italian. The department does not supervise these deadlines and requirements, so you should be sure to consult the appropriate websites throughout the Winter quarter.

Please note that any fellowships offering a chance to teach a stand-alone class as the primary instructor require clear, advance communication with the Department so that it can be properly integrated into our course plan, maximizing enrollment across the year. See the Graduate Student Handbook under “Teaching and Other Professional Development: Other Northwestern Teaching Opportunities” for more information on what is required.

TGS Summer Language Study Grant

The Summer Language Grant (SLG) is intended to assist PhD students with expenses related to language training during the summer for their research. Applications are typically due around early February, but TGS receives more applications than it can fund, so you’re encouraged to apply early. This application does require a letter of support from your advisor, so plan accordingly.

For a full description, please see the TGS [website](#) under “Summer Language Grant” or email gradfund@northwestern.edu for more information.

External Grants and Fellowships

The Schiff Foundation Fellowship for Critical Architectural Writing (AIC)

Information about the Schiff Fellowship can be found [here](#). The Department can nominate two students for this fellowship.

Instructions

Self-nominations are due mid-April and can be submitted through a Smartsheet circulated by the GA-PA. Self-nominations require:

- An abstract of your paper, no more than 2 pages.
- Endorsement from a faculty sponsor, usually the professor of the class in which the paper was written (this will be prompted by the Smartsheet after you submit).

Deliberation

Self-nominations will be reviewed by the Committee on Graduate Affairs and the successful candidate will be notified late April with constructive feedback.

Spring

Department Grants and Fellowships

Summer Research Grants: Barbara Smith Shanley Graduate Travel Fellowships and Warnock Research Grants

Barbara Smith Shanley Graduate Travel Fellowships provide funding to support graduate travel necessary to prepare the dissertation prospectus. These grants are typically awarded to second-year students for summer travel. Warnock Research Grants can be awarded to any student in good standing and are typically used for summer research travel.

When applying for Summer Research Grants, you do not need to indicate for which funds you are applying; we will determine which funds are most appropriate.

Award Details

Award amounts vary by year, depending on total budget and number of applications but are typically between \$1500–\$2000. Students must be in good standing to be eligible. Funds must be used and reconciled by August 15, unless otherwise arranged with the BA at the time the grant is awarded.

Anyone who receives a Shanley Travel Fellowship will be asked to write a thank you note to send to Shep Shanley. The Development Office will contact grant recipients in the Fall.

Instructions

Around the first week of Spring, the GA-PA will issue a call for Summer Research Grant

applications. Applications are generally due by April 15 and should include:

- A 250-300 word statement describing your proposed summer research project, including archives, libraries, museums and other specific materials you plan to consult, and how they relate to your evolving ideas for your dissertation.
- A brief budget for the project including specific expenditures such as travel, accommodation, local transportation, and research expenses; and any grant monies (pending or committed) you plan to use to supplement your Shanley and/or Warnock travel (i.e. TGS Research Conference, or Language Grants, Cluster or Buffet fellowships, etc.).
- Note from the advisor supporting and/or rationalizing the nomination (this will be prompted by the Smartsheet after you submit).

Deliberation

The CGA reviews applications and distributes funds as equitably as possible to applicants.

Mary and Leigh Block Museum of Art Graduate Fellowship

This fellowship provides the opportunity to work closely with curators, faculty, scholars, artists, and the museum's director on exhibition projects and publications. The fellow supports exhibition development including checklist research, writing interpretive labels, and developing catalogs. Exhibitions may address a specific topic or exhibition-making itself, considering critically how a fresh approach or methodology "reframes" objects or the museum experience. Depending on the Block's initiatives during the fellowship year, the fellow may be able to curate an exhibition based on their own research and drawn from the Block's permanent collection. The fellow may also facilitate the use of the museum's Eloise W. Martin Study Center by faculty and students, connecting the Block's collection to teaching and learning at Northwestern.

The Block encourages the fellow to participate fully in all its activities and operations. The fellow may attend internal departmental and staff meetings, as well as museum events such as symposia, lectures, and film screenings. They will take part in discussions regarding acquisitions and future museum projects. They are invited to meet artists-in-residence and learn about the commissioning of new art. They will also be included in staff field trips to regional museums and private collections. The fellow is encouraged to think of the Block as a laboratory for testing ideas germane to a potential dissertation topic or as a site for research connected to a graduate seminar. In some cases, original research may translate into a contribution to a museum catalog, an important step in establishing a publication record.

