

The Fulbright Awards Programme

UK Country Specific Instructions

Scholar Award Application 2018-19

Deadline for receipt of a completed application is:

5pm GMT, Monday 6 November 2017

Apply through the online Embark system only

*The Commission does not accept hard copy applications

APPLICATIONS THAT DO NOT COMPLY WITH THESE DEADLINES AND INSTRUCTIONS WILL BE DEEMED INELIGIBLE.

The Fulbright online application is a global application managed by the Embark system and is used by all Fulbright Commissions worldwide. **Each Commission sets its own policies, procedures and country-specific instructions** for using the online application system.

This document is the 'UK Country Specific Instructions'. At times during the Embark online application process you will encounter differences between the Embark instructions and the instructions contained in this document. **You must follow the instructions in this document to correctly complete the application.**

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMMENCING THE APPLICATION

1. NATURE OF GRANTS

Grants should **not** be for periods of less than **three months** or more than **twelve months**; some award categories have specific durations. Please ensure you keep within the allowable grant duration for the specific award category in which you are applying. No extensions or adjustments can be made for the specified durations of each award. Awards offered in 2018-2019 competition must be taken up in the 2018-2019 academic year. Deferrals are not permitted.

Due to visa processing times, the earliest a grant can begin for this cycle is mid-July 2018. The latest start date for a grant in this cycle is 30 April 2019.

Please note that applicants can only apply to ONE Fulbright Office / Commission per Application Cycle (e.g. for 2018 - 2019). If you have any questions regarding this, please contact programmes@fulbright.org.uk.

2. ELIGIBILITY REQUIREMENTS

Applicants should ensure that they meet the following minimum eligibility criteria before applying:

Citizenship

Eligible:

- UK citizen (resident anywhere except the United States), or Irish citizen normally resident in Northern Ireland
- Those with dual UK nationality with any country other than the United States
- Those meeting the specific minimum qualifications for eligibility for the individual award. These can be found on the awards web pages.
- Applications from non-UK citizens based in the UK and committed to a life and career in the UK may also be considered if the applicant is not able to apply for a Fulbright award through their country of citizenship. Applicants in this category should contact their country of citizenship Commission in the first instance. If they are ineligible to apply through that Commission they should contact the US-UK Fulbright Commission (programmes@fulbright.org.uk) before making an application.

Ineligible:

- US citizens/dual US nationals and holders of US immigrant visas (green cards), or applicants for same
- Applicants currently studying at, or recently graduated from, a US academic institution, resident in the US currently or for five or more years in the previous six years
- Applicants who are restricted from J-1 visa application due to US Department of State visa waiting period guidelines. **Please read the guidance on the US State Department website for the most up to date information on J1 visa waiting periods:** <http://j1visa.state.gov/programs/professor-and-research-scholar/>

Leadership & Understanding of Fulbright:

The Fulbright Awards Programme is looking not only for academic excellence, but also:

- demonstrable leadership qualities and ambassadorial skills with evidence of cultural sensitivity and a genuine desire to learn more about the United States and share with US citizens aspects of British culture
- experience and interest in a range of extracurricular and community activities
- a desire to further the Fulbright Programme and give back to your home country upon returning

Applicants who meet the above requirements should ensure that they meet the criteria for the individual award to which they wish to apply. Information relating to each Scholar award can be found on the Fulbright website: <http://www.fulbright.org.uk/going-to-the-usa/academic-and-professional/fulbright-scholar-awards>

J-1 Visa and Two-Year Home Residency Requirement

All Fulbright Scholars must enter the United States on an Exchange Visitor (J-1) visa under a US Department of State programme.

When you agree to participate in a US Exchange Visitor Program such as the Fulbright programme you will be subject to the two-year home-country physical presence (foreign residence) requirement. This means you will be required to return to your home country for two years at the end of your exchange visitor program. This requirement under immigration law is based on Section 212(e) of the Immigration and Nationality Act, as amended, and Title 22 Part 40 and Part 41 in the Code of Federal Regulations. Candidates will not be eligible for a US residency or work visa until they have fulfilled the two-year home residency requirement of the J-1 visa. This does not affect tourist visits made to the US under the ESTA visa waiver programme.

You may find more information at: <http://travel.state.gov>.

