



Del 1: Fulbright søknadskrav spesifikke for norske forskere og/eller forelesere til USA 2019-20

Disse kravene kommer i tillegg til de generelle og mer utfyllende søknadsinstruksene på side 3 til 11 i dette skrevet. Norske søkere behøver ikke kontakte Fulbright-kontoret i forkant av søknadsprosessen, så sant de gjør seg kjent med følgende:

Søknadsfrist: 1.oktober, 2018

- Alle søkere må ha norsk statsborgerskap på søknadstidspunktet
- Alle søkere skal i utgangspunktet ha avlagt doktorgrad før søknadsfristen, men det kan være unntak fra denne regelen; ta kontakt med Fulbrightkontoret dersom du forventer å ha fullført doktorgraden *etter* søknadsfristen (men *før* utreise USA), for å avklare hvilken kategori du skal søke under.
- Søkere som tidligere har mottatt stipend fra Fulbright vil, under ellers like omstendigheter, stille mindre sterkt enn kandidater som ikke har hatt stipend fra Fulbright.
- Søkere som ikke tidligere har bodd eller oppholdt seg i USA over en lengre periode kan, under ellers like omstendigheter, foretrekkes av styret.
- J-visumet utstedes via Fulbright-kontoret i Oslo i samarbeid med IIE/CIES i USA. IIE: Institute of International Education. CIES: Council for International Exchange of Scholars. Visumprosessen skal IKKE settes i gang via vertsinstitusjonen i USA for de som nomineres til et Fulbrightstipend.
- Søkere som oppholder seg i USA og/eller har påbegynt forskningsoppholdet i USA, er diskvalifisert fra å søke.
- Tidligst mulig utreisedato er 1.august, 2019. Senest mulig utreisedato er 1.mai, 2020. Oppholdets varighet: mellom 3 og 12 måneder.
- Stipendet er personlig og stipendbeløpet er ikke behovsbasert. Stipendet kan brukes slik søkeren selv mener er mest hensiktsmessig, og medfører ikke regnskapsplikt overfor Fulbright. Søkere kan ikke utsette oppstart til påfølgende akademiske år. Det er Fulbrightstyret som til enhver tid fastsetter og fordeler stipendbeløpene.
- Bokstavene Æ, Ø, Å – bør byttes ut med AE, OE og AA ved utfylling av søknaden online.

- Alle nominerte forskere innen medisin (inkl. veterinærforskning) vil måtte legge ved en bekreftelse fra vertsinstusjonen i USA på at forskningsarbeidet ikke involverer klinisk arbeid.
- En eventuell nominasjon skjer på grunnlag av innsendt søknad. Endringer mtp lengden av oppholdet ved vertsinstusjonen i USA, må tas opp med Fulbright-kontoret umiddelbart.
- Søker må være tilgjengelig for intervju i Oslo, Bergen, Trondheim eller Tromsø i november. Intervjuene kan til nød gjennomføres per Skype/telefon, men personlig fremmøte foretrekkes.
- Norske søkere har selv ansvar for å skaffe invitasjonsbrev fra vertsinstusjon i USA. Det er til søkers fordel dersom invitasjonsbrevet legges ved søknaden. Vertsinstusjonen må være akkreditert/regionalt godkjent i USA.
- Norske søkere oppfordres til å legge ved et støttebrev til forskningsoppholdet i USA fra hjemmeinstusjon/arbeidsgiver.
- God fysisk og mental helse; søkere som blir nominert til stipend må fylle inn et «Medical Form» før stipend tildeles. Dette henger sammen med helseforsikringen som tilbys alle Fulbrightstipendiater (ASPE).
- «Budget Form Visiting Scholars 2019/20» lastes ned fra hjemmesiden, fylles inn og lastes opp under «Financial Support/Budget» i søknadsskjemaet.
- En komplett søknad levert online består av: «Budget Form Visiting Scholars 2019/20», detaljert «project statement», detaljert CV (må ikke overstige seks sider), invitasjonsbrev, støttebrev fra eventuell hjemmeinstusjon, passkopi (informasjonssiden), bibliografi relatert til forskningsprosjektet, tre referansebrev (leveres online, se de generelle instruksene).

Søker er selv ansvarlig for at søknaden er komplett innen søknadsfristen. Det er også søkers ansvar at alle tre referansebrev er innlevert innen søknadsfristen 1.oktober. Søker mottar en melding fra Fulbrightkontoret i Oslo etter søknadsfristens utløp, så fort søknaden er registrert i vårt interne system. Ufullstendige søknader vil ikke bli vurdert.

For spørsmål nyttet til søknaden, kontakt Cathrine Schrupf Nordahl (cathrine@fulbright.no) / 22 01 40 11.

Tidslinje:

1.oktober: søknadsfrist

Oktober/november: intervju av aktuelle søkere i Oslo, Bergen, Trondheim og Tromsø.

