FULBRIGHT

Fulbright U.S. Scholar Program Application Instructions (2023-2024)

Application: https://apply.iie.org/fusc2023

Deadline: **September 15, 2022 (11:59 p.m. PST)**

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

Applicants may only apply for **one** award in the 2023-2024 competition.

Contents

General Information About the Application

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

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

Step 1: Review the requirements for submitting an application

- Eligibility
- Award description
- Application guidelines

Step 2: Record your username and password in a safe place

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

Step 3: Complete the application

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

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

Additional tips:

- Do: Have these instructions and the award description available for reference.
- Do: Use proper capitalization and proofread. Avoid using all capital letters (e.g., FULBRIGHT) and/or all lowercase (e.g., fulbright); correct use/spelling: Fulbright.
- Do: Prepare answers to longer questions ahead; you can copy and paste responses into all text boxes.
- Do: Prepare required documents and save them in PDF format. This helps to preserve any formatting and special characters in your uploaded documents.
- Do: Answer all questions. Questions that are required are marked with an asterisk (*).
- You will not be able to submit your application until all required items are complete.
- Do Not: Use special characters in text boxes, such as letters with accent marks.
- Do Not: Have the application open in multiple tabs in the same browser.

Step 4: Submit the application

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

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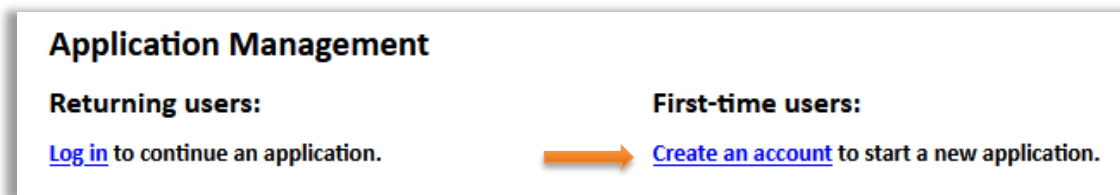
Once you submit, you CANNOT make changes to your application.
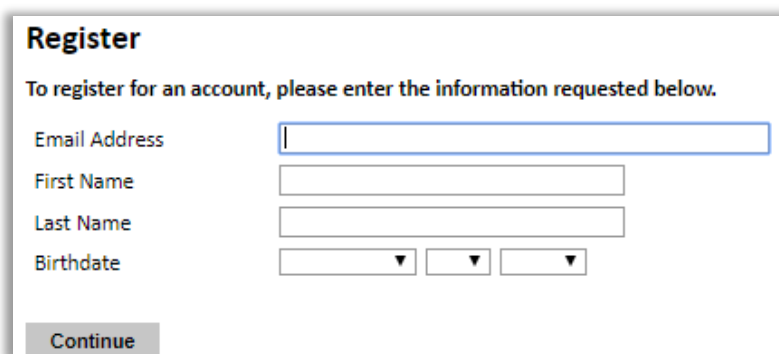
Accessing the Application

- Application link: https://apply.iie.org/fusc2023
  Note: You may only apply to one award per application cycle (e.g., 2023-24 competition).

- If you started an application and/or applied for the 2020-21, 2021-22, or 2022-23 competition(s), then you already have an application account. You can jump ahead to *Returning Users* (next page) and follow the instructions there.

New Users: Creating Your Application Account

- Follow these steps if you have <u>not</u> started an application and/or applied for the 2020-21, 2021-22, or 2022-23 competition(s).

- Start here: https://apply.iie.org/fusc2023

Application Management

Returning users:	First-time users:
Log in to continue an application.	Create an account to start a new application.

- First-time users: click *Create an account* and follow the next steps to register.

  - Enter your email address, first name, last name, and your date of birth (Month-Day-Year) from the dropdown menus.
    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.

  - **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

  - Click *Continue*.

  - You will receive an email from IIE (apply@iie.org) with the subject, "Application Registration", confirming you have created an account. The email will include a link to the application and a temporary PIN.

  - Open the link provided in the email: click "Access Account". Then, enter the

temporary PIN from the email.

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]

- Next, create your secure password to complete your login. Make a note of your password for future reference.

Set Password

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

New Password [   ]   ✖ At least one letter
New Password (again) [   ]   ✖ At least one capital letter
    ✖ At least one number
    ✖ Be at least 12 characters
   ✖ New passwords must match

[Set Password]

Returning Users

- If you started an application and/or if you applied for the 2020-21, 2021-22, 2022-23 competition(s) and are reapplying for the 2023-2024 competition, follow the instructions below, *Creating Your Application*.

  - If you have multiple email addresses and are not sure which one you used for your previous application, you can reach out to Scholars@iie.org and we can check for you.

  - If your email address has changed, we can also change your email address in the application system for you.

  - Why do this? This means you only have one login and password to remember. And, some of the fields from your prior application can be filled in automatically in your new application – just be sure to check them over in case any details have changed.

- If you applied for an earlier competition, you need to create a new application account using the instructions above.
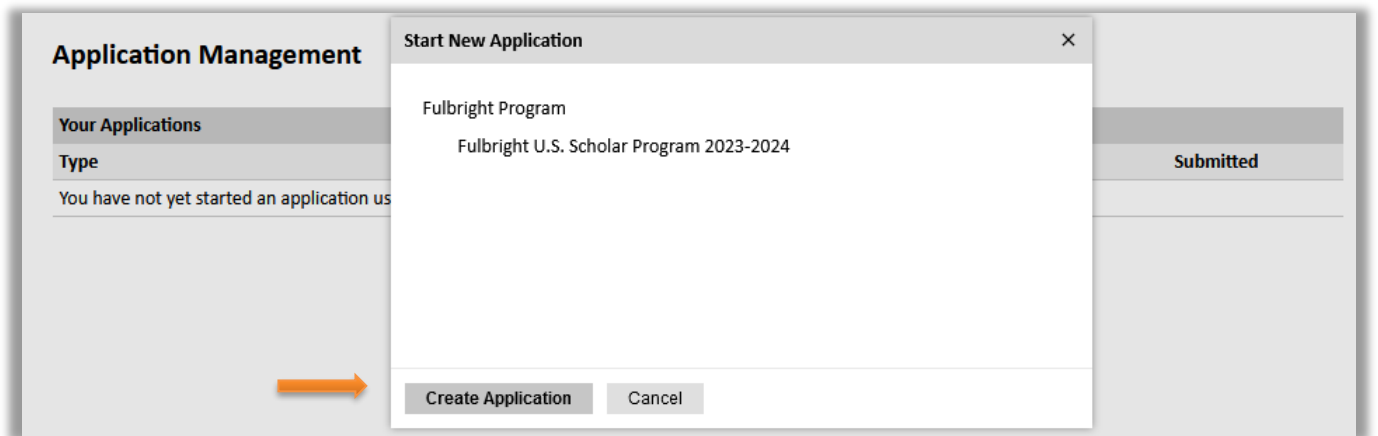
Creating Your Application

Now that you have created your application account, you can start your application.

