

Overview

Traditional Fulbright Scholar Program (2010 - 2011)

The traditional Fulbright Scholar Program sends 800 U.S. faculty and professionals abroad each year. Grantees lecture and conduct research in a wide variety of academic and professional fields.

The Fulbright Program is sponsored by the United States Department of State, Bureau of Educational and Cultural Affairs. Under a cooperative agreement with the Bureau, the Council for International Exchange of Scholars (CIES) assists in the administration of the Fulbright Scholar Program for faculty and professionals.

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Who's Eligible?

Eligibility requirements apply at the time of application. Applicants must meet all of the following requirements—unless specific exemptions are stated in individual country or award descriptions. Applicants will be considered without regard to race, color, religion, sex, age, national origin and/or physical impairment.

- **U.S. citizenship at the time of application. Permanent resident status is not sufficient.**
- **A Ph.D. or equivalent professional/terminal degree** (including a master's depending on the field) as appropriate at the time of application. For professionals and artists outside academe, recognized professional standing and substantial professional accomplishments.
- **College or university teaching experience** at the level and in the field of the proposed lecturing activity as specified in the award description at the time of application.
- **Foreign language proficiency** as specified in the award description or as required for the completion of the proposed project. (Note: Except in certain world areas and countries, lecturing is in English.)
- **Sound physical and mental health**
- **Limits apply to previous Fulbright Scholar grantees**
Important Message from the J. William Fulbright Foreign Scholarship Board about **Eligibility Guidelines for Previous Fulbright Scholar Program Grantees**.
- **Notes on Eligibility**

Employees, spouses or dependent children of the United States Department of State or public and private organizations under contract to the United States Department of State are ineligible to apply for a Fulbright grant until one year after the employee's termination.

A candidate who has resided abroad for five or more consecutive years in a the six-year year period preceding the date of application is ineligible for a grant. For the purpose of this section, a candidate who has lived outside the United States for nine months or more during a calendar year is deemed to have resided abroad for that year. In addition, candidates should be aware of the **Review Criteria** regarding Previous Experiences Abroad and Previous Fulbright Awards.

Applicants must disclose to CIES any prior convictions for commission of a felony or a misdemeanor (excluding minor traffic violations). Applicants must also disclose if, at the time of application, or at any subsequent time during the selection process, they have been arrested for, indicted for, or charged with a felony or a misdemeanor (excluding minor traffic violations), and the criminal matter has not been resolved.

Application Deadlines

August 1, 9:00 p.m. EDT

Traditional Fulbright lecturing, lecturing/research and research awards worldwide
Fulbright Distinguished Chairs Program

November 1

U.S.-Japan International Education Administrators Program
U.S.-Korea International Education Administrators Program
Fulbright German Studies Seminar

February 1

U.S.-Germany International Education Administrators Program

Complete applications (**click here for Application Checklist**) must be received at CIES by the deadline dates indicated above or by the following Monday if the deadline falls on a weekend.

Applicants interested in submitting an application after the deadline for the award or program has passed must first contact CIES staff to determine if late applications are being accepted. Please check the online awards catalogue for updated information on awards that remain available.

[Click here to go to online application.](#)

Preparing to Apply: Using the Catalogue of Awards

How to Select An Award

The Fulbright Scholar Program consists of over 900 award opportunities in over 130 countries for U.S. college and university faculty, administrators, professionals and independent scholars. Awards are listed in 45 different fields or disciplines and a variety of sub-disciplines and interdisciplinary fields, and are open to every academic rank—from instructor to professor emeritus—as well as untenured faculty, adjuncts, professionals outside academe and retirees.

Some awards call for a specific discipline or field, a specific host institution and prescribed grant activities. Other awards—called **All Disciplines**—offer applicants greater flexibility over project activities and host institution, within limits depending on the country. Awards vary in activity and length of stay, and grant stipends and benefits vary by country program and type of award. The various categories of awards are described below.

Once you have identified an award, it may be useful to consult the program officer responsible for the country you are considering. Program officers are experts on the countries assigned to them and can offer tips for shaping a competitive application, as well as additional information on the award, institution or country. Contact information for program officers can be found at the beginning of each country section or on our Web site at www.cies.org/amstaff.htm.

The program officers—and, indeed, all of us at the Council for International Exchange of Scholars—are committed to helping you in your quest for a Fulbright Scholar grant. Please do not hesitate to contact us for assistance or additional information.

How To Find The Right Award

There are several ways to search for awards:

- The **Listing of Awards by World Area/Country**, will help you locate awards in specific countries or regions.
- The **Index of Awards by Discipline** categorizes award opportunities by major academic discipline or field and lists any specializations or sub-fields that apply. Disciplines are arranged alphabetically, and under each discipline there is a listing of the countries and regional or special programs that offer awards. Awards in interdisciplinary fields such as area studies, ethnic studies or gender studies are listed under relevant major disciplines.
- Applicants should also take note of the listing of **All Disciplines** opportunities under the heading **Index of Awards Open to All Disciplines**. This is particularly useful for scholars whose discipline is not among those listed in the Guide to All Awards by Discipline. Some countries offer only All Disciplines awards, so please check here for opportunities that may not be categorized elsewhere.
- **Index of Research Awards by Discipline**. This index cross-references **research-only** award opportunities by major academic discipline or field and lists any specializations or sub-fields that apply. The Guide begins with a listing of research-only awards open to **All Disciplines**.
- Professionals and artists outside academe can consult the **Index of Awards Open to Professionals** for a listing of openings that are specifically designed for professionals or for which professionals are encouraged to apply. Professionals may also apply for many of the other awards listed in the Guide to All Awards by Discipline.

