

Walkthrough Guide 2017-2018

How to Use the New Catalog Editing Tool (<http://EditCatalog.CIES.org/>)

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About the Walkthrough Guide

This guide describes how to edit a country overview, existing award description, and country benefits (where applicable). It also covers how to add or inactivate (archive) an award.

Before You Get Started

Last year's award descriptions have been pre-loaded into the system. This should allow for smoother editing of recurring awards. Last year's award descriptions are untouched from the final version that appeared in the 2016-2017 Catalog of Awards (catalog.cies.org). Once logged into the system, last year's awards descriptions appear on the left side of the screen, while on the right, are the editing areas.

Suggested text changes for 2017-2018

As noted in the Call for Appointment message, CIES staff collects comments and questions from potential applicants as well as Post, Commission and Branch staff in an effort to clarify the Catalog's offerings. For the 2017-2018, regional program staff has offered some suggestions to help improve the award entries, You may see these suggestions already entered into the Catalog editing system. Additionally, below you will find suggestions for editing certain sections or types of awards.

Country Overview

Each year Fulbright encourages scholars to expand their horizons by teaching and conducting research in unfamiliar surroundings. The Country Overview is most effective when it reflects the history, culture and higher education system of the hosting country. Below is a list of the questions applicants most often ask us. A growing number of Post and Commissions are using the Country Overview as a dynamic element for drawing attention to the unique qualities and opportunities available. Please consider including at least some of the following information:

- **History and Culture**
 - Notes about the country’s cultural, geographic, linguistic, and/or historical profile
- **Academic Calendar**
- **Structure of Higher Education**
 - Summary of recent changes to higher education system
 - Years required to earn bachelors, masters, doctorate
 - Public vs. private universities
 - Regional or institution-based specialties
 - Link to list of accredited/relevant institutions
 - Link to Ministry of Education or similar resource
 - Additional Notes
- **When to contact CIES staff vs. Commission staff (if contact information for overseas colleagues is provided)**
- **Overview of any orientation services provided by Commissions**

All and Multiple Disciplines

For the 2017-2018 Catalog of Awards we suggest careful thought about the *All Disciplines* and the *Multiple Disciplines* awards. Potential applicants can be confused when awards titled as “All Disciplines” were, according to the description, actually for a limited group of disciplines. They also were confused by various qualifying wording in *All Disciplines* awards such as “Applications are sought in all appropriate disciplines, but applications in the following disciplines are preferred.” We suggest titling awards *Multiple Disciplines* as opposed to *All Disciplines* to when identifying specific disciplines of interest. An example of a *Multiple Discipline* award was provided by Kuwait - *Applications are sought in all appropriate disciplines, but applications in the following disciplines are preferred: American History, American Literature, American Studies, Communications, Journalism, Language and Literature (non-US).*

Language Requirements

Applicants must be able to clearly understand the level of foreign language proficiency required for teaching, research, and teaching/research awards. Additionally, the applicant must understand when a Language Proficiency Report: Self Evaluation and/or a Language Proficiency Report: External Evaluation are required for the application.

The following entries are suggested:

All teaching will be in English; foreign language proficiency is not required.
For research projects, language proficiency sufficient to complete the research project is required; applicants should submit the Language Proficiency Report: Self Evaluation and Language Proficiency Report: External Evaluation. Native speakers need only to complete the Language Proficiency Report: Self Evaluation.

For applicants without local language proficiency, feasibility of conducting the project must be demonstrated in the project statement.

Postdoctoral and Early Career Awards

The Fulbright Scholar Program defines a Postdoctoral or Early Career Scholar as an individual who has received a terminal degree no more than five years prior to the application deadline OR who will receive the terminal degree no later than February 1, 2017. Please consider Post or Commission's level of interest in scholar's who fit this definition when identifying your award as open to early career candidates. Please also consider carefully the specifics attached such awards, for example time from degree conferral, publication record, and academic rank.