- Application: https://apply.iie.org/fusc2023

- Click *Start New Application*
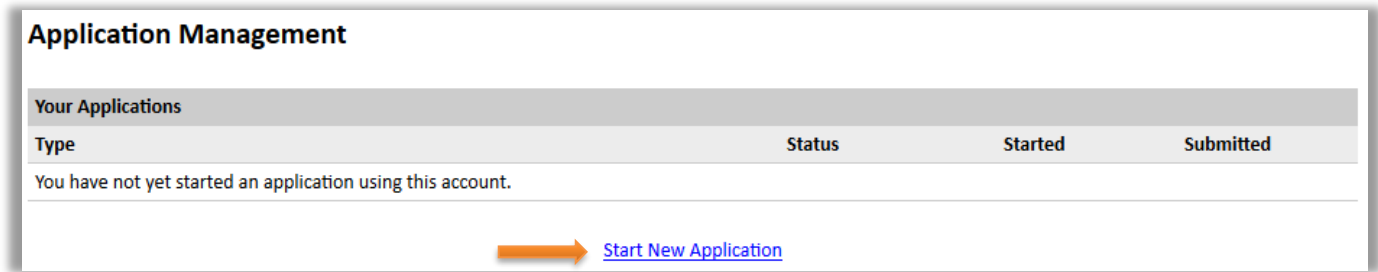
- Select *Fulbright U.S. Scholar Program 2023-2024* (this may be the only option)
- Click *Create Application*

- Your application has been created! Click *Open Application*. Now you can open it and begin filling out the form. You do not need to complete your application in one sitting – the next page outlines how to return to your application if unfinished.
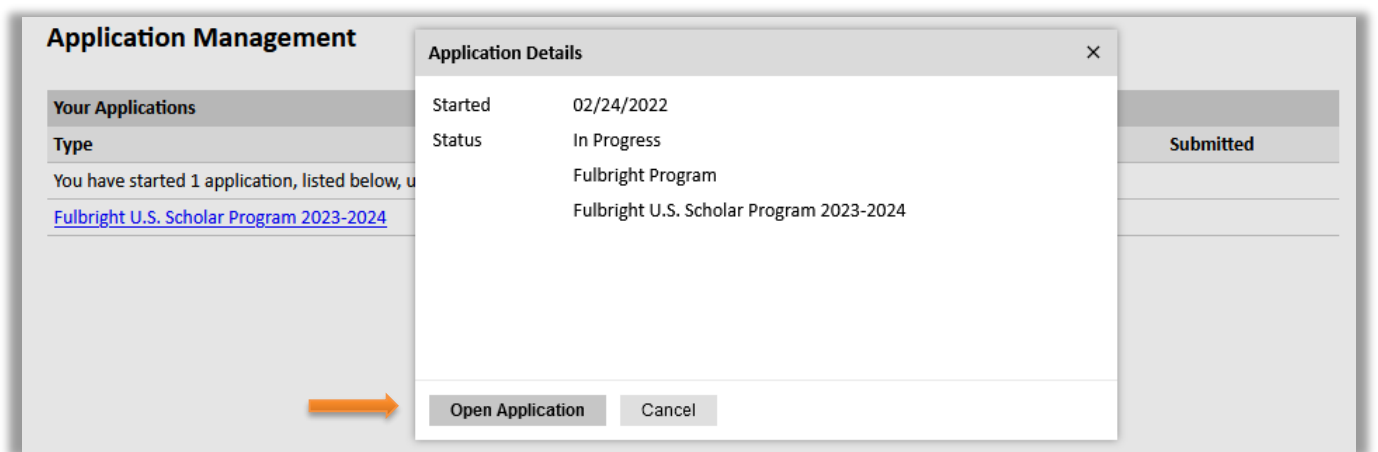
- You will also receive an email confirming you started your application, from Scholars@iie.org, subject: "Fulbright U.S. Scholar Program Application Started".

  Note: Save this email! This has your application login email and links with resources to help you prepare your application.

Completing and Managing Your Application

HOW TO RETURN TO YOUR APPLICATION

- Open the application. Now, you are a "*Returning User*".

- Under "**Returning Users**", click *Log in* and enter your email address and password.

  - If you do not remember your password, click *Forgot your password?* and follow the resulting instructions. (You may receive an email with a new PIN; follow the instructions in the email to set a new password.)

- Once you are logged in, you will see the *Home* page; the top of the page will show *Application Management*

- Click *Fulbright U.S. Scholar Program 2023-2024*. You can open your application to update it (if not yet submitted); view it (if submitted); or view the status (if submitted).

HOW TO EDIT YOUR APPLICATION – PRIOR TO SUBMISSION

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

- To save your application, click *Save and Continue* at the bottom of the page.

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

- Preview your application before submitting.

HOW TO VIEW YOUR APPLICATION – AFTER SUBMISSION

- Now, you can view and save a PDF of your application.

  Note: After you SUBMIT your application, you CANNOT make any changes to it.

  Exceptions: You can check the status of your recommendations (and foreign language evaluations, if applicable) and manage your recommenders (see below).

LETTERS OF RECOMMENDATION AND FOREIGN LANGUAGE EVALUATIONS

  Note: Your entire application, including all letters of recommendations, and foreign language evaluations must be submitted by the application deadline.

- Letters of recommendation (and foreign language evaluations, if applicable) will be submitted directly to your application by the recommenders/evaluators you registered in the application.

- You may submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.

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

The following pages in this document supplement the instructions in the application and cover the questions most frequently asked by applicants. Should you have any questions, please contact Scholars@iie.org

Please read the instructions in the application carefully.

Reminder: Do not open the application in multiple tabs in the same browser.

Navigating the Application

These instructions are organized by page in the application, and they follow the order of the application. All application pages are outlined in this document.
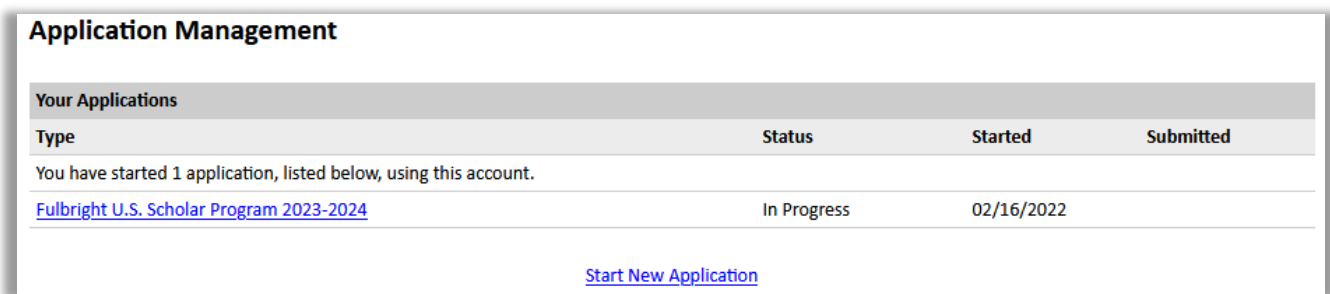
Note: Initially, you will only see three pages in your application: *Home*, *Welcome*, and *Program Eligibility*.

