



Australian Applicant Instructions

for award categories:

Distinguished Chair

Scholar Awards

Professional

Postdoctoral

Not Postgraduate

Postgraduate applicants please use other instructions available on website

Application cycle **opens**: February 1, 2018 at 09:00 AEST

Application cycle **closes**: July 15, 2018 at 23:59 AEST

- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Referee's must submit their statements online before the application deadline above to be included in the application.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Applicants are encouraged to write longer responses in a word document then copy across to the online application to avoid the portal website timing out.
- Please review your completed application before submitting it, using the checklist provided to ensure all elements are included.
- Please ensure you save your application regularly.
- All documents provided must be certified copies.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print.

Applicants applying in this cycle, if successful, must commence their program between 1st July 2019 – 30 June 2020, please consider this when planning your proposed program.

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Please read this document in full before commencing your application.

This document provides step-by-step instructions for Australians on how to complete the application correctly. Applicants are encouraged to print this document and keep it next to them as they complete the application. Please note you are not required to contact the Commission prior to/during/after completing your application as suggested in the application. Please note – if the question is self-explanatory it will not be addressed below.

Create an Embark Account

- Go to: <https://iie.embark.com/apply/visitingscholars>
- Follow the instructions to register and create your account.

Supported Browsers

- Internet Explorer 7.0 and above
- Firefox 2.0 and above
- Chrome 20 and above

If you have previously applied:

- you will need to create a new account using a new email address or
- email support@embark.com and ask that your existing account be deleted so you can reapply with the associated email address.

Preliminary Questions

Program

- Select Fulbright Visiting Scholar Program

Category of Grant

- Select Research

Application Form

Special award name

- After consulting the list of awards Appendix 1, please list the **code/s** for the awards (general and sponsored) you wish to apply for, separated with commas e.g.: *'PD, RMIT, Monash'* or *'Scholar, KSU DC'*
- **Please note:** Your application will automatically be considered in the **general** category as well as for any **sponsored** awards you have listed. You only need to submit one application to be considered in multiple categories **however, sponsored awards may require supplementary materials** (See section: *'Sponsored Award Statements'*)

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.

Country of Citizenship

- Select the country in which you hold primary citizenship from the drop-down menu.
- **You must be an Australian citizen to apply.**

Country of Permanent Residence

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

Home Country

- This will auto-populate from the selection you made during your application registration. If you live in Western Australia please ensure you list "Western Australia" as your state not "WA", as the system will interpret it as Washington in the U.S.

Date of Birth

- Note U.S. format **month/day/year**
- Enter your city of birth (per your passport)
- Select your country of birth from the drop-down menu (per your passport)

U.S. Social Security Number

- Leave blank, unless you have previously obtained a U.S. Social Security Number

Project Title

- The project title should succinctly describe the focus of your project (for example, "The Iowa Model of Evidence-Based Nursing Practice: A Realist Evaluation" or "Gendered violence: changing the story through education")
- Maximum 160 characters

Summary of Project Statement

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the proposed 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 provided later.

Proposed length of stay in the U.S.

- Please consult the webpage for the type of award you are applying for, for the minimum/maximum length, before answering this question.

Approximate Program Start and End Dates

- Applicants applying in this cycle, if successful, must commence their program between **1st July 2019 – 30 June 2020**.
- It is recommended that you plan your program when your U.S. colleagues are more likely to be available; Scholars are unable to commence their programs in the last two weeks of December or the first two weeks of January.

Identification of Referees

- This section is to name the three people from whom you have requested letters of reference - **please note that entering references here will not trigger the automated email to your referees**. Please fill out these details and proceed with your application, further instructions on how the system contacts your referees will be addressed in “References”.
- Please note, recommendations are confidential and will not be made available to applicants without written consent from the referee.

Self-Assessment of English Proficiency

- If English is your second language, please attach your IELTS/TOEFL results (see section ‘**Upload Documents: English Language Proficiency**’)
- If English is your native language please indicate Excellent in all fields.

Preferred Host Institution(s)

- List the primary host institution you will be visiting, please note you must have one institution hosting you for the majority of your program. Applications without a host institution confirmed will be deemed ineligible.
- List any other institutions you will be visiting for more than one week.
- You must attach a copy of your ‘Letter of Invitation’ to your application (see section ‘**Upload Documents: Host Letter**’)

Emergency Contact Information

- Enter contact information in the case of an emergency – please do not nominate someone that may be travelling with you should your application be successful.

