



United States-India Educational Foundation

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Instructions for Indian Citizens to complete the Embark Online Application 2019-2020 Fulbright-Nehru Academic and Professional Excellence Fellowships For *Research, Lecture* or for a combination of *Lecture and Research* in the United States Application Deadline: July 16, 2018, 23:59:59 hours (IST)

THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

Please read all instructions carefully and follow the application guidelines below.

A complete application consists of: (a) your online application form; (b) detailed project statement; (c) bibliography; (d) course syllabi; (e) detailed curriculum vitae; (f) three reference letters; (g) letter of invitation(s); (h) employer's endorsement on the FNAPE Employer's Endorsement Form, if employed; (i) copy of a recent significant publication; (j) FNAPE applicant annexure; and (k) additional documentation as specified in the instructions below.

ONLINE REGISTRATION

- All applications must be completed online at: <https://ie.embark.com/apply/visitingscholars>
- Don't have an account? Click **Register** to start a new application.
- To begin, please create an account with your email id, password, first name and last name (preferably the name as mentioned in your passport.) and click **Register**.
- Your email address is your User ID. Keep your User ID and Password in a safe place. While you cannot change your User ID, you can change your password by clicking "Forgot My Password" at the application login page.
- You are not required to complete this application in one session. You can re-enter at anytime and edit your application before you submit it. However, please remember that 60 minutes of inactivity will automatically log you out. You will have to log in again to resume your application.
- Once you submit your application, you can NO longer make any changes to it.
- Responses to questions on the application must adhere to the established character limits.
- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors. Please do not use any caps.**

1. PRELIMINARY QUESTIONS

Complete the following preliminary questions before proceeding with the application form:

- Do you have or are you applying for U.S. Permanent Residency or are you a U.S. citizen?
(**Note:** If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright program.)
- Home Country/Country Applying from **Select appropriate title from the drop-down menu.**
(**Note:** You must be an Indian citizen. If you are invited for an interview, you must appear in person before the selection committee. Interviews over the internet or the telephone are not permitted.)
- Program **Select from the drop-down menu "Fulbright Visiting Scholar Program"**
- Category of Grant **Select from the drop-down menu** as applicable **"Research", "Lecture", or a combination of "Lecture/Research."**

➤ **Note: Your application will not be considered if you choose any other options from the dropdown menu other than the categories relevant to Fulbright-Nehru Academic and Professional Excellence Fellowship.**

Once you successfully complete these four questions, **click "Save and Next"**

2. INSTRUCTIONS

In case, you have not downloaded the India specific instructions for FNAPE earlier from USIEF website then you may download the same from The Fulbright Program and General Requirements.

Please note that these India specific instructions supersede any general instructions.



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3. PROGRAM INFORMATION

The first three questions are auto-populated from the selection you made in the preliminary question at the time of your application registration.

Special award name (if any) indicate the program name **Fulbright-Nehru Academic and Professional Excellence Fellowships**

Personal Information- must complete all the columns

Title – select appropriate title from the drop-down menu.

Name – as mentioned on your passport.

Gender- select appropriate option from the drop-down menu.

Country of Citizenship – select appropriate from the drop-down menu.

Country of Permanent Residence - select appropriate from the drop-down menu.

Do you have or are you applying for U.S. permanent residency (i.e. green card) or are you a U.S. Citizen?

(this is an auto-populated from the selection you made in the preliminary question at the time of your application registration.)

Date of Birth - (MM/DD/YYYY)

City of Birth - indicate as appropriate.

Country of Birth - select appropriate from the drop-down menu.

Marital Status - select appropriate from the drop-down menu.

U.S. Social Security Number - Enter your U.S. Social Security Number, if obtained during a previous stay in the United States. **If you do not have one, please leave it blank.**

Employment Information – must complete all the columns

Current Position - select appropriate position from the drop-down menu. (If you do not find your position title, please select Other from the drop-down menu and type your title in the box given below)

Start Date of Current Position

Department Name

Institution Name

Complete address (street, city, country, postal code, telephone, email)

If you are an independent scholar or currently unemployed please click the 'independent scholar/unaffiliated' box and enter your residence address.

Academic Credentials – Complete all the columns

List up to three completed degrees; **enter your highest degree first. (e.g. Ph.D., Master's, Bachelor's)**

If your discipline is not listed, select "other" from the drop-down menu.