Medio desember: valg av stipendiater. Utsending av tildelings- eller avslagsbrev.

Del 2: Detaljert søknadsinformasjon kan hentes fra IIE sine nettsider:

<https://www.cies.org/system/files/private-documents/Visiting-Scholar-Application-Instructions.pdf>

Fulbright Visiting Scholar Program – Application for Advanced Research and University Teaching Awards in the United States

Step 1: Create an Embark account

Go to <https://iie.embark.com/auth/login> Follow the instructions to register and create your account.

You can log in and out of the application as frequently as you like. While you cannot change your email address, if necessary, you can change your password by clicking on “Forgot your password”.

Step 2: Complete the application form

All items must be in English. The entire application must be submitted online. Use 10-point or larger font on all parts of the application. Avoid using all capital letters when answering items.

PRELIMINARY QUESTIONS

Home country/Country you are applying from – please make sure that you properly identify Norway as the country through which you are applying.

Program – Select “Fulbright Visiting Scholar Program”

Category of grant – select the appropriate value from the pull down menu for the type of grant you are seeking:

Lecture (Teaching): If the primary purpose of your project is to teach or team-teach at least one full semester course. Note: You are required to submit course syllabi along with a confirmed invitation to lecture.

Research: If the primary purpose of your project is to conduct research. Note: You are required to submit a research bibliography.

Lecture/Research (Teaching/Research): If your project will include significant portions of both teaching and research as defines above. Note: You are required to outline both activities in your project statement, as well as submit course syllabi and a research bibliography.

PROGRAM INFORMATION

Special Award name (if any) – none.

Name - this will auto-populate from the selection you made during your application registration. Please review and ensure that your name appears exactly as it does on your



passport, in the lower field, where the spelling is done without the use of æ, ø, and å.

This spelling will be used on all documents related to your grant and immigration paperwork.

Country of citizenship – select Norway from the drop-down menu.

Country of Permanent Residence – select the country in which you permanently reside from the drop-down menu.

Date of birth/City of Birth/Country of Birth – be sure to indicate your birthdate in the following order: month, day and year. Enter your city of birth in English. Select your country of birth from the drop-down menu.

U.S. Social Security Number – Enter your U.S. Social Security Number, if obtained during a previous stay in the United States.

Academic Credentials:

Significant Professional Accomplishments and Publications –

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write “See curriculum vitae”. List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher’s name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.
- 700 character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon rather than beginning a new line; avoid using hard returns in your response.

PROJECT DETAILS

Project title

- The project title should succinctly describe the focus of the award activity. For example:
 - i. Evaluating Fundamental Tax Reforms in a Globalizing World
 - ii. Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks
- For teaching/research awards; distinguish between both components, separating them with a semicolon.
- Maximum 160 characters

Brief Summary of Project Statement

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- 700 character limit, use only Roman characters.
- This abstract is meant to serve as a brief summary of the more detailed project statement.
- Avoid using hard returns in your response.

ACADEMIC AND PROFESSIONAL INFORMATION

Intended Grant Period

Proposed Grant Length and Period

Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available. Earliest start date: August 1, latest start date: May 1.

Academic Discipline

Select the most appropriate field of study and specialization from the drop down menu. List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Professional Information

Professional Travel and/or Residence Abroad During the Last Five Years

List the most relevant professional travel and/or residence abroad during the last five years. Be sure to include residence in the United States during the last five years. If you entered the United States on a J-visa, please indicate the J-visa category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS 2019 on the appropriate attachment page, if available.

Professional Memberships

List the four most relevant cultural, educational, and professional organizations to which you belong.

Referees

List the name and contact information of the three persons from which you have requested a letter of recommendation.

English Proficiency

Indicate your personal assessment of your level of competence in English. The TOEFL is not required.

HOST INSTITUTIONS

If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of invitation in the document upload section. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.

If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward it to the U.S. –Norway Fulbright Foundation immediately.

If arrangements for an appointment or affiliation have not yet been confirmed, list any preferences you have in order of priority including detailed reasons for your choice (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center).

If you cannot find the name of your preferred institution in the search menu, select "Other Affiliation" then type in the institution's name in the text box provided.

IIE/CIES advises against dual or multiple affiliations unless absolutely necessary. If dual or multiple affiliations is requested, please justify and indicate the approximate length of time needed at each.

CONTACT INFORMATION

Contact/Family Information

Home mailing Address

- This will auto-populate based on information during registrations. Please review and update your home mailing address, as required.
- Select the country from the drop-down menu.

Accompanying Dependents

Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. List the name as they appear on their passports. Attach all accompanying dependents' passports in the document upload section. If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please include a copy of the DS 2019, which indicates the J-visa category of sponsorship).

