

Instructions: Fulbright U.S. Scholar Program Application Arctic Initiative

Application: <https://apply.iie.org/fusc2021>

Deadline: **September 15, 2020**

**This is a supplement to the instructions in the application.
Read all instructions carefully before submitting your application.**

Applicants may only apply for **one** country in the 2020-21 Arctic competition.

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About the Arctic Initiative

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 three research areas:

1. Arctic Security and Cooperation:

The Arctic region benefits from innovative models of international cooperation, particularly in the areas of search and rescue, management of the Arctic marine environment, emergency preparedness for global pandemics and collaborative governance through oversight bodies such as the Arctic Council. Individual Arctic states have also created innovative models of co-management and self-government with Indigenous peoples. As the Arctic region becomes more accessible, the need for greater attention to Arctic security in all its dimensions—human security, environmental security, energy security, and traditional security—will continue to grow in importance.

- What role can the Arctic Council play in strengthening human security, environmental security, energy security, and traditional security in the Arctic region?
- How can non-Arctic states play a role in the Arctic without undermining the interests of Arctic states and residents, especially those of Indigenous peoples?
- How can the potential need for future military development in the Arctic be reconciled with and even used to enhance opportunities to develop and ensure the health and well-being of Arctic communities?
- How do pandemics impact human security, environmental security, energy security, and traditional security in the Arctic? What models for intervention and collaboration can be developed and implemented to support the overall security of the Arctic and multi-lateral cooperation between the Arctic and non-Arctic nations?
- How can Arctic Indigenous communities' governance structures be integrated into contemporary governance structures in the Arctic?
- How does the globalization of the Arctic impact human security, environmental security, energy security, and traditional security?
- What are remaining or emerging ethical considerations to address in the areas of human security, environmental security, energy security, and traditional security in the Arctic?
- How might arts-based approaches promote Circumpolar solidarity, create opportunities for non-traditional (other than publications) forms of knowledge translation?
- What events outside the Arctic affect Arctic security and cooperation and how might these be disentangled?

2. Arctic Infrastructure in a Changing Environment:

More research is needed to understand the environmental changes taking place in the Arctic and the impacts they are having on the human and built environment. The prosperity, security and health of the region depend on sound infrastructure for housing, transportation, communications, energy and emergency response systems. Changes to land, human and marine environments are placing stress on both coastal and inland communities in the Arctic. At the same time, these very same changes are generating interest in the

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Arctic for energy and mineral resources, increasing tourism, and opening up new fisheries and transportation routes. The global energy transition is placing greater pressures in Arctic and sub-Arctic regions as sources for renewable energy from wind and hydro, as well as mineral resources. Together, these trends provide new opportunities for sustainable development that have the potential to improve life for Arctic communities.

- What are the most significant biophysical and ecological changes in Arctic and sub-Arctic regions that are affecting current energy, transportation, communication and building infrastructure?
- What models can be designed and implemented to support the diverse and interconnected Arctic infrastructures during pandemics?
- What are the projected hydrological changes in the Arctic and sub-Arctic regions and what are their impacts for future energy and transportation options?
- Will changes in oceanic currents bring and/or reduce opportunities for fisheries and bioprospecting, and what are the new transportation and communications technologies that will be required to address these changes in the future?
- How can national investments in renewable energy enhance local energy security for heat and power and provide new local revenue streams?
- How can new coastal port structures and investments in military bases be leveraged for civilian needs such as lowering costs for dry goods and food stuffs, improving search and rescue capabilities, creating export opportunities for Arctic products to global markets, and improving broadband and communications for healthcare, education, commerce, and environmental surveillance?
- Are there new opportunities to design housing and building stock that is culturally and environmentally appropriate? Can these opportunities be designed to improve health outcomes?
- What are the opportunities for new electric-based transportation for snow machines, boats, and local air transportation?
- Can new concepts and approaches such as regenerative sustainability help address current and future policy challenges in the Arctic?
- What role do Indigenous and local knowledge systems need to play to better inform policy decisions?
- What is the future of the Arctic cities in changing environments? What are the risks and opportunities for relocation of coastal settlements? How can small towns and settlements be redesigned in changing environmental conditions?
- What hazards need to be examined? What liabilities exist? How long should monitoring last? Who is responsible especially should one company be taken over or assets sold to another company?