Most significant professional accomplishments, honors and awards and up to three significant publications (list maximum of five, separated by semicolons; 700-character limit, use Roman characters only) – **Please do not write "see curriculum vitae"- list accomplishments and publication as instructed.**

- 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.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line.

Previous Fulbright Grant(s) - select "Yes" or "No"

If, yes then include information on previous Fulbright grants as required.



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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 "RadioGenomics, Deep Learning and Natural Computing towards Personalized Management of Cancer"). **Maximum 180 characters. DO NOT WRITE IN CAPS.**

Brief Summary of Project Statement - In 3-5 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 Times New Roman Font only)**. This abstract is meant as a *brief summary* of the detailed project statement.

4. ACADEMIC AND PROFESSIONAL INFORMATION

The intended duration of the grant can be for 4 to 9 months for lecturing, research or a combination of lecturing and research at a U.S. institution. If you are applying for a Flex Award, the minimum length of the total grant is four months and the maximum is six months. Flex Awards are offered for research grants only.

Proposed Grant Length: select the most appropriate from the drop-down menu.

Intended Grant Period

Begin your grant – MM/DD/YYYY

End your grant – MM/DD/YYY

- **Please read the announcement carefully and indicate the period in which you can complete your proposed project in the U.S. Please determine your grant duration carefully. Should you be selected for a grant it will be for the period you specified in your application. The duration cannot be changed.**

It is recommended that you plan your program during the U.S. academic year in consultation with your faculty associate in the U. S. You cannot begin your grant before August 2019 or after March 2020.

Academic Discipline

Major Academic Discipline: Select the most appropriate discipline from the drop-down menu.

Primary Specialization: Select most appropriate discipline that is closest to your Fulbright project.

Other Specialization: List sub-fields within the broad academic discipline in which you specialize (for example, environmental law, history of modern Indian cinema, class and ethnicity in politics, or women and Indian society).

- **Important note: The disciplines and the specializations in the drop-down menus may not exactly match the list of eligible fields for the Fulbright-Nehru Academic and Professional Excellence Fellowships. You will be required to indicate your chosen eligible field of study in the FNAPE Applicant Annexure, which will have to be uploaded in this online form.**

Professional Information

Professional Travel and/or residence abroad during the last five years (list most recent first; time abroad exceeding 3 months):

If you have 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, etc.) and provide copies of your previous DS-2019 on the appropriate attachment page.

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

References

Your three referees must submit the references on or before **July 16, 2018**.



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List the complete name and contact information of the three referees whom you have requested a letter of reference.

The referees must keep in mind the following points while completing the reference for you.

- 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 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.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

➤ **Note: All letters of reference must be submitted online on or before July 16, 2018 application deadline. Please follow-up with the referees to ensure that the letters of reference are submitted on time. Referees can submit their online letters of reference while you are working on your application. However, ensure that your referees must complete their letters of reference prior to the application deadline.**

English Proficiency

select appropriate from the drop-down menu. Indicate your personal assessment of your level of competence in English.

5. PREFERRED HOST INSTITUTION (S):

USIEF strongly recommends all applicants to identify institutions with which they wish to be affiliated and to correspond, in advance with potential host institutions. However, this is not mandatory. Irrespective if, you have obtained letters of invitation from the U.S. host institutions, please complete this page, it is a must to identify three preferences in order of priority. On Fulbright you will be affiliated to only one U.S. host institution for the entire duration on your grant.

- 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 ape@usief.org.in.
- Type your institution name as per preference and if you do find the name in the drop-down menu, then type in the name in "institution other" with complete details as required.

6. CONTACT INFORMATION

Home Mailing Address

Enter your complete residence mailing address in this section. Start with the street name.

Emergency Contact Information

Emergency contact should be the person who can be contacted at the event of an emergency. The contact can be of a person residing in the U.S. or in India. Your accompanying or visiting dependents name should not be entered as your emergency contact.



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Accompanying Dependents

Indicate the complete name and contact details of your accompanying or visiting dependents. Dependents are defined as the spouse and unmarried children under the age of 21 who will accompany you to the U.S. for at least 80% of the grant period. No other family members are eligible for the dependent benefits.

