

# Bridwell Library Fellowship Procedures and Guidelines 2024



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 Michelle Ried, the Bridwell Library Operations and Programs Manager at (214)768-3483 or [mried@smu.edu](mailto:mried@smu.edu).

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## Bridwell Fellowships

### Introduction

Each year Bridwell Library of the Perkins School of Theology offers fellowships promoting independent study via on site access to the library's rich collection of resources.

- *Bridwell Library Visiting Scholar's Fellowships* promote and facilitate scholarship requiring use of the library's rare books, manuscripts, or archives collections;
- *Bridwell Library Center for Methodist Studies Fellowships* promote and facilitate scholarship in Wesleyan traditions;
- *The Bridwell Library Visiting Minister's Fellowship* promotes and facilitates reflective study for active clergy persons.

Bridwell Library holds over 400,000 volumes on religion, theology, and related fields and offers access to more than one million Methodist-related archival documents, photographs, and recordings.

[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. 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.

Special collections holdings are also rich in literature, history, philosophy, art, and provide information critical to the study and understanding of textual transmission and the development of the book arts.

The [archives](#) at Bridwell Library comprise extensive holdings of Methodist-related primary resources generated by bishops, ministers, missionaries, educators, institutions, and organizations.

### Terms and Requirements

- Each fellowship consists of a stipend of \$1,000/week for up to two weeks to help defray travel, living, and research expenses.
- Fellows are expected to conduct their research at Bridwell Library.
- Applicants must reside at least 100 miles away from the Southern Methodist University campus (Dallas, TX), in order to be eligible.
- Recipients are responsible for making their own travel and housing arrangements; SMU provides a list of accommodations with discounted university rates: [where to stay](#).

- Fellows publishing materials resulting directly from the study period are expected to acknowledge the Bridwell Library Fellowship and Bridwell Library resources in the work and provide one copy for the library collections.
- The fellowship period for the *Visiting Scholar and Center for Methodist Studies Fellowships* may be scheduled at any time during the year from June 1 of the year in which the award is made through May 31 of the following year. The fellowship period for the *Visiting Minister's Fellowship* should be scheduled to include the November 16-17, 2024 Convocation. Other Fellowships may be awarded on a special "as determined" basis.

### **Eligibility**

- *Bridwell Library Visiting Scholar's Fellowships* are open to active scholars utilizing rare books, manuscripts, or archives collections;
- *Bridwell Library Center for Methodist Studies Fellowships* are open to active scholars researching Methodism and related faith traditions;
- The *Bridwell Library Visiting Minister's Fellowship* is open to active clergypersons.

### **Applying for the Fellowship**

#### **Applicants should send the following information to the address below:**

A completed Bridwell Library Fellowship Checklist and Application Form:

- A curriculum vitae or resume;
- A research proposal of no more than two pages in length describing the proposed research project and the Bridwell Library collections that would be utilized;
- Two letters of reference
- These materials should be sent by postal or electronic mail to:

**Michelle Ried**

**ATTN: Bridwell Fellowships**

Bridwell Library

Southern Methodist University

PO Box 750476

Dallas, TX 75275-0476

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

**To be considered, all application materials must be at Bridwell Library by Wednesday, February 26, 2024**

**Awards will be announced by postal or electronic mail.**

For additional information, email [mried@smu.edu](mailto:mried@smu.edu) or call 214-768-3483.

## **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.

## **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. The days of residency must be concurrent and fellowships cannot be divided into more than one period of stay in Dallas.

**FELLOWSHIP RECIPIENTS WILL HAVE TO CONFIRM VISITATION DATES AND READING ROOM SCHEDULING WITH ARVID NELSEN (Curator for Rare Books and Manuscripts and Librarian for Special Collections, [arvid@smu.edu](mailto:arvid@smu.edu)) PRIOR TO VISITING.**

**Unless otherwise indicated, 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://www.smu.edu/Bridwell/About/Hours> 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 stipend. A listing of hotels near campus is available on the “[where to stay](#)” website published by SMU.

### **Finances**

A fellow does not receive the 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 wireless Internet and can be locked when the fellow is not using it.

#### **Computers**

Each fellow is encouraged to bring a personal laptop as library computers are in-house use only. The Bridwell Library 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 grocery stores, restaurants, and shops within walking distance. Ask an [SMU Parking and ID Card Services](#) 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 <https://www.smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices/Information/visitors>.

## 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 Operations and Programs Manager at [mried@smu.edu](mailto:mried@smu.edu) or (214)768-3483 as soon as possible.

International applicants please note the following requirements set forth by the U.S. Department of State for university-sponsored exchange visitors:

**1) English-language requirement:** All visiting professors, research scholars, and short-term scholars sponsored under the Southern Methodist University J - Exchange Visitor Program must possess sufficient proficiency in the English language to participate in his or her program.

Objective measures include:

- A recognized English-language test such as TOEFL;
- Signed documentation from an academic institution or English language school; or
- A documented interview conducted by the sponsor either in-person or by telephone.

**2) Health insurance requirement:** Federal regulations require that sponsors (colleges, universities or agencies that promote educational exchange) monitor insurance coverage for all international visitors. Effective November 14, 2017, minimum coverage is as follows:

- \$100,000 per accident & illness
- Annual Deductible cannot exceed \$500
- Coinsurance cannot exceed 25%
- Medical evacuation coverage must be at least \$50,000
- Repatriation of remains coverage must be at least \$25,000
- Includes reasonable waiting period for pre-existing conditions
- Carrier must be at least A- rated or backed by the full faith and credit of the Exchange Visitor's government.

### **Selecting a Residency Period**

*The university procedures for processing international fellows are lengthy so we ask that residence periods occur between November to May.* 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.edu](mailto:bridadmin@smu.edu) 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 9:00 a.m. and 4:30 p.m. Monday – Friday.***

When a fellow arrives at Bridwell, s/he should check in with the Operations Manager in room 211 on the second floor. A brief orientation to the library and introduction to the appropriate library staff will be provided.

### **Getting your SMU ID Number**

Each fellow will receive an SMU ID number from the Operations Manager before his/her arrival at Bridwell Library. This number will be used to setup network access and to obtain a parking pass.