

J. William Fulbright Foreign Scholar Board

Candidate Transmittal System

Instructions for Use by U.S. Embassies and Fulbright Commissions and
Foundations

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Table of Contents

Summary.....	2
I. Using the J. William Fulbright Foreign Scholarship Board Candidate Transmittal System	3
a. Login.....	3
b. Home.....	3
i. No Actions Pending.....	3
ii. The Following Panel(s) Have Been Initiated	3
c. Initiate.....	4
d. Panels.....	4
e. Reports.....	4
f. My Account.....	4
i. Change My Password.....	4
ii. Change My Email Preferences	4
II. Create the Roster	5
a. Generate the Roster File	5
i. Using the Online Application (Embark).....	5
ii. Using the Online Application (Apply Yourself)	8
b. Save the Roster Excel File (Excel).....	8
III. Using the Initiate Page	10
a. Upload Roster	10
b. Validate Imported Roster	10
c. Enter Comments	11
d. Review Data	12
e. Return.....	12
IV. Using the Panels Page	13
a. View Panel	13
b. Recall Panel.....	13
c. Track Panel Status	13
d. Candidate Approval Status	13

Summary

In order to enhance the review of Fulbright candidates by the J. William Fulbright Foreign Scholar Board (FFSB), the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) collaborated with the Institute of International Education (IIE) and with IIE's Council for International Exchange of Scholars (CIES) to develop an online transmittal tool. The tool will be used by posts, commissions, cooperating agencies, ECA and the FFSB for the following types of Fulbright programs:

- Foreign Student Program
- U.S. Student Program
- Foreign Language Teaching Assistant (FLTA) Program
- Visiting Scholar Program
- U.S. Student Program
- Specialist Program (FSP)

Purpose

- Expedite

The purpose of the transmittal system is to facilitate sending and receiving consistently complete information on Fulbright application reviews and recommended candidates. The system provides an organized, streamlined place for the FFSB to efficiently access, review, comment on and approve panels of candidates.

- Make Transparent

All information required by ECA and the FFSB, on review of foreign applications by posts and commissions and review of U.S. applications by cooperating agencies, is contained in one online setting for easy access from anywhere. ECA and the FFSB have a centralized place for all communications about panels of recommended candidates, including deferral and disapproval correspondence. Posts, commissions and cooperating agencies can view the record of approved and disapproved candidates.

I. Using the J. William Fulbright Foreign Scholarship Board Candidate Transmittal System

a. Login

Go to <https://ffsb.fulbrightonline.org/>

On the Login page, enter you regular email address for Fulbright work.

Enter this initial password: **Fulbright**.

Select **Submit**.

You will be directed to change your password.

Once you set up your password, if you forget it, select **I forgot my password** on the Login page to have it emailed to you.

Select **Email technical support** if you are having a technical issue with the system, such as browser compatibility difficulties, or if you are not able to access the system.

Email your program contact available through the [Instructions](#) portal on Fulbrightonline.org if you are having a program-specific issue, such as not being able to access your particular program panels and roster information, or if you need assistance with the roster importing and format.

Once you login, you will see that the system is organized across the top bar into the following pages: Home, Initiate, Panels, Reports (under development) and My Account.

b. Home

Use this page to track your pending actions.

i. No Actions Pending

If “No actions pending” displays, panels to which you have access have not been initiated.

ii. The Following Panel(s) Have Been Initiated

If “The following panel(s) have been initiated” displays, a roster has been uploaded into the system and additional information may have been entered, but the panel has not yet been submitted to ECA. For each panel to which you have access that is initiated but not submitted, the following information will display:

Date of Status Change – date roster was uploaded to initiate the panel,

Number of Days Pending – number of days since the panel was initiated,

Panel Name – type of Fulbright program, country/program and fiscal year

Number of Candidates – number of candidates on roster for the panel.

c. Initiate

Use this page to upload, enter and preview information you will submit to the ECA for the FFSB. For more information on this process, see sections II. and III.

d. Panels

Use this page to view panels of candidates from your country/program on which action has been taken or candidates from the U.S. a cooperating agency has submitted to ECA for your country/program. The status of FFSB approval or disapproval for each candidate will display here and will not be available in Embark or Apply Yourself. For more information, see section IV.

e. Reports

Under development. This feature will permit the user run basic reports by selecting information from panels to which you have access. Report functions are under construction and will be available in the future.

f. My Account

Use this page to reset your password and to either set the types of actions for which you wish to be notified by email or to inactivate email notifications.

i. Change My Password

Select **Change My Password**. Enter **New password**. To **Confirm** new password, enter it again, and select **Save New Password**.

ii. Change My Email Preferences

Select **Change My Email Preferences**. The default setting is, “You are currently allowing this website to send you notification emails”. Select **Turn email notifications OFF** if you do not wish to receive an email to notify you when action is taken, for example when ECA releases a panel to FFSB, when FFSB approves a panel or when FFSB disapproves a candidate on a panel. Whether or not you choose to receive an email notification, such status changes will appear on your Panels page.