3. Community Dimensions of Health:

The health of children, youth, adults, and the elderly is vital to the security of Arctic communities and the region's future. While Arctic communities are constantly innovating to address their own needs, environmental fluctuations, underdeveloped infrastructures, food insecurities, economic development, infectious diseases, health disparities, and entrenched institutional systems have created challenges for human health and the diverse ecologies of Arctic peoples. Most recently global pandemics pose an extreme risk to isolated Arctic communities due to under-resourced health care services, transportation challenges and limited housing options. Citizens of the Arctic are looking to engage in research that addresses their concerns and will find ways to improve and sustain human health in the Arctic.

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- How can community practices, perspectives, and priorities be integrated into diverse and/or Circumpolar monitoring/assessment, programmatic, and governance infrastructures in the Arctic to promote human health?
- What multi-level intervention designs, frameworks, and methods might address the complex interconnected human health ecology in diverse Arctic populations?
- How can community-driven policies and practices in workforce development, employment, cultural heritage initiatives, service delivery and/or education positively support human health?
- What concrete mechanisms and tools support the integration of Indigenous knowledge/local knowledge into research, policy and practice that addresses human health?
- What strategies or steps can be taken to incorporate the natural and/or built environment to support human health?
- What innovative strategies, programs, and policies might prevent and/or mitigate infectious diseases, environmental exposures and/or environmental risk across the diverse levels of the human ecology (biological, individual, family, community, environmental, economic)? In particular, how can interdisciplinary approaches address pandemics to promote interdisciplinary collaboration and prevention in the Arctic?
- How can cumulative effects of exposure(s) to multiple elements/risks be assessed and analyzed in the Arctic in a way that brings together the medical, social, and natural sciences and humanities?
- How might arts-based approaches tell the human dimensions of health story in the Arctic for youth, families and elders?

This Fulbright Arctic Initiative will provide a platform for scholars from across the Arctic region to engage in collaborative thinking, analysis, problem-solving and multi-disciplinary research in three main thematic areas.

Applicants will select one of the three thematic areas described above in their application and identify how their individual research will fit into an interdisciplinary investigation of the issues.

In addition to identifying a primary thematic area for their research and group work, applicants should also select a secondary thematic area with relevance to their work to demonstrate: *1) the interdisciplinary scholarship of their research within a thematic area; and 2) the interdisciplinary scholarship of their research across the Fulbright Arctic Initiative thematic areas.*

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General Information About the Application

The application is supported by most browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Review the requirements for submitting an application

- [Eligibility](#)
- [Award description](#)

Step 2: Record your user name and password in a safe place

Your email address is your user name. When you create an account for this online application, record your password in a secure place. If necessary, you can reset your password by clicking *Forgot Your Password* on the log-in page.

Step 3: Complete the application

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please read all instructions and answer all questions completely and carefully.

Additional tips:

- Have these instructions and the [award description](#) available for reference.
- Use proper capitalization: avoid using all capital letters (e.g. FULBRIGHT) and/or all lowercase letters (e.g., fulbright). Correct use: Fulbright
- Do not use special characters, such as letters with accent marks.
- You can copy and paste information into all text boxes.
- Prepare required documents and save them in PDF format. This helps to preserve any formatting and special characters in your documents.
- Some questions are “required.” They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application

Once you have entered all required information, including recommenders (and foreign language evaluators, if needed), review your application for errors.

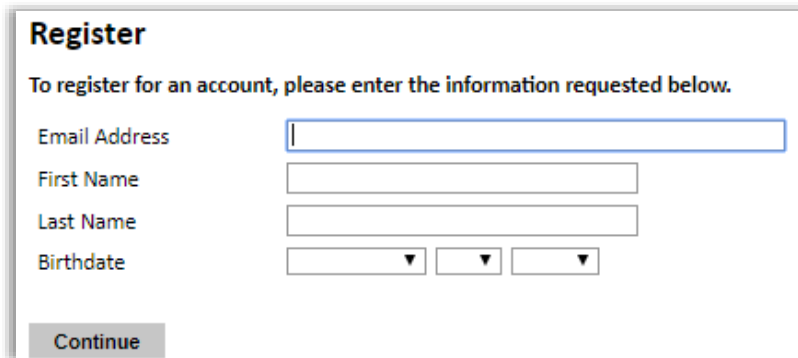
When all information is correct and complete, submit your application. Once you submit you CANNOT make changes to your application.