While it is not necessary to complete the whole application in order, you will need to proceed through the *Home*, *Welcome*, *Program Eligibility*, and *Country and Award* pages before the rest of the application is accessible. You may find a section is not available until a preceding section is completed and we have noted these in the instructions.

Application Page: Home (Application Management)

The *Home* page is where you open your application. It is labeled ***Application Management***. (If applicable, your prior application(s) will also appear here.)

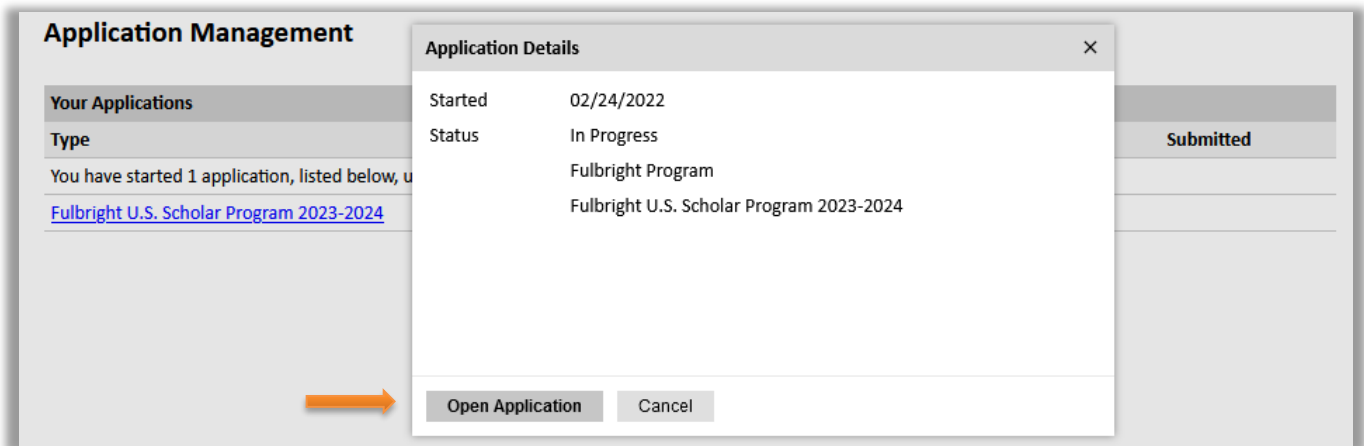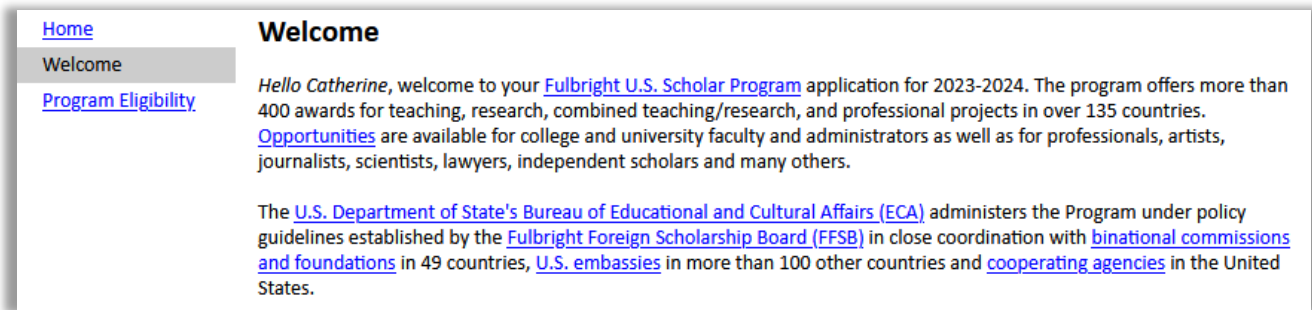- Click *Fulbright U.S. Scholar Program 2023-2024*.

- Click *Open Application* to proceed.

Application Page: Welcome

The *Welcome* page contains information about the program and application, deadlines, and instructions.

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

Application Page: Program Eligibility
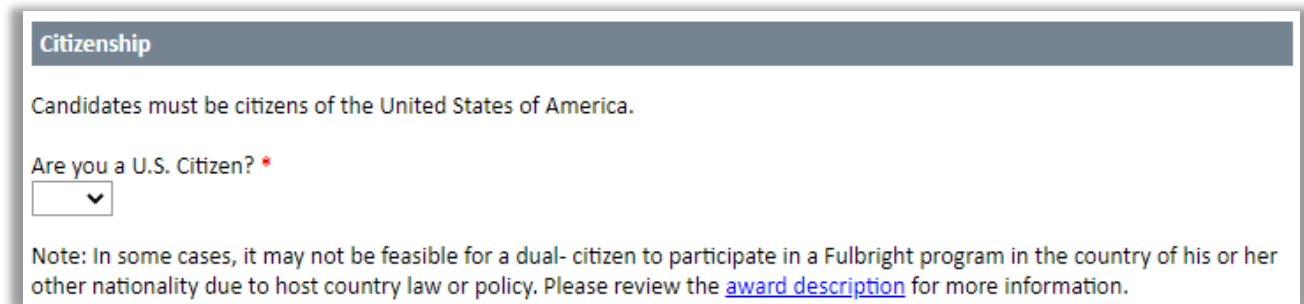
Complete these questions regarding essential program eligibility criteria. (See Eligibility)

All questions must be answered to proceed.

- **U.S. citizenship**

  Note: 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, you are not eligible to apply to the U.S. Scholar Program. Instead, see the Fulbright Visiting Scholar Program.

- **Residence Abroad**

  Note: Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the date of application are ineligible. Per program policy, a period of nine months or more during a calendar year is considered to constitute a full year abroad.

Residence Abroad

Have you resided or traveled abroad for five consecutive years or longer in the last six years **preceding the application deadline?** *

Note: a period of nine months or more during a calendar year is considered to constitute a full year abroad. Duty abroad in the Armed Forces of the United States is not considered experience abroad for this question.

[⌄]

- **Prior Fulbright U.S. Scholar grant**

  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 Flex grants, the two-year period begins at the end of the final grant in the series.)

Previous Fulbright Scholar Grants

*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 Flex grants, the two-year period begins at the end of the final grant in the series.)*

This two-year waiting period is not applicable to the Fulbright Specialist Program nor the Fulbright Student Program.

