FULBRIGHT U.S. SCHOLAR PROGRAM

Instructions for Completing the
2020-2021 Fulbright U.S. Scholar Program Application

Application: https://apply.iie.org/fusc2020

Deadline: **September 16, 2019**

This is a supplement to the instructions in the application.
Read all instructions carefully before completing the application.

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

Contents

General Information

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
Before you begin an application, review the following carefully:

- Eligibility
- Award description
- Application guidelines

Step 2: Record 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. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

You may wish to print these instructions for reference and have the award description available when completing the application.

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:

- Use upper and lower-case letters (e.g. Alex Smith). Avoid using all capital letters (e.g. ALEX SMITH) and all lowercase letters (e.g., alex smith).
- Do not use special characters, such as letters with accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes; character limits will be noted.
- Prepare required documents and save them in PDF format. To preserve any formatting and special characters in your documents, it is highly recommended that you upload them in PDF format.
- 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, review your application for errors. If all information is correct and complete, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Application and Online Account

1. To start, go to https://apply.iie.org/fusc2020 and click *Create an account*. You may only apply to one award per application cycle (e.g., the 2020-21 competition).

2. 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.**
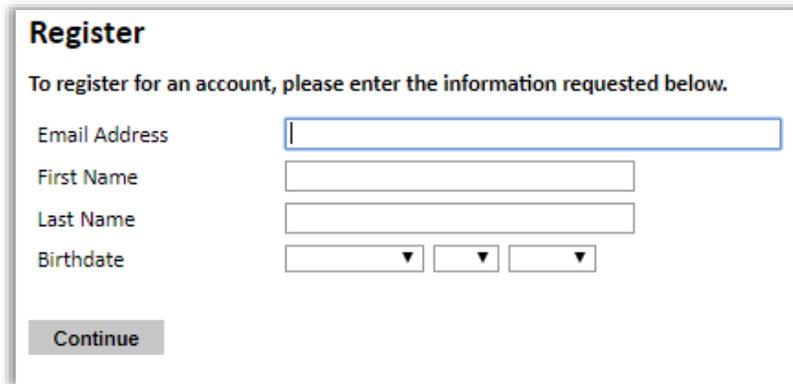
Register

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

|	
Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

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.

3. Click *Continue*. You will receive an email from 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.

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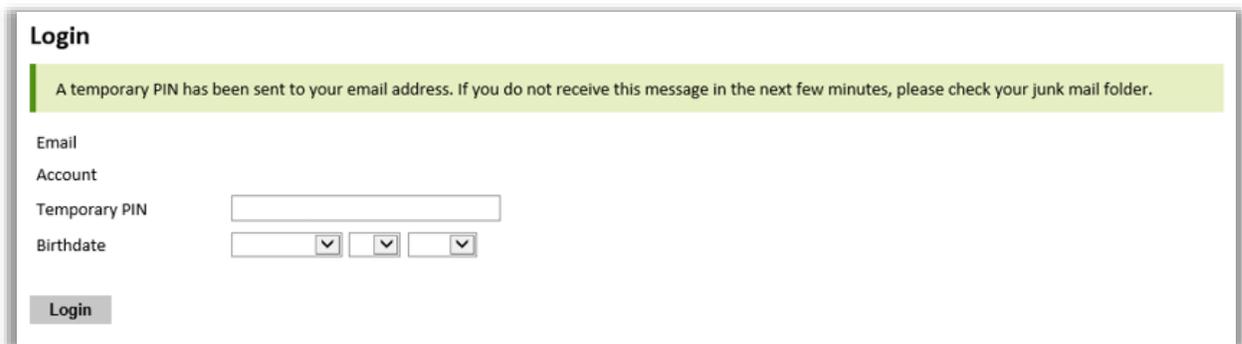
Login

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	✓ ✓ ✓

Login
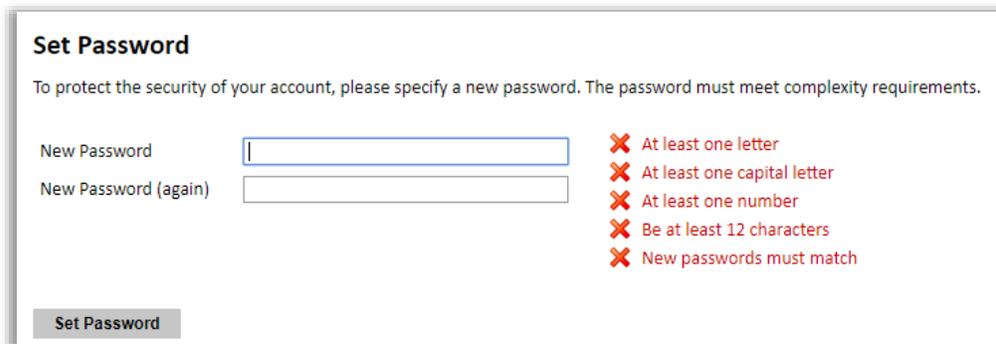
Set Password

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

Set Password

5. You will be prompted to start your application

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

6. 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

7. <u>Returning users</u>: 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.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.