[Click here to go to online application.](#)

Types of Awards

Awards may be either **Discipline Specific** or open to **All Disciplines**:

- **Discipline Specific awards**, particularly for lecturing, are specific awards that identify areas of specialization, host institution affiliation and the type and level of the Fulbright assignment. These awards generally reflect the priorities and special interests of the host country and university.
- **All Disciplines** awards allow candidates to propose their own lecturing or research projects and institutional affiliations, within limits depending on the country.

Awards fall into several different **categories**:

- **Research** awards principally for research activity.
- **Lecturing** awards principally for lecturing, either as stipulated in the assignment or proposed independently. Lecturing awards are normally not offered for the summer months only, unless otherwise specified in the grant starting date.
- **Lecturing/Research** awards for combined lecturing and research activity, with the expectation that both activities will take place during the grant. Generally, a lighter teaching load is required to allow time for research activity.
- **Distinguished Lecturing, Lecturing/Research and Research** awards are offered in select countries to scholars who are outstanding in their disciplines or professions. Recognized national standing is normally required.
- **Junior Lecturing and Junior Research** awards designed primarily for recent Ph.D.s and others early in their careers or, in certain specified circumstances (for example, TEFL), where a doctorate is not required.
- **Seminar** short-term seminars or group programs.

Approximately 20 percent of awards are for research, and 80 percent are for lecturing, combined lecturing and research or seminar participation.

In addition to the major categories listed above, there are a number of **Special Feature Awards**, including:

- **Serial Grants** awards that allow the grant to be divided into shorter in-country stays over a predetermined period of time.
- **Travel-Only Grants** awards that provide only round-trip transportation to the country where the scholar will lecture or conduct research.
- **Partial or Partial-Maintenance Grants** awards that have a stipend or other fixed amount of support that is usually lower than the standard award benefits for the country.
- **Full-Maintenance Grants** awards that provide full benefits. Used in instances to distinguish the level of support available.
- **Collaborative U.S./Visiting Scholar Lecturing or Lecturing/Research Awards** offer an opportunity for U.S. scholars to submit a joint proposal with a colleague from abroad for a collaborative lecturing or lecturing/research project. These awards are available for Turkey.

Grant stipends and benefits vary by program and type of award.

Preparing to Apply: FAQ

1. How can I get an application?
2. Do I have to know a foreign language?
3. Do I have to have an invitation letter?
4. I need an invitation letter, how do I get one?
5. Are there summer awards available?
6. If I am selected, can I bring my family with me on my grant?
7. If I already had a Fulbright, can I get another one?
8. Can I apply to more than one country?
9. How can I make my application more successful?
10. Who should write my reference letters?
11. How is my application reviewed and how am I notified?
12. What are the financial benefits of Fulbright awards?

1. How can I get an application?

We only accept online applications. Please read the application instructions before beginning your application. [Begin or return to your application here.](#)

2. Do I have to know a foreign language?

Most lecturers teach in English, with some exceptions in Latin America and Africa.

If you are applying for a research award, your foreign language ability must meet the needs of the project. Be certain to indicate in your methodology discussion how you will need to use the language, since activities vary and reviewers should not have to make assumptions.

3. Do I need to have an invitation letter?

This depends on the award. Some countries require an invitation letter, especially for open “All Disciplines” awards. Other countries encourage but do not require a letter of invitation, while others still specifically request that you do not contact potential host institutions. The preference is clearly spelled out in the award description. If it is not clear, contact the program officer responsible for that country.

4. I need an invitation letter. How do I get one?

If you do not have a contact, your goal is to determine the name of an appropriate faculty member for a specific discipline or subfield within the discipline. Once you have determined possible hosts, write that faculty member a description of who you are (an attached C.V. can be helpful) and what you want to do while in that country. Note that you plan to apply for a Fulbright grant and that the application requires a letter of invitation. There may be several communications before a letter is forthcoming, but this method often works. See our content guidelines for more information on invitation letters.

5. Are there summer awards available?

Each country establishes the time period for its grants, so you should check the timeframe indicated for each program as well as for particular awards. For the most part, grant periods follow the academic calendar in the host country for lecturing awards. So, if universities are in session from May to August, then an award in the summer may be possible.

For research awards, there is a fair amount of latitude on the starting date, but the proposed schedule must fit within the parameters established by the country.

[Click here to go to online application.](#)

6. If I am selected, can I take my family with me on my grant?

This depends on the award and host country. Most awards have no restrictions on accompanying dependents; however, some awards do have restrictions. Check the award description and/or consult the program staff responsible for that award. Many grantees bring their families and report that the time abroad benefited all family members. Most awards offer additional dependent financial benefits.

7. If I already had a Fulbright, can I apply for another grant?

According to the guidelines of the J. William Fulbright Foreign Scholarship Board, "Recipients of a traditional Fulbright Scholar award (defined as longer than two months) are eligible to receive another traditional award five years after the date of completion of the previous award. The maximum number of traditional Fulbright Scholar awards is two in a lifetime.