Have you **completed or undertaken** a Fulbright Scholar grant within the past two years? *

[⌄]

- **Data Privacy**

Data Privacy Consent for Applicants & Participants of IIE-Managed Programs

IIE values your privacy, and we encourage you to read our Program Privacy Statement that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

I have read IIE's Program Privacy Statement and give consent for IIE to process my data. *

[⌄]

[Save and Continue]

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

Application Page: Program Type

Select the program to which you are applying.
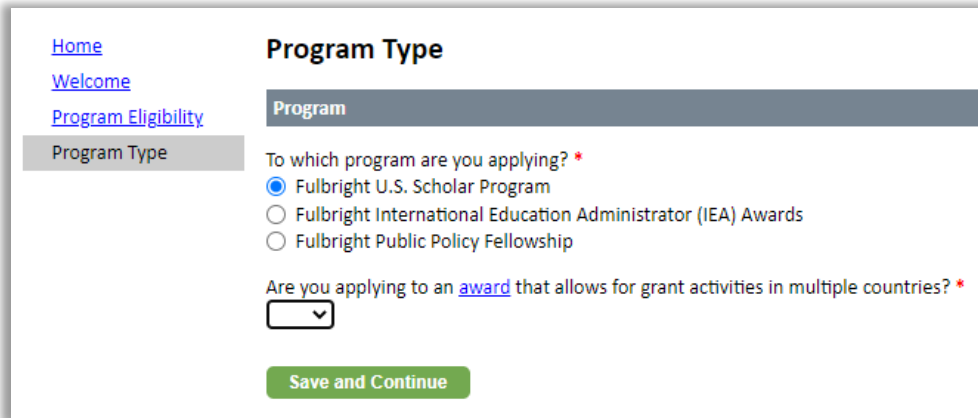

- For the *Fulbright U.S. Scholar Program*: Does the award you are applying to allow you to undertake your grant activities in multiple countries?

  - *No*: The award is for a single country (e.g., France or Senegal)

  - *Yes*: The award is among the multi-country awards in the Catalog of Awards. Examples: Fulbright-Schuman European Union Affairs Program or Fulbright Global Scholar Award.

  - Not sure? Click here for the list of multi-country awards.

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

Application Page: Country and Award

Now, a new page will appear. This is where you select the country and award to which you are applying.

Key details about the award will appear when the award is selected, as well as a link to the award description for reference.

If you are applying to a single country:

- Select your host country and award. (A warning may appear initially; it should disappear once you select your country and award.)

  - Is your award not listed? Check here to see if it is a multi-country award.

- To change countries or awards, return to this section to select the new country and/or award.

If you are applying to a multi-country award:

- Select your award. (A warning may appear; it should disappear once you select your award.)

  - Is your award not listed? Check here to see if it is a not multi-country award.

- Then select the countries (or country) you propose to undertake your project under *Country Selection – Multi-Country Award*

If you decide to change from a single-country award to a multi-country award (or the reverse):

- Return to the Program Type page to change your response to the multi-country award question.

- Continue to the Country and Award page and select the new (country and) award.
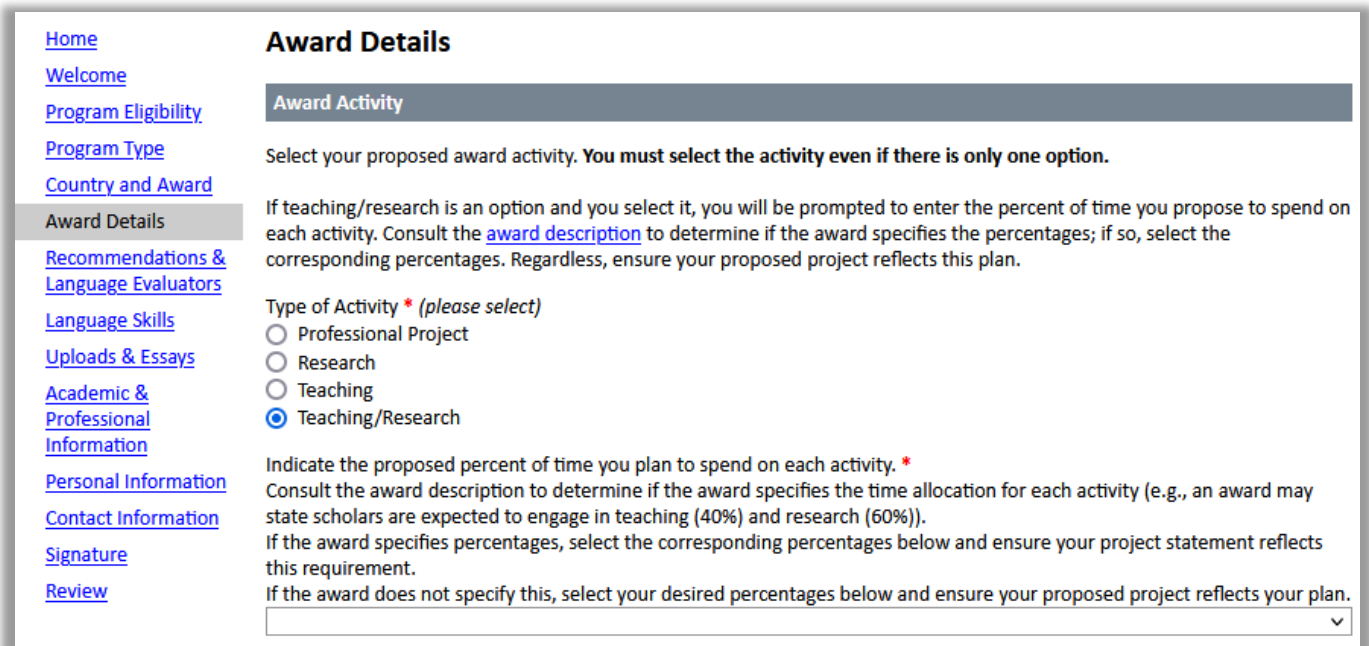
Note: You will not be able to change this after submitting the application.

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

Application Page: Award Details

Now, the full application now appears.

Note: While you can jump between pages, some questions will only appear once the award activity and project discipline are selected.

On the *Award Details* page, enter information about the award selected and your proposed project. Carefully review the award for any additional guidance or requirements.

- **Award Activity**

  You must select your award activity, even if there is only one option.

  ➢ If you select Teaching/Research, you will be prompted to enter the percent of time you propose to spend on each activity. Consult the award description to determine if the award specifies the percentages; if it specifies the percentages, select the corresponding percentages, otherwise, select the percentages appropriate for your project. Regardless, ensure your proposed project reflects plan.

- **Proposed Award Period**

  - Select your proposed award start date (month and year) and award length.

    ➢ If you are proposing Flex (if the award offers it), this is the total time (duration) of all segments and does not include time between segments.

- **Proposed Host Institution**:

  - Consult the [award description](#) for host institution requirements, if any.

  - To enter your proposed host institution, begin typing the name of the institution in the text box; as you type, a list will appear. You can also search by the city (e.g., Strasbourg).

  - Many colleges and universities outside the U.S. are in this list. If the list is long, you may see "Continued" at the bottom, which you can click to view the full list in a pop-up window. When you locate the institution, clicking its name should close the window and the name should appear in the text box.

    ➢ If your host institution is not listed, please check for alternate spellings (e.g., Saint Rose, St. Rose, St Rose). If it still is not found, then continue typing the full name of the institution in the text box.

    ➢ If an institution is named in the award title, enter that institution's name.

    ➢ If you have selected a multi-country award and/or you are proposing multiple host institutions, list the first proposed host in the *Proposed Institution* box and any additional institution(s) in *Additional Comments*.