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Flex Awards

Flex opportunities will continue to be available at the country, regional and global levels. The full range of Fulbright activities (Research, Teaching/Research, or Teaching) will be covered in Flex awards. Two options exist - 1) a specific award may be marked as Flex or 2) a more general award can include a Flex option. Please note that for 2017-2018, all Flex awards will have to be completed in two years. The three year option will no longer be offered.

Applicant feedback indicates that specific Flex awards draw greater attention and are an option that should be considered. Whether creating specific Flex awards or adding a Flex option to a more general award, all relevant information should be entered in the Flex Option field. Please offer the Flex option only where there is a true need and interest in receiving Flex applications.

Global Award

The Global Award (formerly the Global Flex Award) will be offered in the 2017-2018 competition. Revisions to this award include the need for the two or three host countries to be in different world regions. Applicants will also be required to include letters of invitation from a host in each proposed country of grant activity. Any questions about the Global award can be sent to globalflex@iie.org.

Fulbright TEFL Award

TEFL opportunities will be grouped under a single, worldwide award number. If you are interested in receiving Fulbright applications from U.S. Scholars in Teaching English as a Foreign Language (TEFL) or Applied Linguistics, please contact FulbrightTEFL@iie.org for further instructions.

Catalog Editing Timeline: 2017-2018 Core Fulbright U.S. Scholar Program

November 18-23, 2015 – CIES staff review the previous year’s awards and make suggested changes.

November 24, 2015 – December 22, 2015 – Posts and Commissions work collaboratively with their colleagues in the ECA regional branches and CIES on award entries by updating existing country descriptions, benefits, and awards or by creating new ones.

Note – A Post or Commission must submit each award individually. There is no single button that will submit all awards as a group.

Note - Once the Approve for ECA Review button is clicked, the entries are locked and cannot be changed by the Post or Commission. Should ECA request further changes to an award, that award will be reopened for further editing by the post or commission. CIES



December 23, 2015 – January 8, 2016 - ECA and CIES review all updated and new materials submitted by the posts and commissions. ECA staff can submit awards to CIES for proofing at any point during this period. Should ECA staff conclude that there are concerns about all or part of the materials submitted by posts and commissions, they request that the entry be reopened to post and commission staff for reworking. Once ECA program staff has finished review of materials submitted, they click the “Approve for CIES Proofreading” button. This will move the editing process to the next stage.



January 8, 2016 – January 29, 2016 – CIES staff proofread and finalizes technical processes to prepare the Catalog of Awards 2016-2017 for publication.



February 1, 2016 – The Award Catalog goes live on-line and the competition for 2016-2017 is open.



Ready to Begin Editing? Here is What to Do Next ...

To get started, open the Web browser and type <http://EditCatalog.CIES.org/>. When the following page appears, enter the email address in the first box and use the temporary password (**Fulbright**).



EDIT FULBRIGHT U.S. SCHOLAR CATALOG OF AWARDS 2017-2018

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Login

| | | |
|--------------------------------------|--------------------------|--------------------------------------|
| Email: | <input type="text"/> | |
| Password: | <input type="password"/> | I forgot my password |
| <input type="button" value="Login"/> | | |

For technical support, email [Todd Yoder](#).



Create Password

After the initial login, a new password should be created. If CIES has sent an e-mail containing the walkthrough guide, an email address has already been loaded into the system. For purposes of editing the catalog, this email address will serve as the **user name** for the Post or Commission. User names and passwords are designed to be shared by all authorized parties (as determined by a Post or Commission) working on U.S. Fulbright Scholar award descriptions.



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Create Password

Welcome to the Fulbright Online Catalog Editing site, araad@fulbrightmail.com.

Since this is the first time you are using this system, please create a personal password for your account:

Create Personal Password

New password:

Confirm password:

Password is case-sensitive, and should be 6 to 15 characters.



Menu

Next, select from the menu items listed. Please note that ***Inactivate an Award*** is available only to Posts and Commission.