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Creating Your Application and Online Account

To start, go to <https://apply.iie.org/fusc2021> and click *Create an account*.

Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the dropdown menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



Register

To register for an account, please enter the information requested below.

Email Address

First Name

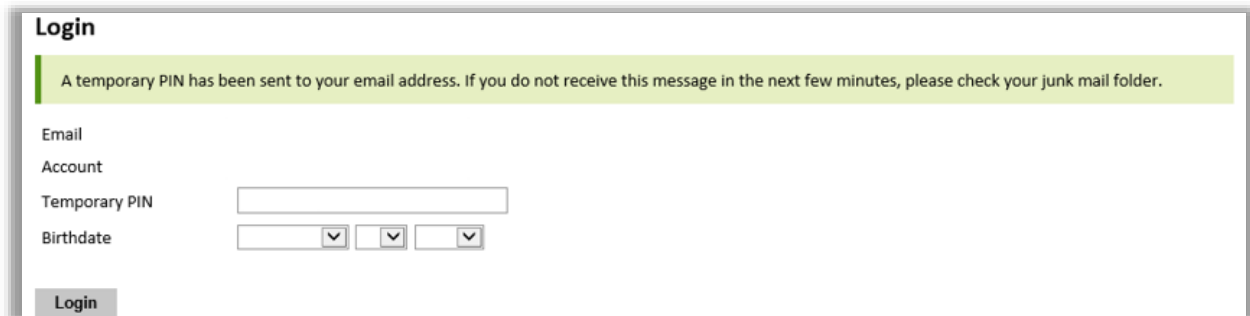
Last Name

Birthdate

Note: Use an email address that you use regularly and will be able to access for at least one year after submitting your application. This is the email address you will use to log in to your application account, and the address to which updates and notifications will be sent.

Click *Continue*. You will receive an email from IIE (apply@iie.org) confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.

You will be prompted to enter your PIN and then create a password to complete login.



Login

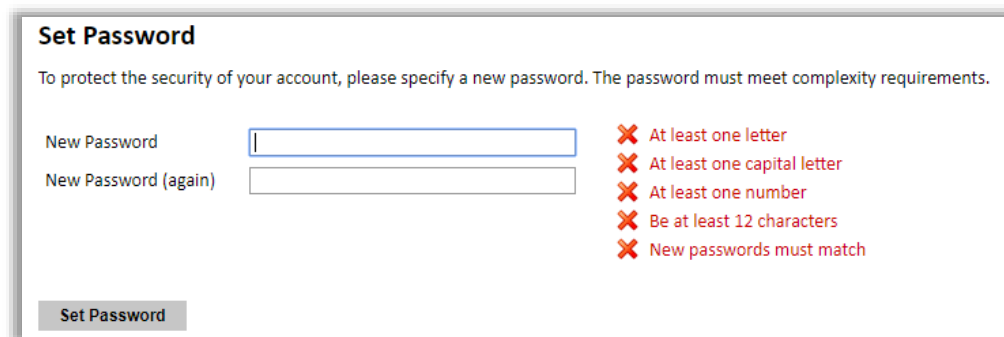
A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email

Account

Temporary PIN

Birthdate



Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

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You will be prompted to start your application. You may only apply for **one** country in this competition.

Application Management

Your Applications


Type	Status	Started	Submitted
You have not yet started an application using this account.			

 [Start New Application](#)

Start New Application

Fulbright Program

Fulbright U.S. Scholar Program

 **Create Application**

Cancel

You will be prompted to open your application


Your Applications

Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
Fulbright U.S. Scholar Program	In Progress	02/27/2019	

[Start New Application](#)

Application Details

Started 02/27/2019
Status In Progress
Fulbright Program
Fulbright U.S. Scholar Program

 **Open Application**

Cancel

Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions. Then, open your application to update or view it.

Completing and Managing Your Application

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EDITING YOUR APPLICATION – PRIOR TO SUBMISSION

- You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
- To save your application, click *Continue* at the bottom of the page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently (click *Continue* and proceed to the next page, or return to the page you were working on).

REVIEWING YOUR APPLICATION – AFTER SUBMISSION

- After you SUBMIT your application, you CANNOT make any changes.
- You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders (and foreign language evaluators, if applicable).

LETTERS OF RECOMMENDATION AND FOREIGN LANGUAGE EVALUATIONS

Note: Your application and all letters and evaluations must be submitted by the application deadline.