The five-year requirement between traditional awards does not apply to the Fulbright Specialist Program or other short-term awards, which are defined as awards of under two months duration. Recipients of a short-term award are eligible to apply for a traditional or a second short-term award two years after the completion of the preceding short-term award." Please note that the maximum number of Specialist grants is also two. This means that an individual can only have the following combinations to satisfy the "two in a lifetime" reference: a) one traditional grant and two specialist grants, and b) two traditional grants.

8. Can I apply to more than one country?

No, applicants apply for only one country or regional program at a time. However, the application form does provide a place where individuals can express interest in as many as three additional country/regional programs or other awards within the same country. If a scholar is not recommended for further consideration to the first choice country, the application may be reviewed by other program officers for possible transfer to another country. If an applicant learns that the application is not going forward, then the CIES Web site should be consulted for a listing of programs still accepting applications. It is then possible for the scholar to contact the program officer for one of these programs and discuss the possibility of a transfer.

9. How can I make my application more successful?

There is no "formula" for a successful grant. Each individual's application should be about the candidate, how the grant time will be spent, and what outcomes can be reasonably expected. What is successful for one applicant may not be effective for another applicant. The responsible program officer is a good point of contact for discussions of how to shape a competitive application. Also, see our content guidelines for tips on making your application more competitive.

10. Who should write my reference letters?

While it is useful to have someone with a known reputation in the field, the best criteria for recommendations is someone who knows your work and character extensively. We also advise mixing internal and external letters to demonstrate the breadth of your contacts. You may also contact a professional reference who knows you well. The Teaching Report required for lecturing awards should be written by the head of your department or the dean of your school. Please see our content guidelines and developing contacts abroad for additional information.

11. How is my application reviewed and how am I notified?

Your application will be reviewed in a two-tiered process. A panel of American academics and professionals with regional experience will review the application first. Specialist reviewers will comment on those disciplines that are technically specialized (e.g. law, dance, viticulture) before the regional review. All candidates will be informed in writing of the status of their application after the review meeting is held in Washington, D.C., sometime in the fall. More specific guidelines are found in our review criteria.

Recommended candidates are simultaneously forwarded to our counterparts abroad, as well as to the Fulbright Foreign Scholarship Board and the Department of State (Bureau of Education and Cultural Affairs) for final decisions and confirmation. Grantees are informed of the decisions sometime in the spring.

12. What are the financial benefits of Fulbright awards?

This varies by country and type of award. Check the award description and/or consult program staff responsible for the particular award you are interested in. Some Fulbright stipends are generous while others are less so, depending on the country. However, Fulbright stipends are not intended to approach salaries. Generally speaking, Fulbright grants are budgeted to cover travel and living costs in-country for the grantee and their accompanying dependents. See the individual award listings for more specific information.

Preparing to Apply: Tips for Applying

Basic Tips
References and Teaching Report
Tips for Submission of References
Letters of Invitation
Developing Contacts Abroad
Language Proficiency Report

Here are some instructions and suggestions that will assist you in locating the right award and preparing a competitive, successful application. If you have questions, please contact the CIES program officer for the country in which you are interested.

Basic Tips

- Meet the eligibility guidelines and the application deadline.
- Read and follow the instructions.
- Think about where you want to go, why you want to be there, and what you propose to do before you begin the application.
- Do some homework if you are not familiar with a country, its educational, or archival systems
- Consider that collaborative projects are more compelling.
- Remember that the parts of the application should combine to create an integrated whole.
- Be sure to proofread carefully your entire application.
- Include only the information and materials requested and observe any limitations on length.
- Submit all attachments using an MS Word or PDF format.

References and Teaching Report

The number and type of references required vary by award type:

Research Awards – 3 reference letters

Lecturing or Lecturing/Research Awards – 1 teaching report, 2 reference letters

- The teaching report and the references should be written by different individuals

Travel-Only Lecturing or Lecturing/Research Awards – 1 teaching report, names and addresses of other referees who can be contacted by CIES, if necessary.

Tips for Submission of References

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to CIES by the deadline.
- Share a copy of your proposal with your referees.
- The online application allows referees to submit their letters online.
- Referees should keep an electronic copy of the letters they submit.
- Do not exceed the indicated number of references for the type of award you have chosen.

Do not submit more references than the 3 required.

[Click here to go to online application.](#)

- All references must be in English.
- References should be from persons able to evaluate your professional work, including teaching effectiveness; the abilities you bring to your project; your ability to adapt; and the merits of the project.
- At least one letter should be from a colleague in your field who is outside your home institution. Such letters help demonstrate the breadth of your scholarly reputation.
- The departmental chair, dean, or other appropriate individual at your home institution should complete the teaching report.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- If your doctorate or master's degree is recent or you are early in your career, one reference should be from the supervisor of your graduate program.

Letters of Invitation

Some countries require letters of invitation, especially for open "All Disciplines" awards. Others encourage such letters, while some specifically ask that no contact be made with potential hosts. Consult the award and/or country program description for special instructions regarding letters of invitation and any other, special instructions as to format, etc. If the matter of preference is unclear, contact the appropriate CIES program staff.

Once a host is identified, write him/her directly. Include a copy of your curriculum vitae and a description of the activities you will want to pursue. If the contact agrees that there is a match between you and the host institution, request a letter of invitation from your contact.

There are no specific requirements for such letters. **The letter might include:**

- The activities for which you are being invited by the host (i.e., research at an institution, special lecturing needs, etc.)
- The period of time for which you are invited
- A description of the host's interest in the applicant's project and how it will benefit the host institutions.
- A single institution is free to send letters of invitation to multiple candidates, so be aware that a letter is not a legally binding pledge, nor does it guarantee an applicant a grant.

