

**APPLICATION FOR A FULBRIGHT SCHOLAR AWARD
FOR RESEARCH OR TEACHING IN THE UNITED STATES
FOR THE ACADEMIC YEAR 2012-2013**

Instructions for Completing Online Fulbright Visiting Scholar Award Application

**FOR CANADIAN FACULTY MEMBERS, EXPERIENCED PROFESSIONALS
and POST-DOCTORAL RESEARCHERS**

(HAVING RECEIVED A Ph.D. OR EQUIVALENT PROFESSIONAL STANDING BY DECEMBER 31, 2011)

APPLICATION DEADLINE: NOVEMBER 15, 2011

Fulbright Canada
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Ottawa, ON
K1R 1A4
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Types of Awards

Established scholars, emerging scholars, post-doctoral researchers, and experienced professionals are eligible to apply for a Fulbright scholar award if they are seeking to conduct research, lecture, or undertake a combination of both activities at an institution in the United States.

Fulbright Visiting Research Chair Awards offer candidates the opportunity to fill a specific position associated with a particular area, identified by Fulbright Canada and the host institution. Please note that some Visiting Chairs have a teaching requirement. For information on specific arrangements please consult www.fulbright.ca.

Traditional Fulbright Awards are intended for candidates who wish to lecture, conduct research or undertake a combination of both activities at an academic institution of their choice in the United States.

General Regulations

While the competition is officially "field open," applications in the following areas are especially welcome: comparative public policy; public health; international trade; North American integration; security; communications; culture; ecology and the environment; indigenous issues; law; border issues; Canada-U.S. relations; Canadian studies; and, American studies. All applicants are required to demonstrate the relevance of their project to the Program.

All award recipients must be affiliated with an institution in the United States and are responsible for securing an affiliation, with the exception of applicants to the Visiting Research Chairs Program. Applicants are encouraged to establish an affiliation with the intended host institution at an early stage. This may be demonstrated to the adjudication committee through a letter of invitation from the prospective host institution. Please note that while most award recipients are affiliated with a university or college in the United States, institutional affiliation may also be secured with other organizations, such as museums or research centres, as appropriate to the proposed project. All applicants may select their Visiting Research chair preferences by completing the [Fulbright Canada Visiting Scholar Information Form](#). This form may be uploaded to the electronic application on the *Additional Documentation Page* (12).

Fulbright award recipients enter the United States on a J-1 visa under the Exchange Visitor Program. All award recipients must meet current J-1 visa requirements, including the return residency requirement. Accordingly, grantees are required to return to Canada for an aggregate period of at least two years upon the completion of the grant period, or any authorized extension, before applying for an H, L, or K visa, or before applying for lawful permanent residency (LPR).

Read ALL instructions carefully before completing the application

STEP 1: Review eligibility requirements and award conditions

Eligibility Requirements

In order to apply for a Fulbright Canada Award, you must meet the following eligibility requirements:

- Canadian citizenship at time of application (permanent resident status or landed immigrant status are not sufficient),
- English language proficiency,
- Ph.D. or equivalent professional/terminal degree completed by December 31, 2011 or equivalent professional experience, and
- Meet current United States J-1 visa requirements.

Please note that you are **not** eligible for a Fulbright Canada award if:

- You are a dual citizen of Canada and the United States,
- You currently hold permanent resident status in the United States,
- You are residing in the United States or intend to reside in the United States prior to the date you take up your award,
- You have resided abroad for five or more consecutive years in the six year period immediately preceding the date of application,
- You have received a Fulbright Scholar award in the past five years, or two previous Fulbright Scholar awards
- You have had recent substantial experience in the United States (defined as extended study, teaching, research or employment for a period of nine months or more, during the past five years), and/or
- You are currently, or have been in the last year, a local employee of a U.S. mission abroad, or have an immediate family member who works for the U.S. Department of State.

Award Provisions

Fulbright grants are awarded for periods ranging from one semester to a full academic year (nine months), to coincide with the academic year of the host institution (normally September to May). Awards are not available for the summer months only, nor are awards available solely for attendance at professional conferences or meetings.

Traditional Fulbright awards provide a fixed sum award of US\$12,500 for one semester or US\$25,000 for one nine-month academic year. Provisions for Fulbright Visiting Research Chair awards are particular to each host institution. They normally carry a value of US\$25,000 for one semester. The support services, which are provided through Fulbright Canada, include; administrative support, Accident and Sickness Program for Exchanges (ASPE) Health Benefit Plan, immigration services, and enrichment activities. For detailed information, please refer to the [Fulbright Canada web site](#). Faculty sabbatical, leave-of-absence or retirement pay may be used concurrently with Fulbright support. Please note that all Fulbright awards are subject to Revenue Canada and Internal Revenue Service regulations.

