Application Instructions

Global Challenges Teaching Award 2022-2023

Deadline for Completed applications is December 13th 2021 at 5pm GMT

The Commission does <u>not</u> accept hard copy applications – apply through the online system only

Applications that do not comply with the deadline and instructions will be deemed ineligible

Please create and submit your application here:
https://webportalapp.com/sp/login/global-challenges-application

Before you begin an application:

- Make sure you have read the information on our website on the Global Challenges Teaching Awards so that you are familiar with the awards and are certain of the award that you are applying for

- Read these instructions carefully to ensure that you are aware of all the steps that you need to take in order to complete an application. You should familiarise yourself with who you need to ask for letters of support and the documents you will need to upload as part of your application

- Any questions about the application, eligibility or the Global Challenges Teaching Awards programme should be directed to globalchallenges@fulbright.org.uk

Eligibility Requirements

To be eligible:

- You must be employed by a university in either the US or the UK
- You must regularly teach undergraduates as part of your role at the university
- If you are applying from the UK you must be eligible to apply for an ESTA visa waiver
- If you are applying from the US you must be eligible for a UK visitor visa
- You must be able to provide evidence of the correct support from your home institution

Additional Information

- The US-UK Fulbright Commission offers exceptional opportunities for those interested in international education. We are committed to a world in which there are no obstacles or barriers to learning, understanding and collaboration and as such we aim to promote diversity, inclusion, and equity. We welcome and encourage applications from eligible candidates of all backgrounds

- The Fulbright Commission is committed to selecting a cohort which is diverse in terms of region, home institution, home institution, and discipline

- Preference may be given to applicants who have not had significant recent experience internationally or who have been awarded a Fulbright award in the last couple of years

- Applicants should be responsible individuals who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to the understanding between the people of the United States and the United Kingdom

- Applicants should demonstrate the cross-cultural sensitivity and flexibility needed to provide a good environment for virtual exchange to and from both sides of the Atlantic

Applicants who meet the general eligibility requirements should familiarise themselves with the information relevant to the specific award to which the wish to apply. Information relating to each Global Challenges Teaching Award can be found on the Fulbright Website.

Application Process Timeline

OVERVIEW OF THE PROCESS

- **Monday, 1 November 2021:** Applications open
- **5pm GMT, Monday 13 December 2021:** Deadline for applications
- **December – Early January:** Screening of applications by the US-UK Fulbright Commission followed by review by reading 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
- **Late January 2022:** If short-listed, successful candidates **must** be available for interview. All interviews will be held online in the last week of January, commencing on Monday 24 January. You will be given at least one week to prepare for the interview
    - Candidates who have not been selected for interview will be notified via email by the time that interviews start. Please check your spam folder for the message
- **Mid February 2022:** All candidates will be notified of the interview outcome
- **Spring-Summer 2022:** Global Challenges Teaching Award programming
- **Fall/Autumn 2022:** Teach course with integrated

Fulbright Application Overview

STEP 1 Prepare before making your application

- Read the instructions contained in this document, carefully and in their entirety, so that you understand the application and eligibility requirements

- Familiarise yourself with the information regarding the global challenges teaching award

STEP 2 Navigate to and begin an online application:

- Our application form is hosted online here: https://webportalapp.com/sp/global-challenges-application
- When you navigate to this page you will need to register and agree to the US-UK Fulbright Commission privacy policy which is linked on the page

STEP 3 Work through application stages:

The application is made up of 3 stages:

- Primary application form
- Supplemental form
- Request Letters of Support

A complete application includes

- Biographical, educational and employment details
- Curriculum Vitae
- Details of proposed class
- Class syllabus
- Example of teaching
- Three letters of Support
- Complete supplemental form

How to Complete an Online Application

STEP 1: Register for an online application account

- The online application can be accessed here: https://webportalapp.com/sp/global-challenges-application
- When registering for your account emails from the application portal may take a few minutes to come through, you many need to check your junk mail

STEP 2: Complete your profile

- When you login to the portal for the first you will be prompted to complete your profile
- To start on your profile click the "open" button
- We ask that you list the email address that you check most regularly as your "preferred email address" as this is the email we will use to contact you

- When providing a telephone number please ensure to include the international dialling code
- You will not be able to edit your profile after you press submit so make sure you have reviewed it and that the contact details you have provided are correct

STEP 3: Application form

- After completing your profile you will move to a screen where you can see the forms needed to submit a complete application
- This section of the application has a counter of the number of days left for you to complete and submit your application
- Incomplete forms will be marked "Action required", you can begin filling them out by clicking the "open" button to begin or the "edit" button to resume
  - At this stage of the application you can save drafts of forms and even return to edit them after they've been completed
- We ask for your name and email address again here to ensure that the sections of your application remain connected
- The initial questions are for programme eligibility
  - To be eligible for the programme you must be employed and teaching at a university in the United States or the United Kingdom
  - You must also be eligible for either an ESTA visa waiver, or a UK Standard Visitor Visa
- Next you will need to select which of the three Global Challenges Teaching Awards you will be applying for from the drop-down box
- We ask that you provide a copy of your academic CV
  - As this is a teaching focussed award, you may wish to tailor this CV towards your teaching history in universities
  - Be considerate of the award that you have chosen to apply for, if you do decide to tailor your CV to the award
- When providing the name and syllabus for the class, you must pick a class that you already teach – **if you submit a class that hasn't been taught before, your application will not be considered**
- You will need to answer all five of the questions about your class
  - There is a 300-word limit and the application form will tell you how many words you have used
- You may provide either a written example of your teaching or a recording of your teaching
  - A video or audio recording of your teaching gives us a better opportunity to assess your teaching and may improve your application

