



Instructions for requesting confidential letters of recommendation from within the ECG Faculty Fellowship application

- 1) Open the ECG application in Interfolio. Go to the first step of the application (the “Documents” step), scroll down to the “Confidential letter of Recommendation or Evaluation” section and click “Add File” on the right-hand side.

Home
Deliveries
Letters
Materials
Collections
Shared with Me

NDIAS 2019-2020 Residential Fellowship Application

University of Notre Dame, Office of the Vice President for Research, Notre Dame Institute for Advanced Study

7 Documents Required | 2 Added (2 are pending)

If this application has specific document requirements, they will be listed below—simply click “Add File” to upload a new document or to select one from your Dossier.

Document Type	Required	Added	Action
Cover Letter	0	0	Add File
Optional			
Other Document	1	0	Add File
Proposal Abstract (no more than 400 words)			
Proposal	1	0	Add File
Fellowship research proposal (no more than six pages, double-spaced)			
Bibliography	1	0	Add File
Proposal bibliography (no more than two pages, single-spaced)			
Other Document	0	0	Add File
Non-text attachment			
C.V.	1	0	Add File
Provide C.V. (no more than four pages)			
Confidential Letter of Recommendation or Evaluation	3	2	Add File
Include three confidential letters of recommendation			

Application Steps

- 1 Documents
- 2 Personal Information
- 3 Forms
- 4 Review

- 2) In the following screen, click on “Request a Recommendation” and then “Request.” (Alternatively, if your recommender has already submitted a confidential letter of recommendation to Interfolio on your behalf, click “Choose Existing” and add the appropriate file.)

Add File

Choose Existing **Request a Recommendation**

Does your application require letters of recommendation? You may request recommendations through Dossier by selecting the request option below. After going through the request process, we will automatically attach the letter to your application when we receive it from your letter writer.

+ Request Cancel

- 3) On the next screen, click “add them” at the top to make a new recommendation request.

General Information

Please enter the name or email address to select your recommender(s) below. If they are not in your contact list, please [add them](#) to your list of contacts now.

Position: NDIAS 2019-2020 Residential Fellowship Application, University of Notre Dame, Office of the Vice President for Research, Notre Dame Institute for Advanced Study

Confidential Letter of Recommendation or Evaluation (3 required, 2 added already)

Recommender

Document Title

- 4) Then enter the contact information of your intended letter writer on the following screen, along with the other information requested by Interfolio, and click “Send Request.” An email will immediately be sent to your letter writer with instructions on how to submit your confidential letter of recommendation.
- 5) Repeat the process for your other letter writers.