Fulbright Canada Award Application Process

Applications for the Fulbright Visiting Scholar program must be completed using the online EMBARK application system. Please be sure to closely follow the instructions below throughout the process of completing your application. When you have submitted your application, you will receive an electronic notification from Embark that your completed application package has been submitted. Please do not contact Fulbright Canada for information on the status of your application. Once your application is determined to have satisfied all eligibility requirements, it will be forwarded to the Fulbright Canada Adjudication Committee for review. The Fulbright Canada Adjudication Committee reviews all applications and makes recommendations based on the merit of the proposal, the candidates' academic and professional background, and fit to the program. All applicants will be notified of the status of their application following the Adjudication Committee meeting. Recommendation by the Adjudication Committee is only the first of several steps in the process and does not guarantee a Fulbright award. The Committee recommends more candidates than available awards. Applications of recommended candidates are then forwarded to the Academic Committee of the Fulbright Canada Board of Directors and the J. William Fulbright Foreign Scholarship Board in Washington, D.C. for approval. Applicants are normally notified of the final decision by April 15th.

From Application to Notification: A Typical Timetable

| | |
|---|----------------------|
| Competition Opens | May 1 |
| Application Deadline (letters of reference and transcripts should also be postmarked by this date) | November 15 |
| Screening and Assessment Process | November to December |
| Adjudication | January |
| First-round Notification | Early February |
| Board of Directors' Academic Committee Review | February |
| Foreign Scholarship Board Review and Approval | February to March |
| Grantees Notified | April 15 |

STEP 2: Record user ID and password in a safe place

The email address you use to register for the Fulbright Visiting Scholar application is your user ID. When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as you need to. While you cannot change your user ID for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page.

STEP 3: Complete the application

You do not need to complete this application in one sitting. You can re-enter at any time and edit your application. But remember that once you submit your application, you can no longer make changes to it.

All forms in this application are to be completed in English. Items must be answered completely and carefully.

Some helpful "tips".

- Avoid using all capital letters when answering items (e.g. name, address). It is better to use upper and lower case (e.g. Ron Smith).
- You can copy and paste information into all text boxes.
- You must use Roman characters in the completion of all forms. The use of characters with an accent (e.g. é, è, à) may not be presented correctly in your completed application.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- You can review each page of the application in its PDF format by clicking on the **Preview** button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- You should **preview** all of your answers to make sure the formatting is correct before submitting your application by clicking the preview button in the upper right-hand corner of the screen. When you preview a page, **you must use the "Back" browser button to return to your essay**. Closing out of the HTML preview (i.e. clicking the X in the upper right-hand corner) will exit you from your application.
- Some questions are "required." In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the **Application Inspector** button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. **Please read all instructions carefully.** In addition, please review the following important information.

Preliminary 1. *Permanent Residency*

- If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program.

Preliminary 2. *Home Country/Country Applying from*

- Country from which you are applying for a Fulbright Scholar grant. **You will be asked to verify your citizenship by uploading a photocopy of your passport in the "Documents" section of the online application.**

Preliminary 3. *Program*

- Select *Fulbright Visiting Scholar Program* from the pull down menu

Preliminary 4. *Category of Grant*

- Select the appropriate value from the pull down menu for the type of grant you are seeking: teaching, research or teaching/research.

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

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

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

The Online Application (Page 1)

Personal Information 1. *Home Country/Country Applying from*

- This will auto-populate from the selection you made during your application registration.

Personal Information 2. *Program*

- This will auto-populate from the selection you made during your application registration

Personal Information 3. *Special award name (if any)*

- If you wish to apply for a specific Fulbright Visiting Research Chair at an American institution, please list the institution in this space. You will also be required to complete the Fulbright Canada Visiting Scholars Information Form, and submit it under the additional documents page of the application (page 12).
- If you wish to be considered for any Visiting Research Chair opportunity, and for a traditional Fulbright Scholar award, please enter "All Fulbright Canada opportunities" in this space.
- For a complete list of the Fulbright Canada Visiting Research Chairs, see below, and for more information, visit www.fulbright.ca.

Fulbright Visiting Research Chairs Available to Canadian Scholars in 2012-13

[American University, North American Studies](#)
[Arizona State University, Transborder Studies](#)
[University of California at Santa Barbara](#)
[Kennesaw State University, Canadian Studies](#)
[Michigan State University, Canadian Studies](#)
[University of Southern California, Public Diplomacy](#)
[University of Texas - Austin, Policy Studies](#)
[Vanderbilt University](#)
[University of Washington, Canadian Studies](#)
[Woodrow Wilson International Center for Scholars, Canada-U.S. Relations](#)

Personal Information 4. Category of Grant

- This will auto-populate from the selection you made during your application registration.