Invitations submitted for awards should follow these guidelines:

Attach the invitation letter in PDF format or as a scanned JPEG image on the Attachments section of the online application.

If the letter is not in English, include an English translation of it, along with the original.

If an invitation arrives after the application deadline, send a scanned PDF version of the invitation to the CIES program officer for your award.

Developing Contacts Abroad

Some countries require and others recommend letters of invitation. If you do not have contacts in your country of interest, CIES has some recommendations:

Begin close to home.

[Click here to go to online application.](#)

Use the facilities of your home campus:

1. The international office on your campus or its library
2. International students and faculty, as well as area studies faculty, on your campus who may know people in your discipline in other countries
3. Colleagues who have gone abroad

Current and former Fulbright Scholars. Directories of current and past Fulbright scholars are available at this web site for both U.S. and Visiting Scholars.

CIES program officers. Program officers may have leads; contact the appropriate program officer for the country you are interested in.

The international division of your professional organization may have information about the status of your discipline and the educational system in other countries, as well as names of people who could serve as contacts or direct you to others who could.

Area Studies Research Centers funded by Title VI of the U.S. Department of Education Professional journals in your field-look for authors from the country you are interested in. Consult “**About the Countries**” pages on the CIES Web site.

Research the country and its educational system. Some university Web sites are:

1. Library of Congress’s Portals to the World site: www.loc.gov/rr/international/portals.html
This site offers links to electronic resources, arranged by country or geographic region, with links for each, sorted in a wide range of broad categories.
2. Braintrack: www.braintrack.com Education index of over 8300 links to higher education institutions in 194 countries

Language Proficiency Report

Applicants for awards that require knowledge of a foreign language must submit the Language Proficiency Report. The report is optional for all other awards. Consult the catalogue of awards for specific requirements for your award. If you have questions such as whether a language report is required for a host where English is typically used or if you have native speaker fluency, contact the appropriate CIES program officer.

- Complete Part I of the report online.
- The appropriate foreign language instructor submits an evaluation (Part II) through the online reference system.

Preparing to Apply: Links to Additional Information

- [General Information Pages About Countries](#)
- [Applicant Questions and Answers from Web Chats](#)
- [Fulbright Scholar Stories From Around the World](#)

[Click here to go to online application.](#)

Application Process: Application Instructions

Applications for the 2010-11 Fulbright Scholar Program must be submitted online.

The following are instructions for using the online application system.

Read these technical guidelines carefully before completing your application online. You may wish to print them out to use as a guide while you complete your application.

If you have questions or experience difficulty using the online application system, **e-mail CIES at fsponline@cies.iie.org.**

- Registering for the Online Application
- Completing the Online Application
- Award Information
- Applicant Profile
- Project Proposal Information
- References
- Applicant Data
- Attachments
- Language Proficiency Report
- Frequently Encountered Problems

Registering for the Online Application

Before you can begin filling out your application, you must register for the system and create a Login ID. **Click here to go to the registration page.** To register, you must provide a valid email address. Your password will be emailed to that address. Once you have a password, you will be able to log on to the system and begin your application.

Completing the Online Application

Questions in the application are presented in five sections: Award Information, Applicant Profile, Project Information, References and Applicant Data. Please read the instructions carefully before completing each item. All fields marked with a red asterisk (*) are required. You will not be able to submit your application if any required fields are missing.

- **If you have a pop-up blocker program installed, please disable it to use the context sensitive help windows in the online application.**
- **Be sure to click the save button before you move pages/tabs within the online application. Please refrain from using your browser's navigation arrows. Use the tabs in the online application system to move from page to page.**

Award Information

Item 1. Country or Regional/Special Program Applied For (you may apply for only one)

- Select the country, regional or special program from the dropdown menu. After selecting Item 1, the page will refresh to limit Item 2 to the awards available in the program you selected

[Click here to go to online application.](#)

Item 2. Award Number (*you may apply for only one*)

- Select the four-digit number (found in the award description) from the dropdown menu. If the award you are applying for does not appear in the drop-down box, it may be closed. Check the award listing or contact the country Program Officer.

Item 3. Category of Grant

- Your response must conform to what is stated in the award description. Check the grant category that corresponds with the award number you are applying for: lecturing (LE), lecturing/research (LR), research (RE), seminar (SE), distinguished lecturing (DL) or distinguished lecturing/research (DLR). Select category from the dropdown menu. Travel-only applicants should select the grant category that matches their proposed activity.

Applicant Profile

Item 6. Current Primary Academic/Professional Title and Starting Date in that Position

- Select your formal title (e.g., Associate Professor) from the dropdown menu and enter the month and year in which you started this position. If you have more than one title at your institution (e.g., Professor and Chair), please scroll down for available options. If you do not find your title in the menu, please select “Other” and type your title in the Other text box.

Item 7. Professional Address

- For applicants from U.S. colleges, universities, or other institutions, select your state then choose your institution from the drop down list. If your institution is not in the list, select ‘Other Institution’ and type the name of the institution. If your institution is outside the U.S., select the country then type in your institution name and address.