Grants are not given for the sole purpose of:

- Attending conferences
- Completing / writing up doctoral dissertations
- Travel and consultation at multiple institutions
- Clinical medical research involving patient contact
 - *The US Department of State has designated the Educational Commission for Foreign Medical Graduates (ECFMG) as the sole agency authorised to sponsor non-US physicians for internship, residency and specialised clinical training in the United States. Fulbright grantees cannot simultaneously be sponsored by ECFMG; therefore, proposals for medical research involving clinical training, patient care or patient contact cannot be approved under the Fulbright Programme.*

In addition, you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to ethnicity, religion, sex, sexual orientation, age, and/or disability.
- The Fulbright Commission is committed to selecting a cohort which is diverse in terms of region, home institution, host institution, and discipline.
- Preference is given to those without recent extensive experience in the United States and who have not already held a Fulbright award.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and the United Kingdom.
- Applicants should demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Please contact programmes@fulbright.org.uk if you have any questions regarding your eligibility.

3. SELECTION PROCESS TIMELINE

OVERVIEW OF THE PROCESS

- **5pm GMT, Monday 6 November 2017:** Deadline for Applications
- **November-December 2017:** Initial screening and review of applications are done by the US-UK Fulbright Commission and review panels. You should not expect to hear from the Commission during this time and staff will be unable to comment on the process or an individual application's status.
- **Mid-Late January 2018:** If short-listed, successful candidates **must** be available for interview in London, Edinburgh, Cardiff or Belfast, **Monday 29 January 2018 - Friday 9 February 2018 inclusive.**

Telephone/Skype interviews are not permitted unless in unavoidable and extenuating circumstances. It is the responsibility of the applicant to be available for interview at the date and time allocated and to cover the associated costs.

Candidates who have not been selected for interview will be notified via either an Embark message or a Commission email by the end of January 2018. Please check your spam folder for the message.

- **February 2018:** After the interviews, the recommendations of the interview panels will be considered by the Fulbright Commission before being referred to Institute of International Education (IIE), the US Department of State and the J. William Fulbright Foreign Scholarship Board (FFSB) in Washington, DC. Final approval of all grantees is made by the FFSB in late April. Until receiving this approval grantees are classed 'Finalist Candidates'.
- **Late February 2018:** Notification of Finalist status; Finalists are invited to Fulbright Finalists' Workshop. Unsuccessful candidates will also be notified via email by the end of February.
- **16 March 2018:** Fulbright Finalists' Workshop in London
- **March-June 2018:** Fulbright and J1 visa paperwork
- **June or July 2018:** Fulbright 2-3-day Pre-Departure Orientation (exact dates TBD)
- **From mid-July 2018 to 30 April 2019:** Independent departures, your Fulbright exchange begins. In exceptional cases, earlier departures from mid-June 2018 will be permitted if no alternative grant dates can be arranged.

4. FIRST STEPS

Plan ahead:

Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review is based upon the written application and accompanying materials.

Make arrangements for affiliation with a US host institution(s):

- One of the most important components of the Fulbright Scholar Programme is a formal affiliation at a US University or research institution. Applicants must be in contact with colleagues/contacts at US institutions and have made preliminary plans for their own placements by securing a letter of affiliation from the prospective host institution (see *'Letters of Affiliation' below for further details*).
- If you have studied previously in the United States, you should avoid seeking affiliation at your US alma mater/previous host institution. This is to ensure that you expand your contacts within the US academic community.
- Candidates are expected to have one, primary host institution. In exceptional circumstances this can be extended to two or three hosts if the project is of sufficient duration and there are compelling reasons for splitting the time between multiple locations.

Review the application instructions / process

This document contains the 'UK Country Specific Instructions'. The Fulbright online application is a global application run by the Embark system and is used by all Fulbright Commissions worldwide. Therefore, each Commission sets its own policies, procedures and country-specific instructions for using the online application system. At times during the Embark online application process you will encounter differences between the Embark instructions and the instructions contained in this document. You must follow the instructions in this document to correctly complete the application.

- Read this document carefully and in its entirety to ensure you understand what is required of your application. Incomplete applications will not be considered.
- Section 6 of this document contains instructions and guidance on how to answer the application questions.

Create an Embark Account – To begin a new application, you need to register as a new user on Embark. Please see Section 6 guide and follow the instructions to set up a new account.

