

Special Application Instructions: 2012 Fulbright German Studies Seminar

Application Form

Award Information

Please answer all questions.

Professional Profile: Employment Information

Question #12: If you are a naturalized U.S. citizen, you must provide a date of naturalization.

Academic Credentials

Questions # 21 and 22: Please be sure to note significant time abroad (longer than 3 months) during the past 10 years and any previous Fulbright awards.

Question #23: For project title, please enter “German Studies Seminar 2012”. This field must be completed.

Question #24: Please enter N/A.

Project Details

Question #25: In the Date field, please enter June 2012. In the Length field, enter .5 months.

Question #26: Please enter N/A.

Questions #27 and 28: Please choose “not applicable.”

Questions #30 and 31: Please choose “no.”

Personal Information

Please complete the entire section, except question #36 (dependents are not permitted to accompany GSS grantees). The Fulbright Race/Ethnicity Survey is optional. Please be sure to complete question #40 to certify your application.

References

Please enter the contact information for three referees. Your referees should meet the following criteria:

- The first reference must be from your current supervisor.
- The second reference must be from a colleague in your field.
- The third reference may be from a colleague either from your home institution or a different institution who can speak to your qualifications for this grant.

Please note that the automated message to your referees, send upon registration, notes a September deadline which only applies to the Core Fulbright Scholar Program. The deadline for German Studies Seminar references (and applications) is October 14th, 2011.

Please skip the section for External Evaluator Completing Language Proficiency Report.

Fulbright Language Proficiency Report

Please skip this section.

Attachments

Project Statement

Your project statement cannot exceed 5 single-spaced pages and should be written in 12-pt. font. It should be submitted as a PDF attachment. You may use headers and/or bullet points to organize the key elements of your statement.

The Project Statement should address the following points:

- Your current academic field and how it relates to this seminar.
- The impact your participation would have on your career, professional development, home institution, and/or community.
- How you would share what you have learned with your home institution and others.

Curriculum Vitae or Resume

Your CV/resume cannot exceed 6 pages.

Select Bibliography

Please skip this section.

Course Syllabus

Please submit a current or future course syllabus.

Invitation Letter Guidelines

Please skip this section.

Writing Samples

Please skip this section.

Supplemental Materials

Please skip this section.

Register References

You will need to register your three referees so they receive the reference instructions. You will not be able to complete this section until you have listed your referees on page 5 of the application.

Click the button that says “Register Referee.” Choose “Fulbright Letter of Reference” and then click “Save and Continue.” You will need to reenter the name and email addresses of each of your referees. Please only register three individuals as referees.

Troubleshooting Referee Registration:

Here are the steps you should take if your referee has not received an email containing their instructions and login information more than a few minutes after you registered them in Step 5 of your application. (At any time, feel free to contact the Embark Application Managers directly at support@embark.com or 415-615-1805.)

- 1) Ask your referee to add the email address: messages@notification.embark.com to their email safe list or address book. This allows the email to get through even the most extensive spam filters.
- 2) Once the email address is added to your referee’s email safe list or address book, you must then resend the email notification to them. To resend the notification email:
 - a. Navigate to the “Step 5 Recommendation” section of your application
 - b. Select the box next to the name of the recommender
 - c. Press the “**Resend Registration Email.**” button.
- 3) You may read an explanation of the issue on the embark application website: <http://embarksupport.zendesk.com/entries/31629>

If the email still does not go through, here are a few other steps you may take:

- Confirm that the email address is correct.
- Delete the reference and add them again using an alternative email address.

- Send a request to the “Help Center” by clicking on the link on the left hand side of your application login page:
http://embarksupport.zendesk.com/anonymous_requests/new
- You may also email or call the Embark Staff directly:
 - o support@embark.com
 - o 415-615-1805

Please note that you can manage your references even after you submit your application. A technical issue regarding your references will not prevent your application form being reviewed by CIES staff.

If you have further question about the application please feel free to contact Aaron Eastlack, CIES’ IT and Data Management Associate, at 202-686-7863 or aeastlack@iee.org.

Application Inspector

Confirm all required questions have been completed.

Submit Application

Confirm electronic signature and submit application.