

# Preparing the Application

## FIRST STEPS

- **Planning ahead**—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.
- **Consulting with colleagues**—You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

## GENERAL APPLICATION GUIDELINES

- At the time of application, you **must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three references and (e) letter of invitation from U.S. university or institution, if applicable.**
- To ensure correct completion of the application, **read carefully the detailed instructions** provided in these guidelines.
- All items **must be in English.**
- The entire application **must be typed or computer-generated.** Use 10-point or larger type on all parts of the application. Handwritten applications will not be accepted.
- Responses to questions on the four-page application must fit on the pages on which the questions originally appear. **Do not attach additional pages** to answer these questions.
- Contact the local Fulbright organization from which you received this application to **request an electronic version (Microsoft Word) of the application.** If using an electronic version of the application, do not change the format of the forms, the pagination, the fonts or the type size.
- Proofread the entire application before submitting it to your local Fulbright organization. **The application should be free of grammatical and spelling errors.**
- **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

### **Item 2.** *Category of Grant*

- Check the appropriate box for the type of grant you are seeking: lecturing (L), research (R), or lecturing/research (L/R).

(L): If the primary purpose of your project is to teach or team-teach at least one full semester course. (Note: you will be required to submit course syllabi along with a confirmed invitation to lecture.)

(R): If the primary purpose of your project is to conduct research. (Note: you will be required to submit a research bibliography.)

(L/R): If your project will include significant portions of both lecturing and research as defined above (Note: you will be required to submit two project statements, course syllabi and a research bibliography.)

**Item 5. Full Name**

- **Give your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

**Item 8. U.S. Permanent Residency**

- If you have or are applying for U.S. permanent residency (i.e. a green card), you are ineligible for the Fulbright Program.

**Item 9. Date of Birth (Month/Day/Year)**

- Write out the name of the month (for example, February 1, 1957), rather than the numerical figure.

**Item 11. Current Position and Start Date, Department/Office, Institution**

- List the name of your department or office and home institution **in English.**

**Item 13. Significant Professional Accomplishments and Publications**

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

**Item 15. Project Title**

- The project title should succinctly describe the focus of the award activity (for example, “Evaluating Fundamental Tax Reforms in a Globalizing World” or “Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks”). For lecturing/research awards, distinguish between both components, separating them with a semicolon.

**Item 16. Summary of Project Statement**

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research and/or lecturing activities should fit *within the space provided*. Do not attach additional pages.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.

**Item 17. Proposed Program Length and Dates**

- Consult with the Fulbright organization in your country regarding country-specific minimum and maximum grant lengths.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available to receive Visiting Scholars.

**Item 18. Major Academic Discipline**

- Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Dance	Mathematics
American History	Economics	Medical Sciences
American Literature	Education	Music
American Studies	Engineering	Philosophy
Anthropology	Environmental Sciences	Physics/Astronomy
Archaeology	Film Studies	Political Science
Architecture	Geography	Psychology
Art	Geology	Public Administration
Art History	History (non-U.S.)	Public/Global Health
Biological Sciences	Information Sciences	Religious Studies
Business Administration	Journalism	Social Work
Chemistry	Language/Literature (non-U.S.)	Sociology
Communications	Law	TEFL/Applied Linguistics
Computer Science	Library Science	Theater
Creative Writing	Linguistics	Urban Planning

**Item 19. Specialization(s)**

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

**Item 20. Professional Travel and/or Residence Abroad During the Last Five Years**

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years.

**Item 22. Identification of Referees**

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See “Reference Reports” on page XII for more detailed information.

**Item 23. Self-Assessment of English Proficiency**

- Indicate your personal assessment of your level of competence in English.
- An English proficiency test should be conducted by the Fulbright organization representative if you are from a non-English-speaking country. The results of this test should be attached to the application by the Fulbright organization.

**Item 24. Preferred Host Institution(s)**

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of invitation to your application. Non-academic affiliations, while sometimes possible, require additional FSB review, and approval is not always granted.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to your local Fulbright organization immediately.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar’s work to your own research; reputation of the academic department or research center). Insofar as possible, your preferences will be followed, although no assurance can be given of placement at the institutions you suggest.
- **PLEASE NOTE:** CIES can make affiliation arrangements only for scholars from certain countries. Consult with your local Fulbright organization to determine arrangements for your country.
- CIES strongly encourages affiliating with one institution for the duration of your grant period.
- If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. CIES advises against dual or multiple affiliations unless absolutely necessary because time is lost in finding housing and making other arrangements at each institution.

**Item 27. Marital Status**

- Choose from the following options: divorced, engaged, married, separated, single or widowed.

**Item 28. Dependents**

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application.
- Note that visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

**Item 29. Alternate Funding**

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, other grants, etc.). Please list funding amounts in U.S. dollars and attach supporting documentation.

**THE PROJECT STATEMENT**

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research. For a lecturing proposal, attach sample course syllabi of no more than 10 pages for courses you propose to teach or have taught.

**Format**

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

**FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT**

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

**Objectives:** Clearly define the aims of the project.

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

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

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

**Justification for Residence in the United States for the Proposed Project:** Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

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

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

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

## FOR A LECTURING PROPOSAL

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

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

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

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

## Content

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

- Type a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? To whom? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.

- Do not assume that your suitability for the endeavor is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in terms that will be understood by reviewers from outside your field.
- Do not emphasize how a Fulbright grant will benefit only you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

## Style

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

## THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned and dates received)
- positions held
- courses taught and other services provided to students and the home institution
- publications (provide full citations and list them starting with the most recent)
- other professional activities, such as workshops, seminars and consultations
- membership and activities in professional associations
- professional honors, awards and fellowships
- community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to illustrate more completely your accomplishments.

PLEASE NOTE: copies of diplomas are not required.

## SUPPLEMENTAL MATERIALS

### Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive on your application. If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its late submission.

### Bibliography

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

### Course Syllabi

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

## REFERENCE REPORTS

Candid and honest reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit three references. Do not submit more than three references.
- A copy of the statement of proposed activity should be given to each referee.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be attached to the Reference Report Forms provided for this purpose and should be sent by the evaluators directly to the Fulbright organization in your home country.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

## **Fulbright Scholar Program**

*Sponsored by the United States Department of State, Bureau of Educational and Cultural Affairs*

Administered in the United States by:

Council for International Exchange of Scholars (CIES)

*For more information, please contact:*

The Fulbright Commission or Public Affairs Section of the U.S. Embassy  
(Fulbright organization) in your home country

*(For a list of Fulbright Commissions and Foundations, see*

<http://exchanges.state.gov/education/fulbright/commiss.htm>;

*for a list of U.S. Embassies, see <http://usembassy.state.gov/>.)*