Personal Information 5. Title

- Select the most appropriate title from the drop-down menu.

Personal Information 6. Family Name, First Name, Middle Name

- **Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

Personal Information 7. Gender

- Select your gender from the drop-down menu.

Personal Information 8. Country of Citizenship

- Select the country in which you hold primary citizenship from the drop-down menu.

Personal Information 9. Country of Legal Residence

- Select the country in which you legally reside from the drop-down menu.

Personal Information 10. U.S. Permanent Residency

- This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar Program.

Personal Information 11. Date of Birth (Month/Day/Year)

- Select the name of birth month, day and year from the drop-down menus.

Personal Information 12. City/Country of Birth

- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

Employment Information 13. Current Position and Start Date, Department/Office, Institution

- Select your current position title from the drop-down menu. If you do not find your position title, please select "Other" from the drop-down menu and type your title in the text box in English.
- List the name of your institution, department or office, city, and province/state **in English.**
- If you are an independent scholar or currently unemployed please click the '*independent scholar/unaffiliated*' box and enter your residence address.

Academic Credentials 14. Academic Credentials

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). You may include a maximum of three academic credentials. Include your highest terminal degree(s) here.
- Enter the name of the institution where you obtained the degree.
- Select country, discipline, name of diploma/degree, date received from the drop-down menus.

Academic Credentials 15. Significant Professional Accomplishments and Publications

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

Academic Credentials 16. Previous Fulbright Scholar Grant(s)

- Include only Fulbright Scholar grants awarded through CIES (e.g. Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in **Professional Information 23** below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

Project Details 17. Project Title

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

Project Details 18. Summary of Project Statement

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

The Online Application (Page 2)

Project Details 19. Proposed Program Length and Dates

- Fulbright Canada scholar awards are typically for one semester. However, a J-1 visa will permit you to stay at your host institution for up to twelve months.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (normally September through May), when your U.S. colleagues are more likely to be available.

Project Details 20. Major Academic Discipline

- Select one discipline from the drop-down menu that best describes your Fulbright project.

Project Details 21. Specialization(s)

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Project Details 22. State Department Field of Study and Primary Specialization

- Select the most appropriate field of study and specialization from the drop down menus

Professional Information 23. Professional Travel and/or Residence Abroad During the Last Five Years

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

Professional Information 24. Professional Memberships

- The information requested in this form is **NOT** required. Any information that you provide in this form will **NOT** be referenced in the processing of your application.
- List the four most relevant cultural, educational, and professional organizations to which you belong.

References 25. Identification of Referees

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See "STEP 4" below for more detailed information.
- References must be completed in English.

English Proficiency 26. Self-Assessment of English Proficiency

- If your first language is not English, you are required to submit a language proficiency report to attest to your competence in English.
- Please refer to the instructions under the "English Language Proficiency (Page 8)" section, below.

The Online Application (Page 3)

Preferred Host Institution(s) 27. Preferred Host Institution(s)

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of appointment to your application on page seven of the application, *Letter(s) of Invitation*. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to Fulbright Canada immediately.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.
- If you cannot find the name of your preferred institution in the search menu, select 'Other Affiliation' then enter the institution's name in the text box provided.

PLEASE NOTE: If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each.

The Online Application (Page 4)

Contact/Family Information 28. Home Mailing Address

- Enter your Home mailing address.
- Select the country from the drop-down menu.

Contact/Family Information 29. Emergency Contact Information

- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

Contact/Family Information 30. *Marital Status*

- This section of the application is not required and any information provided here will not be considered in the adjudication of your application. If you are eventually selected to receive an award, however, you will be required to provide this information.
- Select the appropriate value from the pull-down menu.

Accompanying Dependents/Family Members 31. *Dependents*

- The information requested in this form is **NOT** required at this time. Any information that you provide in this form will **NOT** be referenced in the processing of your application. If you are eventually selected to receive an award, however, you will be required to provide this information.

Alternate Funding 32. *Alternate Funding*

- The information requested in this form is **NOT** required at this time. Any information that you provide in this form will **NOT** be referenced in the processing of your application.

Survey 33-35.

- The survey questions 33-35 are **NOT** required. However, Fulbright Canada would greatly appreciate if you would complete the brief questionnaire included in the [Fulbright Canada Visiting Scholar Information Form](#). This questionnaire will provide Fulbright Canada with valuable information regarding how you learned of the Fulbright program.