The Block Graduate Fellowship provides direct experience with the curatorial process and may be of value to students who wish to investigate translating their academic work into future museum careers. Exhibitions provide a meaningful bridge between scholars and a broader public, making new thinking in the field accessible beyond the academic community. The fellowship may also be of value to those committed to careers as university-based art historians. Supporting faculty and student use of the Study Center may lead to innovative thinking about how to use works of art in

teaching across disciplines.

Award Details

The year-long fellowship begins with the academic year in September and ends in August. Fellows work fifteen hours per week except holidays, midterms, and finals. The fellowship allows the recipient to bank four quarters of funding to be used in the sixth year if it is obtained during the student's first five years.

Requirements

The position requires strong research and writing skills and a desire to think creatively in a collaborative work environment. Innovation and willingness to think outside the box are core values. Block fellows must also be comfortable communicating effectively with diverse constituencies about the museum's exhibitions, collection, and programs. Attention to detail and computer literacy are essential. Applicants must be in good standing with the department.

Instructions

Applications for the Block Fellowship are due to the department in mid-March, through a Smartsheet circulated by the PA. The application includes:

- A cover letter describing your interest in the fellowship, your research goals and career aspirations, and your specific qualifications or coursework that makes you a strong candidate.
- A current 2-page CV.

Deliberation

After initial vetting by the CGA, the selection of the Block Fellow is made by the Block Museum. Notification is made around mid-April.

Teaching within the Department

In response to graduate student interest, the Department launched a pilot program in Spring of 2024 through which graduate students can teach a 300-level lecture course in the Department. Students in advanced writing stages of their dissertation or recent PhDs (1 year from graduation) are eligible to apply. Teaching a standalone course may be funded from the Department's teaching expense budget, meaning that primary instructors who are otherwise unfunded receive adjunct pay rates as denoted in the faculty salary table. Because of this, compensation may be lower than the graduate stipend.

Teaching opportunities will correspond to teaching needs in the Department, especially related to faculty leaves or departures. Please look at the Suggestions for Course Offerings document for general information about 300-level course offerings; this document was last updated in May 2023. Students could be called upon to teach any quarter in the year.

Applications should consist of the following materials assembled in a single PDF file and submitted via Smartsheet, which the GA-PA will circulate near the beginning of Spring quarter:

- 1) a one-page statement with your course title and description, as well as a statement of how your research or professionalization would benefit from teaching this class
- 2) a two-page CV

Please submit the application after consultation with your primary dissertation advisor.

Applications will be reviewed by the Curriculum Committee. The committee will aim to decide by mid-April, yet applicants ought to be aware that course planning is one of the most complex tasks in the department given its many variables (e.g. awaiting the outcome of fellowship competitions that can result in research leaves). We welcome applicants with the academic training and experience most appropriate for our available classes who show a commitment to fostering a diverse, equitable, and inclusive working and learning environment.

Rolling Grants and Funding Opportunities

TGS Grants

If you receive one of the grants listed below, you will receive a notification from TGS that includes a grant period for your funds. This is typically one year from the date of issuance, so it may not align with the fiscal year. Please note that your request for these funds (either as a cash advance and reconciliation or an expense report, see below for more details) must make it all the way through the university approval process before that end date. Submissions not all the way through the approval process will not be approved by TGS and you will not receive the grant monies. Therefore, we recommend you submit for this reconciliation or reimbursement to the GA-PA at least one month prior to the end of your grant period.

Most of the grants listed below require a letter of recommendation from your advisor; please keep this in mind as you make plans to apply.

TGS Conference Travel Grants (CTG)

A Conference Travel Grant (CTG) provides funds to doctoral students to help defray the costs associated with presenting research at conferences. A general overview of the grant as well as

eligibility requirements can be found on TGS's [website](#) under "Conference Travel Grant."

Please note that while this grant has rolling deadlines, grants are given by quarter, according to the date of the conference. At the time of this writing, the quarterly application portal opens five weeks before the first allowed travel date (i.e. five weeks before August 17, December 1, March 1, and June 1). Quarterly application portals remain open only as long as there are still funds to award. In recent years, funds have been completely dispersed very soon after the portals open. Therefore, you're advised to think ahead and plan to apply on the date the application portals open.

TGS Graduate Research Grants (GRG)

GRGs are intended to help PhD and MFA students in historically underfunded disciplines (including Art History) meet expenses related to scholarly research and creative endeavors. For a full description, please see the TGS [website](#) under "Graduate Research Grant."