- Letters of recommendation (and foreign language evaluations, if needed) will be submitted directly to your application by the recommenders/evaluators you registered in the application.
- You may submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.
- If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

The following pages in this document supplement the instructions in the application.

[Application Page: Welcome](#)

This contains information about the program and application.

After reviewing, click *Continue* to save your responses and advance to the next page.

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Application Page: Preliminary Questions

These questions address essential program eligibility. All questions are required.

- **Prior Fulbright U.S. Scholar grant:** Select *Yes* or *No*.

Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) (See [Eligibility](#).)

- **U.S. citizenship:** Select *Yes* or *No*.

Note: You Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program. (See [Eligibility](#).)

- Yes: You will be prompted to indicate your country of citizenship. If you have more than one, list the United States first.
- No: If you are not a U.S. citizen, please contact the Fulbright office in your country for more information and to complete the [Visiting Scholar application](#).

- Select the **program** to which you are applying (*Fulbright Arctic Initiative*).

[Home](#)
[Welcome](#)
Preliminary Questions

Preliminary Questions

Previous Fulbright Scholar Grants
Have you completed a previous Fulbright Scholar grant within the past two years?*

☐ Yes
☐ No

Citizenship
Candidates must be citizens of the United States of America. In some cases, it may not be feasible for a dual- citizen to participate in a Fulbright program in the country of his or her other nationality due to host country law or policy. Please [review the award description here](#) for more information.
Are you a U.S. Citizen?*

☐ Yes
☐ No

Program
To which program are you applying?*

☐ Fulbright U.S. Scholar Program
☐ Fulbright International Education Administrator (IEA) Awards
☐ Fulbright Public Policy Fellowship
☐ Fulbright Arctic Initiative

Click *Continue* to save your responses and advance to the next page.

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Application Page: Country and Award

Select the country and award to which you are applying. Key details about the award will appear when the award is selected, as well as a link to the award for reference.

If you decide to apply to different country after completing this section:

- Return to this page to select the new country or award.

If you decide to apply to a different program after completing this section:

- Return to the Preliminary Questions page to change your response there.
- Continue to the Country and Award page and proceed as above.

Note: You will not be able to change this after submitting the application.

Click *Continue* to save your responses and advance to the next page.

Application Page: Personal Information

Enter your biographical information.

Of note:

- **Name:** Enter your name exactly as it appears on your passport.
- **Preferred name:** Also known as a nickname, only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
- **Birthdate:** the birthdate that you used to create your account will automatically appear.

Click *Continue* to save your responses and advance to the next page.

Application Page: Contact Information

Enter your contact information.

Of note:

- Enter your **permanent address**:
 - This is the physical address where you live.
 - Select the country where you live from the dropdown list first. Based on your country selection, the subsequent fields will change to match the address format of that country.
 - Complete the remaining address fields. Do spell out abbreviations (Street, Road, etc.). Do not use accents or special characters.
 - Postal code: For applicants in the U.S., the 9-digit zip code (zip+4) is required ([use this look up tool](#)).
- Indicate if your **current mailing address** (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
 - **No:** A second address section will appear where you may enter your mailing address information and the dates of validity.

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- Yes: proceed to the next section.
- Enter your **telephone numbers** as appropriate.
 - If you reside outside the U.S. and have an international phone number, include the country code.
 - If the field turns red, please review the numbers that you have entered to look for any errors.
 - To find the correct country code, click on the blue *Country code* link
- The **email address** used to create your account will appear in the primary email address field and will not be editable. Please provide an Alternate/Secondary Email that can be used to contact you if you cannot be reached via your primary email address.

Note: All system-generated emails, application updates, and notifications will continue to go to your primary email address.
- Enter your **emergency contact information**. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities.
 - When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.

Click *Continue* to save your responses and advance to the next page.

Application Page: Academic & Professional Information

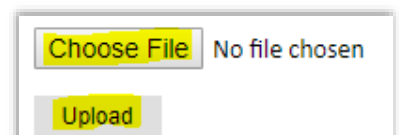
This section collects information about your academic and professional background, including your current employment, curriculum vitae/resumé, academic degrees, accomplishments, experience abroad, and previous Fulbright grant(s), if applicable.