II. Create the Roster

a. Generate the Roster File

Each Fulbright Program maintains unique roster information specific to its program objectives. A roster is comprised of information entered into the online application by the applicant (such as name, institution, country of residence, etc.) and by you as an application manager (competition cycle, principal or alternate status, etc.).

Creating the roster to import into the Transmittal System is a two-step process. Generate the file through the online application, Embark or Apply Yourself. Save the file in the appropriate Excel format (Comma Delimited or CSV).

Please follow the instructions exactly. Do not edit the Excel file. If corrections are needed to the data, make them in the online application or application manager. If you encounter any difficulties, please reach out to your respective [program contact](#) for assistance.

i. Using the Online Application (Embark)

For use by posts, commissions and cooperating agencies IIE, CIES and AMIDEAST.

Log into the Embark Admissions Center (<https://admissions.embark.com>). If you manage multiple program competitions, please select the appropriate Program link.

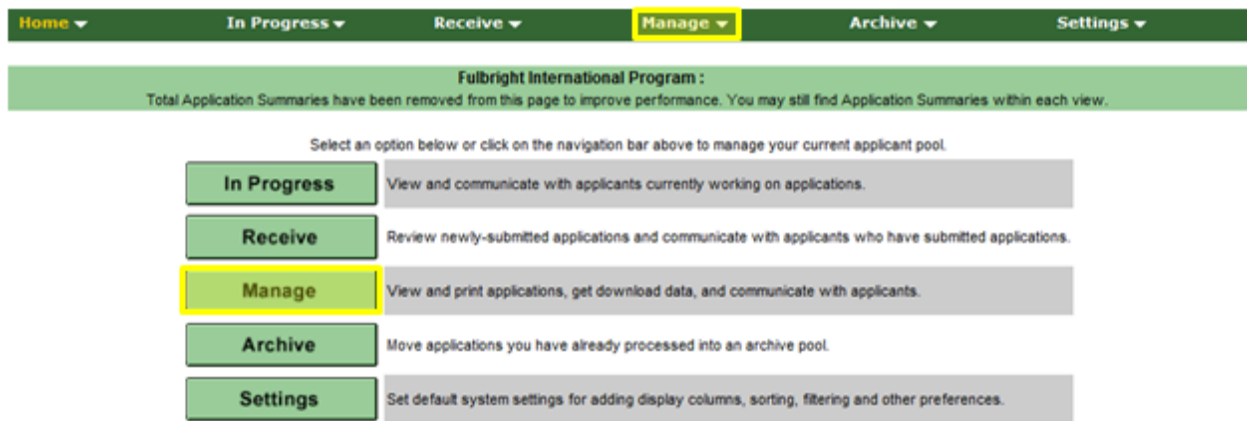
Click on the Program link below to access applications.

Fulbright Foreign Language Teaching Assistant Program (FLTA)
Fulbright Foreign Student Program
Fulbright U.S. Scholar Program
Fulbright U.S. Student Program
Fulbright Visiting Scholar Program
Hubert H. Humphrey Fellowship Program
If you encounter any difficulties or are missing access to a program, please send a message indicating the nature of the issue and/or the specific program that is missing to onlineapplication@iie.org .
For further information on managing applications, click here for Application Manager instructions.

Proceed to **Manage**, using the **Manage submitted apps** on the far left or through the **Applications** tab at the top.

The screenshot shows the Fulbright International Program website. At the top left is the Fulbright logo. To the right is a navigation bar with tabs: HOME, DASHBOARD, PROSPECTS, APPLICATIONS (highlighted in yellow), and Help | Logout. Below the navigation bar, a date stamp reads "Fulbright International Program, Jeff Hopper, 10/16/2013". The main content area is divided into three sections. On the left, under "Prospects", are links for "View new inquiries", "Manage event attendance", and "Manage interview calendar". Below that, under "Applications", are links for "Communicate with applicants", "Receive submitted apps", and "Manage submitted apps" (highlighted in yellow). On the right, under "Client Technical Support", is a message asking if the user has used the "Client Support site" lately, followed by a list of features: "Online support to answer your most frequent questions", "Request support from our team", and "Track the status of your requests". At the bottom left is a "Norton SECURED" logo with the text "powered by VeriSign" and "ABOUT SSL CERTIFICATES". At the bottom right is a "Contact Us" link and a copyright notice: "© 2013 Embark Corp. All Rights Reserved."

