

WALKTHROUGH GUIDE

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

To make your job easier, last year's award descriptions have been pre-loaded into the system. This should allow for smoother editing of existing awards. Award descriptions are untouched from the final version that appeared in last year's Catalog of Awards (posted on www.cies.org for U.S. applicants). 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. In the 2013-2014 version there may be text suggestions contributed by CIES staff. The suggestions are chiefly the result of contact with potential applicants during the 2012-2013 competition.

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Basic Steps in the Catalog Process

Here is a quick summary of the process for creation of the 2013-2014 Catalog of Awards.

CIES Staff

November 3, 2011 – November 16, 2011 – CIES staff review the previous year’s awards and make suggested changes .

Posts and Commissions

November 17, 2011 – December 30, 2011 – **Posts and Commissions** work collaboratively with their colleagues in the **ECA** regional branches on their award submissions by updating existing country descriptions, benefits, and awards or by creating new ones. Posts and commissions are invited to submit their materials at any time prior to **December 30, 2011**.



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 **Submit for ECA Review** button is clicked, the entries are locked and cannot be changed by the post or commission.

***Note** – Should ECA request further changes to an award, that award will be reopened for further editing by the post or commission.

ECA

January 3, 2012 - January 19, 2012 – **ECA** reviews 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.



As ECA program staff conclude their reviews of the materials submitted from posts and commissions, they will click the “Approve for CIES Proofreading” button.

CIES

January 19, 2012 –January 31, 2012 – **CIES** proofreading and other technical processes prepare the Award Catalog 2013-2014 for publication.



February 1, 2012 – The Award Catalog goes live on-line and the competition for 2013-2014 is open.



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


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



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Create Password

After the initial login, a new password should be created and stored somewhere readily accessible. 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.



Fulbright Scholar Program
Administered by the Council for International Exchange of Scholars, a division of the Institute of International Education

FULBRIGHT

EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14 Not logged in

Create Password

araad@verizon.net, welcome to the CIES Online Catalog Editing site.

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.

FULBRIGHT The Fulbright Program, sponsored by the U.S. Department of State's [Bureau of Educational and Cultural Affairs](#), is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit [fulbright.state.gov](#).

The Fulbright Scholar Program is administered by CIES, a division of the [Institute of International Education](#).

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Menu

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



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FULBRIGHT

EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14 Menu: My Account Logged in: araad@verizon.net [Log Out](#)

Menu

Country assigned: Germany

NOTE: Final edits are due by midnight Eastern Time on Dec. 20, 2010.

Helpful Documents

- [Catalog Editing Walkthrough Guide](#)
- [Catalog Editing Schedule](#)
- [Posts and Commissions Submitting Unchanged Awards](#)
- [ECA Submitting Award Approvals to CIES for Proofreading](#)
- [CIES Staff Submitting Awards to Operations for Final Review](#)

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

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Edit Country Overview

The Country Overview allows review and editing of all awards already included in a country program. Posts and commissions will see only the awards associated with their country.

POST AND COMMISSION SCREEN



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EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14

Menu My Account Logged in: araad@verizon.net Log Out

Edit Country Overview

Select a country or program .