    ➢ If the award requires you to rank your institutional preferences, list your first preference in the *Proposed Institution* box and any additional institution(s) in *Additional Comments*.

- **Flex**

  If Flex is offered for the award, you will see a Flex section in your application. If Flex is not offered for the award, you will not see this section.

  - Consult the [award description](#) to see if Flex is available, and for Flex parameters.

  - Indicate whether you are proposing Flex.

  - If 'Yes', enter information for each proposed segment: click *Add Proposed Segment*, complete the pop-up form, and click *Save*.

  - In your project statement, describe your proposed plans. Before submitting, check to make sure your plans match what you selected here.

- **Project Discipline**

  - Select the most appropriate discipline and specialization for your project from the dropdown menus. Enter additional details regarding the discipline(s) and specialization(s) for your project.

    ➢ If your project is multi-disciplinary or interdisciplinary, use the *Other Specializations* box to describe this further.

- **Medical Sciences**

  Applicants may propose affiliation with a hospital or clinic for independent or collaborative research and/or teaching. **Grants shall not authorize activity for which a license to practice medicine or nursing is required.**

- **Portfolio**

  In the *Project Discipline* section, if you selected one of the disciplines listed below for your project, you will be prompted to indicate whether you will upload portfolio materials to your application. If your project is in one of these disciplines but this section does not appear, please return to the Project Discipline question above to review what was selected.

  - Architecture
  - Arts
  - Dance
  - Design
  - Drama/Theater Arts
  - Fashion
  - Film/Cinema Studies
  - Fine Arts
  - Journalism
  - Music
  - Creative Writing
    - *Discipline*: Literature and *Specialization*: Creative Writing OR *Discipline*: Writing must be selected

  Note: Applicants proposing translation projects should not submit a portfolio.

- If 'Yes': You will be directed to upload your materials on a new page, which will appear after you *Save and Continue,* and will be located after the *Uploads & Essays* page.

  - Materials must be uploaded to your application. Providing link(s) to a website with your materials is not accepted.

- If 'No': Provide a brief explanation why materials will not be uploaded. Providing link(s) to a website is not an accepted alternative.

- More information on these requirements.

- **Project Title and Abstract**:

  - Title: 100-character limit (includes spaces and punctuation)

  - Abstract: 700-character limit (includes spaces and punctuation)

  - Please remove any extra lines/spaces to ensure text appears single-spaced, not double-spaced

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

Application Page: Recommendations and Language Evaluators

Register your recommenders, and foreign language evaluator(s) (if needed).

- You are responsible for contacting your recommenders/evaluator about your request for letters/evaluation prior to registering them in the application.

- You are also responsible for ensuring the recommendations are submitted to the application by the application deadline: **September 15, 2022**. Please inform your recommenders of this deadline.

- Letters of recommendation (and foreign language evaluations, if needed) will be submitted directly to your application by the recommenders/evaluators you registered in the application. Letters submitted outside the online system will not be accepted.

- <u>You may submit your application before your letters of recommendation and language evaluations have been submitted</u>. You will still be able to monitor their receipt after you have submitted your application.

- Instructions you can share with your recommenders and evaluators are available <u>here</u>.

Recommendations

- All applications require **<u>two</u>** recommendations. Additional recommendations will **not** be accepted.

- If you register more than two recommenders, the application will prevent you from submitting your application.

- Guidance on recommendations, including who may serve as a recommender, is available <u>here</u>.

  - Anyone who provides a Letter of Invitation for your application cannot also provide a recommendation letter for your application.

Foreign Language Evaluator(s)

Proficiency in language(s) other than English is necessary for some, but not all awards. The <u>award description</u> indicates to what extent foreign language proficiency may be needed. *This is for languages other than English.*

- If needed, register your foreign language proficiency evaluator(s).

  - A qualified foreign language evaluator should be an instructor in the language or otherwise qualified to evaluate language proficiency.

  - Anyone who serves as a language evaluator for your application cannot also provide a recommendation letter for your application.

  - Anyone who provides a Letter of Invitation for your application cannot also provide a foreign language evaluation letter for your application.

- There is a maximum of two language proficiency evaluators. (Typically, one evaluator per foreign language.)

- Do <u>not</u> use these to add additional letters of recommendation.

Registering your recommenders/evaluators and monitoring the status of receipt

- Recommenders and evaluators must be registered before you submit your application.
- You can track the status of recommendations, send reminders, and add/delete recommenders before and after you submit your application.
- **To register your recommenders/evaluators**:
  - Click *Add Recommender/Evaluator* and complete the pop-up form.
  - Click *Send to Recommender.*
  - This will automatically send them an email with instructions on submitting the online recommendation or completing the foreign language evaluation form.
- **To edit, send reminders, and monitor the status of your letters:**
  - *Edit*: Use this to edit their information if they have not yet started progress on their response. If they have already started their response, you will not be able to edit their information.

    Exception: Recommender email addresses cannot be edited. To update their email address, you need to exclude them and re-add them.
  - *Send Reminder*: Click on the recommender/evaluator; on the pop-up, click Send Reminder to send them a reminder to submit.
  - *Exclude*: Use this to remove the recommender and replace with another individual (or to update their email address).
- Once they submit their letter/evaluation, the status of their letter will change to *Submitted* and you will receive a confirmation email.

Here is what it looks like when a recommender has been registered (Language Evaluator), is in progress (Recommender One), and submitted (Recommender Two):

Name	Status	
Add Recommender/Evaluator		
Evaluator, Language	Sent to recommender on April 6	Edit
One, Recommender	In progress as of February 23	Edit
Two, Recommender	Submitted on April 6	Edit

For Recommenders/Foreign Language Evaluators

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

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

Application Page: Language Skills

On the *Language Skills* page, provide information about your language proficiency, related to your proposed project.

Proficiency in language(s) other than English is necessary for some, but not all awards. The award description indicates to what extent foreign language proficiency may be needed.

This is for languages other than English.

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

The application indicates whether the self-evaluation is needed, and whether a foreign language evaluation is needed.

Award Requirement:	What this means in the application:
None, English is sufficient	Self-Evaluation: Optional: You may complete the self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Do not register a Foreign Language evaluator on the Recommendations & Language Evaluators page
None, English is sufficient. However, feasibility of conducting the project must be demonstrated in the project statement	Self-Evaluation: Optional: You may complete the self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Optional: You may register a Foreign Language evaluator(s)on the Recommendations & Language Evaluators page
Recommended	Self-Evaluation: Required: You are required to complete the self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Recommended: You are encouraged to register a Foreign Language evaluator(s) on the Recommendations & Language Evaluators page (waived if native in all three skill areas)
Required	Self-Evaluation: Required: You are required to complete self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Required: You are required to register Foreign Language evaluator(s) on the Recommendations & Language Evaluators page (waived if native in all three skill areas)

Self-Evaluation

- Select the number of languages (other than English) relevant to proposed award activity.
  - You must select a number. For awards indicating *English is sufficient*, you have the

option to select "0".