Of note:

- **Title:** Select the title closest to your current academic or professional title.
 - If there is no appropriate option after reviewing the list, please select "Other" from the dropdown and enter your title in the text box that appears.
- **Current institution or employer:**
 - For the address, select the country where you are employed from the dropdown list first (i.e. physical address where you work). Based on your country selection, the subsequent fields will change to match the address format of that country.
 - Complete the remaining address fields. Do not use accents or special characters.
 - If you have more than one employer or role, enter the details for your primary employer and ensure your curriculum vitae/resumé presents all of your roles and employers clearly.
- **Curriculum Vitae/Resumé:**

Upload your Curriculum Vitae/Resumé

 - Ensure your CV/Resumé follows these [requirements](#)
 - Click *Choose File*, locate and select the appropriate file
 - Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded,



The image shows a file upload interface. It features a yellow button labeled 'Choose File' next to the text 'No file chosen'. Below these is a grey button labeled 'Upload'.

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the page count will appear.

- Page limit: Up to 6 pages.

Note: If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the *Review* page.)

The following files have been uploaded:

- 02/19/2020 - App Test - CV - too long.pdf - 14 page(s) [preview](#) [delete](#)

- If needed, click *Delete* and upload a document that adheres to the limit.
- **Academic History:** Enter all degrees/academic credentials. You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion (if applicable).
 - Click *Add Degree* and complete the form. (See the next page for an example.)

Of note:

- Type in the name of the institution; as you type, a list will appear. Select from the list. If your institution is not listed, type the full name of the institution in this field.
- Select the month and year of the date this degree was received (Month – Year format) from the dropdown menu. If the degree or diploma is in progress, list expected date of conferral for Date Degree Received.
- Click *Save*.

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Awarded Degrees

Institution*

Type your institution name. If the institution is not listed in the results, type the full name of the institution in this field.

Institution Location (all address fields are required)*

Country

City

State

Level of Study*

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Date Degree Received*

If a degree is in progress, list expected date of conferral for Date Degree Received.

- **Accomplishments:** Enter up to five of your most significant professional accomplishments. These may include honors, awards, publications, exhibitions, etc.
 - Each entry may be separated with a semicolon (;)
 - If entering your items as a list (using bullets), please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
 - 700-character limit
- **Experience Abroad:** At any point in the last six years (preceding the application deadline), have you resided or traveled abroad for three consecutive months or longer?
Note: Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the date of application are ineligible. In this case, a period of nine months or more during a calendar year is considered to constitute a full year abroad.
 - Yes: Enter each residence/trip here.
 - For each, click *Add Experience Abroad*, complete the form, and click *Save*.

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Experience Abroad

Country*

Purpose/Sponsorship:*

Start date:*

End date:*

Number of Months Abroad*

- If you have resided abroad for multiple shorter periods over the course of a year that cumulatively add up to three or more months, please list each trip with the location and duration clearly in your curriculum vitae/resume.
- **Have you received a Fulbright Scholar grant previously?**
Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For serial or Flex grants, the two-year period begins at the end of the final grant in the series.) Recipients of a Fulbright Specialist Program grant are not required to adhere to the two-year waiting period before applying for a Fulbright Scholar grant.
 - Yes:
 - For each, click *Add New*, complete the form, and click *Save*. Academic year corresponds to the academic year in which you received and began the Fulbright grant.

Previous Fulbright Grants

Award Type*

Previous Grant Year*

Host Country or Countries*

Afghanistan
Albania
Algeria
Andorra

If you received a multi-country grant, indicate each host country; to select more than one country, hold the 'Ctrl' or Command (⌘) button while clicking the respective countries.

- If you received a Fulbright Scholar grant (or more than one), enter your justification as to why you should be considered for another award in the text box. (Justification not needed for other types of grants.)

Click *Continue* to save your responses and advance to the next page.

[Application Page: Award Details](#)

This section collects information about your proposed project. Please carefully review [award](#) for any additional guidance or requirements.

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Of note:

- **Academic Discipline:** select the most appropriate academic discipline and specialization information for your project from the dropdown menus. Enter additional details about the discipline and/or specialization of your project.
- **Portfolio:** For [some disciplines](#), applicants are asked to provide a digital portfolio. For these disciplines, you will be prompted to indicate whether you will upload portfolio materials as part of your application.
 - **Yes:** You will be directed to upload your materials on another page. Please follow the upload instructions listed. Note: Applicants proposing translation projects should not submit a portfolio.
Note: If you provide materials, they must be uploaded to your application. Providing a link to a website is not an accepted alternative.
 - **No:** Please provide a brief explanation why materials will not be uploaded.
- **Proposed award period:** Enter the proposed start date (month and year) and length for the research exchange visit. (Additional details may be included in the project statement.)