Country/Program
Germany

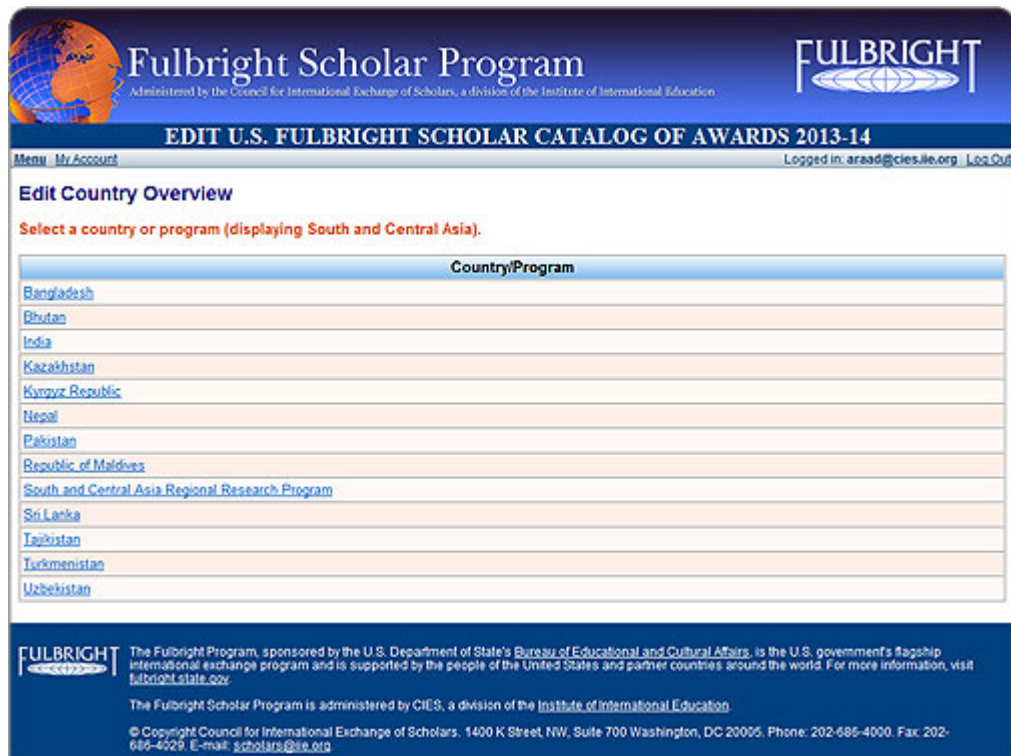
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ECA and CIES staff will see only those countries assigned to an individual's portfolio.

ECA AND CIES SCREEN



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FULBRIGHT

EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14

Menu My Account Logged in: araad@cies.ie.org Log Out

Edit Country Overview

Select a country or program (displaying South and Central Asia).

Country/Program
Bangladesh
Bhutan
India
Kazakhstan
Kyrgyz Republic
Nepal
Pakistan
Republic of Maldives
South and Central Asia Regional Research Program
Sri Lanka
Tajikistan
Turkmenistan
Uzbekistan

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Edit Country Overview

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
- Current Description (the most recent, recommended catalog entry)
- Rationale/Editing Comments (an optional field to provide context for changes. This field, too, is optional and is provided to track changes).


On the left side of the screen is the **Prior Description** – the text from the 2012-2013 catalog. This field is not editable and is provided as a reference only. On the right side is the **Current Description** – proposed text for the 2013-2014 catalog. Initially it repeats the text from last year's catalog and any changes suggested by CIES staff. New text, changes to existing text, or text deletions are possible.

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 30, 2011**. 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 30, 2011**, CIES EDITS OF LAST YEAR'S SUBMISSION WILL BE USED.



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EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14

Menu My Account Logged in: araad@cies.ile.org Log Out

Edit Country Overview

Country or Program: **Bhutan**
[Status: Awaiting Post/Commission submission]

Show all comments Hide all comments

Summary

Prior Description (Read-only listing from 2013-14 catalog):
Up to two teaching or teaching/research awards. See also research opportunities under the South and Central Asia Regional Research Program.

Current Description (Latest recommended Catalog entry):
Up to two teaching or teaching/research awards. See also research opportunities under the South and Central Asia Regional Research Program.

Hide Comments

New Rationale/Editing Comments (Explanation of recommended change from last year to this year):

Existing Rationale/Editing Comments (Explanation of recommended change from last year to this year):
(None)

Program Overview

Prior Description: Current Description:


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Edit an Award

This menu item allows reviewing or editing of an award. Posts and commissions will see only the awards associated with their country. To review or update an award, click on the award code.

All awards from the countries to which you are assigned are displayed. To review or update an award, select an award by its (temporary) award code.

POSTS AND COMMISSIONS



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EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14

Menu My Account Logged in: araad@verizon.net Log Out

Edit an Award

Select an award.