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

- Enter your responses to the questions in the text boxes. These are the questions presented in the application:

  - 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. (700 characters including spaces and punctuation)

  - Previous experience in use of language: Please indicate where your knowledge of the language(s) was gained and under what circumstances you have used them: How many years of formal course work have you taken in the language(s) of stated competence? What equivalents to formal courses do you offer as a basis for your language qualifications? What residence have you had in the areas or countries where the language(s) are used? What recent opportunities have you had for reading and speaking the language(s), including lecturing? (700 characters including spaces and punctuation)

  - Planned or in progress language study: Please indicate additional language study in progress or planned. (700 characters including spaces and punctuation)

  Note: If you have selected more than one language, address both in the text box. Example:

External Foreign Language Evaluation

- Register your evaluator(s) on the Recommendations and Language Evaluators page.

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

Application Page: Uploads & Essays

Upload your documents and enter your essay responses. Please review the award carefully for any additional guidance or requirements.

Requirements for all uploads are explained online.

- **Project Statement**

  Required for all applicants.

- **Curriculum Vitae/Resumé**

  Required for all applicants.

- **Bibliography**

  Required if you selected *Research* or *Teaching/Research* on the Award Details page. Not accepted for: Teaching or Professional Project.

  - If this upload does not appear, check to make sure the award activity is selected.

- **Syllabi/Course Outlines**

  Required if you selected *Teaching* or *Teaching/Research* on the Award Details page. Not accepted for: Research or Professional Project.

  - If this upload does not appear, check to make sure the award activity is selected.

- **Essays**

  Required for all applicants. Provide responses to the essay questions in the text boxes provided. Character limits include spaces and punctuation.

  - Please remove any extra lines/spaces so your responses appear in the box as single-spaced, not double-spaced.

  Note: You are strongly encouraged to first draft and save your response--independent of the application--in case of any technical issues. This also lets you monitor character limits.

- **Letter(s) of Invitation**

  - Ensure your letter(s) of invitation follow these requirements.

  - Consult the award description for requirements and any special instructions.

  - You can upload up to three invitation letters. (Alternatively, you can merge your letters into a single file to be uploaded.)

  Note: Letter(s) can be uploaded to your application through September 30, 2022.

  - **If your award requires an invitation:** If your letter(s) are not submitted by this deadline, your application will become ineligible and will not proceed in the review and selection process.

  - **If your award does not require an invitation:** As a letter is not required, your application will proceed in the review process as-is.

  - If your invitation is expected to arrive after the September 15th application deadline, submit your application without the letter on or before September 15th; you will be able to upload your letter on the application status page, where you will see a message confirming your application was submitted. (See Submitted)

How to upload your documents

- Click *Choose File,* locate and select the appropriate file

Project Statement *
Please upload a project statement from three (3) to five (5) pages in length. Be sure to preview your document.
Choose File | No file chosen

- Click *Open.* The file will be uploaded automatically.

- To see if your file(s) were uploaded successfully, continue to the next page and return to the *Uploads & Essays* page, then check the file(s) you uploaded (e.g., Project Statement). The file will appear there along with the page count (e.g., 6 page(s)).

> **Project Statement** *
> Please upload a project statement from three (3) to five (5) pages in length. Be sure to preview your document. The following files have been uploaded:
>
> - 03/02/2022 - App Test - Project Statement 6pg.docx - 6 page(s)   Preview   Delete

Note: Check the page count to make sure it does not exceed the stated limit. If any files exceed the stated page limit, a warning will only appear on the Review page (at the end of the application). You will not be able to submit your application until a shorter document is uploaded.

- Click *Preview* to preview your document.

- If needed, click *Delete* and upload a new document.

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

Application Page: Portfolio

On the *Award Details* page, you selected the discipline for your project.

If you selected one of the disciplines listed below, and you indicated you would upload portfolio materials, the *Portfolio* page will appear in your application.

This page will not appear for other disciplines. If your project is in one of these disciplines but this page does not appear, please return to the *Award Details* page to check which *Project Discipline* was selected.

Upload your media files here. These aid in the evaluation of your application, regardless of award activity selected. More information on these requirements.

Disciplines:

- ➢ Architecture
- ➢ Arts
- ➢ Dance
- ➢ Design
- ➢ Drama/Theater Arts
- ➢ Fashion
- ➢ Film/Cinema Studies
- ➢ Fine Arts
- ➢ Journalism
- ➢ Music
- ➢ Creative Writing

o   *Discipline*: Literature and *Specialization*: Creative Writing OR *Discipline*: Writing must be selected

Note: Files must be uploaded directly to the application; do not include hyperlinks or direct reviewers to external websites.

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

Application Page: Academic & Professional Information

Enter information about your academic and professional background, including your current employment, academic history, accomplishments, and previous Fulbright grant(s), if applicable.

- **Title**

  - Select the title closest to your current academic or professional title.

  - If there is no appropriate option after reviewing the list, select "Other" from the dropdown and enter your title in the text box that appears.

  - If you have more than one role, enter the details for your primary role and ensure your curriculum vitae/resumé presents your roles clearly.

- **Current Institution/Employer**

  - To enter your current institution, begin typing its name in the text box; as you type, a list will appear. You can also search by the city (e.g., Strasbourg).

  - Most colleges and universities are in this list.

  - If the list is long, you may see "Continued" at the bottom, which you can click to view the full list in a pop-up window. When you locate the institution, clicking its name should close the window and the name should appear in the text box.

    ➢ If your host institution is not listed, please check for alternate spellings (e.g., Saint Rose, St. Rose, St Rose). If it still is not found, then continue typing the full name of the institution in the text box.

    ➢ If you are not employed by a college or university, type the full name of your employer here.

    ➢ If you are unaffiliated, such as an independent scholar, artist, musician, or you are self-employed, enter "No Affiliation" here.

    ➢ If you have more than one employer, enter the details for your primary employer and ensure your curriculum vitae/resumé presents your employers clearly.

    ➢ Do not enter your name here.

  - **School** and **Department**: Please spell out abbreviations (e.g., type "College of Arts and Sciences" instead of "Arts and Sciences", "Department of Marketing" instead of "Marketing".

- **Current Institution/Employer Address**
  - This is your professional address and is required even if you entered "No Affiliation" in the prior section.

- **Academic History**
  - Enter all degrees/academic credentials, including those in progress.
  - Click *Add Academic History* and complete the pop-up form.