Physical Impairment 36. *Physical Impairment*

- The information requested in this form is **NOT** required. Any information that you provide in this form will **NOT** be referenced in the processing of your application.
- This information is gathered for statistical purposes only. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

The Project Statement (Page 5)

The *Project Statement* is an important component of your application package and is required of all applicants. You should take great care in writing a clear and detailed description of the project that you intend to pursue. For all types of awards, you must demonstrate that residence in the United States is essential for your project, that knowledge in a particular area of learning will be advanced, and that plans have been made for the dissemination of the results both in Canada and the United States. Clearly show your project's relation to the study of the United States or the relationship between Canada and the United States and demonstrate the way in which mutual understanding between the two countries will be enhanced (i.e. development of long-term institutional linkages, relevance to contemporary public policy debate, shared knowledge in a particular area of research, etc). For additional instructions specific to each award category, applicants should consult the information below.

Your *Project Statement* will be evaluated on its academic merit, feasibility of the project, and suitability to Fulbright Canada. **It must not exceed 3500 words.**

Lecturing Awards

- outline proposed lecturing activity
- note areas of expertise within field of study
- discuss your teaching experience
- if your proposal is part of a longer-term project, please elaborate
- explain choice of institutional affiliation
- describe project goals and end-product
- discuss the significance of the project for the field
- attach a sample syllabus (in addition to the 4 page project statement)

Research Awards

- discuss research questions
- explain methodology to be employed
- outline expected timeline for completion of project
- if your proposal is part of a longer-term project, please elaborate
- explain choice of institutional affiliation
- describe project goals and end-product
- discuss the significance of the project for the field
- attach a one-page select bibliography (in addition to 4 page statement of proposed research)

The Curriculum Vitae (Page 6)

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars and consultations
- Membership and activities in professional associations
- Professional honours, awards and fellowships
- Community service

Letters of Invitation (Page 7)

- Letters of invitation should be submitted on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, contact Fulbright Canada to arrange for its late submission.

English Language Proficiency (Page 8)

If your first language is not English, you are asked to submit a language proficiency report to attest to your competence in English. All applicants whose first language is NOT English are required to complete the Fulbright Canada English Language Proficiency form that can be found in the [Fulbright Canada Visiting Scholar Information Form](#). The completed document can be uploaded to the supplementary documents section of the online application (Page 12), or through the “Manage Documents” function in Embark.

Financial Support/Budget (Page 9)

The information requested in this form is **NOT** required. Any information that you provide in this form will **NOT** be referenced in the processing of your application.

J-1 or J-2 VISA (Page 10)

The information requested in this form is **NOT** required at this time. Any information that you provide in this form will **NOT** be referenced in the processing of your application.

Passport (Page 11)

Please upload a copy of the biographical data page of your current passport. At this stage of your application passport information for your dependents is not required.

Additional Documentation (Page 12)

All scholar applicants are required to complete the supplementary [Fulbright Canada Visiting Scholar Information form](#). Please complete this form, save the file, and upload it in this section.

STEP 4: Print supplemental forms

It is a good idea to print all supplemental forms prior to submitting your application electronically. However, even after submitting your application you will be able to access these forms.

- Letter of Reference:** You must have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are extremely important. The letters should be written in English. If they are not, an original English translation must be provided.
 - Your referees have two ways in which they can submit their letters.
 - You can print out the *Letter of Reference* form and forward to your referees who will then complete the forms and mail them directly to Fulbright Canada (mailing address at the top of Page 1 of this instruction package).
 - Your referees can complete the forms online and submit electronically. You must click on the **References** button on the Home page of this application to register your referees.
- Fulbright Canada Visiting Scholar Information Form:** You must complete the [Fulbright Canada Visiting Scholar Information Form](#). This form contains crucial information regarding the selection of your preferred Visiting Research Chair opportunity, English language proficiency, and a brief public relations questionnaire. Complete this form and upload it, along with the letters of invitation from your preferred host institutions under the “Additional Documentation” (Page 12) of the online application.

STEP 5: Application inspector

Before you can submit your application electronically, your application will be reviewed for completeness. If there are required questions that have not been completed, you will be prompted to complete those questions.

STEP 6: Review and print your application

Review a PDF version of your application and print a copy for your records.

STEP 7: Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically to Fulbright Canada. **Please note**, it is very important that the following questions were answered correctly:

- **Question 1--Citizenship:** Make sure that you identified “Canada” as your country of citizenship.
- **Question 2--Program:** Make sure that you identified the **Fulbright Visiting Scholar Program** as the award program to which you are applying.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY
USING THE EMBARK ONLINE APPLICATION SYSTEM
ON or BEFORE
November 15, 2011**

Please send all letters of reference to:

FULBRIGHT CANADA
350 ALBERT STREET, SUITE 2015
OTTAWA, ONTARIO K1R 1A4

If you have any questions, please consult our website at

www.fulbright.ca

or contact:

info@fulbright.ca, (613) 688-5540