

FULBRIGHT VISITING SCHOLAR PROGRAM - SWITZERLAND

Instructions for Completing the Fulbright Visiting Scholar Program Application

Fulbright Program Office Contact Information:

swissuniversities
Scholarship Service
Effingerstrasse 15 / P.O. Box
3001 Bern
Tel. +41 (0) 31 335 07 48
Website: foreign-scholarships.ch
E-mail: fulbright@swissuniversities.ch

Application cycle **closes**: July 25, 2018

- Late applications will not be accepted.
- Please read the eligibility requirements before commencing an application.
- Referee's must submit their statements online before the application deadline above to be included in the application.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Applicants are encouraged to write longer responses in a word document then copy across to the online application to avoid the portal website timing out.
- Please ensure you save your application regularly.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print.

Applicants applying in this cycle, if successful, must commence and complete their program between July 2019 – June 2020, please consider this when planning your proposed program.

Please read this document in full before commencing your application.

This document provides step-by-step instructions on how to complete the application correctly. Applicants are encouraged to print this document and keep it next to them as they complete the application. Please note you are not required to contact swissuniversities prior to/during/after completing your application as suggested in the application.

STEP 1: Learn requirements for submitting an application

Eligibility requirements

- Swiss citizenship (If you hold another citizenship you must contact the Fulbright Commission or U.S. Embassy Public Affairs Section in your citizenship country.)
- All candidates must currently be affiliated with one of the universities or research institutions in Switzerland.
- Doctoral degree or equivalent professional training or experience at the time of application. Professional candidates must have a minimum of 5 years professional experience in their field of study. Visual and performing arts applicants may be exempt from the requirements to have a third level qualification if they have 5 or more years of professional qualifications and/or experience.
- A clearly defined project statement of proposed activity at a U.S. institution: the proposed project should contribute to the development of knowledge in your field and must be effectively implemented within a 3-10 month time frame in the U.S.
- English proficiency appropriate to the proposed teaching and/or research project to be carried out in the United States. Proficiency is based on personal assessment, the TOEFL is not required.
- Sound physical and mental health: those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

In the following cases, you are not eligible to apply:

- You hold dual citizenship with the United States, are a resident of the United States, or hold a “green card.”
- You have not obtained a Ph.D. degree, or are not expecting to obtain a Ph.D. degree, before fall 2019.
- You have recent U.S. experience (more than an aggregate period of 9 months in the United States during the past 5 years)
- You have already received a stipend from the Swiss National Science Foundation
- You are currently studying, researching, or lecturing at a U.S. university.
- You are currently living or working in the United States.
- Research/Teaching stays that begin before the start of the academic year can only be considered under exceptional circumstances. Applicants who plan a stay during the semester breaks need to explain their reasons in their application

STEP 2: Create an Embark Account

Go to <https://iie.embark.com/apply/visitingscholars>. Follow the instructions to register and create your account.

If you have previously applied:

- you will need to create a new account using a new email address or
- email support@embark.com and ask that your existing account be deleted so you can reapply with the associated email address.

You can log in and out of the application as frequently as you like. While you cannot change your email address, if necessary, you can change your password by clicking on “Forgot your password” at <https://iie.embark.com/apply/visitingscholars>.

STEP 3: Application form

You do not need to complete this application at one sitting. You can re-enter at anytime and edit your application. But remember that once you submit your application, you can NO longer make changes to it. All forms in this application are to be completed in English. Items must be answered completely and carefully.

- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.
- You can copy and paste information into all text boxes.
- In the text boxes, you must **limit your responses to the space provided**. If what you have typed or copied exceeds the size of the box, you must edit it.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. **If the question is self-explanatory it will not be addressed below.**

PRELIMINARY QUESTIONS

Home Country/Country Applying from: Make sure that you properly identified Switzerland as the country through which you are applying.

Program: Select 'Fulbright Visiting Scholar Program'

Category of Grant: Select the appropriate value from the pull down menu for the type of grant you are seeking: lecture (for teaching opportunities), research or lecture/research (for teaching/research opportunities).

- Lecture (Teaching): If the primary purpose of your project is to teach or team-teach at least one full semester course. Note: You are required to submit course syllabi along with a confirmed invitation to lecture.
- Research: If the primary purpose of your project is to conduct research. Note: You are required to submit a research bibliography.
- Lecture/Research (Teaching/Research): If your project will include significant portions of both teaching and research as defined above. Note: You are required to outline both activities in your project statement, as well as submit course syllabi and a research bibliography.

PROGRAM INFORMATION

Program Information

Special award name (if any):

none

Personal Information

Name:

It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering in your name, e.g. Ron Smith. Also do not use symbols as this can sometimes create computer-related problems.

Country of Citizenship:

Select Switzerland from the drop-down menu.

Country of Permanent Residence:

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

Date of Birth/City of Birth/Country of Birth

- Be sure to indicate your birth date in the following order: month, day, year.
- Enter your city of birth in English. (Please do not indicate your place of origin as mentioned in the passport, but the location where you were born.)
- Select your country of birth from the drop-down menu.