Award Code	World Area	Country/Program	Award Title
2229	Europe	Germany	All Disciplines (Senior Lecturing/Research)
2230	Europe	Germany	Fulbright German Studies Seminar
2231	Europe	Germany	Potsdam - Junior Fulbright Lectureship in American Studies
2232	Europe	Germany	U.S.-Germany International Education Administrators Program
2233	Europe	Germany	All Disciplines (Junior Research)
2234	Europe	Germany	All Disciplines (Travel-Only)
2235	Europe	Germany	American Literature and American Studies (Junior Lecturing)
2236	Europe	Germany	Fulbright-Stiftung Wissenschaft und Politik, Research in International Politics
2237	Europe	Germany	German Distinguished Chair in American Studies (Germany)

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ECA and CIES staff will see only those countries assigned to an individual's portfolio.

ECA and CIES Staff

Award Code	World Area	Country/Program	Award Title
2452	South and Central Asia	(Regional)	South and Central Asia Regional Research Program
2453	South and Central Asia	Bangladesh	All Disciplines
2454	South and Central Asia	Bhutan	Multiple Disciplines
2455	South and Central Asia	India	Fulbright-Nehru Medical Sciences, Communications, Information Technology
2456	South and Central Asia	India	Fulbright-Nehru All Disciplines (Research)
2457	South and Central Asia	India	Fulbright-Nehru All Disciplines (Teaching)
2458	South and Central Asia	India	Fulbright-Nehru Environmental Studies (Research)
2459	South and Central Asia	India	Fulbright-Nehru International Education Administrators Program
2460	South and Central Asia	India	Fulbright-Nehru Distinguished Chair (Teaching)
2462	South and Central Asia	India	Fulbright-Nehru All Disciplines (Teaching/Research)
2461	South and Central Asia	Kazakhstan	All Disciplines
2462	South and Central Asia	Kazakhstan	Study of the United States
2463	South and Central Asia	Kyrgyz Republic	Communication, Mass Media Studies or Journalism
2464	South and Central Asia	Kyrgyz Republic	All Disciplines
2465	South and Central Asia	Maldives, Republic Of	Multiple Disciplines
2466	South and Central Asia	Nepal	Tribhuvan University (All Disciplines)
2467	South and Central Asia	Nepal	Patan Academy of Health Sciences (Multiple Disciplines)
2468	South and Central Asia	Nepal	Kathmandu School of Law (Law)
2469	South and Central Asia	Nepal	Kathmandu University (Multiple Disciplines)

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Edit an Award

All award fields are listed on this page.

The description fields are:

- Award Title
- Number Of Awards
- Category
- Type of Activity
- Disciplines
- Specializations
- Description of Activity (Grant Activity)
- Additional Qualifications
- Language Requirements
- Location(s)
- Length of Grant
- Starting Date(s)
- Application Deadline [preset and locked for August 1, 2012. A few awards, such as seminars and IEA awards, will be changed by CIES to the appropriate date]
- Special Features (Housing details, memberships provided, etc.).
- Additional Comments
- Helpful Web Links

Each description is separated into three sections:

- Prior Description
- Current Description
- Rationale/Editing Comments

On the left side of the screen is the **Prior Description** – the text from the 2012-2013 catalog. This field is not editable and is provided as a reference only. On the right side is the **Current Description** – proposed text for the 2013-2014 catalog. Initially it repeats the text from last year’s catalog and any changes suggested by CIES staff. New text, changes to existing text, or text deletions are possible.

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.

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EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14

Menu My Account Logged in: araad@verizon.net Log Out

Edit an Award

Award Code: 2229
World Area: Europe
Country: Germany
[Status: Awaiting Post/Commission submission]

Preview This Award

Show All Comments Hide All Comments

Award Title

Prior Description (Read-only listing from 2013-14 catalog): All Disciplines (Senior Lecturing Research)	Current Description (Latest recommended Catalog entry): All Disciplines (Senior Lecturing Research)
---	---

Hide Comments

New Rationale/Editing Comments (Explanation of recommended change from last year to this year):

Existing Rationale/Editing Comments (Explanation of recommended change from last year to this year):
(None)

Number of Grants

Prior Description: Approximately 10	Current Description: Approximately 10
---	---

