

2013-2014 Fulbright Advanced Research Awards for Polish citizens

Please read all instructions carefully and follow the guidelines below.

Eligibility requirements for submitting an application :

To be eligible for the Senior Advanced Research Award you must meet all of the following eligibility criteria at the time of application:

- Ph.D. title. Preference will be given to candidates who obtained Ph.D. title within the past 10 years
- Permanent employment at a Polish university or research institution
- Polish citizenship and permanent residence in Poland

Required application materials:

At the time of application, you must submit the following: (a) online application with (b) detailed project statement and (c) bibliography; (d) detailed curriculum vitae; (e) letter of invitation and (f) confirmation of employment (in Polish) (g) Address Form (in Polish).

One printed copy of the online application, confirmation of employment, and signed Address Form must be submitted to the Polish-U.S. Fulbright Commission by the **application deadline: June 29, 2012, 17:00.**

GENERAL APPLICATION GUIDELINES

STEP 1: 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. Be advised that you must complete your application registration within 24 hours of receiving the application notification message (your temporary password will expire after 24 hours). 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 2: Complete the online application

You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application. **If you find significant errors or omissions, immediately contact the Polish-U.S. Fulbright Commission so your application can be released back to you for corrections.**

- To ensure correct completion of the application, carefully read the detailed instructions provided in these guidelines.
- All items must be in English.
- The entire application must be submitted online. Use 10-point on all parts of the application.
- Responses to questions on application must adhere to established character limits. You may not attach additional pages to answer these questions.

- Proofread the entire application before submitting it. The application should be free of grammatical and spelling errors.
- Treat the application as a unitary whole, with all parts reinforcing the project statement. The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Preliminary Questions:

- 1. U.S. Permanent Residency:** If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program.
 - 2. Home Country/Country Applying from:** you must select "Poland"
 - 3. Program:** You must select Fulbright Visiting Scholar Program from the pull down menu.
 - 4. Category of Grant:** you must select "Research"
- Note:** You are required to submit a research bibliography.

Online Application Instructions (pages 1 - 14)

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Personal Information:

- 3. Special award name (if any):** Senior Advanced Research Award
- 5. Title:** select the most appropriate title from the drop-down menu.
- 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.
- 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.
- 11. Date of Birth (Month/Day/Year):** Select the name of birth month, day and year from the drop-down menus.
- 12. City/Country of Birth:** enter your city of birth in English. Select your country of birth from the drop-down menu.
- 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.

Academic Credentials:

- 14. Academic Credentials:**
 - State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.
 - Enter the Institution name where you obtained the degree.
 - Select country, discipline, name of diploma/degree, date received from the drop-down menus.
- 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.
- 700 character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

16. Previous Fulbright Scholar Grant(s): you are ineligible to apply if you received Senior Advanced Research Grant in the past.

If you have received any other award through the Fulbright Program such as Fulbright Junior Advanced Research or Fulbright-Hays grants, include this experience in: **23. Professional Travel** below. Please also see the Notes on Eligibility regarding previous Fulbright grants (page 8).

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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”). Maximum 160 characters.

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.
- 700 character limit, use Roman characters only.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.
- Avoid using hard returns in your response.

19. Proposed Program Length and Dates:

- Minimum is three and maximum is nine months.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States You must plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available.
- Your grant must end by August 31, 2013.

20. Major Academic Discipline: select one discipline from the drop-down menu that best describes your Fulbright project.

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).

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.)

24. Professional Memberships: list the four most relevant cultural, educational, and professional organizations that you belong to.

References :**25. Identification of Referees:**

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

26. Self-Assessment of English Proficiency: indicate your personal assessment of your level of competence in English.

Page Three**Host Institution:**

27. Preferred Host Institution one: Please fill out the “*Host institution one*” only. You must make arrangements with a U.S. host institution, and you must attach a copy of your letter of invitation to your application on page eight of the application. Grants are awarded to one institution only. Please note: non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.

- *Preferred Host Institution two and three:* not applicable for Senior Advanced Research Grants.

Page Four**Contact/Family Information:**

28. Home Mailing Address: enter your home mailing address. Select the country from the drop-down menu.

29. Emergency Contact Information: enter contact information in the case of an emergency. Select the country from the drop-down menu.

30. Marital Status: select the appropriate value from the pull-down menu.

Accompanying Dependents/Family Members:**31. Dependents:**

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. List names as they appear on their passports. *If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship ([professor, research, scholar, student, specialist, short-term scholar])*
- If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Polish-U.S. Fulbright Commission informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent’s passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to the Polish-U.S. Fulbright Commission in order to confirm eligibility and facilitate the issuance of forms required for visa application.
- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports. Note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

32. Alternate Funding: please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars.

Physical Impairment:

36. Physical Impairment: this information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

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PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a detailed project statement of no more than five single-spaced pages (3,500 words).

Format

- Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

Guidelines for a research project:

Background: Introduce the research topic. Place the project in academic context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance: Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary to conduct the research onsite in the United States.

Duration: Explain how the project can be completed within the time period proposed.

English Proficiency: Describe your schooling in English, use of English and competence level in speaking, reading and writing.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

Additional content recommendations

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and CIES staff that can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.

- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with your prospective host, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

Style recommendations

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

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BIBLIOGRAPHY

It is required that you provide a list of one to three pages of references relevant to the proposed research.

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The CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

When composing a curriculum vitae, please use the format below:

Personal Data:

Complete Name

Home address, telephone number, e-mail address

Office address, telephone number

Date and place of birth

Education:

Most recent degree first. Include name of university, field of study, dissertation/thesis topic, honors received at university.

Professional Experience:

List in reverse chronological order, current position first.

Include dates of employment, the name of the institution, address (city), title, and short description of duties. Highlight any achievements.

Research Grants/Fellowships:

List of grants or fellowships you received in reverse chronological order. Include dates and name of grant/fellowship.

Honors and Awards:

List in reverse chronological order, include name of award/honor, dates and short description.

Memberships and Affiliations:

List membership in any professional organizations you belong to. Include name of organization, location and dates of membership.

Publications:

List in this order: books, articles, conference papers. (please translate the Polish titles into English)

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LETTER OF INVITATION

Letter of invitation should be typed on institutional letterhead and signed. Invitation does not ensure selection for an award. Invitation must arrive by the application deadline, i.e. June 29, 2012.

Please upload the letter scanned as black and white *pdf* file, at 300 dpi resolution.

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ENGLISH LANGUAGE PROFICIENCY - not applicable for the Senior Advanced Research Awards.

Page Ten

FINANCIAL SUPPORT/BUDGET - not applicable for the Senior Advanced Research Awards.

Page Eleven

J1 or J2 VISA - please upload copies of relevant documents

Page Twelve

PASSPORT - not required at this stage of competition

Page Thirteen and Fourteen

ADDITIONAL DOCUMENTATION - not applicable for the Senior Advanced Research Awards.

REFERENCE REPORTS

Candid, frank reference reports or letters of reference help reviewers place your research proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- Please provide your referees a copy of your project statement.
- You must submit three references. Do not submit more than three references.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution. Avoid choosing all references from foreign institutions.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. Referees should be professors or associate professors.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

Eligibility regarding previous Fulbright grants

Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. NOTE: Scholars and their dependents who have held J visas with sponsorship of more than six months are not eligible to reenter as J-1 researchers or lecturers for 12 months following the program sponsorship end date. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.