5. COMPLETING AND SUBMITTING THE APPLICATION

There are six main steps to the Fulbright Scholar Award Application once you have created an account and logged on. Further information on each of these steps is presented later in this document.

STEP 1: Read these **UK SPECIFIC INSTRUCTIONS** for completing the application carefully and in their entirety so that you understand the requirements. Be aware that the online application is a global application run by Embark and therefore not all components of the online form are relevant to UK applicants.

STEP 2: Complete the **EMBARK APPLICATION FORM** See guidance in Section 6 of this guide.

STEP 3: Upload **SUPPLEMENTAL DOCUMENTS TO EMBARK:**

- **Curriculum Vitae**
- **Host affiliation letter**
- **Research bibliography**
- **Passport bio page**, including that of any accompanying dependents
- **Employer promissory statement** (NI Public Sector and Police awards only)
- **Proof of salary and flight and insurance estimates** (British Heart Foundation award only)
- **Course Syllabi** (Lecturing positions only, e.g. Elon award)

STEP 4: Nominate your **3 REFERENCES THROUGH EMBARK**

STEP 5: Use the **EMBARK REVIEW process** to make sure that all the required questions are answered. Do **not** send a printed copy to the Commission, we only accept online applications.

STEP 6: **SUBMIT APPLICATION:** The final step. Submit your application form **online**.

STEP 7: **REGISTER FOR AND COMPLETE UK COUNTRY SPECIFIC SUPPLEMENTAL FORM AND EQUAL OPPORTUNITIES FORM:**

This is accessed via a separate website from Embark. You must follow the link below to register for and access the form:

<https://webportalapp.com/appform/ukcountryspecificform1819>

Please note: You will NOT receive confirmation of submission of your application from the UK Fulbright Commission. We occasionally send messages to you through the Embark system which may be sent to your spam folder – be sure to check your spam folder.

6. ONLINE APPLICATION FORM INSTRUCTIONS

TO ACCESS THE EMBARK APPLICATION FORM

- Click on the following link: [Embark/IIE online application site](#) This will take you to the Embark application site where you will need to register as a new user.

REGISTERING AS A NEW USER

- Your email address will be your user ID. It is very important that you keep your user ID and password in a safe place. The Commission cannot retrieve lost user IDs or passwords. It is also advisable for you to bookmark the URL for the [Embark/IIE online application site](#) for future reference.
- The email you use as your user ID will automatically be the email we use to contact you during the application stage. Be sure to check this email account.
- You will be able to log in and out of your application account and will not be required to complete the application in one sitting.
- Note for Repeat Applicants: Click the New Application button to begin a new application. Do not edit a previous application as it will not be considered for this application cycle.

Completing the Application

You will first fill out **4 Preliminary Questions** and **7 Sections** which will appear in the Fulbright Visiting Scholar Application Menu once you have created an account and logged on. See below for hints and tips for filling out each section.

PRELIMINARY QUESTIONS INSTRUCTIONS

These questions appear immediately after you submit details to create your online account. Please amend before submission if you have answered incorrectly or your application will not reach the US UK Fulbright Commission and will not be considered.

US Permanent Residency

If you have or are applying for US permanent residency, you are ineligible for the Fulbright Programme.

Home Country/Country Applying from

You must select the United Kingdom. Selecting another country in this field will send your completed application to the Fulbright Commission in that country and not to the US-UK Fulbright Commission. If we do not receive your online application we cannot review or consider your application for the Award. (If you are a citizen of another country but still eligible for a UK Fulbright grant please still select United Kingdom).

Programme

Select *Fulbright Visiting Scholar Program* from the drop-down menu.

Category of Grant

Select the appropriate category from the drop-down menu for the type of grant you are seeking: lecturing, research or lecturing/research.

Lecturing: If the primary purpose of your project is to lecture or team-teach at least one full semester course.

Research: If the primary purpose of your project is to conduct research.

Lecturing/Research: If your project will include significant portions of both teaching and research as defined above (such as the Elon award).