Accompanying Dependents/Family Members

- **This is not required at this time, please do not complete.**

Alternate Funding

- **This is not required at this time, please do not complete.**

Upload Documents

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.

Format:

- The project statement itself must be three to five single-spaced typed pages. 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 the project title at the top of page one. At the top of each subsequent page, type your name and country.

General content guidelines:

- What do you propose to do?
- How do you propose to do it?
- Why is it important?
- Headers and/or bullets to organise and convey key elements may be helpful
- PDF is the recommended format for upload. File size should not exceed 10MB.

Previous Fulbright grantees also should address:

- What accomplishments and contributions resulted from your earlier grant(s)
- How this grant will build on your previous Fulbright experience

There is no template for a successful project statement as each project is unique. Applicants are encouraged to have someone outside of their area of specialization read their project proposal for clarity and specificity as well as general proof reading.

The Curriculum Vitae

(max. six pages)

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)
- 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 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 display your accomplishments in full.

Please note, copies of transcripts are not normally required, however for **postdoctoral applicants** who have recently submitted and had their thesis passed, but have not yet been conferred their PhD, please attach a letter from the head of department or school confirming that the thesis has passed examination.

Host Letter

Also referred to as 'Letter of Invitation'

- Host letters should be provided by your host institution contact, ideally the relevant department/faculty head or direct supervisor during your proposed program.
- Host letters should be typed on an institutional letterhead and signed.
- The letter should contain the proposed academic year.
- Host letters do not ensure selection for an award.
- The Australian Commission does not accept host letters after the application deadline.

Self-Assessment of English Proficiency

- Only if English is your second language: please attach your IELTS/TOEFL results

Financial Support/Budget

This is not a required field.

Previous J-1 Visa

- If you have previously held a J-1 visa and subsequent DS-2019, please upload it here.
- Please be aware that if clause 212e or the 24-month bar is in effect from a previous J-1, you will be unable to accept the Fulbright award, should it be offered to you, within the 24-month/212e period.
- Scholarships cannot be deferred until the 24-month/212e period has passed.

Passport

- Please upload a colour copy of the bio data page of your passport. If you do not have a passport (even an expired one) please upload a birth certificate or citizenship certificate.
- At this stage of your application passport information for your dependant/s is not required.

Bibliography

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

Letter of Support from Home Institution

This is not a required field.

Additional Documentation

This section allows you to upload additional documentation in support of your application. There are only four upload fields; you may need to combine related documents into one PDF if you have more than four documents to upload.

The Personal Statement

- It is a requirement of the Australian Commission that you attach a one page narrative giving a picture of yourself as an individual.
- This statement should outline your personal history, influences on your intellectual development, the educational and cultural opportunities to which you have been exposed, and the ways in which these experiences have impacted you. Also include your special interests and abilities, career plans and life goals etc. It should not be a record of facts already listed on the application or an elaboration of your statement of proposed study.

Sponsored Award Statement/s

- Please complete and attach a *Sponsored Award Statement* if applicable (per Appendix: Award Catalogue)

Creative/Performing Arts Applicants

- Supplementary material must be included with the application to demonstrate excellence and achievement in your chosen field. Please visit [this Fulbright website](#) for instructions on what to provide.
- Please provide these items to the Commission directly via email: fulbright@fulbright.org.au with the subject line **'(SURNAME), (First name) – Arts Application - attachments'**

Checklist and Declaration – Mandatory item

Attached to this PDF as an appendix and available [here](#) please complete and upload.

Please note there is no need to consult with the Fulbright Commission for any additional materials necessary as suggested in the online instructions – all requirements are listed in this form.

Recommendations

You **must** have three letters of reference (or recommendation) submitted on your behalf. Letters of reference are an extremely important aspect of your application; an application will be considered incomplete without **at least two** letters of reference and deemed **ineligible**. Your referees must complete the forms online and submit electronically.

