

## IPS NEWS FELLOWSHIP YOUR INSTRUCTION CHECKLIST

### What you need to know before you submit your application

It is important that you send us a complete application. Please read the information below carefully to ensure your application has all the information and relevant material that is needed.

Please note that all documents should be submitted in **English**.

#### (A) Eligibility

You must:

<input type="checkbox"/>	Be a Singapore citizen. Permanent Residents (PRs) are not eligible.
<input type="checkbox"/>	Have at least three years of professional journalism experience. This does not include student journalism and corporate communication experience.
<input type="checkbox"/>	Be currently working as a journalist. Freelancers are eligible if journalism is your main source of income.
<input type="checkbox"/>	Be comfortable in English, the working language used in IPS. The proposed research paper, monograph or project should preferably be written in English. Other accepted languages are Chinese, Malay and Tamil.
<input type="checkbox"/>	Have your employers' agreement in writing for you to work on the proposed research paper, monograph or project full-time for the three months of the Fellowship (Freelancers do not need to provide this written approval.)

Note: If you are appointed as an IPS News Fellow, you must:

<input type="checkbox"/>	Be able to commit full-time for the duration of the Fellowship for three months.
<input type="checkbox"/>	Use your own computer device and/or equipment to work on the proposed research paper, monograph or project. NUS library card access will be provided for research purposes.

#### (B) Cover Letter

In your 800-word cover letter, write about yourself, your work and your values in a way that allows us to know you better. Please also include your proposal for your research idea.

#### (C) Your referee

Please provide at least one letter of recommendation from an editor/journalist who knows you and your work very well.

Please download the document "Instruction for Referee" from our [website](#) and pass it to your referee. The letter of recommendation should be included with the rest of your application

materials.

#### **(D) Samples of your work**

Please send us three samples of your published or aired work, showing the range and quality of your journalism. If your work is not in English, please add a cover page with a one-paragraph synopsis in English for each story.

If your files are more than 2MB in size, upload the files to an online folder and give us a link to download the stories from.

#### **(E) Data Privacy form**

Please ensure that you have **completed the NUS Personal Data Consent Form**. The consent form is required under Singapore law for the collection of personal data.

#### **(F) Check before you send**

Make sure your application is complete, and has all the following:

- Completed INF 2024 Application Form
- Completed NUS Personal Data Protection Form
- Employer's letter of support (not required for freelancers)
- At least one letter of recommendation
- Three samples of past work
- Copies of all relevant educational certificate(s)

#### **(G) Where to send your application**

Your Application must be submitted by this link: <https://bit.ly/3xkiAjQ>

#### **(H) Deadline: Wednesday, 15 May 2024**

All applications must reach us by the end of **Wednesday, 15 May 2024**. All materials including reference letters must be received by then.

#### **(I) Results**

Successful applicants can expect to hear from us by end-June 2024.

#### **For further queries:**

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