APPLICATION FORM INSTRUCTIONS

GENERAL GUIDELINES

- Responses to questions on the application must adhere to any established character limit.
- 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.
- Do not use all capital letters when answering items, e.g. name, address, etc. It is better to use a combination of upper and lowercase, e.g. Tania Smith, not TANIA SMITH.
- You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print. If what you have typed or copied exceeds the size of the box, you must edit it. It is a good idea to 'preview' each page of your application to ensure all your data is displayed correctly.
- You can review each page of the application in its PDF format by clicking on the Preview button in the upper right-hand corner. Closing the PDF view will bring you back to your application.
- Some questions are deemed 'required'. You will not be able to complete and submit your application until you complete all required items. When you click on the Application Inspector button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Program Information

Home Country/Country Applying from:

This will auto-populate from the selection you made during your application registration.

Program:

This will auto-populate from the selection you made during your application registration

Category of Grant:

This will auto-populate from the selection you made during your application registration

Special award name (if any):

Please ensure you complete this with the name of the Award from the list below for which you are applying:

- Fulbright-All Disciplines Scholar Awards
- Fulbright-British Heart Foundation Scholar Award
- Fulbright-Cancer Research UK Scholar Award
- Fulbright-Cyber Security Scholar Award
- Fulbright-Elon University Scholar Award
- Fulbright-Fight for Sight Research Award
- Fulbright-Lloyd's of London Scholar Award
- Fulbright-Northern Ireland Public Sector Awards
- Fulbright-Metropolitan Police Research Awards
- Fulbright-Royal College of Surgeons of England Research Award
- Fulbright-Royal Society of Edinburgh Scholar Award
- Fulbright-Scottish Studies Scholar Award
- Fulbright-University of Florida Postdoctoral Award
- Fulbright-Urology Foundation Scholar Award

Personal Information

Title

Select the most appropriate title from the drop-down menu.

Surname/Family Name, First Name/Given Name/Middle Name:

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

Gender:

Select your gender from the drop-down menu.

Country of Citizenship:

Select the country in which you hold primary citizenship from the drop-down menu. **Verify citizenship requirements at the start of this document**

Country of Permanent Residence:

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

US Permanent Residency:

This will auto-populate from the selection you made during your application registration

Date of Birth (Month/Day/Year)

- Select the name of birth month, day and year from the drop-down menus. Write in US format.

City/Country of Birth:

- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

Marital Status:

Select from the drop-down menu

US Social Security Number:

Enter your US social security number if you have previously obtained one

Employment Information**Current Position and Start Date, Department/Office, Institution:**

- Select your current position title from the drop-down menu. *If you do not see your position title, please select 'Other' from the drop-down menu and type your title in the text box in English.*
- List the name of your institution, department or office, city, and province/state in English.
- If you are an independent scholar or currently unemployed please click the 'independent scholar/unaffiliated' box and enter your residence address.

Academic Credentials**Academic Credentials:**

- State the degree earned and its equivalency in English (Ph.D., Masters, etc.). List your highest terminal degree first. You may include a maximum of three academic credentials.
- Enter the Institution name where you obtained the degree.
- Select country, discipline, name of diploma/degree, date received from the drop-down menus. If your specific degree type is not listed then please select the closest match.

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, publisher and date; for articles, give title (in quotation marks), journal or collection and date.

- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.
- 700-character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon rather than beginning a new line; avoid using hard returns in your response.

Previous Fulbright Scholar Grant(s):

Include only Fulbright Scholar grants awarded through CIES or IIE (e.g. Visiting Fulbright Scholar or Student Programme). If you have received any other award through the Fulbright Programme (such as Summer Institute grants), include this experience in the '**Professional Travel**' section.

Project Details

Project Title:

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

Summary of Project Statement:

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

Proposed Grant Length and Period:

The Fulbright Scholar Award is for a **minimum of three months and maximum of twelve months**. Indicate as precisely as possible the period during which you intend to carry out your proposed programme in the United States. Though grants can start in the summer months it is recommended that you plan your programme during the US academic year (generally September through May), when your US colleagues are more likely to be available.

Major Academic Discipline:

Select one discipline from the drop-down menu that best describes your Fulbright project.

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).

Professional Information

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

- List the most relevant professional travel and/or residence abroad during the last five years that lasted more than three months.