There are two grant cycles per academic year, opening on October 14 and March 10. As stated above, these funds run out very quickly, so students are encouraged to think ahead and apply proactively.

TGS Career Development Grant Program for Humanists and Social Scientists

This grant is intended to facilitate the next professional steps for TGS students after graduate school, whether they are on the conventional academic path or otherwise. The award may be used to cover costs directly related to a job search, such as production costs for job market materials or travel to an interview. For a full description, please see the TGS [website](#) under "Career Development Grant."

Please note that while this grant has a rolling deadline, it opens on September 1 and remains open as long as there are funds. As with most TGS awards, in many recent years, funds have been fully committed very soon after the grant period opens.

Other TGS Grants

For a full list of TGS grants, please see the TGS [website](#). There you will find more information on Dependent Care Professional Development Grants, Dissertation Proposal Development Program, Interdisciplinary Conference Travel Grants for those in Mellon Clusters, and Co-sponsorship Grants for events.

Other Northwestern Funding Sources

Cluster Programs

If you are a member of an Interdisciplinary Cluster, additional funding may be available for conference travel or dissertation-related research. Check with your Cluster Director.

Travel and Reimbursement Policies

Reimbursement Procedures

Many awards are disbursed in taxed, lump-sum payments added to your monthly paycheck. However, some awards are only disbursed after the relevant expenses. The Department can assist you in these cases by issuing you a cash advance, if your expenses will exceed \$500 (please note: cash advances cannot be requested for flights).

Cash Advance with Reconciliation

A cash advance is an untaxed way to get the grant monies into your bank account before the expense occurs. This process is fast; funds appear in your direct deposit account typically the day after the cash advance request is submitted and approved.

To apply for a cash advance, fill out the expense report coversheet available through the Resources for Current Students>Funding Resources. List your estimated expense; you don't need to have completed a purchase at this stage. Attach to this cover sheet anything to support your estimations (i.e. a screenshot of the [per diem rate of your destination](#), a screenshot of sample hotel room prices, etc.) Again, flights cannot be included as part of your estimated expenses for the purpose of the cash advance.

Within three days of your return, revise this coversheet to show your actual expenses with documentation (usually a receipt) for each expense. If you are using per diem payments to reconcile the cash advance, no receipts are necessary; a screenshot of your boarding pass on your arrival and departure days is sufficient. Send this to the GA-PA for processing. This second coversheet *must* show expenses that are equal to or exceed your cash advance. If you cannot prove this, you may owe the university money back.

Expense Reimbursement with Expense Reports (ERs)

If you don't want a cash advance or your grant is less than \$500, the process is very similar to that of the cash advance described above. The difference is that you never need to create the "estimated" cover sheet with estimate documentation. You simply complete a coversheet with your actual expenses and documentation of those expenses and send them to the GA-PA for

processing.

After the GA-PA enters your ER, you will get an email asking to approve it. If you do not complete this step, you will not be reimbursed.

After the ER is fully approved (this can take a few weeks, depending), the money will be deposited into your direct deposit account.

Notes about actual expense documentation:

- Meals need an itemized receipt as well as the credit card signature receipt, unless you are using per diem costs for your meals during your trip.
- Per diem rates are provided by the General Services Administration (domestic) or State Department (international) and easily found by googling domestic or international per diem. Please include a screenshot of the appropriate government agency's per diem rate if you are using per diem rather than meal receipts. You are only allowed to apply for 75% of per diem on the first and last day you travel. Please show your math on the cover sheet.
- Note that per diem is only acceptable for meals, which is listed as the Meals & Incidentals (M&IE) per diem rate.
- The financial office likes to see proof that you did what you said you would on the travel, so including a photo of you in an archive, at a museum or conference, etc., is very helpful to include.
- Boarding passes are necessary; please take a screen shot of your boarding pass if it is mobile. Please do this at the airport; these tend to disappear after the flight is completed and become unrecoverable.
- If your expenses are in a foreign currency, you will need a completed conversion *for each expense*. Simply showing a conversion rate is not enough. Google Oanda currency converter, making sure you not only select the correct currencies but the correct date of the expense as well. A screenshot of the convertor showing the original expense amount and the outcome of the conversion will be required for each expense.

University Travel Policies

During your tenure as a student, you will occasionally travel for research, conferences, or the Summer Seminar. Northwestern requires all graduate students traveling abroad to follow additional requirements for their safety and protection, which can be found on the TGS [website](#), under "International Travel."