Item 14. Academic Credentials

- Include **only** your terminal degree(s) (Ph.D. J.D., M.D., MBA, MFA, etc.) here (list no more than three). Do not enter Master’s or Bachelor’s degrees unless they are your highest degree. Click on Add Degree. Select values from dropdown menus for degree, discipline and institution. Use the text boxes to type in your discipline and institution if they are not found in the menus. **Enter your highest degree first.**

Item 15. Most Significant Professional Accomplishments- Maximum 700 characters

- Include items such as significant publications, teaching and research awards, compositions and exhibitions. Do not write “See c.v.” or direct reviewers to supplemental materials.
- Limit your list to a maximum of five accomplishments. For space consideration, separate each item with a semicolon or number rather than a hard return.

Item 16. Previous Fulbright Grant(s)

- Include **only** Fulbright grants awarded through CIES (U.S. Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright

Student or Fulbright-Hays grants), include this experience in **Item 20**. Please be aware of the **Review and Selection Criteria** regarding **Previous Experiences Abroad and Previous Fulbright Awards**. List the year and country of your grant starting with most recent.

Item 17. *Project Title*

- Create a project title that succinctly describes the focus of your proposed activity.
- Seminar applicants should simply indicate the name of the seminar program.
- For lecturing/research awards, distinguish between both components, separating them with a semicolon.
- Do not use Lecturing or Research in the project title.

Item 18. *Summary of Project Statement- Maximum 700 characters*

- In a few sentences, provide a concise overview of your project. A more complete description should be provided in the project statement.
- For regional programs, first list the countries to be visited.

Item 19. *Foreign Language Competence*

- Enter up to three languages (other than English) and level of competency. Select responses from the dropdown menus.

Item 20. *Residence or Professional Trips Abroad of Over Three Months During the Past 10 Years*

- This item is intended to capture substantial experience you may have had living or working abroad. Do not include tourist trips.
- Include the country, purpose/sponsorship, and dates of your stay.

Project Proposal Information

Item 21. *Major Academic Discipline*

Select the most appropriate field from the dropdown menu. Complete list follows.

- Agriculture
- American History
- American Literature
- American Studies
- Anthropology
- Archaeology
- Architecture
- Art
- Art History
- Biological Sciences
- Business Administration
- Chemistry
- Communications
- Computer Science
- Creative Writing
- Dance

- Economics
- Education
- Engineering
- Environmental Sciences
- Film Studies
- Geography
- Geology
- History (non-U.S.)
- Information Sciences
- Journalism
- Language/Literature (non-U.S.)
- Law
- Library Science
- Linguistics
- Mathematics
- Medical Sciences
- Music
- Philosophy
- Physics/Astronomy
- Political Science
- Psychology
- Public Administration
- Public/Global Health
- Religious Studies
- Social Work
- Sociology
- TEFL/Applied Linguistics
- Theater
- Urban Planning

Item 22. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (e.g., Nineteenth-century American literature or environmental law). Enter no more than five.

Item 23. *Proposed Length of Grant*

- Indicate the specific number of months for which you are requesting support and a proposed starting date. If the length of grant listed in the award description is a range, such as three to 12 months, provide the starting date and number of months you propose (e.g., September 2006, five months).
- Duration and dates of award must be compatible with those listed in the award description.

Item 27. *Alternate Country Placement*

- Please identify any alternate country preference(s) using the dropdown menus.
- In the text box, identify any alternate award numbers you wish to be considered for.
- Note that these alternate country and award preferences will only be used in the event that you are not recommended for your first choice. Identifying alternate placement options does not guarantee that your application will be considered for any award other than the one you applied for.

[Click here to go to online application.](#)

References

Item 28. *Identification of Referees and Waiver of Access*

- The number and type of references required varies by award type:
 - Research Awards*
 - Three reference letters
 - Lecturing or Lecturing/Research Awards*
 - One teaching report
 - Two reference letters
 - Travel-Only Awards*
 - One teaching report
 - Names and references of other referees who can be contacted by CIES if necessary
- Enter the name and contact information for each individual writing a letter of reference/teaching report.
- Using the radio buttons, identify whether you waive or do not waive your right to access any information contained in the evaluations written by the individuals you identify.
- **You may NOT** provide a teaching report and a letter of reference from the same individual.
- An automatic e-mail message will be sent to your references from FSPOnline@iie.org, with instructions on how to access the electronic reference system. Please correspond with your referees to ensure that they receive the e-mail notification. You can request that referee notifications be resent from the homepage of your application.
- **Click here for Referee Guidelines**

Applicant Data

Item 31. *Congressional District Number*

- Include the number of the Congressional district. This information **MUST** be provided. Consult the U.S. House of Representatives at www.house.gov to verify your Congressional district. If you do not have a legal residence address in the United States, select AMER. OUTSIDE US from the dropdown menu for state of legal residence and outside US for Congressional district.

Signature

- Your electronic signature attests to the accuracy of the information supplied in the application and verifies that you waive or do not waive, as indicated, your right of access to the evaluations submitted by the individuals listed in Item 28. Marking the check-box acts as your signature.

Attachments

- Indicate the name of the applicant and the award number applied for at the top of each page.
- Use 12-point or larger font and leave at least one-inch margins on all documents.
- To ensure accuracy and compatibility, submit attachments in PDF format.
- Using the radio buttons, select the Attachment Type to navigate and upload your files.

Project Statement

- Required for all awards.

- The project statement must be the equivalent of from 3 to 5 pages, single spaced, in 12-point or larger font size.
- Attach document in PDF format.
- Consult the content guidelines for information on constructing a strong project statement.