2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.
   Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.

2. 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.

3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to your application by the recommenders you registered in the application system.

2. Letters of recommendation (and language evaluations, if needed) may be submitted before **or** after you submit the application.

3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Welcome

This contains information about the program and application.

After reviewing, click *Continue* to advance to the next page.

Preliminary Questions

These questions address essential program eligibility. All questions are required. Please note that you cannot apply for more than one award in the same competition, regardless of which program (e.g., you cannot apply for the U.S. Scholar program and an IEA award).

1. Prior Fulbright U.S. Scholar grant: select 'yes' or 'no' to indicate your response.

   • 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.)

2. U.S. citizenship: Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.

   • Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program.

   • If you are not a U.S. citizen, please visit the Fulbright Visiting Scholar Program page.

3. Select the program to which you are applying. When you select "Fulbright U.S. Scholar Program", you will be prompted to indicate whether the award to which you are applying allows for grant activities in multiple countries. (If you click *award* in the application, you will be presented with a list of these awards in the Catalog)

   • Yes: The award is among the multi-country awards in the Catalog of Awards

   • No: The award is to a single country

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

Award Details

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

If you are applying to a single country:

- You will be prompted to select your host country and award

If you are applying to a multi-country award:

- You will be prompted to select the award
- You will then be prompted to select the countries (or country) you propose to undertake your project – *Country Selection – Multi-Country Award*

If you decide to apply to another country or award after completing this section:

- Return to this page to select the new country or award.
- To change from a single-country award to a multi-country award (or the reverse), return to the Preliminary Questions page to change your response there. Then, proceed to the Award Details page. A warning will appear on this page, indicating that you need to select an appropriate country/program and award. Then, 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.

Personal Information

Enter your biographical information. Of note:

1. Name: Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. Birthdate: the birthdate that you used to create your account will automatically appear.
3. Click *Continue* to save your responses and advance to the next page.

Dependent Information

This page will only appear if you entered more than "0" dependents on the *Personal Information* page. For each dependent you expect to accompany, enter their details.

If the number of dependents you expect to accompany you changes while you are completing the application, return to the *Personal Information* page to change the number, then proceed to this page to add or correct any details as needed.

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

Contact Information

Enter your contact information.

1. Enter your permanent address:

    a. Select the country where you live from the dropdown list first (i.e. physical address where you live). Based on your country selection, the subsequent fields will change to match the address format of that country.

    b. Complete the remaining address fields. Do not use accents or special characters.

    c. Postal code: For applicants in the U.S., the 9-digit zip code (zip+4) is required (use this look up tool).

    d. Select 'yes' or 'no' to 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.*

        -   If you answer 'no,' then a second address section will appear where you may enter your mailing address information and the dates of validity.

        -   If you answer 'yes,' proceed to the next section.

2. 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

3. The email address used to create your account will appear in the primary email address field and will not be editable. You may 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.

4. 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.

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

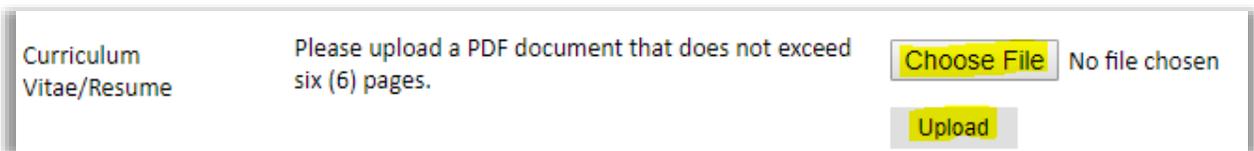# Academic & Professional Information

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.

1. Enter your current institution or employer.

   a. For the address, select the country where you are employed from the dropdown list first (i.e. physical address where you live). Based on your country selection, the subsequent fields will change to match the address format of that country.

   b. Complete the remaining address fields. Do not use accents or special characters.

   c. If you have more than one employer or role, ensure your curriculum vitae/resumé indicates this clearly.

