

FULBRIGHT NEXUS U.S. SCHOLAR APPLICATION INSTRUCTIONS

The following are instructions for completing the Fulbright NEXUS U.S. Scholar application through the Embark online application platform. Read these technical guidelines carefully before completing your application online. You are advised to print them out to use as a guide while you complete your application.

If you experience difficulties using the online application system, please consult the Embark help center: <http://embarksupport.zendesk.com/portal>. Questions about the application content should be sent to CIES at fulbrightnexus@iie.org.

Preliminary Questions

1. You must be a U.S. citizen at the time of application for the Fulbright NEXUS U.S. Scholar Program.
2. Program Applying For (you may only apply for one)
 - Select **NEXUS**. Then click 'Save and Continue'.

THERE ARE SIX STEPS TO THE FULBRIGHT NEXUS U.S. SCHOLAR EMBARK APPLICATION

- Instructions
- Application Form
- Attachments
- Recommendations (officially sending requests to your referees to submit reference letters)
- Application Inspector (informs applicant what required information is still missing from the application)
- Submit application

STEP 1: INSTRUCTIONS

You will be able to open a link to this document within the Embark application.

STEP 2: APPLICATION FORM

AWARD INFORMATION

Item 1. Select the Western Hemisphere country of interest for your proposed research exchange visit (you may only apply for one).

- Select the appropriate country from the dropdown menu.

Item 2. Award Number

- **NOTE:** Please skip this item as it is not applicable to the Fulbright NEXUS U.S. Scholar program. Please skip and proceed to item 3.

Item 3. Type of Activity

- This will auto-populate to reflect **RESEARCH**.

- **RESEARCH** is the only grant category for the Fulbright NEXUS U.S. Scholar program.

PROFESSIONAL PROFILE

Item 4. Title

- Select appropriate title from the drop down menu.

Item 5. Name

- Please enter your complete name as it appears on your passport.

Item 6.

- If you have a preferred name or nickname please enter it here.

Item 7. Current Primary Academic/Professional Title and Starting Date in that Position

- Select your formal title (e.g., Associate Professor) from the dropdown menu and enter the month and year in which you started this position. If you have more than one title at your institution (e.g., Professor and Chair), please scroll down for available options. If you do not find your title in the menu, please select 'Other' and type your title in the text box (ie. Fellow, Director).

Item 8. Professional Address

- For applicants from U.S. colleges or universities, search for your institution name in the drop down list. Select 'Other Affiliation' if your institution is not in the list; if your institution is outside the U.S., or if you are affiliated with a non academic institution. In 'Other Affiliation' type in the name and address of the institution or organization.

Item 16. Academic Credentials

- Include **only** your terminal degree(s) (Ph.D. J.D., M.D., MBA, MFA, etc.) here (list no more than four). Do not include Master's or Bachelor's degrees unless they are your highest degree. **Enter your highest degree first.**

Item 17. Most Significant Professional Accomplishments- Maximum 700 characters

- Include items such as significant teaching and research awards, compositions and exhibitions. Do not write "See c.v." or direct reviewers to supplemental materials.
- Limit your list to a **maximum** of five accomplishments. For space consideration, separate each item with a semicolon or number rather than a hard return.

Item 18. Publications

- **This item has been removed from the application. Please continue to item 19.**

Item 19. Previous Fulbright Grant(s)

- Include only Fulbright grants administered by CIES (e.g. U.S. Fulbright Scholar Program, New Century Scholars).
If you have received any other Fulbright award such as Fulbright Student or Fulbright-Hays grants), include this experience in *Item 23*. Please read through the [Review and Selection Criteria](#) regarding [Previous Experiences Abroad and Previous Fulbright Awards](#). List the year and country of your grant starting with most recent.

Item 20. Project Title

- Choose a project title that succinctly describes the focus of your proposed activity.
- Do not use Research in your project title.

Item 21. Summary of Project Statement- Maximum 700 characters

- In a few sentences, provide a concise overview of your project. You will provide a more complete description in the project statement.

Item 22. Foreign Language Competence

- Enter up to three languages (other than English) and your corresponding level of competency for reading, writing and speaking. Select responses from the dropdown menus.