Bibliography

- Required for research or research/lecturing awards.
- The bibliography must not exceed three pages in 12-point or larger font size.
- Attach document in PDF format.
- Consult the content guidelines for information on what to include in a bibliography.

Curriculum Vitae or Resume

- Required for all awards.
- The C.V. must not exceed six pages in 12-point or larger font size.
- Attach document in PDF format.
- Consult the content guidelines for information on what to include in your C.V.

Course Outlines or Syllabi

- Required for all lecturing and lecturing/research applications.
- Syllabi can be uploaded as a single document or separately, but must not exceed 10 pages in total. Please use a 12-point or larger font size.
- Attach the document in PDF format.
- Consult the content guidelines for information on what to include in your syllabi.

Supplemental Materials

- Supplemental materials may be required for applicants in the Arts, Architecture, Writing and Journalism.
- Consult the content guidelines for submission instructions and format guidelines for supplemental materials.

Letters of Invitation

- Applicants should consult the appropriate award description to determine whether an invitation is required or encouraged.
- Please note that invitations do not ensure recommendation by CIES review committees or selection by the host country or the J. William Fulbright Foreign Scholarship Board.
- Attach letter in PDF format or as a scanned JPEG image.
- Attach a translation if the original invitation is not in English.
- Invitation should be on letterhead and signed, email correspondence with your host is not sufficient.
- If you cannot attach the invitation or have not yet received it at the time you are ready to submit your application, please e-mail, or instruct your proposed host to e-mail, a PDF of the original invitation to CIES.

Language Proficiency Report

Applicants for awards requiring knowledge of a foreign language must submit a Language Proficiency Report, which consists of two parts:

Part I

- Complete Part I of the report online using the text boxes provided.

Part II

- Input the name and email address of an appropriate foreign language evaluator in Part II and click 'send email'. An automatic e-mail message will be sent to your evaluator from FSPOnline@iie.org, with instructions on how to access the electronic reference system. Please correspond with your evaluator to ensure that they receive the e-mail notification. You can request that the notification be resent from the homepage of your application.
- If the language referee will submit the report in hard copy, no notification message will be sent to the referee. You should provide the appropriate instructions for the Language Proficiency Report to your referee and ask them to send their evaluation on letterhead to CIES or to you in a signed and sealed envelope for transmittal to CIES.

Application Process: Frequently Encountered Problems

Most Frequently Encountered Problems with the Online Application System

Q1. I'm having problems logging in.

A. Please be advised that the online application is not available between 10:00 p.m. – 11:00 p.m. and 1:00 a.m. – 6:00 a.m. Eastern Time daily due to system maintenance. PC users should use Internet Explorer 5.5 and above, Netscape 7.02 and above, Mozilla/Firefox or Maxthon. MAC users should use Netscape 7.02 and above, Mozilla/Firefox or Safari 1.0 and above (System X). Cookies should be enabled. All pop-up blockers need to be turned off.

Q2. I registered, but have not received an email with my username and password.

A. The email usually takes a few minutes to be sent. Because they are sent by an automated system, the password e-mails are sometimes rejected by the receiving server as spam. Make sure that fsponline@cies.iie.org is recognized by your spam filter. If you still do not receive the message, email fsponline@cies.iie.org.

Q3. How often can I return to the online application before final submission?

A. You may return to the online application as many times as necessary prior to submission. Once your online application has been submitted, you will not be able to access it, but you may continue to check the status of your online references via the application homepage using your login ID and password.

Q4. How can I check the status of my references?

A. You can check the status of your online references by logging on to the homepage of your online application using your login ID and password. Once logged on, scroll down to the "References" section to view the status of your references.

Q5. I was timed out by the system and lost information that I entered.

A. The online application has a 60 minute time out feature for your security. When filling out the online application form, please be advised that there is both a "Save" and "Save and Continue" icon located at the bottom of each page. Selecting "Save" will enable you to save any data entered into the application before the system times out. Selecting "Save and Continue" will not only allow you to save any data that you entered into the application, but will also allow you to advance to the next page. It is important that you save your work periodically when filling out the application online. In order to avoid losing information, it is advisable to compose any long narrative portions of the application offline and cut and paste your answers into the application.

Q6. Can I e-mail my references the reference notification e-mail prior to submitting my application online?

A. Yes, you must e-mail the instructions to your referees before your online application is submitted by clicking the "Send E-Mail" button located next to each person that you listed on page 3 of the application. This will send your referee the instructions on how to log in to the system to complete the reference online. Reference letters are due on or before the application deadline.

Q7. How can I resend my referee an e-mail notification?

A. Should you need to resend your referee(s) an e-mail notification, you may do so simply by clicking on the "Re-send" button in the Reference Status section on your application homepage.

Q8. My referee did not get the e-mail notification.

A. Because they are sent by an automated system, the e-mail reference notifications are sometimes

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rejected by the receiving server as spam the first time they are sent and need to be resent. See the previous question for instructions on how to resend the notification. Make sure that you entered the email address of your referee correctly before resending the notification. Also, make sure that fsponline@cies.iie.org is recognized by your referee's spam filter. If the notification still does not go through, email fsponline@cies.iie.org.

Q9. How long does my referee have to submit a letter of recommendation in support of my application?

A. Referees must submit their reference letters on or before by the Fulbright application deadline date. Late references may delay the review of your application.

