

## FULBRIGHT ARCTIC INITIATIVE U.S. SCHOLAR APPLICATION INSTRUCTIONS

The following are instructions for completing the Fulbright Arctic Initiative 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 IIE/CIES at [arctic@iie.org](mailto:arctic@iie.org).

### Preliminary Questions

1. You must be a U.S. citizen at the time of application for the Fulbright Arctic Initiative U.S. Scholar Program.
2. Which program are you applying? **(You may only apply for one.)**
  - **Select Fulbright Arctic Initiative.** Then click 'Save and Continue'.

### THERE ARE SIX STEPS TO THE FULBRIGHT ARCTIC INITIATIVE U.S. SCHOLAR EMBARK APPLICATION

- Instructions
- Application Form
- Attachments
- Register References (officially sending requests to your referees to submit reference letters)
- Application Inspector (highlights what required information is missing before the application can be submitted)
- 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 your preferred Arctic region country of interest for your research exchange visit (you will have the opportunity to select up to 2 additional countries in Item 31).**

- Click "Select Country of Interest or Regional Program". Select the desired country in the new window that appears.

#### Item 2. Award Number

- Please skip this item as it is not applicable to Fulbright Arctic Initiative U.S. Scholar applicants.

#### Item 3. Type of Activity

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

#### 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. Preferred/Nick Name:**

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

**Item 7. Current Academic or 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 (e.g. Fellow, Director).

**Item 8. Professional Address**

- For applicants from U.S. colleges or universities, search for your institution name using the Search Institution link.
- If your institution is not in the list, if your institution is outside the United States, or if you are affiliated with a non-academic institution, enter keyword "Other" in the search field and select 'Other Affiliation.' In the Institution Other field type in the name and address of the institution or organization.
- If you are an independent scholar or unaffiliated, enter keyword "Not Affiliated" in the search box and select Not Affiliated. Enter your residential address in lieu of a professional address for Question 8.

**Item 9. Date of Birth:**

- Please select your date of birth.

**Item 10. Place of birth:**

- If you were born a U.S citizen outside the united States, please choose "AMER. OUTSIDE US"
- if you are a naturalized citizen, choose "Naturalized Citizen" for state then choose the country of birth and enter your date of naturalization in item 12.

**Item 11. Country of Citizenship:**

- Please select your country of citizenship from the first dropdown menu. If you are a dual national please select your country of second citizenship from the second dropdown menu.

**Item 12. Date of Naturalization:**

- If you are a naturalized citizen of the U.S. please enter your date of naturalization.

**Item 13. Gender:**

- Please select your gender from the dropdown menu.

**Item 14. U.S. Veteran:**

- Please indicate whether you are a U.S. veteran.

**Item 15. Question Removed:**

- Please skip to next question.

**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, including spaces

- 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

- Please include books and articles submitted to peer-reviewed journals along with non-traditional works such as news articles, blog posts, interviews, podcasts, etc.

## Item 19. Previous Fulbright Grant(s)

- **Include only Fulbright grants administered by IIE/CIES (e.g. Fulbright U.S. 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 Area

- Please select the collaborative research area in which you would like to work.
- You may select only one research area.
- Research areas include:
  - **Energy:** *How will oil, gas, and other natural resources be developed in the Arctic? What can be done to promote clean renewable energy, reduce pollutants, guarantee the inclusion and rights of indigenous people, and protect the environment?*
  - **Water:** *How can we understand, mitigate, and adapt to the dramatic changes occurring and projected for the Arctic Ocean environment and fresh water regimes, such as changes to fisheries, oil spills, the emergence of invasive species, and shifts in the food supply for local communities?*
  - **Health:** *What specific issues do coastal communities face, such as erosion and storm surge, subsistence activities and food supply, availability of medical care, transportation, telecommunications, protection and continuity of their identities as indigenous peoples? What opportunities and vulnerabilities can be addressed for the sustainability of affected communities?*
  - **Infrastructure:** *How can we rethink ports, pipelines, freshwater storage and treatment, and other infrastructure and security issues? What measures and policies should be developed to promote multi-national cooperation on search and rescue, emergency environmental response, and safe shipping?*

## Item 21. Rationale - provide an abstract or brief summary of your project (maximum 700 characters)

- In a few sentences, explain why you selected the research area above. You will provide a more complete description in your Project Statement (Application Page 8).

## 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 Five Years

- This item is intended to capture substantial experience 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., Environmental Law or Marine Ecology). Enter no more than five.

## Item 26. State Department Field of Study

- 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 must be **a minimum of six weeks, not to exceed three months** in length. Please indicate as precisely as possible the period during which you intend to carry out your proposed exchange visit in your selected country.
- Between spring 2015 and fall 2016, grantees will be expected to:
  - Participate in two seminar meetings with the group-at-large (May 2015 and fall/winter 2015/16).
  - Complete a two month research exchange visit to Canada, Denmark, Finland, Iceland, Norway, Russia or Sweden.
  - Maintain intellectual collaboration with fellow Arctic Initiative grantees in program thematic research areas utilizing an online platform for communication and document sharing.
  - Participate in a final plenary seminar (Fall 2016) to share the results of collaborative research, and discuss the national and regional implications of findings, along with project implementation models.
  - All Fulbright Arctic Initiative Scholars must participate in the first, mid-term, and final seminars. Duration and dates of award must be compatible with the Fulbright Arctic Initiative program.
  - All activities will be conducted under the guidance and leadership of the two Distinguished Lead Scholars.
  - All research visits should be completed prior to June 2016.**

### Item 28. Preferred Host Institution

- Search for your preferred home institution using the Search Institution link. If you do not find your host, enter it in the name of the institution under Other Institution Type in preferred host institution name(s). You may write up to three.