(If you use the **Applications** tab above, you will next need to select **Manage** on the subsequent screen.)



From Manage, you will have access to a number of Saved Views. You will need to select the Saved View “**Transmittal Roster**” from the drop down list and click on the gray button, **select view**.

[All Manage](#) > **Transmittal Roster**

MANAGE View and print applications, get download data, and communicate with applicants.

Saved Views:

From this view, you will be to export directly from Embark into Excel all Principal and Alternate candidates who require review by the FFSB. Select



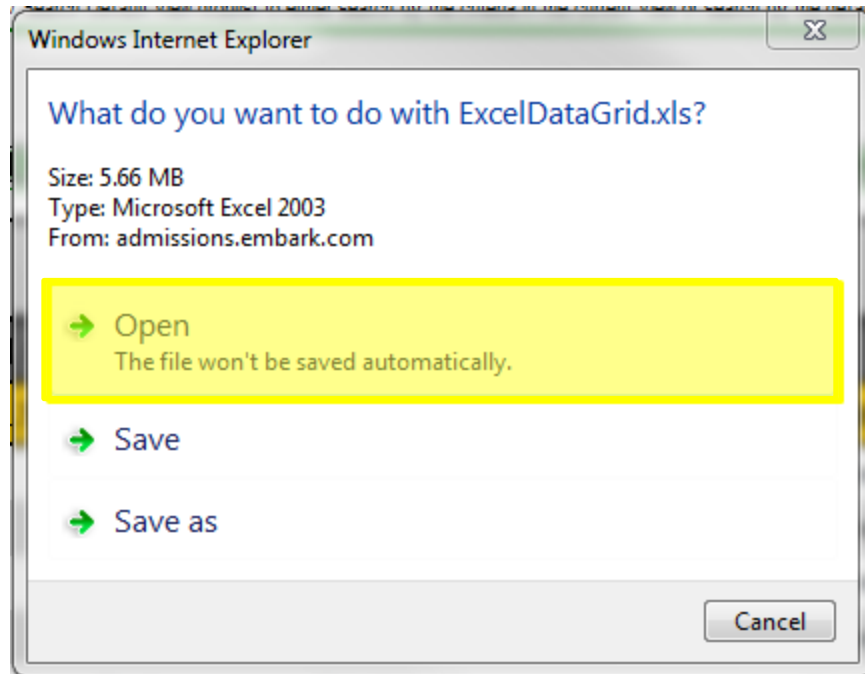
the green button, **export to excel**.

Please be reminded that use of other green buttons is strongly discouraged.

Tip: If you manage multiple competitions, use **Basic Filters** to drill down between competition cycles, special programs, etc.



Embark will prompt you to Open, Save or Save as. Select **Open**. Depending on your browser, you may be prompted to open the file differently.



ii. Using the Online Application (Apply Yourself)

Please consult with staff at LASPAU to coordinate the extraction of application information.

b. Save the Roster Excel File (Excel)

The file will open in Excel. Proceed to **File > Save As**. Select CSV (Comma delimited) and enter the File name and click **Save**.

III. Using the Initiate Page

a. Upload Roster

On the Initiate: Upload Roster screen, select **Select roster file to upload**, to browse your files. Find the roster file you saved in Excel .csv format from Embark or Apply Yourself. Double click on the roster file, and it will upload into the system.

b. Validate Imported Roster

i. Header

On the Initiate: Validate Imported Roster screen, a header with the File Type (Program Name) and Date Uploaded will appear. Select the **Country/Program** and the **Fiscal Year** to which the candidate roster corresponds from the drop down menus. Then, the **World Area** and appropriate designation as **Post** or **Commission** will automatically populate.

ii. Statistics

Key statistics requested by ECA and the FFSB for the Program will be generated automatically from the imported roster data. Review the statistics to ensure they are accurate. If corrections need to be made, select **Cancel** to discard the information on the screen and return to the Home page. Go to Embark or Apply Yourself and correct the data in the application form or application manager. Generate a new roster (see Section II. for instructions), export in Excel, save in .csv format and upload the new, corrected roster file into transmittal system.

iii. Roster

Review the roster file data to ensure it is complete and accurate. If corrections need to be made, select **Cancel** to discard the information on the screen and return to the Home page. Go to Embark or Apply Yourself and correct the data in the application form or application manager. Generate a new roster (see Section II. for instructions), export in Excel, save in .csv format and upload the new, corrected roster file into transmittal system.