Q10. How does the Language Proficiency Report work?

A. The language report has two sections - Part I is completed by the applicant and Part II is completed by an appropriate person who can evaluate the applicant's foreign language ability. Note that not all awards require a language proficiency report. If one is required for the award you are applying for, complete Part I of the report, and enter the name and contact information of the person who complete Part II. Your referee will be sent this form when you click the "Send E-mail" icon on the "language proficiency" page where you already filled in the contact information. We do not require any specific test or assessment, how your referee evaluates your proficiency is up to he/she.

Q11. How do I print out my online application in its entirety?

A. When you get to the end of your application, you can print it by clicking on the "Print Copy of Application" button at the bottom of the Submit page. Note that the pop-up blocker on your Web browser must be disabled in order to print your application. To print out your uploaded attachments, click on the file name of the attachment on the Attachments tab. This will open a printable version of the attachment in a new window.

Application Process: Checklist

To ensure that your application is reviewed in a timely manner, it is essential that all required parts be submitted by the deadline. The following checklist provides a general guide, but it is important to read the description of the specific award for which you are applying to determine which of the following materials must be submitted and to learn any award-specific requirements not listed below.

Core Materials

All applications must include the following:

- ☐ Application form, completed online and signed electronically
- ☐ Project Statement (up to five pages using 12 pt. type or larger)
- ☐ Tailored curriculum vitae or resume, including publications list (up to eight pages for Distinguished Chair Program applicants and six pages for all others.)

Research Awards:

- ☐ Select bibliography (up to three pages)
- ☐ Three reference letters

Lecturing or Lecturing/Research Awards:

- ☐ Course syllabi (up to 10 pages total)
- ☐ Two reference letters
- ☐ One teaching report

Travel-only Lecturing or Lecturing/Research Awards:

- ☐ One teaching report
- ☐ Names and addresses of references

If applicable (consult award description to determine whether the following are required):

- ☐ Letter of invitation or other relevant correspondence from abroad
- ☐ Language proficiency report

Supplemental Materials

Applicants in Architecture and the Visual Arts:

- ☐ Three sets of samples of your work
- ☐ Identification list of included items

Applicants in Creative Writing and Professional Journalism:

- ☐ Three sets of writing samples

Applicants in Filmmaking, the Performing Arts, Dance, and Music:

- ☐ Three sets of samples of your work
- ☐ Identification list of included items

Voluntary

- ☐ Publicity survey
- ☐ Race/ethnicity questionnaire

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Application Process: Content Guidelines

- Project Statement
- Curriculum Vitae or Resume
- Course Outlines or Syllabi
- Select Bibliography – Research Awards
- Additional Materials for Applicants in the Arts, Architecture, Writing and Journalism

Here are some instructions and suggestions that will assist you in locating the right award and preparing a competitive, successful application. If you have questions, please contact the CIES program officer for the country in which you are interested.

The Project Statement

All applications must include a project statement.

- The project statement must be the equivalent of from 3 to 5 pages, single spaced, in 12-point or larger font size.
- The project statement should be submitted as PDF attachment.

The project statement is your opportunity to explain your specific strengths as a candidate to reviewers and potential hosts. It must be persuasive and compelling. Below are some suggestions for items to consider as you write, depending on the type of award you choose. You may use headers and/or bullets if they are deemed helpful in organizing and conveying key elements.

All applicants should explain:

- What you propose to do
- How you propose to do it (methodology, time frame)
- Why it is important
- What benefits it will produce for the hosts, for the discipline, for the applicant and the home institution

Previous Fulbright grantees should also address:

- What accomplishments and contributions resulted from your earlier grant(s)
- How a second grant will build on your previous Fulbright experience
- What you will accomplish with a second grant

Project Statements for Lecturing Awards Specifically describe:

- Why this country – what can you contribute to the host institution and what will it mean for you professionally?
- What experiences have prepared you to teach in this country— experiences that indicate your collegiality, adaptability, cultural sensitivity, ability to serve as a cultural ambassador.
- Preparation to teach courses abroad – what have you taught, how do you teach, your involvement in curriculum planning, thesis advising, or administrative responsibilities?
- What do you propose to teach?

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- How you will adapt your materials to the culture and language of the host country?
- How will you adapt to a pedagogically different teaching environment in which the first language for your students may not be English?
- What impact do you expect on your teaching and/or professional work and how do you expect to use the experience upon your return?

Project Statements for Research Awards Specifically describe:

- What you will do – state clearly your objectives and your methodology, if the research is quantitative or qualitative in nature.
- What is the academic and professional context of the project—include a bibliography (not exceeding 3 pages) referring to the leading works by others and the current state of the field.
- What teaching and professional experience prepared you for this work
- Why does it need to be done—what significance does it hold for your discipline, your development, the host country's benefit
- How you will do the research (methodology, logistics, time frame)
- Why it must be done in this country—what research facilities and resources are found in the host country
- How local political or cultural issues may impact your work, if necessary
- How your results will be disseminated

Project Statements for Lecturing/Research Awards Specifically describe:

- Both the lecturing and the research components
- Match your statement to any specifics given as to the percentage of the grant dedicated to a specific activity (e.g., if the award indicates 80% lecturing, then the proposal should devote approximately 80 percent of its description to the lecturing component).
- Lacking a specific percentage requirement, you should discuss both the lecturing and research components adequately. If you have any questions about the percentages, contact the appropriate CIES program officer.