Item 23. Residence or Professional Trips Abroad of Over Three Months during the past 10 years

- This item is intended to capture substantial experience you may have had living or working abroad. Do not include tourist trips.
- Include the country, purpose/sponsorship, and dates of your stay.

Item 24. Major Academic Discipline

- Select the most appropriate value from the dropdown menu that matches your professional expertise.

Item 25. Other Specialization(s)

- List subfields within the broad academic discipline in which you specialize (e.g., Nineteenth-century American Literature or Environmental Law). Enter no more than five.

Item 26. State Department Field of Study and Primary Specialization

- Select the most appropriate field of study and specialization from the drop down menus.

PROJECT DETAILS

Item 27. Proposed Length of Grant

- Research exchange visits outside of the United States must be **two to three months** in length.
- The Fulbright NEXUS program will begin in November 2012 and conclude in September 2013. All Fulbright NEXUS Scholars must participate in the first, mid, and final seminars. A detailed schedule can be found at www.cies.org/NEXUS.

- Duration and dates of award must be compatible with the Fulbright NEXUS program.
- Indicate as precisely as possible the period during which you intend to carry out your proposed research activities.
- **All research visits should be completed prior to September 2013.**

Item 28. Preferred Host Institution

- Type in designated host institution name.

Item 29 and Item 30. Letter of Invitation

If you have a letter of invitation from a host institution you should include it as an attachment to your application on page 12. Invitations received after you submit your application should be submitted to CIES as email attachments (Word or PDF formats preferred).

Item 31. Alternate Country Preferences

- **NOTE:** Please omit this item as it is not applicable to the Fulbright NEXUS program. Please skip and proceed to item 32.

Item 32 and 33. Research applicants must indicate if they will be working with human subjects or vertebrate animals.

PERSONAL INFORMATION

Item 34. Home Mailing Address

- Please enter your current residential address.

Item 35 and 36. State of Legal Residence and Congressional District Number

- Include the number of your Congressional district. This information **MUST** be provided. You may consult the U.S. House of Representatives at www.house.gov to verify your Congressional district. If you do not have a legal residence address in the United States, select AMER. OUTSIDE US from the dropdown menu for state of legal residence and outside US for Congressional district.

Item 38. Dependent Information

- **NOTE:** Please skip this item as it is not applicable to the Fulbright NEXUS U.S. Scholar program. Please skip and proceed to item 39.

Item 39. Felony/Misdemeanor

- Applicants convicted of or under current indictment for a misdemeanor (excluding minor traffic violations) or felony must provide additional information, including a description of the factual circumstances of the charge or conviction and any supporting documentation to CIES. These materials will be reviewed by the J. William Fulbright Foreign Scholarship Board to determine your eligibility. The documentation should be mailed to CIES, U.S. Fulbright Scholar Program, CIES, 1400 K Street, NW, Suite 700 Washington, DC 20005.

Item 40. Felony/Misdemeanor

Item 41. Fulbright Race/Ethnicity Survey

- The information collected will be used for statistical purposes only; survey results will not be seen by reviewers or used in any way during the selection process.

Item 42. Signature

- Your electronic signature attests to the accuracy of the information supplied in the application and verifies that you waive or do not waive, as indicated, your right of access to the evaluations submitted by your referees. Marking the check-box acts as your signature.

REFERENCES (APPLICATION PAGE 5)

All letters of reference must be submitted through the online Embark system.

Referees are sent an email containing instructions on how to submit their letters of recommendation when you **register** them in the *Step 5 References* section of the application. You may navigate to this page at anytime clicking the button on the left hand column marked "5 References."

NOTE: If your reference 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, please contact the Embark application managers directly at support@embark.com or 415-615-1805.

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to CIES by the deadline. Confirm with your referees that they have received the notification message (The message may be directed to a bulk mail or spam folder if the recipient has a strict spam filter).
- Provide your referees with a copy of your project statement.
- Referees should keep an electronic copy of the letters they submit.
- Do not exceed the indicated number of **(3)** references required for the award.
- At least one letter of reference **MUST** be from a local or regional stakeholder familiar with the applicant's proposed project and significance for regional development.
- All references must be in **English**.
- References should be from persons able to evaluate your professional work; the abilities you bring to your project; your ability to adapt; and the merits of the project.
- If the applicant is a recent graduate of a doctoral or graduate degree, or early career applicant, one reference should be from the supervisor of the applicant's graduate program.