> ➢ If you do not already have an accessible recording of your teaching online that you can link on your application, we recommend that you upload a video to YouTube as an unlisted video
>   - ▪ An unlisted video will not appear publicly on YouTube and is only viewable by people that have the link
>   - ▪ Uploading a video to YouTube is straightforward and provided you have a gmail or google account, you will not need to setup a log in
>
>   - ▪ In the uploading process when you get to the **visibility** step select 'unlisted'

Visibility

Choose when to publish and who can see your video

◉ **Save or publish**
Make your video **public**, **unlisted** or **private**

○ **Private**
Only you and people who you choose can watch your video

◉ **Unlisted**
Anyone with the video link can watch your video

○ **Public**
Everyone can watch your video

☐ Set as instant Premiere ⑦

>   - ▪ Copy the link to the unlisted video and paste it into the application form in the "Link to recording of teaching" box
> - • Once you have answered all of the questions and uploaded all materials, you can click "Mark as Complete" and move on to the next section

STEP 4: Letters of Support

This award is as much about collaboration within the applicant's university as it is with the applicant's exchange partner. It is therefore important that the applicant is able to demonstrate the support of their university to run a virtual exchange course at their institution.

The applicant has therefore been asked for three letters of support.

1. One from their Department Head demonstrating the department's support of the application and willingness to host the virtual exchange course as part of their fall/autumn 2022 offering to undergraduates.

2. One from the university's International Office which shows the university's commitment to internationalisation and demonstrates how a virtual exchange course would fit with their existing activities in this area.

3. One from an external referee commenting on your academic suitability for the Global Challenges Teaching Award.

Below are some notes that may help you write your letter of support. They outline the areas the review panel would want a letter of support to cover.

Letter of Support from Department Head

This letter should cover:

- The department's commitment to offering a virtual exchange course to undergraduate students in autumn/fall 2022.

- The applicant's suitability for the award both in terms of academic expertise and teaching proficiency.

- How the department would support the applicant in the delivery of a virtual exchange course in autumn/fall 2022.

- How the award would fit within the department's wider objectives.

- Any other information relevant to the application.

Letter of Support from International Office

This letter should cover:

- The institution's commitment to offering a virtual exchange course to undergraduate students in autumn/fall 2022.

- The institution's mission and objectives around internationalisation.

- Illustrate with examples activities the institution is already undertaking around building international connections.

- Explain how the Global Challenges Teaching Award would fit within the mission, objectives and current activities.

- Outline how the international office would support the delivery of a virtual exchange course in autumn/fall 2022.

- Any other information relevant to the application.

Letter of Support from External Referee

This letter of support is much more like a conventional reference letter. It should comment on the applicant's academic expertise, teaching proficiency and institutional collaboration. Along with any other information relevant to the application.

Advice for using the Letter of Support request

- Ensure that you have entered the correct email address, without the unique link in the request email, it is impossible to provide a letter of support through the system
- Remind your supporters to check their junk mail if they haven't received the letter of support request
- Communicate with your supporters to find out whether they have received their requests or not
- If your supporters have not received their requests, please get in touch through globalchallenges@fulbright.org.uk, so that we can send the link manually

STEP 5: Supplemental Form

- You are required to submit a supplemental form
- You will not need to upload anything for this form, just answer the questions

These are all the steps required to complete an application, with all materials uploaded and your support letter requests submitted you will be able to finish submitting your application.

Global Challenge Teaching Award checklist

Below you will find a list of criteria for your application that may improve your chances of being shortlisted for an interview. These are the questions we will be asking ourselves when reviewing your application. We would strongly encourage you to use them as a checklist before you submit your application.

- Is your proposed, pre-existing course applicable to the selected Global Challenges Teaching award?
- Have you demonstrated how this class will benefit from the training that is a part of this award and how it is set up for collaborative learning and teaching?
- Have you shown a keen interest in collaborative work and virtual exchange opportunities for your students?
- Have you shown evidence of prior collaboration?
- Has your application indicated that this award will have a transformative effect on your teaching and your class?
- Have you made sure to obtain the support of your department and your university's international office and displayed evidence of this through letters of support from the correct people?

Please note that being able to answer yes to all of the above questions will not guarantee that you will be invited to an interview. We anticipate receiving a high volume of excellent

applications, but as there are only six total awards on offer, we may be unable to interview every competitive applicant.

Thank you for your interest in our Global Challenges Teaching Awards and good luck with your application!