

# FULBRIGHT ARCTIC INITIATIVE U.S. SCHOLAR APPLICATION INSTRUCTIONS

## OVERVIEW

The Fulbright Arctic Initiative program will link faculty, applied researchers and public policy professionals across the Arctic region through international exchanges and seminars, allowing grantees to spend up to 18 months engaged in collaborative thinking, analysis, problem-solving and multi-disciplinary research in one of two research areas:

### 1. Resilient Communities

The Arctic is facing profound social, economic, and environmental change and communities are increasingly confronted with critical policy challenges related to issues of health and wellness, energy resource management, environmental protection, sustainability of the Arctic Ocean, infrastructure, indigenous rights, education, and regional governance. Further research is needed on ways to build social resilience in communities to adapt to changes across the Arctic. This research should focus on and ideally involve Arctic communities themselves and consider the application of indigenous knowledge to help inform policy at local to regional scales, as well as multi-disciplinary research to bring differing or complementary viewpoints.

Policy relevant research in this theme could address questions such as:

- What specific sustainability challenges do Arctic communities face in areas such as: subsistence activities; food and water security; availability of medical care and educational opportunities; and programs and resources for the continuity of their identities as indigenous peoples? What areas of research might best contribute to the most effective and socially equitable policies on these issues?
- How can health resources and systems best address community and individual wellness?
- How can traditional and indigenous knowledge be successfully integrated into community adaptation practices and strategies?
- How can communities evaluate and respond to potential relocation options in response to coastal erosion, permafrost thaw and other environmental challenges?

### 2. Sustainable Economies

The rapid changes in the Arctic Ocean system resulting from sea ice decline, changes in water conditions, and increasing shipping and energy production have significance for Arctic nations, global markets, and coastal communities. The economic impacts of environmental changes and globalization in the Arctic, together with the region's expanding connections to the global economy, require research to address how commercial opportunities can be supported and balanced with the need for sustained subsistence livelihoods in Arctic communities.

Policy relevant research in this theme could address questions such as:

- How can the development of energy resources, fisheries, shipping and telecommunication infrastructure, and increased local educational opportunities and support for indigenous scholarship promote the creation of more sustainable Arctic economies that meet community, regional, and national goals?
- How can advances in technology be put to use in the Arctic to strengthen observations and data-sharing, advance and adapt the Arctic built environment, better connect Arctic communities to the global economy, and transform Arctic infrastructure to improve human wellness and increase economic opportunities?
- How can oil, gas, and other natural resources be developed in the Arctic to the benefit of communities

and their economic needs, while protecting the environment for other activities such as fisheries, ecotourism and biodiversity protections? How can investments in associated infrastructure needs for ports, pipelines, freshwater storage and treatment, and transportation be accomplished?

Fulbright Arctic Initiative Scholars will carry-out team-based research projects, integrating perspectives from a variety of sectors, to generate knowledge-based, policy-oriented solutions and implementation models at the national and regional levels, particularly as they relate to current challenges impacting the Arctic region.

## APPLICATION FORM

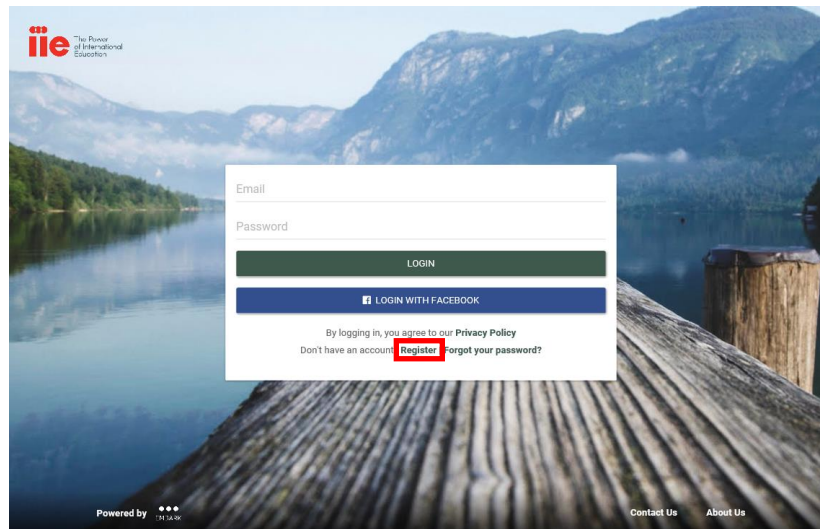
The following are instructions for completing the Fulbright Arctic Initiative U.S. Scholar application through the Embark online application platform. Read these technical guidelines carefully as well as review the eligibility criteria on the program web page before completing your application online. 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 at [arctic@iie.org](mailto:arctic@iie.org).

