

# **Bridwell Library Visiting Scholars And Visiting Ministers Fellowships Procedures and Guidelines 2013-2014**



This document is designed to provide information to prospective and current Bridwell Library Fellowship recipients. If you are a newly awarded fellow, you are required to review these guidelines before you submit the *Fellowship Acceptance Form*.

If you have any questions about the fellowship process, please contact the Bridwell Library administrative assistant at (214)768-3483 or [bridadmin@smu.edu](mailto:bridadmin@smu.edu).

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# Table of Contents

<b>Introduction</b> .....	3
<b>Eligibility</b> .....	3
<b>Fellowships</b> .....	3
<b>Terms of the Award</b> .....	3
<b>Applying for the Fellowship</b> .....	4
<b>Accepting the Fellowship</b> .....	4
<b>Reviewing the Fellowship Guidelines</b> .....	4
<b>Completing and Returning the Required Forms</b> .....	5
Fellowship Acceptance Form .....	5
W-9 .....	5
<b>Preparing for your Residency</b> .....	5
Selecting a Residency Period.....	5
Travel and Lodging .....	5
Finances .....	6
<b>Resources Available to Fellows</b> .....	6
Private Study Carrel in Bridwell Library.....	6
Copy Card .....	6
Computers.....	6
Parking.....	6
<b>Information for international Fellows</b> .....	6
Applying for the J-1 Visa .....	6
Selecting a Residency Period.....	7
Receiving Payment in the U.S. ....	7
Orientation with the SMU International Office .....	7
<b>Arriving at Bridwell Library</b> .....	7
Getting your SMU ID Card .....	7

## **Introduction**

Each year Bridwell Library of the Perkins School of Theology at Southern Methodist University offers six, one-month fellowships of independent study. Three fellowships are open to scholars researching any subject covered by the library's collections. Two are set aside for active and retired ministers. One is reserved for research in Methodism and related areas. All are designed to encourage in-depth use of the library's collections for study and research.

Bridwell Library holds approximately 400,000 items in religion, theology, and related fields. Its substantial collections make it an especially valuable resource for scholars and ministers wishing to further their theological knowledge and understanding.

Special collections include extensive holdings in theological, liturgical, and devotional texts from the fifteenth to the nineteenth century with particular emphasis on English sermons, religious polemic, and church history. The works of John Wesley and his colleagues and critics are found in first and early editions. In addition, Bridwell Library houses a significant Bible collection, including medieval manuscripts and scrolls, major monuments of fifteenth-century printing, important translations and commentaries of the Reformation period, missionary Bibles in diverse languages, and modern fine press editions. Please inquire about other areas of concentration.

## **Eligibility**

The program is open to all active scholars from Ph.D. students to retired professors and to religious leaders of all faiths. The stipend is meant to help defray research, travel, and living expenses during the tenure of the award. Preference will be given to applicants from areas outside the Dallas/Fort Worth metroplex.

## **Fellowships**

The fellowships are awarded to facilitate a one month, intensive, individual study on an uninterrupted basis in Bridwell Library.

- Three *Bridwell Library Visiting Scholar's Fellowships* for research in any area represented in the library's holdings.
- Two *Bridwell Library Visiting Minister's Fellowships* for research in any area represented in the library's holdings.
- One *Bridwell Library Center for Methodist Studies Fellowship* for research in Methodism and related fields.

## **Terms of the Award**

- Each fellowship comes with a stipend of \$3000 to help cover the costs associated with undertaking such a period of study.
- Recipients are responsible for making their own travel and housing arrangements; information on housing available on campus will be provided.
- Each fellow will be assigned a private study carrel in Bridwell Library.

- Public Services staff will offer an orientation meeting and a tour of the library. Assistance in using Bridwell Library's collections will be available throughout the study period.
- The month-long study period may be scheduled at any time during the year from July 15, 2013 through May 31, 2014.