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

Professional Memberships:

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

Referees

- List the **names and contact information** of **three persons** from whom you have requested a reference.
- References are to be **submitted ONLINE only** through the Embark application system. We **do NOT accept** hard copy references.
- If your referee experiences problems with the online system then please let the Commission know immediately by emailing programmes@fulbright.org.uk
- Please carefully read the following instructions for References:

Guidance Notes on Reference Reports

- Applicants must enter the name and contact details, including email address, of your 3 chosen referees.
- You referees will each receive an email with a set of instructions and a link to complete the online reference form, which they will upload to your application. **Follow up with your referee that s/he received the email as it often goes into spam folders. The email should come to them when the email address is inputted. They do not have to wait until you have submitted your application before uploading their reference.**
- The Embark system will send you an email to advise that the references have been submitted. You will not be able to view the references.
- **It is the responsibility of each applicant** to ensure: (a) each of their referees receive the online link via email following the submission of their details (b) each of their referees submit the reference online by the deadline of **5pm GMT, Monday 6 November 2017.**
- Please provide your referees with a copy of your project statement to help them write an informed reference.
- 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 should come from professional peers or supervisors.
- 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**. Applications with an insufficient number of references will be considered incomplete / ineligible.
- Do not ask someone for reference unless the person is well acquainted with your qualifications. A reference 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.

You will need to register and invite your referees on the Register Recommenders page of the application – see page 20 of these instructions.

English Proficiency

Self-Assessment of English Proficiency:

Indicate your personal assessment of your level of competence in English. UK applicants are not required to submit any proof of English language proficiency.

Preferred Host Institution(s)

Preferred Host Institution(s):

Some of our awards are only tenable at certain institutions while others are tenable at any US academic institution.

The US-UK Fulbright Commission requires applicants to include a letter of invitation/affiliation at the time of applying. You will attach a copy of your letter of invitation/affiliation from your prospective host later in the application (see 'Letters of Affiliation' below).

Applications should only indicate one affiliation as outlined above. This does not preclude shorter side visits to other institutions during the project period. Two or three affiliations may be permitted in some circumstances.

Metropolitan Police Research Scholars and Northern Ireland Public Sector Scholars may be informally affiliated with a non-academic organisation (such as a police force or governmental body) but this may not take the place of an academic affiliation and, wherever possible, this should be arranged through the primary academic affiliation.

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 US scholar; relevance of the US scholar's work to your own research; reputation of the academic department or research centre). If you are shortlisted for interview, you will be expected to update the panel on your affiliation and provide letter of invitation/affiliation if received by that point.

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

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

Contact Information

Home Mailing Address:

- Enter your Home mailing address.
- Select the country from the drop-down menu.
- Please enter a mobile phone number if possible.

Emergency Contact Information:

- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

Accompanying Dependents

- Please list all dependants (defined as your married 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 your dependant(s) have previously entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship (professor, research, scholar, student, specialist, short-term scholar).*
- 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 Commission informed of any changes.
- Those selected for a Fulbright grant will be required to submit copies of accompanying dependants' passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date, to confirm eligibility and facilitate the issuance of forms required for visa application.
- Dependants who are US citizens will not be issued J-2 visas and must travel on US passports.
- Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the US Embassy.

Alternate Funding

- Please list all non-Fulbright funding, in US Dollars, that you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, research funds, etc.). – Most applicants DO NOT have to upload evidence of alternate funding. However, if you are applying for the **British Heart Foundation Scholar Award** you must upload proof of your current salary to the Financial Support/Budget page of the application. This could be a letter from your employer confirming your salary amount (preferred) or a scanned copy of a pay slip.
- **Metropolitan Police Research Scholars** and **Northern Ireland Public Sector Scholars** must indicate in this field the level of financial support granted by their employers and are also required to complete the UK Commission's 'Promissory Statement by Applicant's Employer.' This must be uploaded into the application system on the Financial Support/Budget page of the application. You can find the Promissory Statement form on the relevant award pages of the [Fulbright Commission website](#).

Survey

- Please fill out the survey so we can see how you came to the Fulbright Programme

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/methodology** for completing and disseminating it, should be thoroughly explained in three to five single-sided pages.

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

FORMAT

- **Do not exceed the character limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and 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.**

GUIDELINES FOR A RESEARCH PROJECT

Use the following headings to organise your project statement:

Background:

Briefly introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject. Clearly identify the element to be conducted in the US.