Referees should address:

- How long and in what capacity they have known the applicant.
- The applicant's credentials, potential and record of academic or professional accomplishments.
- Significance of proposal to the NEXUS program themes and NEXUS participating scholars.
- Importance of project to home country and its potential to contribute to Western Hemisphere regional and national development.
- Relevance of applicant's previous research, training, and experience to proposed project.

FULBRIGHT LANGUAGE PROFICIENCY REPORT: SELF EVALUATION (APPLICATION PAGE 6)

- A Language Proficiency Report for Portuguese or Spanish must be completed for this award.
- In addition to completing your self-evaluation, you must indicate the name of an external evaluator who will submit an online language reference. The evaluator should be included in page five under the list of references.

- Native speakers only need to complete the self-evaluation portion of the language proficiency report.

STEP THREE: ATTACHMENTS

- All applicants are required to submit a **project statement** (page eight); **curriculum vitae** (page nine); **select bibliography** (page ten), and list of **identified stakeholders** (page eleven).
- Please comply with all page limits and guidelines for each attachment type.

PROJECT STATEMENT (APPLICATION PAGE 8)

- All applications must include a project statement.
- The project statement must be the equivalent of 3 to 5 pages, single spaced, in 12-point or larger font size.
- The project statement should be submitted as a PDF attachment.

The project statement is your opportunity to explain your specific strengths as a candidate to reviewers and potential hosts. It must be persuasive and compelling. Below are some items to consider as you write. You may use headers and/or bullets to organize and convey key elements.

Applicants should submit research proposals in one of the following NEXUS program themes:

Science, Technology, and Innovation

- Move ideas from laboratories to the marketplace in fields of regional importance, such as climate change and adaptation strategies, including research projects focusing on food production and food security, and emergency preparedness;
- Address public health issues arising from climate change, including those related to air-quality, water and food-borne diseases, parasites, and weather-related injury or death.
- Contribute to the development of sustainable cities, informed by best practices in urban planning, earthquake and other natural disaster preparedness (including floods, hurricanes, tsunamis, etc), green energy and environmental standards;
- Foster regional and local competitiveness;
- Address poverty eradication and increase quality of life outcomes for all individuals from the region;
- Promote expanded access to education, including in STEM fields at the primary, secondary and post-secondary levels.

Entrepreneurship

- Provide consumers with greater access to clean energy research and green technologies;
- Foster innovative market solutions to pressing social needs across the region;
- Expand access to working capital for micro-entrepreneurs;
- Link markets to producers and consumers across the supply and distribution chain so that small producers and service providers can participate more effectively in trade;
- Expand credit access to the unbanked through innovative approaches such as utilizing movable assets like collateral and promoting the availability of secured transactions;
- Build upon a continuum of experiences to capitalize on a wide range of entrepreneurial knowledge from micro to mainstream, including social entrepreneurship theories and practices;
- Engage the private sector and civil society to advance labor and environmental standards in business and industry, sharing best practices for such standards and their enforcement;
- Outline how activities can become self-sustainable and replicable over time.

Sustainable Energy

- Renewable and sustainable energy (hydro, wind, air, solar);

- Energy poverty and energy security;
- Energy efficiency and environmental security;
- Energy industries as drivers of economic growth;
- Energy independence at regional, national, community and household levels;
- Energy innovation and indigenous sources of energy as means to decrease reliance on fossil fuels and carbon emissions;
- Energy infrastructure and regional integration as related to emergency preparedness (earthquakes, hurricanes, tsunamis, offshore drilling accidents);
- Research, development, deployment and dissemination of cleaner, cheaper and more efficient energy technologies to drive low carbon-economic growth.

All applicants should address:

- The nature of the proposed project in terms of the NEXUS program themes and explain the relevance of the project to the overall program objectives.
- How you propose to conduct research (methodology, time frame).
- Why it is important; the public policy impact and practical significance of your research to the Western Hemisphere.
- How your research will advance understanding of regional development to improve quality of life in local communities and regions across the Western Hemisphere.
- How local stakeholders from a range of sectors (ie. NGO's, government, private industries) will be identified to collaborate as "program implementers" in your research.
- How you will integrate student and/or youth outreach in addition to the research agenda.
- How you will contribute to the goals and objectives of the NEXUS program and benefit from them.
- Your ability to perform collaborative research in a multidisciplinary team-based setting.

