

Clark Art Institute  
RESEARCH AND ACADEMIC PROGRAM (RAP)  
FELLOWSHIP INFORMATION

## EXPECTATIONS

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All Clark fellows are expected to arrive in Williamstown by the start date of the fellowship term and to remain in residence for the duration of their fellowship.

### ***Presentations***

**Academic year fellows** are expected to present one public lecture and one closed-door seminar during their stay. Short-term fellows are welcome to give a public lecture, but most elect to give a more informal, closed-door, work-in-progress seminar. On the Wednesday following each lecture, RAP sponsors a seminar and breakfast at which all Clark fellows and other members of the Clark's scholarly community discuss the previous evening's lecture. We fully expect that all fellows will attend each of their colleagues' lectures and seminars. Lecture topics are selected at the fellow's discretion. Fellows may present a subject of wide or narrow scope, but it is the expectation that it will reflect, without summarizing, their work in progress.

**Summer fellows** are expected to present at a one-day, closed-door research workshop organized by RAP near the end of the residency period. The presentation format will allow for ample discussion of each project.

## STIPENDS

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Fellowship stipends vary depending on the duration of the fellow's stay, and fellows are notified of their designated amount in their formal offer letter.

### ***Stipends and Taxes***

Clark fellows' tax liability and reporting to the United States Government will be considered on a case-by-case basis, but always in accordance with the tax regulations of the Internal Revenue Service.

U.S. residents and resident aliens must complete and submit Form W-9 (including a Social Security Number) to the Clark. Income taxes will not be withheld from stipends, but such fellows may be required by law to make estimated tax payments. In accordance with IRS instructions, the Clark does not issue a form 1099-MISC and does not report stipends to the IRS on any form. The fellow is expected to self-report that income and should confer with their tax preparer for advice on proper filing.

Nonresident aliens must complete Form W-8BEN. If a fellow's residence country does not have a tax treaty with the United States, federal income taxes will be withheld from stipends made to non-resident aliens, ranging from 14% to a maximum of 30%. After the year's end, such fellows will receive a copy of Form 1042-S filed by the Clark with the Internal Revenue Service on their behalf. The taxable stipend included on Form 1042-S is reportable on the fellow's individual federal (Form 1040NR) and state income tax returns.

## TRAVEL

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### ***Arrival and Departure***

RAP covers the cost of reasonable arrival and departure transportation expenses, including the cost of economy-class airfare to and from airports near Williamstown (Albany, NY is the closest; others include New York, NY; Boston, MA; Hartford, CT). Payment and/or reimbursement for travel are taxable. RAP can also arrange car service between airports or train stations (as with the Amtrak station in Albany) and Williamstown. If a fellow needs to alter an itinerary after purchase, they will be responsible for paying the difference in price. Arrangements and costs for travel **during** the fellowship term will be the fellow's responsibility.

## INSURANCE

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### ***Domestic Fellows' Health Insurance***

The Clark cannot provide health insurance coverage to its fellows. We expect all Clark fellows to carry insurance policies protecting themselves and their families.

### ***International Fellows' Health Insurance***

Medical coverage for international travelers is mandatory. All J-1 Exchange visitors (and dependents) are required to have health insurance that meets Department of State requirements. Such requirements include:

- medical benefits of at least \$100,000 per accident or illness;
- repatriation of remains in the amount of \$25,000;
- medical evacuation to the home country in the amount of \$50,000;
- deductible not to exceed \$500 per accident or illness.

The insurance policy must be underwritten by an insurance corporation that has an A.M. Best Rating of A- or above, an Insurance Solvency International, Ltd. (ISI) rating of A-1 or above, a Standard & Poor's claims-paying ability rating of A- or above, and a Weiss Research, Inc. rating of B+. Insurance coverage backed by the full faith and credit of the government of the exchange visitor's home country shall be deemed to meet this requirement. The fellow must provide the Clark with proof of insurance that meets the requirements listed above. Failure to produce such proof of insurance will result in the termination of the J-1 Exchange Visitor status.

The Clark cannot assume responsibility for issues of personal insurance, health, or property that may arise during a fellow's stay.

### ***Automobile Insurance***

The Clark cannot provide or subsidize car rental insurance coverage for fellows, and if fellows based overseas plan to rent a car, they should be prepared to face elevated car insurance rates for collision and theft. There may be policies that can be secured in fellows' home countries that can alleviate this: worldwide annual collision damage waiver insurance policies can be purchased in many countries, and in some countries credit card providers extend limited car insurance benefits.

## TRANSPORTATION

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Note: For those who opt not to bring or rent a car during their fellowship, RAP schedules a weekly group grocery shuttle from the scholars' residence to the Stop and Shop grocery store (which includes an in-store pharmacy) in North Adams.