Curriculum Vitae or Resume

- All applicants must include a tailored curriculum vitae or resume, with a detailed publications list.
- For Fulbright Scholar grants, the maximum length of the C.V. is 6 pages. (Note: The maximum length of the C.V. for the Distinguished Chairs Program is 8 pages)
- Cite publications fully, listing them chronologically from the most recent.
- Separate refereed from un-refereed publications.

Course Outlines or Syllabi

For lecturing and lecturing/research grants, you must submit two or three course syllabi or sample course outlines relevant to your planned grant activity. The syllabi should be ones designed by you and expressive of your philosophy of teaching. Indicate when they were used or that they have been developed for your application.

- Syllabi and reading lists should be no more than a total of 10 pages.

Select Bibliography – Research Awards

- You should attach a bibliography relevant to your proposed project.
- It should reflect the current state of research on the proposed topic.
- The bibliography should not exceed 3 pages.

Additional Materials for Applicants in the Arts, Architecture, Writing and Journalism

Applicants in the arts, architecture, writing and journalism should submit only the items requested below. Your materials will not be returned to you.

Applicants in architecture and the visual arts

- Three identical sets of from 10 to 15 digital images on CD-ROM (jpeg or PDF files preferred) at 300 dpi, no larger than 15 mbs per image file. Please do not submit any images on slides.
- Include a list identifying each photograph or image by number, title, date of work, medium and size.

Applicants in creative writing and professional journalism

- Writing sample(s) should be attached as a PDF to the electronic application as follows:
- Prose writers: Maximum 20 pages
- Poets: Maximum 15 pages
- Journalists: 3 to 5 clips, not to exceed a total of 10 pages and submitted on standard 8 1/2" x 11" paper.

Applicants in filmmaking, the performing arts, dance and music

- Video: submit three identical sets of audio or video material on DVD-Video (MPEG-2 files required). Do not submit videos on VHS.
- Audio: submit three identical sets of audio or video material on (Audio CD) or DVD, as appropriate.
- Include a list of the sample work(s), including the date of the work, medium or type of presentation and your role in the production.

Selection Process: Review Criteria

As reviewers take into account the basic objectives of the Fulbright Scholar Program, they apply the following criteria:

Professional Qualifications

- Training, academic rank and position
- Reputation as a scholar, artist or professional
- Teaching ability, as evidenced by the teaching report and other references, course syllabi, pedagogical approach, teaching awards and participation in innovative teaching or curriculum projects
- Quality of professional accomplishments, as evidenced through publications, research grants, exhibition records and papers delivered at conferences

Lecturing Activity

- Match of academic, professional or artistic expertise to the award
- Appropriateness of proposed courses to proposed host institution
- Evidence of host institution interest and affiliation, if indicated in the award description

Research Activity

- Merits of the proposal
- Research design and methodology
- Feasibility in terms of resources and amount of time allocated to the project
- Significance to the applicant's field and professional development
- Significance to the interests and needs of the host country
- Need for residence in host country to accomplish the project
- Evidence of host institution interest and affiliation, if indicated in award description

Language Proficiency Report

- Proficiency in language required or recommended for lecturing or lecturing/research award, if applicable
- Proficiency in language required to complete research project, if applicable

Previous Experience Abroad

- Preference is generally given to candidates who have not had substantial recent experience abroad in the country to which they are applying (see eligibility and basic objectives). Substantial experience may be defined as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years.
- A candidate who has resided abroad for five or more consecutive years in the six-year period preceding the date of application is ineligible for a grant. For the purpose of this section, a candidate who has lived outside the United States for nine months or more during a calendar year is deemed to have resided abroad for that year.
- In-country residence at the time of application or a recent extended stay may reduce chances for an award to that country. Duty abroad in the U.S. Armed Forces, however, is not considered disqualifying within the meaning of this section.

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Previous Fulbright Awards

- Where there is competition for grants, preference will be given to candidates who have not had previous Fulbright grants, especially within the past ten years. See important message from the J. William Fulbright Foreign Scholarship Board about **Eligibility Guidelines for Previous Fulbright Scholar Program Grantees**.

Personal Qualities

- Collegiality, adaptability, cultural sensitivity and ability to serve as a cultural ambassador.

Geographic Distribution

- Other factors being equal, and to the extent possible, applicants are chosen to represent a broad geographic distribution, by both home state and type of institution.

Veterans of Military Service

- Preference is given to U.S. veterans when other factors are equivalent.

Selection Process: Notification Timeline

In conducting the peer review of applicants for Fulbright scholar awards, CIES conforms with the policies of the J. William Fulbright Foreign Scholarship Board, the Presidentially appointed body that has statutory authority over Fulbright programs. The policy on selection and nonselection stipulates, "It is the policy of the Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or nonselection of applicants for awards under the program." (From the "Policy Statements of the J. William Fulbright Foreign Scholarship Board," Sec. 145.)

Recommended candidates will be notified of the final outcome in a letter from the J. William Fulbright Foreign Scholarship Board. Notification is based on the deadline schedule, as detailed below.

August 1 deadline

Applicants are notified of the review committee's recommendations between October and January. Candidates are notified of final selection between January and June.

November 1 deadline

Applicants are notified of the review committee's recommendations in December/January. Candidates are notified of final selection in January/February.

February 1 deadline

Applicants are notified of the review committee's recommendations in February/March. Candidates are notified of final selection in March/April.

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