

**INSIGHT FELLOWSHIP PROGRAM 2019
APPLICATION DETAILS**

Thank you for applying to the 2019 Insight Fellowship Program. The Selection Committee looks forward to receiving your materials and reviewing your application. Please carefully review the Insight Fellowship Components and Guidelines prior to submitting your application.

The following items must be received in their entirety by January 8, 2019 for your application to be considered:

	Component	Date Sent
1	Applicant Contact Information	
2	Post-Secondary Education History and Official Transcripts	
3	Letter of Recommendation - 1	
	Letter of Recommendation - 2	
	Letter of Recommendation - 3	
4	Resume / Curriculum Vitae	
5	Cultural Experience – 750 words	
6	Interest in Alternative Dispute Resolution – 250 words	
7	Fellowship Proposal – 1000 words	
8	Personal Statement – 1000 words	
9	Challenges – 250 words	
10	Application Survey	
11	Attach Photograph (Optional)	

All materials should be mailed to:

Insight Collaborative
Attn: Fellowship Selection Committee
199 Sudbury Rd Unit 1C
Concord, MA 01742

Please mark these important dates on your calendar:

Application Deadline	Monday, January 8, 2019
Finalist Selection Date	Tuesday, February 19, 2019 You will be notified on or before this date via email.
Online Interview	On or about Saturday March 9 & Sunday March 10, 2019
Fellowship Decision	Monday, March 25, 2019
Concord, MA Placement Begins	Monday, June 3, 2019

Questions? Please call Insight Collaborative at +1.617.948.0006.

INSIGHT FELLOWSHIP PROGRAM 2019 APPLICATION FORM

1. Applicant Contact Information

Name

Current Address

Until?

Permanent Address

Telephone

Mobile Telephone

Email

2. Post-Secondary Education History and Transcripts

Applications must include official current transcripts for all post-secondary education. Please mail official transcripts with your application, or indicate that they will be sent under separate cover.

Institution	From MM/YR	To MM/YR	Sent Separately?

3. Three Letters of Recommendation

Please provide three sealed letters of recommendation. At least one of the letters should be from a faculty member. Letters of recommendation should address the applicant's personal qualities, academic abilities, and fit with the role and responsibilities of serving as an Insight Fellow.

Name and Title	Contact Information	Sent Separately?

4. Resume / Curriculum Vitae

Please send a one-page resume or curriculum vitae with your application materials.

APPLICANT STATEMENTS

Please begin your response to each item at the top of a new page. Include your name, the item number, and the item title on the top of each page. Your responses must not exceed indicated word limits, and should be double-spaced in a font no smaller than 11-point.

5. Cultural Experience

In no more than 750 words, please list any traveling you have done, cultural experiences you have had, and any ability to speak foreign languages.

6. Interest in Alternative Dispute Resolution

In no more than 250 words, please describe your interest and any applicable experience in alternative dispute resolution and conflict management.

7. Fellowship Proposal

In no more than 1000 words, please propose placements you would like to experience during the Fellowship. Describe in as much detail as possible where you might go, with what individuals or organizations you might work, what activities or opportunities each placement might involve, and any specific goals you might set for your time during the placement. Be sure to note any connections you see between the placement and the Insight Fellowship Guidelines.

8. Personal Statement

In no more than 1000 words, please describe who you are and who you would like to be. Your response is an opportunity to provide the Insight Collaborative with a sense of who you are as a person. You might address why the Insight Fellowship interests you, what you hope to achieve during the Fellowship year and beyond, or anything else that you think will help Insight Collaborative understand why you are suited to be an Insight Fellow.

9. Challenges

In no more than 250 words, please describe any obstacles or challenges that you face and/or hope to overcome during the Fellowship (e.g. pre-existing commitments, family obligations, fear of flying).

10. Application Survey

In the interest of promoting this unique Fellowship opportunity to as many qualified individuals as possible, it would be helpful for us to get your feedback on the following questions.

- How did you hear about the Insight Fellowship (e.g., via a friend, via a university communiqué, via your own search methods, etc.; please be as specific as possible)?
- When did you hear about the Insight Fellowship?
- How did you find the application deadline date in terms of other commitments and obligations? Would you recommend a different application deadline earlier in the academic year that would allow you more time to focus on the application?
- Do you have any suggestions as to how we could better promote the Insight Fellowship in the future (e.g., newsletters, advertisements, notification of specific university departments or organizations, better application deadline dates, etc.)?
- Do you have any suggestions as to how to improve the application process (e.g., were the questions we asked clear enough, were certain aspects of the application process particularly onerous, did you feel that you had the opportunity to best promote yourself to us, etc.)?

11. Attach Photograph Below (Optional)