## **Applying for the Fellowship**

Applicants should send the following to the address below:

- The *Bridwell Library Fellowship Application Form* available at <http://smu.edu/bridwell>
- Curriculum vitae no more than two pages in length
- A research proposal no more than two pages in length, addressing specifically the relationship between the proposed research project and Bridwell Library collections
- Two supporting letters from professional and/or academic references (please include names, addresses, and telephone numbers)
- Your contact information including phone number, surface mail address, and e-mail address.

The deadline for applications is Friday, March 1, 2013.

Awards will be announced by Friday, March 22, 2013 by mail and/or e-mail.

Your application materials may be sent by surface mail or e-mailed to:

Administrative Assistant  
Bridwell Library  
Southern Methodist University  
PO Box 750476  
Dallas, TX 75275-0476

[bridadmin@smu.edu](mailto:bridadmin@smu.edu)

## **Accepting the Fellowship**

An individual who has been awarded a fellowship will receive notification by mail and/or e-mail. If you received a fellowship, you must complete and submit all relevant paperwork by the date indicated on your *Fellowship Acceptance Form*.

## **Reviewing the Fellowship Guidelines**

Accepted applicants must review the guidelines outlined in this document. By accepting the fellowship, each fellow is agreeing to all of the terms described within.

\*\* Please note that these guidelines are updated regularly in accordance with Southern Methodist University policies and federal procedures.

If you are not a U.S. citizen or resident who holds a U.S. passport, please be sure to review the *International Fellows* section.

## **Completing and Returning the Required Forms**

### ***Fellowship Acceptance Form***

An accepted fellow will receive a *Fellowship Acceptance Form* with the acceptance letter. S/he must complete this form and return it to Bridwell Library by the date indicated on the top of the form. If we have not received a confirmation from the fellow before that date, we will offer the fellowship to another applicant. If you have questions about the form or need a new one, please contact the Bridwell Library administrative assistant at (214) 768-3483.

### **W-9**

U.S. citizens are required to fill out a W-9 in order to receive the stipend. The Bridwell fellowship stipend is subject to U.S. income tax. A blank W-9 form will be provided to U.S. citizens with the acceptance letter.

\*\* Please note that international fellows must submit additional forms. Please see the *International Fellows* section for more information.

## **Preparing for your Residency**

### **Selecting a Residency Period**

It is the fellow's responsibility to fulfill the terms of residency between July 15, 2013 and May 31, 2014. Each fellow must select a residency period of one month in length. The month long period does not have to coincide with the beginning and ending of a single month. For example, you could begin your fellowship on October 13 and complete it on November 12. Fellowships cannot be divided into more than one period of stay in Dallas.

Each fellow is asked to provide three date options for the fellowship period on the *Fellowship Acceptance Form*. Due to the number of fellowships awarded, these dates are not guaranteed. We will be in contact with each fellow about dates.

\*\* Please note Bridwell Library hours are subject to change throughout the year depending on the academic calendar and the official SMU holidays. Please visit <http://smu.edu> and <http://smu.edu/bridwell/> for more information.

## **Travel and Lodging**

Each fellow is responsible for making all travel and lodging arrangements, incurring associated expenses, and then self-reimbursing with the fellowship payment. We offer use of the Bridwell apartment for \$900 a month. If the fellow chooses to rent the apartment, the \$900 fee will come out of the stipend. The apartment is located in a dormitory on campus very close to Bridwell Library. It is a small apartment consisting of a bedroom, living area, kitchen, and bathroom complete with bed sheets and towels.

A fellow wishing to rent the apartment indicates this on the *Fellowship Acceptance Form* along with the dates in which s/he would be available to complete the fellowship. While we try to accommodate first date choices, they are not guaranteed, and we will work with you to find an acceptable residency period.

## **Finances**

A fellow does not receive the \$3,000 fellowship payment until after arrival at Bridwell Library for the fellowship stay. Generally, the stipend arrives within the first week of the stay. It is always in the form of a check. Because check requests have varying processing times, we recommend that each fellow arrive in Dallas with enough money to fund their entire stay.