Please provide the names and email addresses of your recommenders. It is very important that you accurately enter your recommenders' information. The system will send them an email from noreply@embark.com directly, asking them to register for the website and complete their recommendation. This process will happen as soon as you enter their contact information and click "Invite Recommenders". 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. You do not need to submit the application for your recommenders to be notified. You will be able to check the status of your recommendations through your application. **Late referee reports cannot be accepted.**

Tips on references:

- Please provide your referees with a copy of your project statement.
- 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 – applications with only one letter of recommendation will not be accepted.
- 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.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

Application inspector

- Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct it. **However** the system will not evaluate your additional documents e.g. your personal statement – please ensure these supplementary documents are attached before submitting.
- Review and print your application for your records.
- Please note that you must submit all required support documents electronically by the application deadline. No material will be accepted after this date.

Submit Application

Please ignore the instruction to "print signature form and send to country office", this is not a requirement. Sign electronically per the instructions and click "confirm signature". This will take you to another page which reminds you to print and send your signature form, again please ignore this. If you are ready to submit, click "Submit my application now" – note once you click submit you will no longer be able to make changes to your application.

**Thank you for your interest in the Fulbright Program.
You will be notified of your application progression in due course.
For a timeline of interviews and notifications please see our website.**

Appendix 1: 2019 Australian Scholar Award Catalogue

Please indicate in your application:	Code	Award	Supplementary Statement
One of these general award categories:	<i>PD</i>	Fulbright Postdoctoral Scholarship	N/A
	<i>Scholar</i>	Fulbright Scholar Award ('Senior'/'Professional'/'Distinguished Chair')	
Any of these sponsored awards you would like to be considered for <i>in addition to</i> the general awards:	<i>Indig</i>	Fulbright Indigenous Scholarship	No additional statement required
	<i>NT</i>	Fulbright Northern Territory State Scholarship	Sponsored Award Statement: outline how your proposed research or study will benefit the state. Please note state awards for NSW, QLD, SA and VIC are for postgraduate applicants only and therefore not listed here. To be eligible for state awards you must reside in the state/territory.
	<i>TAS</i>	Fulbright Tasmania State Scholarship	
	<i>ACT</i>	Fulbright Australian Capital Territory Scholarship	
	<i>Monash</i>	Fulbright Postdoctoral Scholarship Sponsored by Monash University	
	<i>RMIT</i>	Fulbright Postdoctoral Scholarship (Vice Chancellor's Fellowship) Sponsored by RMIT University	Address the award requirements in your project proposal, no additional statement required
	<i>Alliance</i>	Fulbright Professional Scholarship in Australian-United States Alliance Studies	
	<i>Coral</i>	Fulbright Professional Scholarship in Business/Industry (Coral Sea)	
	<i>NFP</i>	Fulbright Professional Scholarship in Non-Profit Leadership	
	<i>VET</i>	Fulbright Professional Scholarship in Vocational Education and Training	
	<i>KSU Senior</i>	Fulbright Senior Scholarship Sponsored by Kansas State University	Sponsored Award Statement: outline how your proposed research or study addresses the award requirements. Note: All applications require an invitation letter, signed by the Kansas State University faculty host and his/her department head/chair.
	<i>KSU DC</i>	Fulbright Distinguished Chair In Agriculture And Life Sciences Sponsored by Kansas State University	
Please check eligibility requirements per award on www.fulbright.org.au. Applications missing supplementary documentation will be deemed ineligible.			

Australian Applicant Checklist

Please print, complete, scan and upload. Applications without this checklist will be deemed ineligible.

I meet the following general eligibility requirements:

- I am an Australian Citizen
- I am a resident of Australia at the time of application
- I do not hold dual citizenship with the U.S.

I have included the following mandatory items:

- Project statement
- Personal statement
- Sponsored Award Statement/s (if applicable)
- Host letter of invitation (mandatory for everyone except Postgraduate Master's applicants)
- University transcripts (Postgraduate applicants only)
- Bibliography (if applicable)
- Creative/Performing arts materials (if applicable)

I have confirmed with my references that they will submit their letters of recommendation before the deadline and I understand without the minimum 2 letters my application will be deemed ineligible.

I understand if I am applying for a state/territory award I must be a resident in that state/territory to be considered

I understand that providing false information in my application may disqualify me from Fulbright awards

Y / N I do/do not identify as Indigenous for consideration for the Fulbright Indigenous Scholarship

Signature

Date