### Create Your Embark Account

**New users:** Click *Register* and proceed through the steps to create a new account.

**Note:** Use an email address that you will retain for **at least one year** after submitting your application for your sign-in email address.



### Preliminary Questions

1. Indicate if you have you completed a previous Fulbright Scholar grant within the past two years.
2. 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 Next'.

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

- Step 1: Instructions
- Step 2: Application
  - Program Information
  - Professional Profile
  - Academic Credentials
  - Personal Information
  - References
  - Fulbright Language Proficiency Report
- Step 3: Register References (officially sending requests to your referees to submit reference letters)

- Step 4: Project Details and Attachments
  - Project Details
  - Upload: Project Statement
  - Upload: Curriculum Vitae or Resume
  - Additional Uploads
- Step 5: Fulbright Publicity Survey
- Step 6: Review and Submit Application

## **STEP 1: INSTRUCTIONS**

**You will be able to open a link to this document from the Embark application.** Once you have reviewed, click “Save and Next.”

## **STEP 2: APPLICATION**

### **PROGRAM INFORMATION**

**Item 1. Select your preferred Arctic region country of interest for your research exchange visit.**

- Click “Select Country of Interest or Regional Program”. Select the desired country in the new window that appears.
- You will have the opportunity to select up to 2 additional countries later in the application

**Item 2. Type of Activity**

- This will auto-populate to reflect RESEARCH.

**Item 3. Proposed start date and grant length**

- Enter the proposed dates for the research exchange visit. 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 2018 and fall 2019, grantees will be expected to:
  - Participate in two seminar meetings with the group-at-large (Spring 2018 and Winter 2019).
  - Complete a 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 2019) 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 September 2019.**

## 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. Family/Last Name and First Name are required fields.

### Item 6. Preferred 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, begin typing the name of your current institution and choose from the drop down that appears.
- 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 "Other" into the institution search box and select Other Affiliation. In the Institution Other field, type in the name and address of the institution or organization.
- If you are an unaffiliated scholar, enter "No Affiliation" in the search box and select No Affiliation. Enter your residential address in lieu of a professional address for Question 8.
- Type in the School and/or Department Name at your currently institution.

### Item 9. Are you a postdoctoral applicant?

- If you are within five years of obtaining a Ph.D. at the time of application, select Yes from the drop-down menu.

### Item 10. Address and Contact Information

- Type in the address of your current institution.
- Please provide a telephone number and work email address.

## ACADEMIC CREDENTIALS

### Item 11. Awarded Degree(s)

- Include only your terminal degree(s) (Ph.D. J.D., M.D., MBA, MFA, etc.) here. Do not include Master's or Bachelor's degrees unless they are your highest degree. **Enter your highest degree first.**
- To list another degree, click the Add Additional Institutions button and the appropriate fields will appear below. List no more than four degrees.

### Item 12. Academic Discipline and Specialization

- Select your academic discipline from the drop-down menu. This field must be selected for the

specialization drop-down menu to appear.

- Select your primary specialization from the drop-down menu.
- You may type in other specializations if they do not appear in the drop-down menu.

**Item 13. 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 14. 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 15. Residence or Professional Trips Abroad of Over Three Months During the Past Six 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 16. Previous Fulbright Grant(s)**

- List the year and country of your grant starting with most recent.

**Item 17. 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:

**Resilient Communities**

The Arctic is facing profound social, economic, and environmental change and communities are increasingly confronted with critical policy challenges related to issues of health and wellness, energy resource management, environmental protection, sustainability of the Arctic Ocean, infrastructure, indigenous rights, education, and regional governance. Further research is needed on ways to build social resilience in communities to adapt to changes across the Arctic. This research should focus on and ideally involve Arctic communities themselves and consider the application of indigenous knowledge to help inform policy at local to regional scales, as well as multi-disciplinary research to bring differing or complementary viewpoints.