Post and Commission Screen



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Menu

Country assigned: Armenia

Edit Awards

| Status | Award Code | Award Title | Action |
|---------------|------------|-----------------|---------------------------|
| Not Submitted | 6125 | All Disciplines | Edit • Inactivate/Archive |

[Add a New Award](#)

Edit Country Overview

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|--------|
| Not Submitted | Armenia | Europe | Edit |

Edit Country Benefits

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|--------|
| Not Submitted | Armenia | Europe | Edit |

Helpful Documents

-  [Catalog Editing Walkthrough Guide](#)
-  [Catalog Editing Schedule](#)
-  [Call For Appointments](#)

For technical support, email [Todd Yoder](#).

Menu

Countries assigned: Armenia, Croatia, Czech Republic, Denmark

| Country Status |
|--|
| Armenia Country Overview: Not Submitted (Awaiting approval by Post/Commission) Country Benefits: Not Submitted (Awaiting approval by Commission) |
| Croatia Country Overview: Not Submitted (Awaiting approval by Post/Commission) Country Benefits: Not Submitted (Awaiting approval by Commission) |
| Czech Republic Country Overview: Not Submitted (Awaiting approval by Post/Commission) Country Benefits: Not Submitted (Awaiting approval by Commission) |
| Denmark Country Overview: Not Submitted (Awaiting approval by Post/Commission) Country Benefits: Not Submitted (Awaiting approval by Commission) |

[Edit an Existing Award](#)

[Edit Country Overview](#)

[Edit Country Benefits](#)

[View Updated Awards](#)

[Add a New Award](#)

Helpful Documents

-  [Catalog Editing Walkthrough Guide](#)
-  [Catalog Editing Schedule](#)
-  [Call For Appointments](#)

ECA and CIES staff Screen

ECA and CIES Staff Screen

ECA and CIES staff will see only those countries assigned to their specific portfolios.

Edit Country Overview

The Country Overview allows review and editing of all awards already included in a country program.

All fields for the Country Overview are listed on the page. The description fields for a country overview are as follows:

- Summary
- Program Overview
- Staff

Each description field is separated into three sections:

- **Prior Description:** On the left hand side, the text from the 2016-2017 Catalog. This field is not editable and is provided as a reference only.
- **Current Description:** On the right hand side, proposed text for the 2017-2018 Catalog. Initially it repeats the text from last year’s catalog and any changes
- **Rationale/Editing Comments:** An optional field to provide context for and track changes. The Comments sections can be hidden, displayed individually, or displayed as a group (the entire page). The options are: Show all comments, Hide Comments, Hide all comments, and Show Comments.

When this section is complete, clicking the **Submit Updates** button will save all changes. Clicking the **Cancel** button will delete any changes made.

NOTE: Once edits are submitted, they will appear as the latest version. The comments can be changed as many times as needed. Posts and commissions may edit all text until **December 22, 2015**. After this date, the most recent version will be considered the official entry submitted for ECA review.

IF NO EDITS ARE MADE BY MIDNIGHT, Eastern Time, ON December 22, 2015, CIES EDITS OF LAST YEAR’S SUBMISSION WILL BE USED.

Edit Country Overview

Country or Program: Armenia

[Status: Awaiting Post/Commission submission]

Show all comments

Hide all comments

| Summary | |
|--|---|
| <p>Prior Description (Read-only listing from 2017-2018 catalog):</p> <p>Approximately three grants for teaching, teaching/research, or research. Short-term Flex grants for teaching/research and research for one to three-month segments over two to three consecutive years are available during the fall and/or spring semesters. Applicants interested in the Flex grant option should consult with CIES program staff before applying. Final approval of Flex grants will be contingent upon available funding.</p> | <p>Current Description (Latest recommended Catalog entry):</p> <p>Approximately three grants for teaching, teaching/research, or research.</p> <p>Short-term Flex grants for teaching/research and research for one to three-month segments over two to three consecutive years are available during the fall and/or spring semesters. Applicants interested in the Flex grant option should consult with CIES program staff before applying. Final approval of Flex grants will be contingent upon available funding.</p> |
| <p>Hide Comments</p> | |
| <p>New Rationale/Editing Comments (Explanation of recommended change from last year to this year):</p> | |

Edit an Award

This menu item allows reviewing or editing of an award. To review or update an award, click on the award code.