If the roster includes any candidates with a prior Fulbright grant, select the **Previous Fulbright Justification** link in the roster under the information for the candidate to open a comment box. Note, for scholars, comments are needed only if the candidate had a previous Fulbright

Scholar grant, not for other types of prior Fulbright grants. In the comment box, as required by the FFSB briefly, “Describe the candidate's special skills or any special factors that support a repeat Fulbright award to this candidate. Describe post/commission selection committee rationale for recommending a repeat award over awards to other qualified candidates with lower priority or who are not recommended to receive a grant”.

Select **Continue** to save your work and proceed to the Enter Comments screen, to enter summary information and comments on the application competition and panel of candidates.

c. Enter Comments

On the Initiate: Enter Comments screen, enter competition summary information, including the **Number of Applications Received**, **Number of Interviews Conducted** and, if known, **Number of Grants Anticipated**.

Enter the information required by the FFSB in each of the five transmittal comments boxes. In order to submit the panel, information must be entered in each comment box.

IMPORTANT: Prepare and save a copy of these transmittal comments (as well as previous Fulbright justification comments, if any) outside the system in Word. Utilize the spell check and other functions in Word to edit the comments. Copy and paste the comments from Word into the system. Keep a copy of your saved comments in Word after submitting a panel in the system in the event you need them later, as a panel may be recalled or returned to redo.

Transmittal Comments

1. “Describe the strategies used to promote and recruit for the Fulbright Program including strategies to advance Mission and Post/Commissions goals and to achieve diversity in recruitment”.
2. “Describe any particular candidates or issues related to the panel which merit further explanation. This could include highlighting particularly notable candidates and projects or providing additional information that would help the FFSB member determine candidates’ eligibility, especially factors which the Board might not understand unless given more context”.
3. “Please add any other comments about this year’s application process that you would like to share with the Board”.

4. “List any partnerships that provide financial support for candidates nominated this year”.
5. List “Review committee members, including institutions, titles and previous Fulbright grants”.

Select **Continue** to save comments and proceed to final review of all the panel information. Select **Previous** to save comments and return to the Initiate: Validate Roster screen. Select **Cancel** to save comments and return to the Home screen. From the Home screen, select **Delete** to remove all panel information from the system before it is submitted to ECA if you need to make corrections and generate a new roster to upload. The Delete button is only available for panels initiated but not yet submitted.

d. Review Data

On the Initiate: Review Data screen, select **Submit to ECA** to release the roster and all of the transmittal information to ECA for them to review, enter comments and release to the FFSB. Select **Previous** return to the Initiate: Enter Comments screen to edit comments. Select **Cancel** to return to the Home screen. From the Home screen, select **Delete** to remove all panel information from the system before it is submitted to ECA if you need to make corrections and generate a new roster to upload. The Delete button is only available for panels initiated but not yet submitted.

e. Return

When ECA opens a panel you submit, they may enter comments and select **Return** on their screen to send the panel back to you in order to request changes, corrections or more information. Please initiate the transmittal over again, making the adjustments needed and submit the panel to ECA.

IV. Using the Panels Page

a. View Panel

On the Panels page, the following information will display for panels submitted: **Program, Panel Name, Panel Status, Candidate Status** and **Date Uploaded** (the date the panel was submitted to ECA). Select the **Panel Name**. The panel will open in read only format for viewing.

b. Recall Panel

After you submit a panel to ECA and before ECA opens it, select **Recall** in the Panel Status column to remove all of the information from the system and start again. After ECA opens the file, Recall is no longer available; you may contact ECA outside the system if you need to request that they return the panel to you for corrections.

c. Track Panel Status

The Panel Status column will display one of following types of status:

Initiated – with the date a panel not yet been submitted to ECA was initiated,

Released to ECA – with the date a panel was submitted to ECA, for a panel not yet opened by ECA (see IV. b. Recall Panel),

Pending – for a panel submitted to and opened by ECA, until the FFSB approves or disapproves all candidates; FFSB Approve, Defer and Disapprove status for each candidate will display,

Review Completed – with the date the FFSB completed Approve or Disapprove action on each candidate, after resolving any temporary Defer status.

d. Candidate Approval Status

On the Panels page, the **Candidate Status** column will display the numbers of candidates in the panel that are approved, disapproved and pending an FFSB decision. Select the **Panel Name** to open the panel and view the FFSB status of Approve, Pending or Disapprove for each candidate, just above the candidate's application ID on the roster.