2. Curriculum Vitae/Resumé

   Upload your Curriculum Vitae/Resumé according to these requirements

   Note: If your file exceeds the stated page limit, an error message will appear and will prevent submission of your application. Click *Delete*, and upload a document that adheres to the limit.

   a. Click *Choose File*
   b. Locate and select the appropriate file
   c. Click *Open*
   d. Click *Upload* to complete the file upload

3. Indicate eligibility regarding employment by the U.S. Department of State and the U.S. Agency for International Development

4. List all post-secondary educational institutions from which you have received a degree or academic credential. 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).

   a. Click *Add Degree*
   b. 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.
   c. Select the country where the institution is located from the dropdown menu
   d. Enter the appropriate city and region/state
   e. Choose the level of study (graduate or undergraduate) from the dropdown menu
   f. Select the name of the degree or diploma earned (e.g., BA – bachelor's degree)
   g. If relevant, provide the actual name of the degree or diploma (e.g., license)
   h. Enter the discipline (field of study) for the degree or diploma
   i. 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.
   j. Click *Save*.

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   [United States ▽]

City   [   ]

State   [Select State ▽]

Level of Study*   [▽]

Name of Diploma or Degree Equivalent*   [▽]

Actual Name of Degree or Diploma   [   ]

Discipline*   [biology   ]

Date Degree Received*   [▽] [▽]

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

Save   Cancel

5. Indicate whether you are a postdoctoral applicant, defined as those within five years of obtaining a Ph.D. at the time of application.

6. Enter your five most significant professional accomplishments in the text box. These may include honors, awards, publications, exhibitions, etc.
   - List no more than five accomplishments, honors, or awards
   - Separate each entry with a semicolon (;)
   - 700-character limit

7. List any residence or professional trips abroad three consecutive months or longer during the past six years preceding the application deadline. If you have resided abroad for multiple shorter periods over the course of a year, please clearly list each trip with the location and duration in your curriculum vitae/resume.

   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.

   a. For each trip or residence, click *Add Experience Abroad*
   b. Select the country where you traveled/resided
   c. Enter the purpose of your travel abroad
   d. Select the start and end dates (Month-Year format) of your travel/residency

    e.   Enter the number of months you were abroad

    f.   Click *Save*

8.   Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant. This includes: Fulbright Arctic Program, Fulbright ETA, Fulbright Scholar, Fulbright Specialist, Fulbright Student, Fulbright Teacher Exchange, Fulbright-Hays, German Studies Seminar, International Education Administrator Seminar, NEXUS, and New Century Scholars

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:

    a.   For each prior grant, click *Add New*

    b.   Select the Fulbright award type from the dropdown menu

    c.   Select the academic year that corresponds to the year in which you received and began the Fulbright grant.

    d.   Click *Save*

    e.   Enter your justification as to why you should be considered for another award in the text box.

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

Project Details

This section collects information about your proposed project. Please carefully review award for any additional guidance or requirements.

Of note:

1. Discipline and specialization: select the most appropriate academic discipline and specialization information for your project from the dropdown menus.

    a. For some disciplines, you will be prompted to indicate whether you will upload portfolio materials as part of your application. Select 'yes' or 'no'

    b. If you select 'yes,' you will be directed to upload your materials on another page. Please follow the upload instructions listed.

2. Grant activity: If you are applying for an award with only one grant activity allowed, it will be selected automatically.)

    *   If you select Research or Professional Project, you must upload a Bibliography

    *   If you select Teaching, you must upload Syllabi/Course Outlines

    *   If you select a combination (e.g., Teaching/Research, Professional Project/Teaching), you must upload a Bibliography and Syllabi/Course Outlines

3. Proposed start date (month and year), grant length, and number of Flex segments (if available) must match the grant parameters listed in the award description.

4. Host institution(s): Consult the award description to determine if a host institution should be entered in this section.

5. Project Statement

    Upload your Project Statement: Ensure your project statement follows these requirements

    a. Click *Choose File*

    b. Locate and select the appropriate file

    c. Click *Open*

    d. Click *Upload* to complete the file upload

    Note: If your file exceeds the stated page limit, an error message will appear and will prevent submission of your application. Click *Delete*, and upload a document that adheres to the limit.

6. Bibliography

    Upload your Bibliography, if appropriate: Ensure your bibliography follows these requirements.

    a. Click *Choose File*

    b. Locate and select the appropriate file

    c. Click *Open*

    d. Click *Upload* to complete the file upload

    Note: If your file exceeds the stated page limit, an error message will appear and will prevent submission of your application. Click *Delete*, and upload a document that adheres to the limit.