Edit an Award

Select an award.

| World Area | Country/Program | Award Code | Award Title |
|------------|-----------------|------------|--|
| Europe | Armenia | 6125 | All Disciplines |
| Europe | Croatia | 6166 | All Disciplines (Research) |
| Europe | Croatia | 6167 | All Disciplines (Teaching or Teaching/Research) |
| Europe | Croatia | 6168 | American Studies |
| Europe | Croatia | 6169 | Business Administration or Economics |
| Europe | Croatia | 6170 | Law |
| Europe | Croatia | 6171 | Social Sciences |
| Europe | Czech Republic | 6173 | All Disciplines (Research) |
| Europe | Czech Republic | 6174 | All Disciplines (Teaching or Teaching/Research) |
| Europe | Czech Republic | 6175 | American Studies |
| Europe | Czech Republic | 6176 | Fulbright-Charles University Distinguished Chair at the Faculty of Mathematics and Physics |
| Europe | Czech Republic | 6177 | Fulbright-Czech Technical University Distinguished Chair in Electrical Engineering |
| Europe | Czech Republic | 6178 | Fulbright-Masaryk Award (NGO Management) |
| Europe | Czech Republic | 6179 | Fulbright-Masaryk University Distinguished Chair in Social Studies |
| Europe | Czech Republic | 6180 | Fulbright-Palacky University Distinguished Chair |
| Europe | Denmark | 6181 | All Disciplines |
| Europe | Denmark | 6182 | Danish Distinguished Chair in American Studies |
| Europe | Denmark | 6183 | Green Energy and Technology: Polymer Science and Technology |

When you click on the Award Code, the following description fields will be listed:

- Award Title
- Number of Awards
- Category
- Type of Activity
- Location(s)
- Grant Activity
- Special Features (Housing details, memberships provided, etc.)
- Length of Grant
- Grant Date(s)
- Disciplines
- Specializations
- Degree Requirements
- Professional Profile
- Additional Qualifications
- Language Requirements
- Invitation Requirements
- Additional Comments
- Helpful Links

Each description field is separated into three sections:

- **Prior Description:** On the left hand side, the text from the 2016-2017 Catalog. This field is not editable and is provided as a reference only.
- **Current Description:** On the right hand side, proposed text for the 2017-2018 Catalog. Initially it repeats the text from last year’s catalog and any changes
- **Rationale/Editing Comments:** An optional field to provide context for and track changes. The Comments sections can be hidden, displayed individually, or displayed as a group (the entire page). The options are: Show all comments, Hide Comments, Hide all comments, and Show Comments.

When this section is complete, clicking the **Submit Updates** button will save all changes. Clicking the **Cancel** button will delete any changes made.

NOTE: Once edits are submitted, they will appear as the latest version. The comments can be changed as many times as needed. Posts and commissions may edit all text until **December 22, 2015**. After this date, the most recent version will be considered the official entry submitted for ECA review.

IF NO EDITS ARE MADE BY MIDNIGHT, Eastern Time, ON December 22, 2015, CIES EDITS OF LAST YEAR’S SUBMISSION WILL BE USED.

Add an Award

Access to Add a New Award is found on the Menu. Use this field when adding a new award.



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Menu

Country assigned: Armenia

Edit Awards

| Status | Award Code | Award Title | Action |
|---------------|------------|-----------------|---|
| Not Submitted | 6125 | All Disciplines | Edit • Inactivate/Archive |


[Add a New Award](#)

Edit Country Overview

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|----------------------|
| Not Submitted | Armenia | Europe | Edit |

Edit Country Benefits

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|----------------------|
| Not Submitted | Armenia | Europe | Edit |

Helpful Documents

- [Catalog Editing Walkthrough Guide](#)
- [Catalog Editing Schedule](#)
- [Call For Appointments](#)

For technical support, [email Todd Yoder](#).