### ***Car Rental and International Driver's Licenses***

International renters must have a current license issued from the country of residence. An International Drivers Permit (IDP) is required if the license is not in English. It allows one to drive a private motor vehicle overseas when accompanied by a valid driver's license. IDP's are valid for 12 months from date of issue. IDP's cannot be issued to people with provisional licenses or pass certificates. An IDL can be obtained within 24 hours by visiting <http://www.idlservice.com/>. The closest long-term car rental location is Hertz in Pittsfield (30-minute ride from the Clark).

### ***Cars, Taxis, Ride Share Services, and Zipcar***

Lyft and Uber **rarely** operate from Williamstown—they cannot be depended upon for travel. There are several small-scale local taxi services available, best reserved in advance (eg., for airport pick-ups rather than a spur-of-the-moment errand). One Zipcar is housed in a parking lot on the Williams College campus.

## HOUSING

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### ***Apartments***

Clark fellows reside in apartments in the Visiting Scholars' Residence (VSR), a refurbished and expanded late-nineteenth century home located across the street from the Clark campus. The VSR is wheelchair accessible by a ramp. The ground floor is mainly dedicated to common rooms, including a living room, large dining room, library with piano, kitchen, restroom, and a deck with patio furniture and a grill.

There is one accessible apartment on the VSR's first floor (street-level). The other apartments are located on the second and third floors. Each apartment has its own living/dining space, kitchen, bedroom(s), and bathroom(s). Most apartments have one bedroom; a few have two bedrooms for fellows with dependent children. All furnishings, linens, dishes, and other basic household items are provided within the apartment, as well as a Roku-enabled television, and a private washer and a dryer. In addition to at least one network outlet, each apartment has access to wireless internet service and a landline telephone. Fellows do not pay for utilities. Three garage spaces and a few outdoor parking spaces are available on a first-come first-served basis.

As a term of the fellowship award, Clark fellows assume responsibility for the appropriate use and care of the furnishings, structure, and equipment in the VSR. The Clark reserves the right to enter each fellow's apartment before departure for the purpose of assessing damage or loss. In the event of loss, damage, or neglect to Clark property, the fellows will assume any charges resulting from the cleaning, repair, and/or replacement of said property. Clark fellows may be asked to sign an agreement to this effect.

### ***Regulations***

Smoking of any kind is not allowed inside any Clark buildings, whether on the Clark campus or inside the VSR; this includes vaping. There is a designated outdoor smoking area outside the Manton Research Center, but smoking is not permitted in the shared outdoor spaces surrounding the VSR.

Pets are not allowed in the VSR or on the Clark campus, except for certified service or support animals. Please notify us in advance if you plan to bring a certified service or support animal with you during your residency.

## FACILITIES AND RESOURCES

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### **Library**

Fellows' offices are located in the Clark [library](#), providing ready access to its holdings of more than 275,000 volumes in 65 languages and 700 periodical titles that represent strengths in post-medieval European and American art, but also in the contemporary arts of Asia, Africa, Eastern Europe, Latin America, and the Middle East. Fellows also have access to libraries across the country through a strong interlibrary loan program, as well as borrower's privileges at the [Williams College library](#). Williams College has a dedicated librarian liaison to the Clark as well.

Clark librarians are happy to answer queries ([library@clarkart.edu](mailto:library@clarkart.edu)). The Clark is a non-circulating library, but fellows are invited to sign out books for use in their offices, located on-site at the Clark within the library. Fellows have access to the extended hours of the library using their ID badge. Hours differ seasonally, and fellows must sign in and out at the library monitor's station, where bags are checked upon departure.

### **Offices and Computing**

Fellows are provided with a private office in the Clark library. Each office includes a telephone, internet, and an additional large computer screen. Most fellows bring their own computer, but a PC can be provided upon request. Fellows share a color printer located just outside the fellow offices. Clark affiliates are granted courtesy extended evening hours in both the library and their offices (again, extended library hours will be announced seasonally). Information technology support is available in-house. Please specify any further technology needs you may have, and we will do our best to help you meet them.

### **Museum Collections**

Fellows will have access to the Clark's collection of paintings, sculpture, prints, drawings, photographs, silver, ceramics, and furniture during regular hours from 10 am to 5 pm daily, except Monday (although in July and August the Clark is open on Mondays). Objects not on public display may be able to be viewed by appointment. In addition, the [Manton Study Center for Works on Paper](#), comprised of more than 6,500 prints, drawings, and photographs, is open Tuesday through Friday; appointments to view works on paper can be made in advance. [The Williamstown Art Conservation Center](#) is also housed at the Lunder Center on the Clark campus.

The [Williams College Museum of Art](#) is within easy walking distance (15 minutes), and the [Massachusetts Museum of Contemporary Art](#) (MASS MoCA) is located in North Adams, a 15-minute drive from the Clark.

### **Gym Access**

Fellows receive a Williams ID that provides free access to the Williams College gym facilities, pool, and yoga classes.