Of note:

- The minimum length of the visit is six weeks (1.5 months) and the maximum length of the visit is three months.
- The visit should be completed in a single period of residence abroad (e.g., three consecutive months).
- The research exchange visit should be completed prior to August 2022.
- **Project abstract:**
 - 700-character limit
 - Please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
- **Collaborative research area:** Select the desired research area from the list.
- **Host institution(s):**
 - Enter the proposed host institution for the research exchange component and prospective affiliation in the host country in the *Preferred Host Institution* box.
 - If you propose more than one host, list the first in the *Preferred Host Institution* box. Then, click *Add Host* and complete the form to enter the second (repeat for the third, etc. if applicable).

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- **Letter(s) of Invitation:**

- **Upload your Letter of Invitation**

- Consult the [award description](#) for requirements and any special instructions
 - Review this [additional guidance](#) on Invitation Letters
 - Click *Choose File*, locate and select the appropriate file
 - Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded, the page count will appear.
 - **Note:** If you have multiple invitations, you will need to merge them into a single file to upload

- **Alternate Country Preferences:**

- Indicate whether you are willing to consider other countries: You may also enter up to two additional countries of interest.

Note: Your application and supporting documents should be tailored to the award and country selected. It is only guaranteed to be considered for this award and country. In rare cases, an applicant whose application was recommended during the peer review process may be considered for an alternate country. This process is driven by programmatic needs.)

Click *Continue* to save your responses and advance to the next page.

Application Page: Project Documents

This section collects additional information about your proposed project.

Of note:

- **Short Essays:** Provide responses to the questions in the text boxes provided. (The questions are also available [here](#).)
 - Note character limits
 - Please remove any extra lines/spaces (ensure text appears in the box as single-spaced, not double-spaced)
- **Project Statement:** Applicants should submit a project statement that addresses the Fulbright Arctic Initiative collaborative research area selected (Arctic Security and Cooperation; Arctic Infrastructure in a Changing Environment; Community Dimensions of Health)

The project statement is the most important component of the Fulbright Arctic Initiative application. 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.

- Ensure your statement addresses the following:
 - The proposed collaborative research area and [policy-relevant questions](#)
 - What do you propose to do? State clearly your objectives, methodology and the nature of your research (quantitative or qualitative)
 - What is the academic and professional context of the project? Note: Your bibliography will reflect the current state of research in the discipline.
 - Why does it need to be done? What significance does it hold for your discipline, your

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- development, the host country's benefit?
 - How will you carry out the proposed research? (Such as methodology, logistics, time frame)
 - How feasible is your project in terms of resources and amount of time allocated?
 - What research facilities and resources are found in the host country?
 - How could local political or cultural issues impact your work?
 - How will your results be disseminated? (Such as publications, conference presentations, joint collaboration, exhibitions)
 - What is the public policy impact and practical significance of your selected project area to the Arctic region?
 - How will your collaborative research in the selected area advance understanding of regional development to improve quality of life in local communities and the Arctic region as a whole?
 - How does your research relate to a secondary thematic area? Demonstrate the interdisciplinary scholarship of your research not only within a thematic area but also across the thematic areas.
 - How will you integrate public and/or youth outreach in the collaborative research agenda?
 - How will you benefit from and contribute to the goals and objectives of the Fulbright Arctic Initiative program?
 - Describe your ability to perform collaborative research in a multidisciplinary team-based setting.
- Format requirements:
 - 3 to 5 pages
 - Single spaced, 12-point or larger font size, 1-inch margins
 - Use headers and/or bullets to organize and convey key elements, and page numbers
 - Only Roman characters are allowed
 - File type: Adobe PDF (recommended) or Word document

Upload your Project Statement

- Click *Choose File* and locate and select the appropriate file
- Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded, the page count will appear.
- Page limit: Up to 5 pages.

Note: If the file exceeds the stated page limit, you will be prevented from submitting your application. (If you miss this here, you will be reminded on the *Review* page.)

• Bibliography:

Upload your Bibliography

- Ensure your bibliography follows these [requirements](#)
- Click *Choose File* and locate and select the appropriate file
- Click *Open* and then click *Upload* to complete the file upload. Once your document is uploaded, the page count will appear.
- Page limit: Up to 3 pages.