Initially, all description fields for new awards are blank. The **Disciplines** field always will default to *All*

Disciplines. If the award requires one or more specific disciplines, the **All Disciplines** checkbox should be clicked and instructions will appear for adding the appropriate discipline(s) from the dropdown list. The **Application Deadline** field is preset and locked to 1 August 2016. For a few awards (IEA, GSS, etc.), CIES will update the application deadline before the catalog is published in February 2016.

The **Submit New Award** button will save all changes. **Cancel** will delete all changes made.

NOTE: When a new award is created, the description will automatically be assigned to a temporary award code and will appear among the awards for the appropriate country, available for viewing and editing. Also note that after all award descriptions from all world regions have been submitted and approved by ECA, CIES will assign sequential award numbers to every entry, old and new, in the 2017-2018 Catalog of Awards.

Add an Award

| Country |
|---|
| Description: Armenia (AM) |
| Award Title |
| Description: |
| Number of Grants |
| Description: |
| Category |
| Description: ** Select ** |
| Activity |
| Description: <input type="checkbox"/> Teaching <input type="checkbox"/> Teaching/Research |

Edit Country Benefits

Commission countries can enter the benefits expected for the 2017-2018 year in this module. **Please note: Post countries are not able to edit this section.**



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Menu

Country assigned: Armenia

Edit Awards

| Status | Award Code | Award Title | Action |
|---------------|------------|-----------------|---------------------------|
| Not Submitted | 6125 | All Disciplines | Edit • Inactivate/Archive |

Add a New Award

Edit Country Overview

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|--------|
| Not Submitted | Armenia | Europe | Edit |

Edit Country Benefits

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|--------|
| Not Submitted | Armenia | Europe | Edit |



Helpful Documents

- [Catalog Editing Walkthrough Guide](#)
- [Catalog Editing Schedule](#)
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For technical support, email [Todd Yoder](#).

Post countries will work with their colleagues at ECA, outside the system, to establish the appropriate amounts and categories. Initially, the material that will appear in the Catalog will be for the 2016-2017 grants. Grant benefit amounts will be updated to reflect rates that will be current for 2017-2018 grants. Text will indicate that amounts can be subject to change.

Edit Country Benefits (fields)

The description fields for any country's benefits include:

- Maintenance
- Subsistence
- Housing
- Travel Relocation
- Book/Research Allowance
- Dependent Tuition Allowance
- Other Award Allowances
- Special Award Benefits

Each field is separated into three sections:

- Prior Description

- Current Description
- Rationale/Editing Comments

On the left side of the screen is the **Prior Description**. This field is not editable and is provided as a reference only. On the right side is the **Current Description** – proposed text for the 2017-2018 Catalog of Awards. Initially it repeats the text from last year’s catalog and any changes suggested by CIES staff. Here is where the text may be amended.

The Comments sections can be hidden, displayed individually, or displayed as a group (the entire page). The options are: **Show all comments**, **Hide Comments**, **Hide all comments**, and **Show Comments**.

To save your changes, click the **Submit Updates** button. To delete your changes, click the **Cancel** button.

Edit Country Benefits

Country or Program: Armenia
[Status: Awaiting submission by Commission]

Show all comments

Hide all comments

Stipend and Subsistence: Dependents must accompany grantee for at least 80 percent of grant period to qualify for housing, subsistence, and travel allowances.