Objectives:

Clearly define the aims of the project to be conducted **in the US**.

Methodology/Duration:

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. Outline the specific timeframe / stages for your project in the US. Please note that Scholar awards are for a minimum of 3 months and maximum of 12 months.

Significance:

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

Evaluation and Dissemination:

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

Justification for Residence in the United States for the Proposed Project:

Indicate why it is necessary to conduct the research onsite in the United States.

Additional Information:

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.

GUIDELINES 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. Upload a proposed Course Syllabi (max. 10 pages) to the Course Syllabi page of the application.

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 US colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

ELON UNIVERSITY APPLICANTS:

Applicants to the Elon University award must also upload a teaching report to provide an overview of the courses you have taught to date in your university career. Please upload this to the Course Syllabi page of the online application.

ADDITIONAL RECOMMENDATIONS FOR ALL APPLICANTS

CONTENT RECOMMENDATIONS

- Submit a clear and complete project statement that introduces you professionally to the review panel and 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 the UK and in the US. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the US 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 project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavours. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- **Do not stress only how a Fulbright grant will benefit you or your career. Remember that the programme is intended to foster mutual understanding between cultures and nations. In what ways will you aim to do this, both professionally and personally in the US? What can you bring to the Fulbright programme? What extra benefits could the Fulbright programme bring you?**
- 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 endeavour.

STYLE RECOMMENDATIONS

- Express what you can bring to the programme 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 Programme? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to appropriate style and spelling/grammar in your proposal.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

CURRICULUM VITAE

The curriculum vitae should describe your academic credentials and demonstrate a record of your scholarly achievements (the document should not exceed six pages).

When composing your curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received)
- Professional 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 honours, 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 present more completely your accomplishments.

Note: Copies of certificates and diplomas are not required.

LETTER OF INVITATION

The US-UK Fulbright Commission requires applicants to include a letter of invitation/affiliation at the time of applying.

If you do not have a letter of affiliation at the time of application then you should include evidence that you have been seeking an affiliation. If an invitation arrives after the application deadline, contact programmes@fulbright.org.uk to arrange for its late submission.

Guidelines:

- The letter should indicate that the applicant has been in touch with a host institution and that if awarded a Fulbright grant, the institution is happy to host the scholar.
- The terms that the scholar and host agree upon are up to the scholar and something that the US-UK Fulbright Commission is not involved with.
- Agreements between scholars and host institutions typically include office space, library and internet access, opportunity to present guest lectures, attend events within the department/university, etc.
- Letters of invitation should be typed on institutional letterhead and signed.
- The letter should also contain the proposed academic year for the scholar's visit.

COURSE SYLLABI

Those applying for lecturing awards should upload their course syllabi here.

Applicants for the [Elon University Scholar Award](#) should use these pages to upload their course syllabi and teaching report as stated on the Award page on the Fulbright website.

ENGLISH LANGUAGE PROFICIENCY

It is not necessary for British applicants to submit this material.

FINANCIAL SUPPORT / BUDGET

It is not necessary for most British applicants to submit this material at this stage. If successful, candidates will be asked for this documentation.

Exceptions:

Applicants for the **British Heart Foundation Scholar Award** should upload proof of their current salary on the Financial Support/Budget page. This could be a scanned copy of a pay slip or a letter from their employer confirming their salary amount.

VISA

Please upload copies of any previous DS-2019s for J1 or J2 visas previously held by you or any accompanying dependants.

PASSPORT

The US-UK Fulbright Commission requires applicants to include a copy of the biographical page of their passport at the time of applying. You should also upload copies of the passport biographical page of any dependants who would accompany you on a Fulbright grant.

BIBLIOGRAPHY

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

LETTER OF SUPPORT FROM HOME INSTITUTION

It is not necessary for most British applicants to submit this material.

Exceptions:

Metropolitan Police Research Scholars and **Northern Ireland Public Sector Scholars** must complete the UK Commission's 'Promissory Statement by Applicant's Employer' and upload it to the Letter of Support from Home Institution page. The Promissory Statement can be found [here](#).

ADDITIONAL DOCUMENTATION

- Applicants in **Creative Writing** should upload a short sample of writing to one of the Additional Documents pages.
- Applicants for the [British Heart Foundation Research Award](#) should use these pages to upload a document with sample estimates for return economy flights to the USA and health insurance for the proposed period of your grant (maximum three quotes for each).