Note: If the file exceeds the stated page limit, you will be prevented from submitting your

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application. (If you miss this here, you will be reminded on the *Review* page.)

Click *Continue* to save your responses and advance to the next page.

Application Page: Language Skills

Proficiency in language(s) other than English is necessary for some, but not all awards. This section collects information about your language proficiency, related to your proposed project.

The [award description](#) indicates to what extent foreign language proficiency may be needed.

There are two parts to the language proficiency evaluation: a self-evaluation and an external foreign language evaluation. The application indicates whether the self-evaluation is needed, and whether a foreign language evaluation is needed.

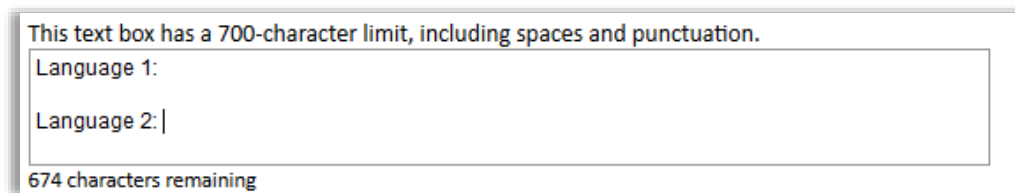
Self-Evaluation

Select the number of languages (other than English) relevant to proposed grant activity.

For each, select the language, and indicate your level of competency for each skill.

Enter your responses to the questions in the text boxes. If you have selected more than one language, clearly address each language in the same text box.

Example:

A screenshot of a web form for language evaluation. At the top, a message states: "This text box has a 700-character limit, including spaces and punctuation." Below this is a large text input area. Inside the input area, there are two labels: "Language 1:" followed by a blank space, and "Language 2:" followed by a vertical cursor. At the bottom of the input area, a status bar indicates "674 characters remaining".

External Foreign Language Evaluation

This is addressed on the Recommendations (other than English) relevant to proposed grant activity.

Click *Continue* to save your responses and advance to the next page.

Application Page: Recommendations and Language Evaluator

Use this section to register your recommenders, and foreign language evaluator(s) (if needed).

- You are responsible for notifying your recommenders/evaluator of your request for letters/evaluation prior to registering them in the application.
- You are also responsible for ensuring the recommendations are submitted to the application by the application deadline: **September 15, 2020**. Please inform your recommenders of this deadline.
- Letters of recommendation (and foreign language evaluations, if needed) will be submitted directly to your application by the recommenders/evaluators you registered in the application. Letters submitted outside the online system will not be accepted.
- You may submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.

Recommendations

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- All applications require **two** recommendations. Additional recommendations will **not** be accepted. If more than two are registered, the application will prevent you from submitting your application.
- Recommenders should address the significance of the proposal to the Arctic Initiative research areas and potential to contribute to Arctic regional and national development.
- Additional tips and information on who may serve as a recommender is available [here](#).

Foreign Language Evaluator

- If needed (as indicated by your response on the Language Skills page), register your language proficiency evaluator(s).
- There is a maximum of two language proficiency evaluators. (Typically, one evaluator per foreign language.)
- Do not use these to add additional letters of recommendation.

Registering your recommenders/evaluators and monitoring the status of receipt

You will be prompted to register your recommenders and evaluators. Recommenders and evaluators must be registered before you submit your application. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before and after submission of your application.

- Click *Add Recommender/Evaluator* and complete the form.
- Click *Send to Recommender* to generate automatic email to your recommender/evaluator
 - This will send them an email with instructions on submitting the online recommendation or completing the foreign language evaluation form.

After you have registered them, you will have the following options:

- *Edit*: Use this to edit their information if they have not yet started progress on their response. If they have already started their response, you will not be able to edit their information.
Exception: Email address cannot be edited. To update their email address, you will need to exclude and re-add them.
- *Send Reminder*: Click on the recommender/evaluator; on the pop-up, click *Send Reminder* to send them a reminder to submit.
- *Exclude*: Use this to remove the recommender and replace with another individual (or to update their email address).

Here is what it looks like when a recommender has been registered (Recommender Two) and submitted (Recommender One).