## **Resources Available to Fellows**

### **Private Study Carrel in Bridwell Library**

Each fellow is given a private study carrel in Bridwell Library. The carrel has a phone, Ethernet jack, and can be locked when the fellow is not using it.

### **Copy Card**

A copy card with \$20.00 prepaid is provided for the fellow upon arrival. If a fellow wishes to refill the copy card, it is his/her responsibility to fund additional copies.

### **Computers**

Each fellow is encouraged to bring a laptop with them as library computers are in-house use only. The Bridwell Library administrative assistant will set each fellow up with access to the SMU wireless network.

### **Parking**

Due to the complexity of obtaining a parking pass and the crowded parking at SMU, we suggest not having a vehicle with you during your stay. D.A.R.T. (Dallas Area Rapid Transit) has two stops on the SMU campus, and there are several grocery stores, restaurants, and shops within walking distance. Ask a Park 'N Pony staff member for more information about acquiring a D.A.R.T. pass. If you still require a vehicle while on campus, please inform the Bridwell administrative assistant to discuss parking options. Bridwell Library will not reimburse a fellow for any SMU parking violations. More parking information can be found at <http://smu.edu/parknpony/default.asp>.

## **Information for International Fellows**

You are considered an international fellow if you are not a citizen or resident of the U.S. and do not hold a U.S. passport. International scholars should indicate their status as such on the *Fellowship Acceptance Form* and carefully read the information below.

### **Applying for the J-1 Visa**

The J-1 visa is the only appropriate visa for fellowships, in accordance with SMU and federal policies. This visa status is a nonimmigrant status designated for exchange visitors, such as international professors or scholars who are participating in a temporary program. Please note that a fellow is responsible for ensuring that s/he has the proper paperwork to study in the U.S. during the residency.

If you feel that the J-1 status is not suitable for you, please notify the Bridwell Library administrative assistant at [bridadmin@smu](mailto:bridadmin@smu) or (214)768-3483 as soon as possible.

### **Selecting a Residency Period**

Please note that the arrival and departure dates that you submit on the *Fellowship Acceptance Form* will be reflected on your DS-2019 and all other immigration-related documentation. If this date must change for any reason, you must notify the Bridwell Library administrative assistant at [bridadmin@smu](mailto:bridadmin@smu) or (214)768-3483 immediately.

### **Receiving Payment in the U.S.**

Each fellow must have a U.S. Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) to receive their stipend. Fellows who are ineligible to obtain a SSN will need an ITIN. This process can take up to several months to process and should be started directly following the notification of acceptance. We recommend that all fellows arrive in Dallas with enough money to fund their entire stay.

If you are a non-resident alien in the U.S., tax in an amount of up to 30% will be withheld from your stipend. However, if your country has a tax treaty with the United States, you can try to recover the taxes by filling out a U.S. tax return.

### **Orientation with the SMU International Office**

A J-1 exchange visitor must attend a mandatory orientation with the International Office upon their arrival to Dallas. The Bridwell administrative assistant will schedule this appointment for you.

## **Arriving at Bridwell Library**

Please make arrangements to arrive at Bridwell Library between 8:00 a.m. and 4:00 p.m. Monday – Friday.

When a fellow arrives at Bridwell, s/he should check in at the front desk of the administrative office on the second floor. A brief orientation to the library and introduction to the appropriate library staff will be provided. The administrative assistant will provide information about the Bridwell apartment if it is being rented by the fellow.

## **Getting your SMU ID Card**

Each fellow will receive a letter from the administrative assistant on SMU letterhead upon arrival at Bridwell Library. The letter, along with a passport or driver's license, should be taken to the Park' N Pony. It is open Monday through Friday 8:30 a.m.–4:30 p.m. They will take a picture of the fellow and print an SMU ID card.

In order to check out books from Bridwell Library, a fellow must first get the SMU ID card validated at the Bridwell Library circulation desk. The circulation manager can assist with this process.