Policy-relevant research on this theme could address questions such as:

- What specific sustainability challenges do Arctic communities face in areas such as: subsistence activities; food and water security; availability of medical care and educational opportunities; and programs and resources for the continuity of their identities as indigenous peoples? What areas of research might best contribute to the most effective and socially equitable policies on these issues?
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coastal erosion, permafrost thaw and other environmental challenges?

### **Sustainable Economies**

The rapid changes in the Arctic Ocean system resulting from sea ice decline, changes in water conditions, and increasing shipping and energy production have significance for Arctic nations, global markets, and coastal communities. The economic impacts of environmental changes and globalization in the Arctic, together with the region's expanding connections to the global economy, require research to address how commercial opportunities can be supported and balanced with the need for sustained subsistence livelihoods in Arctic communities.

Policy-relevant research on this theme could focus on:

- How can the development of energy resources, fisheries, shipping and telecommunication infrastructure, and increased local educational opportunities and support for indigenous scholarship promote the creation of more sustainable Arctic economies that meet community, regional, and national goals?
- How can advances in technology be used in the Arctic to strengthen data collection and data-sharing, advance and adapt the Arctic built environment, better connect Arctic communities to the global economy, and adapt Arctic infrastructure to improve human wellness and increase economic opportunities?
- How can energy resources, including oil and gas, be developed, taking into account the economic needs of Arctic communities, while protecting the environment for other activities such as fisheries, ecotourism and biodiversity conservation?
- How can investments in infrastructure for ports, pipelines, freshwater storage and treatment, and transportation be accomplished?

### **Item 18. Rationale**

- In a few sentences, provide an abstract or brief summary of the project. You will provide a more complete description in your Project Statement.

## **PERSONAL INFORMATION**

### **Item 19. Home Mailing Address**

- Please enter your current residential address.

### **Item 20 and 21. State of Legal Residence**

- Please select your state of legal residence from the drop down menu. If your home country is not the United States, enter the Province/State in the field below.

### **Item 22. Contact Information**

- Please enter telephone and cell phone number. Include only numbers, without dashes, spaces or parentheses.
- Enter your preferred email address.

### **Item 23. Social Security Number**

- Please enter Social Security number.

### **Item 24. Marital Status**

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

**Item 25 and 26. 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. These materials will be reviewed by the J. William Fulbright Foreign Scholarship Board to determine your eligibility. IIE will contact you directly upon receipt of your application.

**Item 27. Fulbright Race/Ethnicity Survey**

- Completion of the survey is optional. The information 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.
- The Fulbright Program does not discriminate on the basis of race, color, religion, sex, age, national origin and/or physical impairment.

**Item 28. Citizenship Information: Date of birth**

- Please type your date of birth following the format MM-DD-YYY.

**Item 29: Place of Birth**

- Please type your city of birth.
- Select your state and country of birth from the drop down menu.

**Item 30: Country of Citizenship:**

- 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 31. Date of Naturalization:**

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

**Item 32. Gender:**

- Please select your gender from the dropdown menu.

**Item 33. U.S. Veteran:**

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

**REFERENCES: TIPS FOR SUBMISSION OF REFERENCES****All letters of reference must be submitted through the online Embark system.**

There are two stages required for the successful submission of references. You will not be able to submit your application unless both stages are complete.

On this page, enter the information for your three references. These details will appear on your application form.

The second step in the process of registering references is found on the Register References tab later in the application (Step 3). When all necessary information is saved in Register References, a referee will receive an automated email asking him or her to complete a letter of reference. This email will guide your referees through the process of submitting reference letters. You may navigate to this page at any time by clicking the button on the left hand column marked "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 IIE 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 IIE 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 3 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.
- 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.

**Item 34. Waiver**

- Indicate whether you waive your right to access your submitted letters of reference. If you do not waive your right, contact IIE on how to view your letters.

**Item 35. References**

- Provide the full name, position, institution, and contact information for three referees.

**FULBRIGHT LANGUAGE PROFICIENCY REPORT**

**Item 36. Fulbright Language Proficiency Report**

- Select up to three languages (other than English) for which you have basic knowledge and are relevant to proposed grant activity. Select your level of competency for each skill.
- To add another language, click the Add Languages button and the appropriate fields will appear.