U.S. Social Security Number:

Enter your U.S. Social Security Number, if obtained during a previous stay in the United States.

Academic Credentials

Significant Professional Accomplishments and Publications

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

Project Details

Project Title

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

Brief Summary of Project Statement

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

ACADEMIC AND PROFESSIONAL INFORMATION

Intended Grant Period

Proposed Grant Length and Period

Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally August through June), when your U.S. colleagues are more likely to be available.

Academic Discipline

Select the most appropriate field of study and specialization from the drop down menu. List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Professional Information

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

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

Professional Memberships

List the four most relevant cultural, educational, and professional organizations to which you belong.

Referees

List the names and contact information of three persons from whom you have requested a letter of reference.

English Proficiency

Indicate your personal assessment of your level of competence in English. The TOEFL is not required.

HOST INSTITUTIONS

If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of invitation in the document upload section. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.

If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to swissuniversities immediately.

If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including detailed reasons for your choice (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.

If you cannot find the name of your preferred institution in the search menu, select 'Other Affiliation' then type in the institution's name in the text box provided.

CIES advises against dual or multiple affiliations unless absolutely necessary. If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each.

CONTACT INFORMATION

Contact/Family Information

Home Mailing Address

- This will auto-populate based on information during registrations. Please review and update your home mailing address, as required.
- Select the country from the drop-down menu.

Accompanying Dependents

Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. List names as they appear on their passports. Attach all accompanying dependents' passports in the document upload section. If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please include a copy of the DS-2019, which indicates the J-visa category of sponsorship (professor, research, scholar, student, specialist, short-term scholar, etc.).

If you intend to have dependents join you for part of your grant, but you are not yet certain whether they will accompany you, please list them on the application and keep swissuniversities informed of any changes.

Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to swissuniversities in order to confirm eligibility and facilitate the issuance of forms required for visa application.

Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

Alternate Funding

Alternate Funding

Please list all non-Fulbright funding (in US dollars) you expect to receive during your grant and attach your supporting documentation/financial support statement in the document upload section. **Please note: All supporting documents must be in English or accompanied by a translation, i.e. from the bank, or a translator. Translation done by yourself would also be sufficient.**

STEP 4: Upload Documents

PROJECT STATEMENT

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

Format

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

Guidance for a research or program and curriculum development project

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

Objectives: Clearly define the aims of the project.

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

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

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

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

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

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

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

Guidance for a lecture (teaching) proposal

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain what you propose to teach in the United States.

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

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

Additional content recommendations

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

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

Style recommendations

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

CURRICULUM VITAE

Please upload your CV.

LETTERS OF INVITATION

Letters of invitation should be typed on institutional letterhead and signed. If an invitation arrives after the application deadline, contact swissuniversities to arrange for its late submission.

COURSE SYLLABI

For lecturing proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught.

ENGLISH LANGUAGE PROFICIENCY

Please upload English language proficiency results and/or TOEFL scores here, if available. The TOEFL is not required.

FINANCIAL SUPPORT/BUDGET

Please attach supporting documentation as described in the section 'Alternate Funding'.

VISA

If you, or your accompanying dependents, have previously entered the United States on a J-1 or J-2 visa, please provide copies of previously issued DS-2019(s).

PASSPORT

Please upload copies of your current passport and those of your accompanying dependents.

BIBLIOGRAPHY

For research or lecturing/research proposals, provide a list of one to three pages of references relevant to the proposed research.

LETTER OF SUPPORT FROM HOME INSTITUTION

not required

ADDITIONAL DOCUMENTATION

Please upload a copy of your Ph.D. degree.

STEP 5: Register your Recommenders

You must click on the 'Register Recommenders' button in the left-hand side menu of this application to register your recommenders. This is in addition to listing them earlier in the application form.

Candid, frank reference reports or letters of reference help reviewers place your research or teaching proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline.

- You must submit three references. Do not submit more than three references.
- Please provide your referees a copy of your project statement.

- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.

Complete your recommenders' names and email addresses, then select INVITE RECOMMENDERS. This will send your recommenders an email and a set of links and instructions on how to complete and upload their recommendations to your application.

If you complete this task first, your recommender has time to submit his letter of reference to your application while you are working on it. You will not be able to view your recommendations, however you will receive email notification that your recommender has uploaded his letter to your application, so you can keep track and ensure they are uploaded to your application before the deadline. You can also check the status of your recommendations at any time once you have registered your recommenders.

Late referee reports will not be accepted. Applications without three letters of reference will be deemed ineligible.

STEP 6: Signature

To electronically sign the application form, please type in your first and last name and the date.

STEP 7: Review

Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

STEP 8: Submit your application

Note carefully: After submitting your application electronically, you will be able to access it in a viewable PDF format. However, you will not be able to make changes to your application.

**Thank you for your interest in the Fulbright Program.
You will be notified of your application progression in due course.**