Portal Guide: History of Art Institutional Fellowship Application

Only those Ph.D. candidates who are U.S. citizens or are matriculated at an American university, and have been nominated by their Art History Department, may apply for a History of Art Institutional Fellowship.

Assistance

- If you believe pages in your portal are displaying incorrectly, or if a record seems to disappear, troubleshoot by refreshing your browser.
- For technical assistance with the portal or your application, contact the Foundation at grantportal@kressfoundation.org. You should expect a response within four (4) business days. You may also call our office at (212) 861-4993 during business hours (Monday through Friday, 9:00am - 5:00pm EST).
- For questions about the requirements of the Institutional Fellowship application, please consult the website, or email info@kressfoundation.org.

Register for Portal Access

- If you have been nominated to apply for an Institutional Fellowship, visit the Kress Grantmaking Portal landing page at https://kressfoundation.fluxx.io and click the appropriate link to register for portal access.
- Portal login credentials will be sent to you via email within four (4) business days.

Read the Portal Guide

- Once you have access to the portal, navigate to the **INFORMATION** section and read the **Welcome Page** and **Portal Guide** before beginning your application. The **Portal Guide** will be especially helpful as you work on your application.

Begin Your Application

1. Log in to the grantmaking portal at https://kressfoundation.fluxx.io.
2. Navigate to the **INFORMATION** section and click the **Application Forms** link in the menu on the left.
3. Click the green Apply for an Institutional Fellowship button. You only need to click this green button **once**. To access your application after saving, navigate to the **Application Draft** link in the **REQUESTS** section.
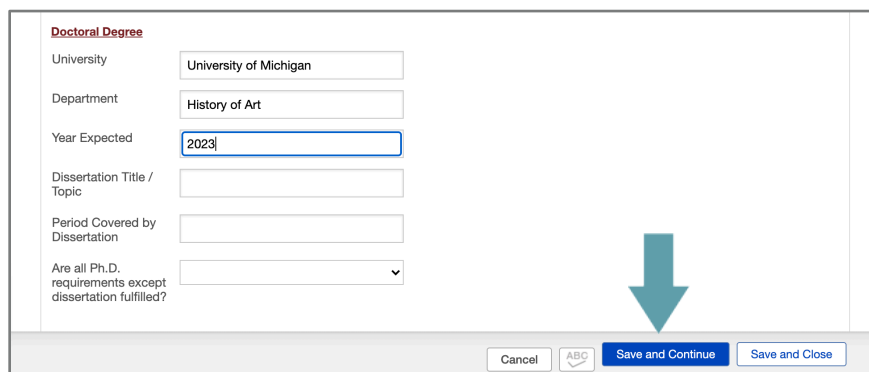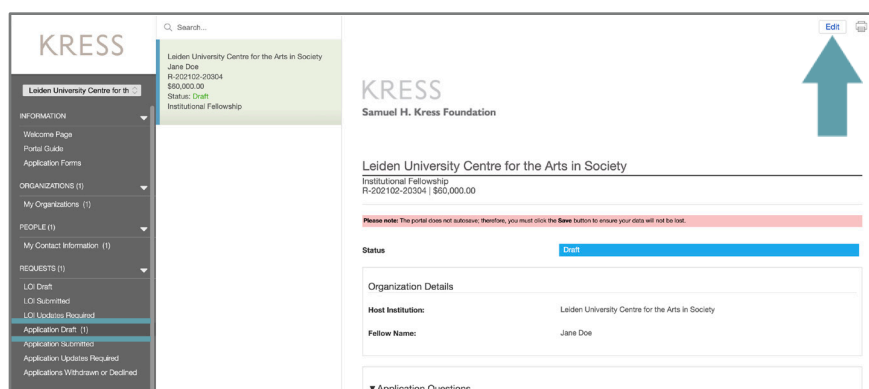
Save Your Application

The grantmaking portal does not auto-save so be sure to save your work every time you edit.

- Click the **Save and Continue** button if you want to continue working on your application or the **Save and Close** button if you are done. Both are located at the lower-right of the screen.
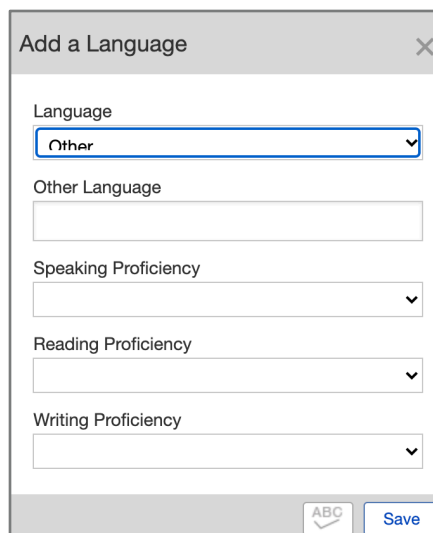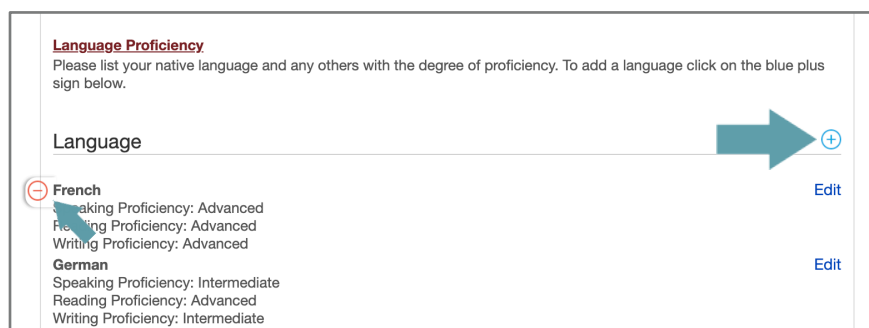