REGISTER RECOMMENDERS

Please follow the instructions provided to register your referees/recommenders so that they can submit references through the Embark system.

Make sure to let your recommenders that you are asking them to write a reference for you and that they will be receiving an email from noreply@embark.com that will provide guidance for them to do this. This email is sometimes mistakenly caught by spam filters, so please ask your recommenders to check their spam folder if they do not see the message.

SIGNATURE

Sign and date your application

REVIEW

Before you can submit your application electronically, you are given a chance to review your application for completeness. If there are fields missing data, you will be prompted to correct them.

The Review function DOES NOT check if all additional documents are submitted. It is your responsibility to ensure you have uploaded all required supplemental documents and forms.

DOCUMENTS TROUBLESHOOTING

Please note that you can only upload one document per page. If you need to upload multiple copies of passports therefore you should scan them into one document before uploading them onto the relevant page.

If you are not able to do this then you may use the spare upload pages 15-18 to upload your documents.

UK COMMISSION SUPPLEMENTAL AND EQUAL OPPORTUNITIES FORM

All applicants must register for and complete the UK Country Specific Supplemental Form and Equal Opportunities Form. This is accessed via a separate website from Embark. You must follow the link below to register for and access the form:
<https://webportalapp.com/appform/ukcountryspecificform1819>

7. APPLICATION CHECK

A completed application comprises:

- Application Form** with all sections completed,
- 3 references: submitted online ONLY by the referees through Embark by the application deadline of 5pm GMT, Monday 6 November.**
- All required supplemental documentation (PDFs uploaded to Embark system):**
 - Passport bio page**, including that of any accompanying dependent(s)
 - Curriculum Vitae**,
 - US University host affiliation letter** (if applicable),
 - Promissory employer letter** (NI and Police awards only)
 - Proof of salary, flight and insurance estimates** (British Heart Foundation award only)
 - Course Syllabi and Teaching Report** (Lecturing and Elon University Awards only)
- UK Country Specific Supplemental Form:**
<https://webportalapp.com/appform/ukcountryspecificform1819>

Candidates must:

- **Complete application and all supplemental documentation** through the Embark System including the names and contact details of three referees by the competition deadline **5pm GMT, Monday 6 November.**

- **Referees must also submit their references** through the online Embark System by the competition deadline **5pm GMT, Monday 6 November**. It is the candidate's responsibility to ensure referees submit on time to avoid an incomplete application. We will not accept hard copies of references in lieu of online submission. Please make sure your referees are aware of this.
- **Complete the UK Country Specific Supplemental Form by 5pm GMT, Monday 6 November**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICATIONS OR SUPPORTING MATERIALS, INCLUDING REFERENCES, RECEIVED AFTER THE DEADLINE WILL BE DEEMED INELIGIBLE.

8. HINTS AND TIPS

GENERAL GUIDELINES AND HELPFUL TIPS

- 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.
- You can copy and paste information into all text boxes.
- Some questions/fields are deemed 'required'. You will not be able to complete and submit your application until you complete all required questions/fields. When you click on the Application Inspector button on the Home page, your application will be checked for completeness of required questions/fields. You will be prompted to enter any missing information on required questions.

However, **the Review function will not check for completeness of additional documentation**. It is your responsibility to ensure that you have uploaded each of the required supplemental documents and they appear in clear formatting.

- You can submit your completed application before your recommendations are submitted by the referees you have nominated. Any recommendations submitted after you submit your application, will be added to your application automatically. However, you must nominate and invite them in the Register Recommenders section before you submit your application.
- In the text boxes, you must **limit your responses to the space provided**. Information that exceeds the space provided will **not** display or print. If what you have typed or copied exceeds the size of the box, you must edit it.
- Do not use all capital letters when answering items, e.g. name, address, etc. It is better to use a combination of upper and lowercase, e.g. Tania Smith, not TANIA SMITH.

9. QUESTIONS?

Technical questions on the Embark system, or questions related to problems in the application system should be directed to support@Embark.com

Questions on the application content can be directed to the Fulbright Awards Programme at The US-UK Fulbright Commission at: Tel +4420 7498 4010; programmes@fulbright.org.uk.