Name	Status	
Add Recommender/Evaluator		
One, Recommender	Submitted on February 19	Edit
Two, Recommender	Sent to recommender on February 19	Edit

For your Recommenders/Foreign Language Evaluators

- Recommenders/Evaluators receive an email from the Fulbright U.S. Scholar Program (scholars@iie.org) inviting them to complete a letter/evaluation.
- Once they submit their letter/evaluation, they will receive a confirmation message on the application

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system, as well as an email confirming receipt.

Click *Continue* to save your responses and advance to the next page.

Application Page: Portfolio

Based on the discipline information entered in the *Award Details* page, applicants whose proposed project is in one of the disciplines listed below may be prompted to upload portfolio materials to aid in the evaluation of their application (regardless of grant activity selected).

If you selected one of these fields and indicated you would upload portfolio materials, this page will appear in your application for you to upload your media files. [More information](#) on these requirements.

Disciplines commonly requiring a portfolio:

- Architecture
- Creative Writing (creative fiction and non-fiction, playwriting, poetry, screenwriting and other)
- Dance
- Design and Crafts (fashion design, graphic design, industrial design, interior design, bookmaking, ceramics, furniture, glass, jewelry & metalworking, textiles & fiber)
- Filmmaking
- Journalism
- Music (composition, conducting, performance and other)
- Theater arts
- Visual Arts (animation, digital, drawing, illustration, installation, media arts, mixed media, painting, performance, photography, printmaking, sculpture and other)

This page will not appear for other disciplines.

Click *Continue* to save and advance to the next page.

Application Page: Data Privacy

Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting *Yes* or *No*.

Click *Continue* to save your response and advance to the next page.

Application Page: Signature

Carefully review this section. Your electronic signature attests to the authenticity and accuracy of the information supplied in the application.

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

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In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to save and continue to the next page.

Application Page: Review – Submit!

The application will review the responses entered and will display any incomplete questions and required attachments that need attention.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

An example of the *Review* page with missing responses or errors is below. Clicking on any error will take you to the corresponding application page.

Of note:

- **Required Field or Error:** these must be addressed before submitting your application.
- **Letter of Invitation:** This is a warning message and will not prevent you from submitting your application without the letter.

Review

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Contact Information	Missing Contact Information
Academic & Professional Information	CV/Resume may not exceed six (6) pages
Academic & Professional Information	Missing Academic & Professional Information
Award Details	Missing Award Details
Project Documents	Missing Project Statement Information
Portfolio	You must upload at least one portfolio material

We have detected the following potential problems with your application:

Section	Warning
Award Details	Missing Letter of Invitation. You may submit your application without an invitation letter. However, if it is required by the award and not provided by the application deadline, your application may not proceed in the review process.

Review all responses entered in the application (double check).

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CLICK SUBMIT.

APPLICATION DEADLINE: September 15, 2020

Submitted! Now What?

Once you submit your application, you will land on your application *Status* page. This contains your application checklist, a link to download your application proof, an overview of the application review process and timeline, and more.

Example, with one recommendation submitted and one pending:

Fulbright U.S. Scholar Program

Click [here to contact the Fulbright U.S. Scholar team](#) if you have any questions.

Application Checklist

Status	Details	Date
✓. Received	Recommendation from Recommender One, institution Submitted on 02/19/2020.	02/19/2020
✗. Awaiting	Recommendation from Recommender Two, institution Sent to recommender on 02/19/2020.	
. Received	Bibliography	02/19/2020
. Received	Course Syllabi	02/19/2020
. Received	CV/Resume	02/19/2020
. Received	Felony/Misdemeanor Documentation	02/19/2020
. Received	Project Statement	02/19/2020

To re-send notification emails to your recommenders, [re-visit the recommendations page](#), click "Edit", and then click "Send Reminder".

Application Proof

This is a proof of your application and is for your records only. Do not send this proof by mail as your application.

[Preview Application Proof](#)

Verify Address

We have your address listed as follows:

Permanent Address
12345 Broadway
New York, NY 10017+1234
United States

[Edit Addresses](#)

If you need to send a reminder to a recommender/evaluator, you can re-visit the recommendations page and manage your recommenders/evaluators.

Review Process and Notifications

Eligible, complete applications will undergo peer review. Following peer review, applicants will receive an email to view their application status on this *Status* page.

We recommend adding Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent emails from landing in your spam/junk folder.

The timeline for the review process is on the application *Status* page and [here](#).

Questions?

Please contact us at arctic@iie.org.