Edit Your Saved Application

1. Navigate to the **REQUESTS** section and click the **Application Draft** link in the menu on the left.
2. Click on your saved application in the list view.
3. Click the **Edit** button in the upper-right of the screen.

Add a Language

- Click the blue plus (+) sign each time you want to add a language.
- To delete a language group, hover your cursor over the group and click the red minus (–) sign.
- To edit the language group, click **Edit**.
- To add a language not listed, select **Other** and populate the **Other Language** field

Add a Recommendation

- Click the blue plus sign to add the name and email of your recommenders.
- The status of each recommendation will appear below each individual's name.
- If your application is missing recommendations, but is otherwise complete, you may submit the application. When the Letter of Recommendation is subsequently submitted, it will be attached to your application.
- You will receive confirmation via email when each Letter of Recommendation has been received.

Recommendations

Three (3) letters of recommendation are required. Please provide the name and email address of your Department Chair, Dissertation Advisor, and Scholar who will provide recommendations. If your Department Chair is also your dissertation advisor, please select an additional scholar so there are three (3) letters of support in total. The individuals will receive an email with a link at which they can submit their letters. Click on the blue plus sign below to add a name.

Recommendations ⊕

Chris Smith | chair@university.edu

Recommendation needed

Request A Recommendation ✕

First Name

Last Name

E-Mail

ABC | Create Recommendation

Edit a Text Box

Click the **Edit** button in the upper-left of the screen to add text to your application.

- You may copy and paste text from Microsoft Word, or any other text editor, into the text box
- The character limit for each section can be found directly below the text box. Once text is added to the box, the number of remaining characters will be displayed.

Additional Information
Summary of the proposed dissertation research project.

Characters left for field:15000

A description of the proposed research plan, emphasizing the need to be at the institution you have selected. You may also include, if appropriate, a description of proposed extended travel within Europe.
If you are applying to the fellowship in London, jointly administered by the Courtauld Institute of Art and the Warburg Institute, you must make clear in this section that you have considered the resources available at both institutions.

Characters left for field:9000

A description of the work completed on the dissertation.

Characters left for field:3000

Add Other Grants

If you are applying for other fellowships or grants to support your dissertation research, please click the blue plus sign to list the other awards.

Please list all other grants for which you are applying. Include the name of the award, the amount for which you are applying, the time period, and aspect of your project the award covers (i.e. travel, housing, any aspect). Click the blue plus sign below to add a grant.

	Name of Award	Amount	Start Date	End Date	Aspect of your project this award covers
1	Fellowship	5,000	02/24/	02/23/	travel
2					

Upload Documents

Click the blue plus signs to add the following required documents:

1. Annotated Bibliography (5 pages max.)
2. Budget
3. Curriculum Vitae
4. Official Transcript

- A pop-up box will appear. Click **Add Files**. Select your document, and click **Start Upload** to add it to the application.
- To update or delete an already uploaded document, use the icons to the right of the uploaded file. Please note, if you wish to upload a new version of a document, it must be the same file type, e.g. you can only replace a Word document with another Word document. If you wish to upload a different file type, delete the document and hit **Save and Continue**. You may then upload a different file type.

Requested Documents

Please upload the following documents (.doc, .docx, .pdf, .xls are all acceptable file formats):

A budget indicating the major anticipated expenses for the fellowship period.

An official PhD transcript

Images (if applicable)

Requested Documents Uploaded

Curriculum-vitae.pdf
A copy of your current curriculum vitae
Added by Jane Doe at 2:47 PM on February 10, 2021

Annotated-bibliography.docx
Annotated bibliography containing works of primary concern to the proposed topic. Maximum length five (5) pages.
Added by Jane Doe at 2:47 PM on February 10, 2021

Upload files
Select or drag files then start upload

Filename		Size	Status
Budget.pdf	A budget indicating the major anticipated exp ⌄	438 KB	0%
		438 KB	0%

Add files   Start upload

Submit Your Application

- When your application is complete and you have uploaded all the required documents, you can send your materials to the Foundation for review by clicking the **Submit** button in the lower-right of the screen.