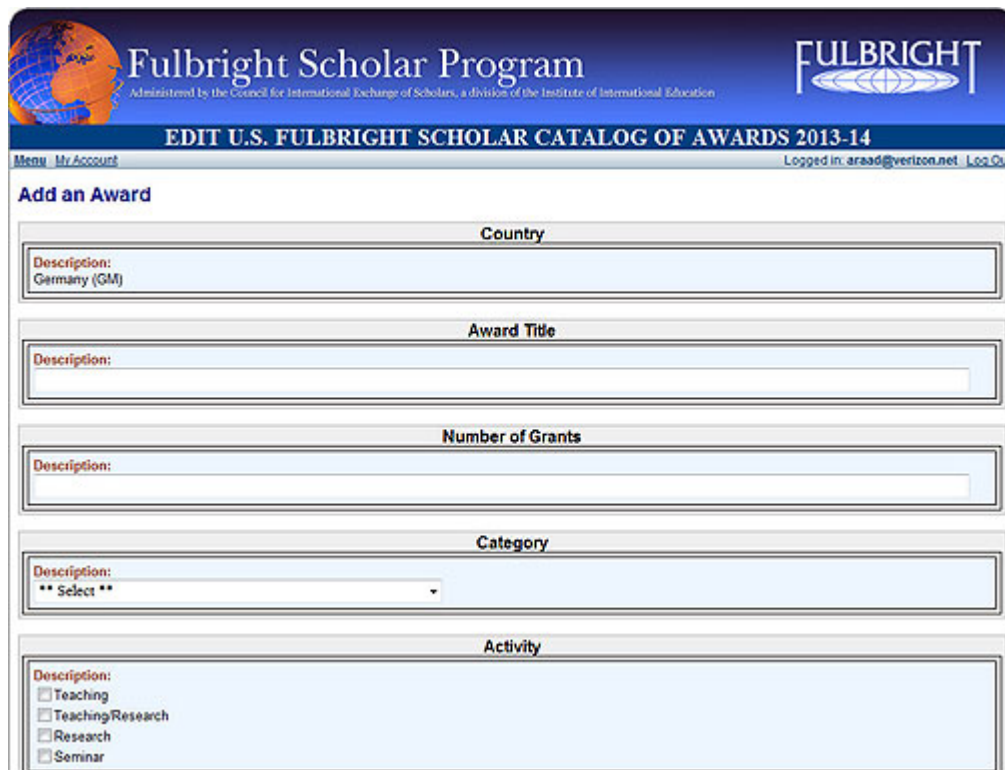
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Add an Award

Access to Add an Award is found on the Menu and is used when a new award is being designed for the Award Catalog. Initially all description fields 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 2012. For a few awards (IEA, GSS, etc.), CIES will update the application deadline before the catalog is published in February 2012.

The **Submit New Award** button will update all new information. **Cancel** will nullify all new award text.

NOTE: Upon creating a new award description, it will automatically be assigned a temporary interim 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 2013-2014 Catalog.*



The screenshot shows the 'Add an Award' form within the Fulbright Scholar Program interface. The header includes the Fulbright logo and the text 'Fulbright Scholar Program' and 'Administered by the Council for International Exchange of Scholars, a division of the Institute of International Education'. The main title is 'EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14'. The user is logged in as 'araad@verizon.net'. The form consists of several sections, each with a 'Description:' label and a text input field:

- Country:** Description: Germany (GM)
- Award Title:** Description: (empty)
- Number of Grants:** Description: (empty)
- Category:** Description: ** Select **
- Activity:** Description: Teaching, Teaching/Research, Research, Seminar

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Edit Country Benefits

Commission countries are able to enter the benefits expected for the 2013-2014 year using this module. **Post countries should enter nothing here.**

The screenshot shows the 'Edit Country Benefits' page for the Fulbright Scholar Program. At the top, there is a header with the Fulbright logo and the text 'Fulbright Scholar Program' and 'Administered by the Council for International Exchange of Scholars, a division of the Institute of International Education'. Below this is a navigation bar with 'Menu' and 'My Account' links, and a login status 'Logged in: araad@verizon.net Log Out'. The main content area is titled 'Edit Country Benefits' and includes a prompt 'Select a country or program'. Below this is a table with one row for 'Germany' under the 'Country/Program' column. The footer contains the Fulbright logo and text: 'The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit fulbright.state.gov. The Fulbright Scholar Program is administered by CIES, a division of the Institute of International Education. © Copyright Council for International Exchange of Scholars, 1400 K Street, NW, Suite 700 Washington, DC 20005. Phone: 202-685-4000. Fax: 202-685-4029. E-mail: scholars@cie.org'.