If you intend to have dependents join you for part of your grant, but you are not yet certain whether they will accompany you, please list them on the application and keep the U.S. –Norway Fulbright Foundation informed of any changes.

Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for 12 months immediately preceding the grant start date, to the U.S. – Norway Fulbright Foundation in order to confirm eligibility and facilitate the issuance of forms required for visa application.

Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

Please note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

Alternate Funding

Please list all non-Fulbright funding (in US dollars) you expect to receive during your grant. Please note that in addition to the "alternate funding" field, a budget: "Budget Visiting Scholars 2019/20" for Norwegian applicants has to be downloaded from our website, filled in and uploaded under the *Financial Support/Budget* item in the left-hand side menu.

STEP 3: Upload Documents

Project Statement

Submit a detailed project statement of no more than five single-spaced pages (3,500 words).

Format – do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement. Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country. Organize your proposal in order of the following points, which appear in bold print, and use them as heading for sections of text in your statement.

GUIDANCE FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

Background – introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives – clearly define the aims of the project.

Methodology – describe the project. Explain the approach, methods and plan you will use (for example interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance – explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Evaluation and Dissemination – describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project – indicate why it is necessary to conduct the research onsite in the United States.

Duration – explain how the project can be completed within the time period proposed.

English Proficiency – describe your schooling in English, use of English and competence level in speaking, reading and writing.

Other – if applicable, indicate the quantity, format and transportation requirement for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

GUIDANCE FOR A LECTURE (TEACHING) PROPOSAL

Teaching experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain what you propose to teach in the United States.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

ADDITIONAL CONTENT RECOMMENDATIONS

In addition to following the format carefully, the following advice has been passed on from former Fulbright scholars, and review committees.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the Fulbright Commission or U.S. Embassy and

your prospective host, if known, in order to determine what clearance and approval processes are needed.

- Connect your past experience to what you are preparing to do if you receive and award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. **Explain the significance of your project in language that will be understood by reviewers from outside of your field.**
- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is undeveloped or too imprecise to give reviewers a clear sense of the endeavor.

STYLE RECOMMENDATIONS

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

THE CURRICULUM VITA

Please upload your CV. The document should not exceed six pages.

LETTER(S) OF INVITATION

Letter(s) of invitation should be typed on an institutional letterhead and signed. If an invitation arrives after the application deadline, contact the U.S.-Norway Fulbright Foundation to arrange for its late submission.

ENGLISH LANGUAGE PROFICIENCY

Not required.

FINANCIAL SUPPORT/BUDGET

Please upload the “Budget Form Visiting Scholars 2019/20”. This can be found on the Fulbright.no website.

VISA

If you, or your accompanying dependents, have previously entered the United States on a J-1 or J-2 visa, please provide copies of previously issued DS 2019(s).

PASSPORTS

Please upload copies of your current passport and those of your accompanying dependents.

BIBLIOGRAPHY

For research or lecturing/research proposals, provide a list of one to three pages of references relevant to the proposed research.

LETTER OF SUPPORT FROM YOUR HOME INSTITUTION

Please upload a letter of support from your home institution.

ADDITIONAL DOCUMENTATION

Please upload a copy of your Ph.D. diploma.

STEP 4: REGISTER YOUR RECOMMENDERS

You must use the “Register Recommenders” item in the left hand side menu to initiate the letters of recommendation system. This is in addition to listing the three recommenders earlier in the application form. Letters of recommendation must be submitted through the online application system. It is your responsibility to ensure that the letters of recommendation are submitted by the deadline.

Candid, frank reports or letters of reference help reviewers place your research or teaching proposal within your home institution’s current conditions and plans for growth. References also provide evidence of your reputation within your discipline.

- You must submit three references. Do not submit more than three references.
- Please provide your referees a copy of your project statement.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside of your home institution.
- If you have recently moved to a new home institution, one of three reference letters should be from your previous institution.
- Choose your references carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.

- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.

Complete your recommenders' names and email addresses, then select "INVITE RECOMMENDERS". This will send your recommenders an e-mail and a set of links and instructions on how to complete and upload the recommendations to your application.

If you complete this task first, your recommender has time to submit his/her letter of reference to your application while you are working on it. You will not be able to view your recommendations, however you will receive an email notification that your recommender has uploaded his/her letter to your application, so you can keep track and ensure they are uploaded to your application before the application deadline (October 1, 2018). You can also check the status of your recommendations at any time once you have registered your recommenders.

Late letters of reference will not be accepted. Applications without three letters of reference will be deemed ineligible.

STEP 5: SIGNATURE

To electronically sign the application form, please type in your first and last name and the date.

STEP 6: REVIEW

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 7: SUBMIT YOUR APPLICATION

Note carefully: After submitting your application electronically, you will be able to access it in a viewable PDF format. However, you will not be able to make changes to the application.