  Note:
  - Begin typing the name of the institution in the text box; as you type, a list will appear. You can also search by the city (e.g., Strasbourg).
    - ➢ Most colleges and universities are in this list.
    - ➢ If the list is long, you may see "Continued" at the bottom, which you can click to view the full list in a pop-up window. When you locate the institution, clicking its name should close the window and the name should appear in the text box.
    - ➢ If your institution is not listed, please check for alternate spellings (e.g., Saint Rose, St. Rose, St Rose). If it still is not found, then continue typing the full name of the institution in the text box.
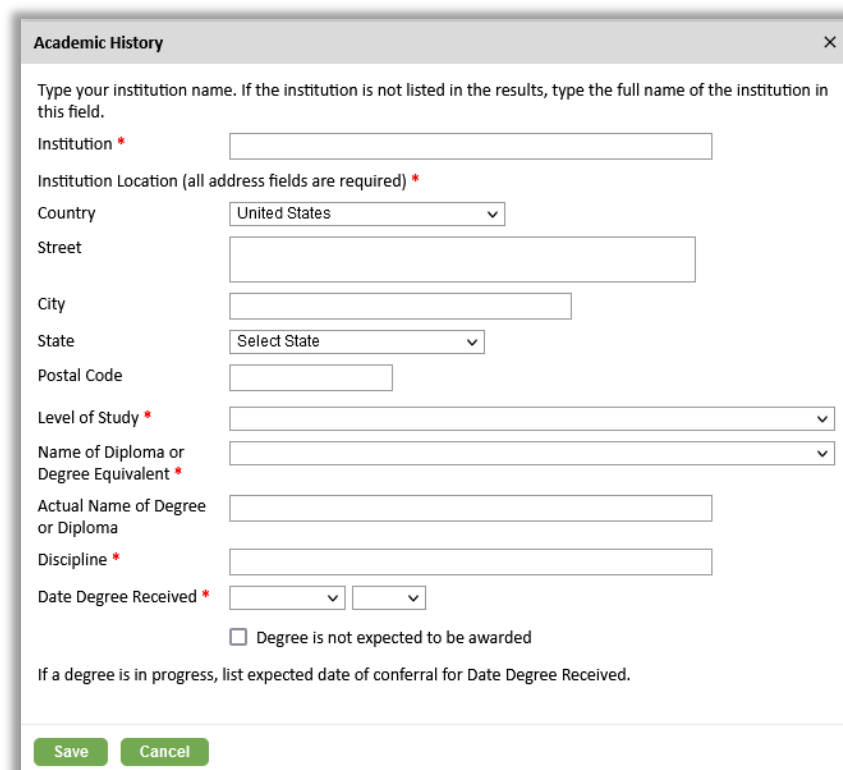 - All address fields are required (Country, Street, City, State, Postal Code).
  - *Actual Name of Degree or Diploma* is the name of the degree, e.g., Master of Arts. Do not enter your name here.
  - If your degree is in progress, list expected date of conferral for Date Degree Received.
  - You MUST include any education institutions you are currently attending (even if you have not completed an educational program) and estimated date of graduation/completion (if applicable).
  - Click *Save*.

- **Accomplishments:** Enter your five most significant professional accomplishments into the text boxes (one per box).
  - These may include honors, awards, publications, performances, exhibitions, etc.
  - 150-character limit per text box
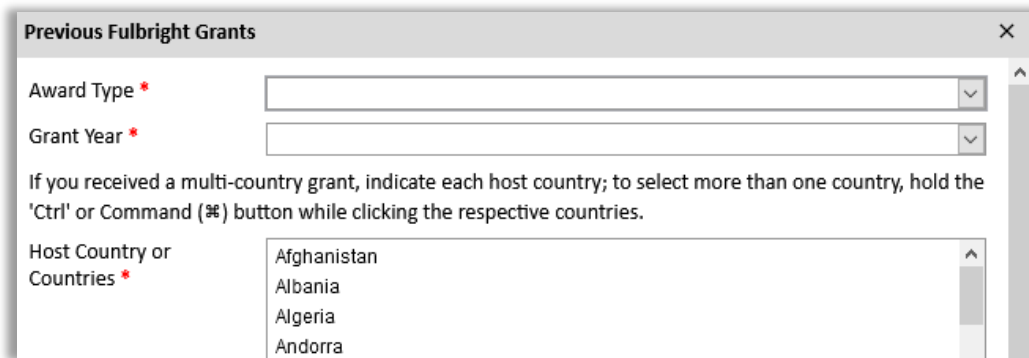
- **Previous Fulbright Grants**

  If you have previously been awarded a Fulbright grant, indicate the type of Fulbright.

  Fulbright Scholar includes Fulbright U.S. Scholar, International Education Administrator Seminar, Fulbright Arctic Program, German Studies Seminar, NEXUS, Fulbright Visiting Scholar, and New Century Scholars
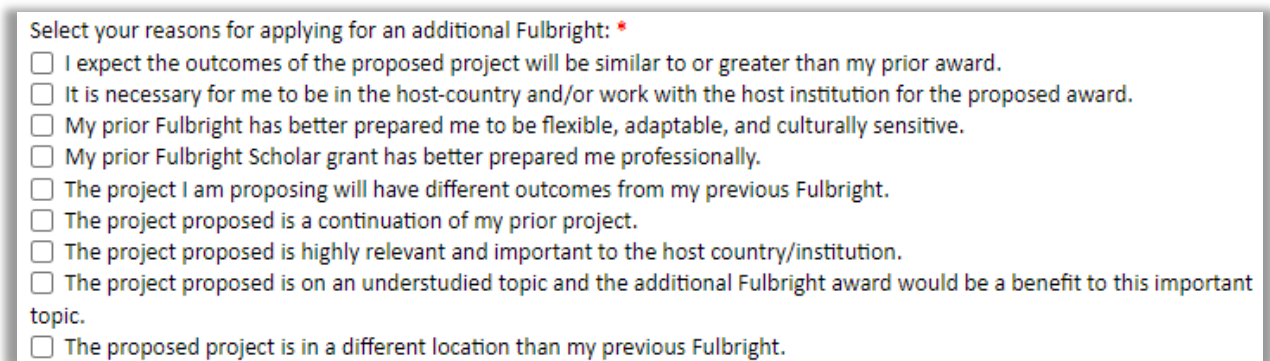
  Note: Recipients of a <u>Fulbright Scholar</u> grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. (For Flex grants, the two-year period begins at the end of the final grant in the series.)

  <u>Other types of Fulbright grants</u> including the Fulbright Student Program and Fulbright Specialist Program: The two-year waiting period does not apply to recipients of these grants.

  - For each prior grant, click *Add New*, complete the pop-up form, and click *Save*. Academic year corresponds to the academic year in which you received and began the Fulbright grant (e.g., if your grant dates were February 2019-June 2019, you would select 2018-2019).

  - If you received a **Fulbright Scholar** grant (or more than one):

    - Select your reason(s) for applying for an additional Fulbright.

      - Describe the accomplishments and contributions resulting from your earlier grant(s), and how the proposed project will build on your previous Fulbright experience(s) in the text box. (1,000 characters including spaces and punctuation)

- **Employment Eligibility**

Employees and their immediate families (i.e. spouses and dependent children) of the U.S. Department of State, the U.S. Agency for International Development, and of public or private organizations under contract to the U.S. Department of State and the U.S. Agency for International Development are ineligible to apply for a Fulbright grant until one year after termination of such employment. Indicate whether you meet this criterion.

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

Application Page: Personal Information

Enter your biographical information.

Of note:

- **Name**: Enter your name exactly as it appears on your passport.

- **Preferred first/given name**: Also known as a nickname, only enter a preferred name if it is DIFFERENT than your legal name (e.g., Alex instead of Alexander).