### Items 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 11. However, a letter is not required at the time of application. Invitations received after the cohort has been selected should be submitted to CIES as email attachments (Word or PDF formats preferred).

### Item 31. Alternate Country Preferences

- Please list up to two additional countries in which you would like to carry out your exchange visit if your primary selection is not available. You may only make selections from the following countries: Canada, Denmark, Finland, Iceland, Norway, Russia or Sweden

### Item 32 and 33. Research with Human Subjects or Vertebrate Animals

- 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. State of Legal Residence

- Please select your state of legal residence from the drop down menu.

**Item 36. Social Security Number**

- Please enter Social Security number.

**Item 37. Marital Status**

- Please select your current marital status from the drop down menu.

**Item 38. Question Removed**

- Please skip to the next question.

**Item 39 and 40. 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 IIE/CIES. These materials will be reviewed by the J. William Fulbright Foreign Scholarship Board to determine your eligibility. IIE/CIES will contact you directly.

**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. Simply type your full name and enter the date using the dropdown menus.

**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 4 Register References section of the application. You may navigate to this page at any time by clicking the button on the left hand column marked "4 Register 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 4 of your application, please contact the Embark application managers directly at [support@embark.com](mailto:support@embark.com) or CIES at [fsponline@iie.org](mailto:fsponline@iie.org).

- 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 spam filter).
- Referees are sent an email containing their instructions when you register them in Step 5 References section of the application.
- 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
- 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.
- Indicate whether you waive your right to access your submitted letters of reference. If you do not waive your right, contact CIES on how to view your letters.
- You may submit your application before all your references submit their letters of reference.

## 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.
- Relevance of applicant's previous research, training, and experience to proposed project area(s).
- Ability of the applicant to work as a part of an interdisciplinary team.

## FULBRIGHT PUBLICITY SURVEY (APPLICATION PAGE 6)

The information on this survey is requested for statistical purposes only and is completely confidential. It will not be seen by reviewers or used in any way during the selection process.

## STEP THREE: ATTACHMENTS

- All applicants are required to submit a **project statement** (page seven); **curriculum vitae** (page eight); and **select bibliography** (page nine).
- Please comply with all page limits and guidelines for each attachment type.
- Attachments must be in PDF or Word format and must not exceed 2 MB in size.

## PROJECT STATEMENT (APPLICATION PAGE 7)

All applications must include a project statement. 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.

### Format Requirements:

- 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.
- Headers and/or bullets to organize and convey key elements may be helpful.

**Applicants should submit a project statement that addresses the Fulbright Arctic Initiative collaborative research area you selected above.**

### All applicants should address:

- Your ability to perform collaborative research in a multidisciplinary team-based setting.
- What is the public policy impact and practical significance of your selected project area to the Arctic region?
- How your collaborative research in the selected area will advance understanding of regional development to improve quality of life in local communities and the Arctic region as a whole.
- How you would integrate public and/or youth outreach in the collaborative research agenda.
- How you will benefit from and contribute to the goals and objectives of the Fulbright Arctic Initiative program.

### Project Statements should specifically describe:

- The academic and professional context of the project area(s).
- What teaching and professional experience prepared you for this type of program?
- Why the research needs to be done; what significance does it hold for your discipline, your personal and professional development, and the region's benefit?
- Why it should be done in the country you selected.
- How will your results be disseminated (publications, conference presentations, joint collaboration, etc.)

### 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 8)

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

## SELECT BIBLIOGRAPHY (APPLICATION PAGE 9)

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

## LETTER OF INVITATION GUIDELINES (APPLICATION PAGE 10)

A letter of invitation is not required at the time of application.

Once a host has been 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 CIES.

## STEP FOUR: REFERENCES

This is the second step in the application to submit reference letters. In this section, you will enter the name and email information for the same three references entered in Step 2: Page 5.

You will need to complete the application form (Step 2) in its entirety before you will be able to register references. If you have not completed the application form, you will receive a prompt guiding you to the questions that need to be completed before you can register references.

### **Step-by-Step Instructions to Register a Reference**

1. Click the purple Register Referee button.
2. Select Fulbright Letter of Reference for your recommender to upload a letter of reference regarding your qualifications and proposed project.
3. On the next page, enter your reference's first and last name and email address. The link to the upload site and instructions on how to submit a letter of reference will be sent to this email address.
4. Check the box, and enter your full name and date.
5. Click Submit Registration
6. If you wish to submit another reference, click Register another Referee.

As soon as you click Submit Registration, an email will be sent to your reference. It is best to check they have received this email. It will not come from CIES, but directly from the Embark system. Have your references check for an email from [noreply@embark.com](mailto:noreply@embark.com).

### Checking Letter of Reference Status

Once the referee is registered, you will be able to check the status of their progress.

### Status Definitions

- **Registration Unconfirmed:** You have successfully registered the reference, but they have not logged into the reference letter site. If this status remains unchanged, check in with your reference to ensure they received the registration email.
- **In Progress:** Your reference has successfully logged into the reference letter site, but has not submitted a letter.
- **Submitted:** Your reference has successfully submitted a reference letter.

### Resending Registration Emails

If your reference has not received the reference letter registration email or has misplaced it, you are able to resend that email at any time, even after you have submitted your application.

1. Log into your application and click Step 4: Register Reference
2. Next to the referee's name, check the box
3. Click Resend Registration Email

### Deleting Referees

If one of your referees is unable to submit a letter, you can delete them from your list before they submit a letter. Once they have submitted a letter, you will need to contact CIES to have that letter removed.

1. Log into your application and click Step 5: Register Reference
2. Under Delete Referee, use the dropdown list to select the reference you wish to delete
3. Click Delete Referee

### STEP FIVE: APPLICATION INSPECTOR

- The application inspector report will display incomplete questions and required attachments. 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.