Requested Documents Uploaded

Curriculum-vitae.pdf
A copy of your current curriculum vitae
Added by Jane Doe at 2:47 PM on February 10, 2021

Annotated-bibliography.docx
Annotated bibliography containing works of primary concern to the proposed topic. Maximum length five (5) pages.
Added by Jane Doe at 2:47 PM on February 10, 2021

▶ Post Award Documents

You may save your work at any point and return to this form as often as you like by clicking the SAVE button below.
Once your application is complete, you must click the SUBMIT button to submit your application for review.
You do not need to add any notes to the pop up box. Simply hit 'OK'. Once your application is submitted, it will be available to you in a read only state in the Application Submitted section. Institutional Fellowship applicants are typically notified of the status of their applications by the end of March.
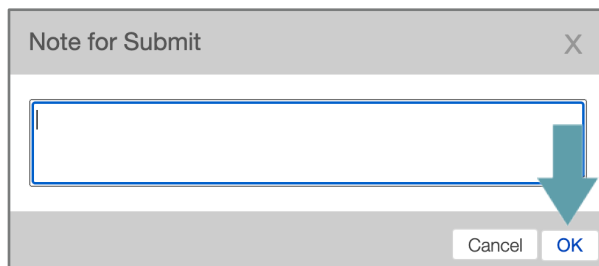
Withdraw   Submit

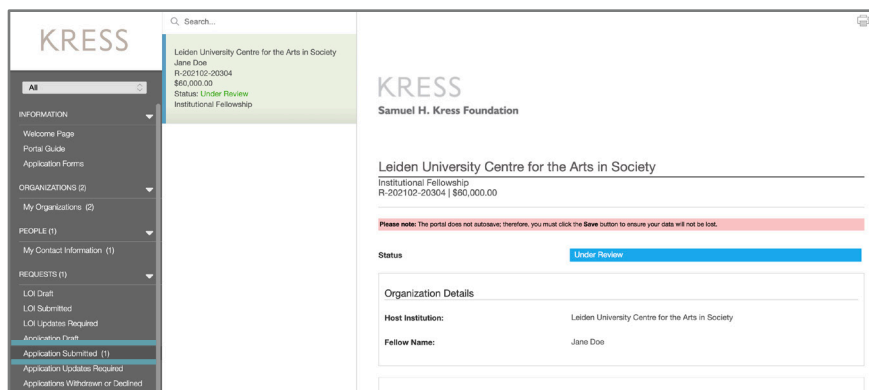## Submit Your Application, continued

- Once you click **Submit** a pop-up box will appear. You do not need to add any notes to the box, simply hit **OK**.
- Your read-only application will now appear in the **REQUESTS** section under **Application Submitted**.
- Submitting an application will disable further editing so please ensure that you have completed your work. If the application is submitted prematurely, please contact Foundation staff via email at grantportal@kressfoundation.org.
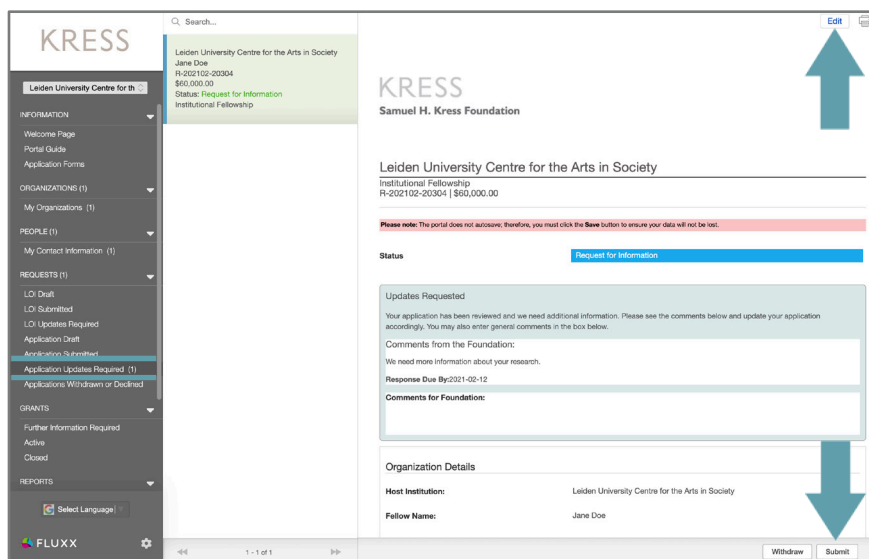

Questions and Requests from the Foundation

- If the Foundation has questions or requests regarding your application, you will receive a notification email directing you back to the portal.
- Navigate to the **REQUESTS** section and click the **Application Updates Required** link in the menu on the left.
- Select your application from the list view and click the **Edit** button.
- A blue box with communication from Foundation staff will appear at the top of your application to guide your updates.
- You can leave a comment for Foundation staff in this box if you choose.
- When you are finished making changes, you must click the **Submit** button in the lower-right to re-submit the application to the Foundation.