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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 2011-2012 grants. That will be updated to reflect the amounts that will be current for grants to 2012-2013 Fulbrighters, once ECA has set the amounts. Text should indicate that amounts are subject to change.

Should administrative issues or questions arise, please contact the appropriate CIES staff person (<http://www.cies.org/amstaff.htm>). For technical problems contact: tyoder@powertrain.com.

Edit Country Benefits (fields)

The description fields for any country's benefits include:

- Base Stipend
- Maintenance
- Travel Relocation
- Tuition Assistance
- Other Benefits
- 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** – the text from the 2012-2013 catalog. This field is not editable and is provided as a reference only. On the right side is the **Current Description** – proposed text for the 2013-2014 catalog. Initially it repeats the text from last year’s catalog and any changes suggested by CIES staff. New text, changes to existing text, or text deletions are possible.

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.

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EDIT U.S. FULBRIGHT SCHOLAR CATALOG OF AWARDS 2013-14

Menu: My Account Logged in: araad@cies.ile.org Log Out

Edit Country Benefits

Country or Program: **Bhutan**
[Status: Awaiting Post/Commission submission]

Show all comments Hide all comments

Include link to Overview of Stipends and Benefits page

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

Stipend

Base Stipend/Maintenance	
Prior Description (Read-only listing from 2013-14 catalog): \$2,640-\$2,860 monthly base stipend.	Current Description: For 2011-12, the following was provided: \$1,870- \$2,860 monthly base stipend, based on the following criteria: Teaching and Teaching/Research grants: • Assistant Professor or professional equivalent: \$2,640 per month • Associate Full Professor or professional equivalent: \$2,860 per month

Hide Comments

New Rationale/Editing Comments (Explanation of recommended change from last year to this year):

Existing Rationale/Editing Comments (Explanation of recommended change from last year to this year):
(None)

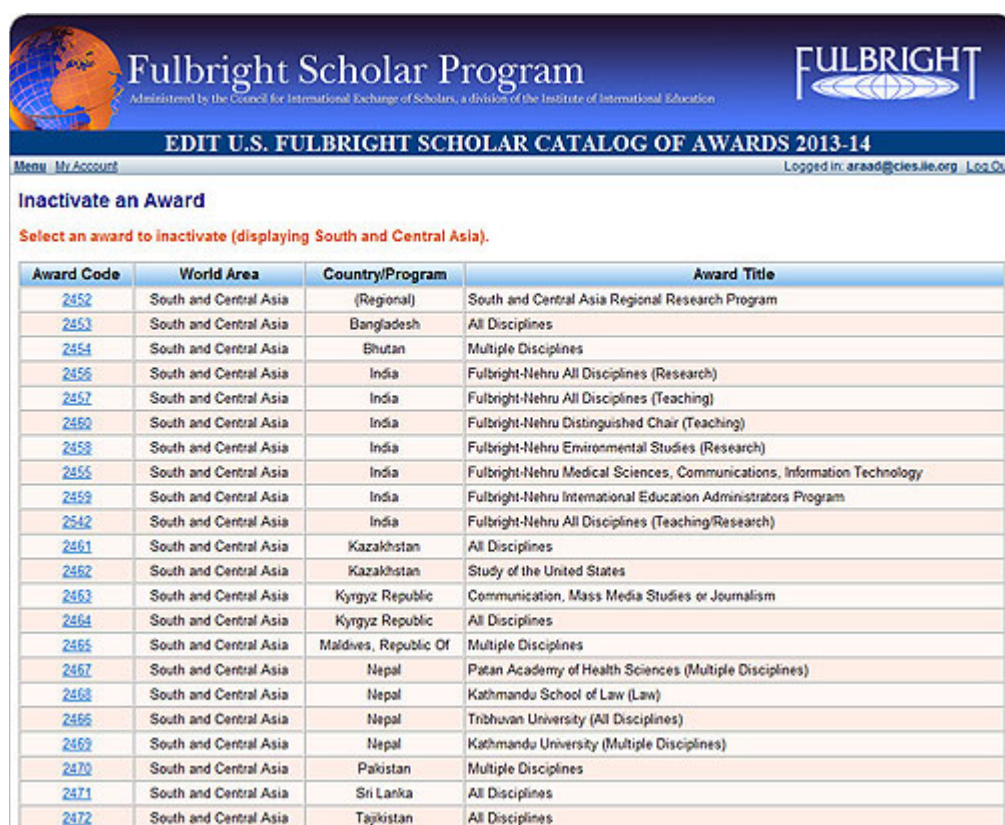
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Inactivate an Award (Archive)