**Item 37. Fulbright Language Proficiency Report: External Evaluation**

- If applicable, add the name and contact information of an external evaluator of your language proficiency.
- If the external language evaluation is not applicable, do not use this space for a fourth letter of reference. Only three letters of reference will be accepted.

### **STEP THREE: REGISTER 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 35.

The system will send all recommenders an email directly, asking them to register to the site and complete their recommendation. This process will happen as soon as you enter the contact information and save your application, and you do not need to submit the application for your recommenders to be notified. You will be able to check the status of your recommendations on your application.

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

1. Please provide the Title, First Name, Last Name, and Email Address of the reference.
2. Select the type of reference from the drop down menu (Letter of reference or Language Proficiency report).
3. To add a new reference, select the + icon. To remove a reference, select the trash can icon.
4. To register your recommenders, please select INVITE RECOMMENDERS.

Once you select INVITE RECOMMENDERS, a system-generated email will be sent to your recommenders with a link to their online recommendation form. It is best to check they have received this email. It will not come from IIE, 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**

- **Invited:** 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.
- **Opened:** Your reference has logged into the reference letter site, but has not submitted a letter.
- **In Progress:** Your reference has started to submit a reference, but it has not been fully submitted.
- **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 Register References on the left hand column.
2. Next to the referee's name in the Resend column, click the mail icon.

#### **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 IIE to have that letter removed.

1. Log into your application and click Register References on the left hand column.
2. Next to the referee's name in the Remove column, click the trash can icon.

## **STEP FOUR: PROJECT DETAILS AND ATTACHMENTS**

### **PROJECT DETAILS**

#### **Item 38. Project Title**

- Please provide a title for your proposed project.

#### **Item 39: Project Summary (maximum 700 characters)**

- In a few sentences, provide an abstract or brief summary of proposed project. You will provide a more complete description in your Project Statement.

#### **Item 40. Preferred Host Institution**

- Please begin typing the name of your preferred host institution and choose from the drop down that appears.
- If the preferred institution is not listed, please enter "Other" into the institution search box and type the preferred host institution's name into the "Other Institution" field.

#### **Items 41. Letter of Invitation**

- If you have a letter of invitation from a host institution, select Yes from the dropdown menu. You should include it as an attachment to your application in the Additional Uploads section.
- However, a letter is not required at the time of application. Invitations received after the cohort has been selected should be submitted to IIE as email attachments (Word or PDF formats preferred).

#### **Item 42. 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 43. Alternate Award numbers**

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

#### **Item 44 and 45. Research with Human Subjects or Vertebrate Animals**

- Applicants must indicate if they will be working with human subjects or vertebrate animals.

### **ATTACHMENTS**

All applicants are required to submit a **project statement**, **curriculum vitae**, and **select bibliography**. Please comply with all page limits and guidelines for each attachment type. Attachments must be in PDF or Word format and must not exceed 10 MB in size.

#### **UPLOAD: PROJECT STATEMENT**

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.

To upload a new file, simply click on the "UPLOAD FILE" button and select your attachment. If you need to remove an uploaded file, click on the trash bin icon next to the displayed file name.

**Format Requirements:**

- The project statement must be the equivalent of 3 to 5 pages, single spaced, in 12-point or larger font size with 1-inch margins.
- The project statement should be submitted as a PDF or Word document.
- 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.

**UPLOAD: CURRICULUM VITAE OR RESUME**

- 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.

**ADDITIONAL UPLOADS****Item 47. Select Bibliography**

- 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.

#### **Item 48. Letter of Invitation Guidelines**

- 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 IIE.

#### **STEP 5: FULBRIGHT PUBLICITY SURVEY**

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 6: REVIEW AND SUBMIT APPLICATION**

##### **CERTIFICATION**

#### **Item 49. Signature**

Your electronic signature attests to the accuracy of the information supplied in the application. Simply type your full name and enter the date in the appropriate fields.

##### **REVIEW AND SUBMISSION**

This page will display incomplete questions and required attachments. Click the Return to Page button to complete the required questions. Once all fields are complete, you may review your entire application here before submission. Once reviewed, click the Submit button to submit your completed application. When you successfully submit your application, the page will reload to indicate that your application was submitted. You will also receive an application receipt email message from [noreply@embark.com](mailto:noreply@embark.com).