- **Biographical information**: These questions are required. However, your responses will not factor into the selection process. Candidates will be considered without regard to race, color, religion, sex, national origin, age, disability, geographic location, socioeconomic status, political affiliation, marital status, status as a parent, protected genetic information, sexual orientation, gender identity or expression.

- **Dependents**: If you expect dependent(s) to accompany you on the grant, add them in this section.

  - If you have applied previously and dependents are shown here, you can update their information as needed.

- **Citizenship**: U.S. Citizenship is required for all applicants. Some awards have additional requirements regarding dual citizenship and residency in the host country.

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

Application Page: Contact Information

Enter your contact information.

- Enter your **permanent address**:

  - This is the physical address where you live.

  - Select the country where you live from the dropdown list first. Based on your country selection, the subsequent fields will change to match the address format of that country.

  - Complete the remaining address fields. Please spell out abbreviations (Street, Road,

etc.). Do not use accents or special characters.

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

- Indicate if your **current mailing address** (i.e., the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*

  - - No: A second address section will appear where you may enter your mailing address information and the dates of validity.

  - - Yes: proceed to the next section.

- Enter your **telephone numbers** as appropriate, starting with "1".

  - - If you reside outside the U.S. and have an international phone number, include the country code.

  - - If you have a U.S. number and the number you entered turned red, re-enter it with a "1" at the beginning.

- The **email address** used to create your account will appear in the primary email address field and will not be editable.

  - - Please provide a different Alternate/ Secondary Email address 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 only be sent to your primary email address.

- Enter your **emergency contact information**. The individuals you list may be contacted in the event of an emergency while you are participating in award activities.

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

Application Page: Signature

Carefully review this section.

Your electronic signature attests to the authenticity and accuracy of the information supplied in the application.

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

Signature

Certification
Accuracy of information contained in this application and waiver consent (required of all applicants):

By my signature below,

- I certify that to the best of my knowledge, the information provided in all parts of my application is true, accurate and complete.
- I understand that any falsification, misrepresentation, or omission may result in withdrawing of the application, or termination or revocation of any award granted.
- I understand that all Fulbright Program grants are subject to the policies of the Fulbright Foreign Scholarship Board.
- I understand that additional documentation may be requested and, if I am selected for a grant, the terms of my grant could be altered based on those materials.

If selected, I agree to allow IIE to make my name, home institution/employer, host country, and award title publicly available.*

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

Application Page: Review – and Submit!

The system reviews your application responses and indicates if any pages contain incomplete questions or if required attachments are missing.

The system does not review for content. Please be sure to review and proofread your application and supporting materials before submitting.

- 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.

Clicking on any error will take you to the corresponding application page for correction.

On the next page is an example of the *Review & Submit* page with a variety of errors.

Note: There are two types of errors:

- **Required Field or Error** (top section): these must be addressed before submitting your application. These typically refer you to the page with the error but may not identify the specific question(s) needing your attention.

- **Warning: Letter of Invitation** (lower section):

  This warning will not prevent you from submitting your application without the invitation letter.

  However, if the award you have selected requires an invitation, and it is not submitted by September 30, 2022, your application will become ineligible and will not proceed in the review and selection process

Once you have made any necessary corrections, return to the *Review* page. The review will be conducted again. When all required errors have been corrected, you will be able to submit your application.

Before submitting, preview your application proof: Use this to review your application and your uploaded materials. You will not be able to edit your application after submission.

Click *Submit Application.*

APPLICATION DEADLINE: September 15, 2022 (11:59 p.m. PST)

Deadline for Recommendation Letters: September 15, 2022

Deadline for Invitation Letter(s): September 30, 2022

Submitted! Now What?

Once you submit your application, you will land on your *Application Status* page.

This confirms your application was submitted. It also contains your application checklist, a link to your application proof, an overview of the application review process and timeline, and more.

You will also receive an email confirming your submission. Please save this email as it contains the link to your application and the review timeline.

Example *Application Status* page:

Thank you for submitting your Fulbright U.S. Scholar application.

Your application has been submitted. Next, you will receive an email confirming your submission; please save this email. (Add Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent notifications from going to your junk/spam folder.)

The Competition Timeline and Review Process are described below.

Application PDF

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

Preview Application PDF

Application Checklist

Status	Details	Date
✔. Received	Recommendation from Fle Eval 1, IIE Submitted on 02/11/2022.	02/11/2022
✔. Received	Recommendation from Fle Evaluation 2, IIE Submitted on 02/03/2022.	02/03/2022
✖. Awaiting	Recommendation from Rec Letter 1, IIE In progress as of 02/11/2022.	
✔. Received	Recommendation from Recommender Letter 2, IIE Submitted on 02/03/2022.	02/03/2022
▣. Received	Bibliography	02/14/2022
▣. Received	CV/Resume	02/14/2022
▣. Received	Project Statement	02/14/2022

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

Need Help? Contact Us!

Click here to contact the Fulbright U.S. Scholar team if you have any questions.

Verify Address

We have your addresses listed as follows:

Mailing Address
123 Main
City, DE 12345
United States
Permanent Address
1400 K St NW
Emergency City, NY 13210-1111
United States

Edit Addresses

Account Tools

- Change Email
- Change Password
- Logout

Upload Materials

Letter of Invitation *
File types accepted: Adobe PDF (recommended) or Word document
Once you have uploaded your document, preview it before proceeding to ensure it meets the requirements.

[⌄] [Choose File] No file chosen [Upload]

Timeline By Program:

Fulbright U.S. Scholar Program:

Actions

- Check the status of your recommendations/evaluations.
- Send a reminder to a recommender/language evaluator: Click *recommendations page*

to send them a reminder.

- Upload an invitation letter (through September 30, 2022).

- Save a copy of your submitted application: Click *Preview Application Proof*. This will display a PDF version of your application that you can download or print for future reference.

- Update your address (if needed).

Review Process and Notifications

Eligible, complete applications undergo peer review.

Following peer review, applicants will receive an email to view their application status on this *Status* page. After logging in to the application, a message will appear indicating a status update is available, similar to this:

Status Update

New updates to your application were posted December 15, 2021.

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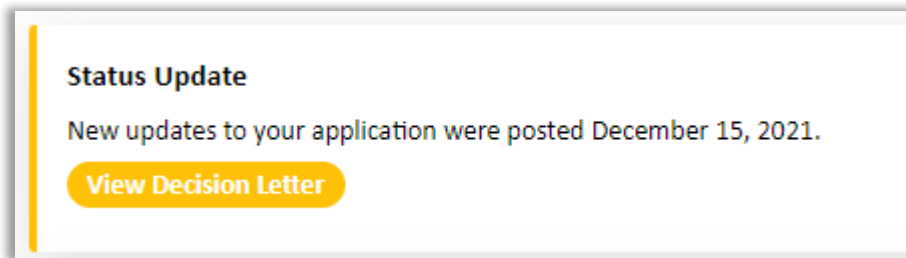
We recommend adding Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent emails from landing in your spam/junk folder.

This timeline for the review process is also on the *Application Status* page.

Questions?

Please contact the respective U.S. Program team: https://fulbrightscholars.org/contact-us.