7. Syllabi/Course Outlines

    Upload your Syllabi/Course Outlines, if appropriate: Ensure your syllabi/course outlines follows

these requirements.

    a. Click *Choose File*

    b. Locate and select the appropriate file

    c. Click *Open*

    d. Click *Upload* to complete the file upload

    Note: If your file exceeds the stated page limit, an error message will appear and will prevent submission of your application. Click *Delete*, and upload a document that adheres to the limit.

8. Letter(s) of Invitation

    Upload your Letter of Invitation, if appropriate. Consult the award description for requirements and any special instructions, and review the additional guidance on Invitation Letters.

    a. Click *Choose File*

    b. Locate and select the appropriate file

    c. Click *Open*

    d. Click *Upload* to complete the file upload

    e. If you have multiple invitations, you can merge them into a single file and upload, or upload them separately.

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

There are two parts to the language proficiency evaluation: a self-evaluation and an external evaluation.

You will be prompted to indicate whether language proficiency is needed for the proposed project. Refer to the award description and select the appropriate option:

-   Language proficiency is required for proposed grant activity(ies) and/or is required by the award description.
    -   *You are required to complete the self-evaluation.*
    -   *You are required to provide an external language evaluation.*
-   Language proficiency is not required for proposed grant activity or activities.
    -   *You may complete the self-evaluation.*
    -   *You may provide an external language evaluation.*
-   I am a native speaker.
    -   *You are required to complete the self-evaluation.*
    -   *You should not provide an external language evaluation.*

Self-Evaluation

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

2. For each language, select the host country, language, and indicate your level of competency for

each skill.

3. 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:

> **Language Proficiency Tests:**
> Indicate if you have you ever taken a language proficiency test in the language(s) of the host country or countries. If so, describe the nature of the test(s), who administered it, the date taken, and rating(s) received. If an oral interview test, indicate how many examiners were present.
>
> This text box has a 700-character limit, including spaces and punctuation.
>
> Language 1:
>
> Language 2:|
>
> 674 characters remaining

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

Recommendations and Language Evaluators

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

Recommendations

- All applications require **three** recommendations. Additional recommendations will **not** be accepted. If more than three are submitted, one will be removed. This may delay the review of your application.
- You are responsible for notifying recommenders of your request for letters 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 16, 2019**. Please inform your recommenders of this deadline.
- Letters can be submitted before **or** after you submit the application.
- **Letters of reference must be uploaded by the recommender to the application system**. Letters submitted outside the online system will not be accepted.
- Additional tips and information on who may serve as a referee is available here.

External 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. Do not use this section to add additional letters of reference.

Registering your recommenders and monitoring the status of your letters

You will be prompted to register your recommenders and evaluators. Then they will receive an automatic email with instructions on completing the online recommendation or evaluation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before <u>and</u> after submission of your application.

   a. Click *Add Recommender/Evaluator*

    b.   Complete all fields in the pop-up form:

    c.   Click *Send to Recommender* to generate automatic email to recommender

Once sent, you will have the following options:

- *Edit Recommender*: Use this to edit their information if they have not yet started progress on their response (exception: email address cannot be edited. You will need to exclude and re-add them.)
- *Send Reminders:* Use this to send them a reminder to submit.
- *Exclude*: Use this to remove the recommender and replace with another individual.

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

Portfolio

Based on the discipline information entered in the Project Details page, applicants in the creative and performing arts may be prompted to upload portfolio materials to aid in the evaluation of their application.

Use this page to upload your media. [More information](#) on these requirements.

Disciplines commonly requiring a portfolio:

- *Architecture*
- *Creative Writing (creative fiction and non-fiction, playwriting, poetry, screenwriting and other) Note: Applicants proposing translation projects should not submit a portfolio.*
- *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 applicants in other disciplines.

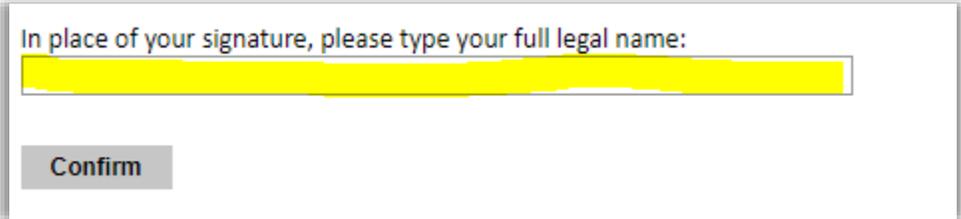Click *Continue* to proceed to the next page.

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 proceed to the next 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:

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

Confirm

Click *Confirm* to continue to the next page.

Review and 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.

REVIEW ALL RESPONSES. CLICK SUBMIT.

APPLICATION DEADLINE: September 16, 2019