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

Reasons for inactivation typically include a decision **not to offer the award again** (for any of a number of reasons), a **change in the basic 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.

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 re-activate an award before the final award copy is due (Jan. 19, 2012), contact the appropriate CIES staff member.



Award Code	World Area	Country/Program	Award Title
2452	South and Central Asia	(Regional)	South and Central Asia Regional Research Program
2453	South and Central Asia	Bangladesh	All Disciplines
2454	South and Central Asia	Bhutan	Multiple Disciplines
2455	South and Central Asia	India	Fulbright-Nehru All Disciplines (Research)
2457	South and Central Asia	India	Fulbright-Nehru All Disciplines (Teaching)
2460	South and Central Asia	India	Fulbright-Nehru Distinguished Chair (Teaching)
2458	South and Central Asia	India	Fulbright-Nehru Environmental Studies (Research)
2456	South and Central Asia	India	Fulbright-Nehru Medical Sciences, Communications, Information Technology
2459	South and Central Asia	India	Fulbright-Nehru International Education Administrators Program
2462	South and Central Asia	India	Fulbright-Nehru All Disciplines (Teaching/Research)
2461	South and Central Asia	Kazakhstan	All Disciplines
2462	South and Central Asia	Kazakhstan	Study of the United States
2463	South and Central Asia	Kyrgyz Republic	Communication, Mass Media Studies or Journalism
2464	South and Central Asia	Kyrgyz Republic	All Disciplines
2465	South and Central Asia	Maldives, Republic Of	Multiple Disciplines
2467	South and Central Asia	Nepal	Patan Academy of Health Sciences (Multiple Disciplines)
2468	South and Central Asia	Nepal	Kathmandu School of Law (Law)
2466	South and Central Asia	Nepal	Tribhuvan University (All Disciplines)
2469	South and Central Asia	Nepal	Kathmandu University (Multiple Disciplines)
2470	South and Central Asia	Pakistan	Multiple Disciplines
2471	South and Central Asia	Sri Lanka	All Disciplines
2472	South and Central Asia	Tajikistan	All Disciplines

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Menu My Account Logged in: araad@cies.iie.org Log Out

Inactivate an Award

Award Code: 2454
Award Title: Multiple Disciplines
World Area: South and Central Asia
Country: Bhutan

Multiple Disciplines

Reason for Inactivating This Award:

Submit Inactivation Cancel

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Deadline:

- The deadline for posts and commissions to submit final edits for the 2012-2013 U.S. Fulbright Scholar Catalog of Awards is MIDNIGHT Eastern Time **December 30, 2011**.

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Adding Hyperlinks:

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

{Fulbright-Fogarty Postdoctoral Award in Public Health|http://catalog.cies.org/documents/Fulbright-Fogarty_Site_Descriptions.pdf}

Displays in the Catalog as: [Fulbright-Fogarty Postdoctoral Award in Public Health](#)

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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. A list of program staff and their assigned countries can be found at <http://www.cies.org/amstaff.htm>.

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The new catalog of awards for U.S. applicants will be published online (at www.catalog.cies.org) in Feb. 2012. Based on feedback, next year's catalog editing tool will further improve this process. Please share your feedback with tyoder@powertrain.org so we may compile a list of improvements and/or features.

Thank you!

- Your colleagues at CIES/IIE, November 17, 2011