Research Project Statements should specifically describe:

- What you will do. State clearly your objectives and methodology, if the research is quantitative or qualitative in nature.
- The academic and professional context of the project; include a bibliography (not exceeding 3 pages) referring to the leading works by others and the current state of the field.
- What teaching and professional experience prepared you for this work.
- Why the research needs to be done; what significance it holds for your discipline, your development, and the host country's benefit.
- Why it must be done in this country; what research facilities and resources are found in the host country.
- How local, political or cultural issues may impact your work.
- How your results will be disseminated.

Previous Fulbright Scholar grantees should also address:

- What accomplishments and contributions resulted from your earlier grant(s).
- How a second grant will build on your previous Fulbright experience.
- What you will accomplish with a second grant.

CURRICULUM VITAE OR RESUME (APPLICATION PAGE 9)

- All applicants must include a tailored curriculum vitae or resume, with a detailed publications list.
- Cite publications fully, listing them chronologically from the most recent.
- Separate refereed from un-refereed publications.
- The maximum length of the CV is 6 pages.

SELECT BIBLIOGRAPHY (APPLICATION PAGE 10)

- Submit a bibliography relevant to your proposed project.
- It should reflect the current state of research on the proposed topic.
- The bibliography should not exceed 3 pages.

IDENTIFIED STAKEHOLDERS (APPLICATION PAGE 11)

Applicants will be expected to identify local stakeholders from a range of sectors (ie. NGO's, government, private industries) that have a demonstrated commitment to the application of the proposed research projects as potential model solutions to real life challenges.

Identified stakeholders should fall within one of the following NEXUS program themes: Science, Technology and Innovation; Entrepreneurship; and Sustainable Energy.

Scholars will be expected to integrate selected stakeholders into their research as well as have them participate in the midterm seminar meeting so they actively assist transforming collaborative thinking into tangible recommendations and implementation models at the local and regional level.

Participating stakeholders/implementers will not need oral fluency in English as Spanish and Portuguese interpreters will be made available at the midterm plenary meeting.

- Applicants will need to identify two to three stakeholders at the time of application.
- Applicants should provide the full name, title and organization name for each identified stakeholder.
- Applicants should explain why they have selected each stakeholder and how they will incorporate each stakeholder into their proposed research.
- Letters of support from stakeholders are strongly encouraged, but not required.
- The statement must not exceed 3 pages, single spaced, in 12-point or larger font size.
- The statement should be submitted as a PDF attachment.

INVITATION LETTER GUIDELINES (APPLICATION PAGE 12)

While a letter of invitation is not required, applicants should pre-arrange a formal affiliation to collaborate with colleagues at an institution throughout any country in the Western Hemisphere. Collaborations should be arranged with colleagues based on one of the three program themes: **Science, Technology and Innovation; Entrepreneurship; and Sustainable Energy.**

Once a host is identified, write him/her directly. Include a copy of your curriculum vitae and a description of the activities you will want to pursue. If the contact agrees that there is a match between you and the host institution, you may request a letter of invitation from your contact.

There are no specific requirements for invitation letters. The letter might include:

- The activities for which you are being invited by the host.
- The period of time for which you are being invited.
- A description of the host's interest in the applicant's project and how it will benefit the host institution.

Invitations submitted should follow these guidelines:

- Attach the invitation letter in PDF format.
- If the letter is not in English, include an English translation of it along with the original.
- If an invitation arrives after the application deadline, consult your CIES program officer

STEP FOUR: RECOMMENDATIONS

- Complete the registration and select the letter type for the referees you entered on page five of the application.

STEP FIVE: APPLICATION INSPECTOR

- The application inspector report will display incomplete questions and required attachments that are missing. You will be able to provide answers to the incomplete questions and upload missing documents directly on this page.

STEP SIX: SUBMIT APPLICATION

- Enter your electronic signature. When you successfully submit your application you will receive an application receipt email message.