Monthly Maintenance

| Base Stipend/Maintenance | |
|--|--|
| <p>Prior Description (Read-only listing from 2017-2018 catalog):</p> <p>For 2014-15 the following was provided: \$1,870-\$2,860 monthly base stipend, based on the following criteria: Research-only grants: • All scholars: \$1,870 per month Teaching or Teaching/Research grants: • Assistant Professor or professional equivalent: \$2,640 per month •Associate/Full Professor or professional equivalent: \$2,860 per month For 2016-2017, a salary supplement is available for teaching and eligible teaching/research awards. The supplement intends to raise the grant amount to the level of the individual's salary for a comparable period, capped at a maximum of \$10,000 for each full grant month. Grantees will receive this supplement when the total of the base stipend, living and housing allowances, and any sabbatical pay is less than the grantee's base salary. Summer teaching, merit awards, consulting fees, royalties, etc. will not be included in salary supplement calculations.</p> | <p>Current Description:</p> <p>For 2014-15 the following was provided: \$1,870-\$2,860 monthly base stipend, based on the following criteria:</p> <p>Research-only grants:</p> <ul style="list-style-type: none"> • All scholars: \$1,870 per month <p>Teaching or Teaching/Research grants:</p> <ul style="list-style-type: none"> • Assistant Professor or professional equivalent: \$2,640 per month •Associate/Full Professor or professional equivalent: \$2,860 per month <p>For 2016-2017, a salary supplement is available for teaching and eligible teaching/research awards. The supplement intends to raise the grant amount to the level of the individual's salary for a comparable period, capped at a maximum of \$10,000 for each full grant month. Grantees will receive this supplement when the total of the base</p> |

Inactivate an Award (Archive)

This field is available to Posts and Commissions only. To inactivate/archive an award, select the **Inactivate this Award** button. Then, select the appropriate award number. Please provide some context for the inactivation. To finalize, click the **Submit Inactivation** button.



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Menu

Country assigned: Armenia

Edit Awards

| Status | Award Code | Award Title | Action |
|---------------|------------|-----------------|---------------------------|
| Not Submitted | 6125 | All Disciplines | Edit • Inactivate/Archive |

Add a New Award

Edit Country Overview

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|--------|
| Not Submitted | Armenia | Europe | Edit |

Edit Country Benefits

| Status | Country/Program | World Area | Action |
|---------------|-----------------|------------|--------|
| Not Submitted | Armenia | Europe | Edit |

Helpful Documents

-  Catalog Editing Walkthrough Guide
-  Catalog Editing Schedule
-  Call For Appointments

For technical support, email [Todd Yoder](mailto:Todd.Yoder@state.gov).

Reasons for inactivation can be: the award will be discontinued (for any of a number of reasons), a **change in the direction of a country's program** (emphasis on different academic fields, different host institutions), **collapsing two or more awards** into a single, new award, etc.

Inactivate an Award

Award Code: 6125

Award Title: All Disciplines

World Area: Europe

Country: Armenia

[Status: Awaiting Post/Commission submission]

[Preview This Award](#)

All Disciplines

Reason for Inactivating This Award:

➔
➔



Please note: When an award is inactivated, it will no longer be available for review or editing. Award descriptions selected for inactivation will be archived. To reactivate an award before the final award copy is due (December 23, 2015), please contact your CIES program officer.

Deadline:

The deadline for Posts and Commissions to submit final edits and ECA to review and approve awards for the 2017-2018 U.S. Fulbright Scholar Catalog of Awards is MIDNIGHT Eastern Time **December 22, 2015**.

Adding Hyperlinks:

When you add a hyperlink, you can optionally put the text first, followed by a pipe character (|), then the URL. {Information and Instructions

Document|<http://www.cies.org/sites/default/files/documents/ARRP.pdf>}

Displays in the Catalog as: [Information and Instructions Document](#)

Assistance and Feedback:

- For technical questions, contact Todd Yoder at TYoder@powertrain.com
- For content-related questions about a given award, please contact the CIES country program staff. [Click here](#) for a list of program staff.

The new U.S. Scholar Catalog of Awards will be published online in Feb. 2016 (catalog.cies.org). Please share your feedback with tyoder@powertrain.org so CIES can compile a list of improvements and/or features in order to improve the editing process for next year.

Thank you!

- Your colleagues at CIES/IIE, November 23, 2015 -