Entitlement of dependent are for those grantees whose grant duration in the U.S. is eight months and more. Subject to availability of funds, a dependent allowance and round trip international travel may be provided for one accompanying dependent provided the dependent is with the grantee in the U.S.

Alternate Funding

In case, you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). *Select the appropriate from the drop-down.*

If you select "No" then no action required.

If you select "Yes" please list funding amounts in U.S. dollars and upload your supporting documentation (like bank statement/salary certificate) in the Financial Support/Budget section.

Survey

Please select all or the most appropriate from the menu. You may also use "other" text box to further describe, if needed.

7. PROJECT STATEMENT

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

- 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 (India) and the project title at the top of page one. At the top of each subsequent page, type your name and country (India).
- 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.

Guidance for a Research Proposal

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: Explain the importance of the project for the field, India and the U.S., and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in India. (For example: innovative 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 to conduct the research onsite in the United States.

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

English Proficiency: Describe your schooling in English, use of English and competence level 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.



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Guidance for a Teaching 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, innovative 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.

➤ **Few tips for developing a strong application:**

- Submit 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 your 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 India 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? 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 your prospective host and applicable agencies to determine what clearance and approval processes are needed.
- Connect your 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 experience and current scholarly endeavors. 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 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.
- Express what you can bring to the program 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 your statements in the 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.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.



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8. CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. **Not more than six pages to be uploaded.** Do not include photographs.

➤ **Note: Copies of diplomas are not required.**

9. LETTERS OF INVITATION

- Letters of invitation should be signed typed on institutional letterhead with specific grant start and end date and duration and signed. Scanned copies should be uploaded on this page of the online application. Please combine multiple letters of invitation as one .pdf document to upload.
- Invitations do not ensure selection for an award.
- If an invitation arrives after you have submitted the application, forward the invitation to ape@usief.org.in

10. COURSE SYLLABI

This is a must for applicants applying for *lecture category* or *lecture and research category*.

You will have to provide up to 10 pages of sample syllabi for courses you propose to teach in the United States. Please elaborate your proposed lecture topics.

11. ENGLISH LANGUAGE PROFICIENCY

No action required. Not applicable.

12. FINANCIAL SUPPORT/BUDGET

This is further to your response under the ***Alternate Funding*** column.

13. VISA

If you, or your accompanying dependents, have previously entered the United States on a J-1 or J-2 visa. If you have entered U.S. multiple times on J visa, please must upload J1-J2s and DS-2019.

➤ **Please note: 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.**

14. PASSPORT

Please upload yours and your accompanying or visiting dependents biographical page that bear the name, place and date of birth, passport number, place and date of issue. Your passport **must be valid six months beyond your grant end date.**

15. BIBLIOGRAPHY

This is applicable for *research category* or *lecture and research category* proposals, you will have to provide a list of one to three pages of references relevant to the proposed research.

16. LETTER OF SUPPORT FROM HOME INSTITUTION

If you are employed and eligible for leave, you must upload the completed Letter of Support from home institution form on or before the application deadline *here*. You can download the Letter of Support from home institution from the Fulbright-Nehru Academic and Professional Excellence Fellowships webpage of the USIEF website www.usief.org.in .

17. ADDITIONAL DOCUMENTATION

Additional Documentation #1 - you must complete and upload the FNAPE Applicant Annexure to your online application prior to the application deadline. You can download the FNAPE Applicant Annexure form from the Fulbright-Nehru Academic and Professional Excellence Fellowships webpage of the USIEF website www.usief.org.in .



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Additional Documentation #2 – you must upload only one copy of your most recent significant publication *here*.

Additional Documentation #3 - if you have any further additional documents, upload *here* if not, leave it blank.

Additional Documentation #4 - if you have any further additional documents, upload *here* if not, leave it blank.

18. REGISTER RECOMMENDERS

Please provide the names and email addresses of your referees. It is very important that you provide correct information of your referees. Your referees will receive 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 provide their contact information and *click* on "*Invite Recommenders*."

➤ **Please note: All the references must be submitted online. Paper copies are not accepted.**

19. SIGNATURE

Enter your first name, surname and date of submission of application and *click* "*Save and Next*"

20. REVIEW

Review your application thoroughly before submitting it. It is mandatory to complete all the (*) marked questions. Do follow the India specific instructions carefully. The system will allow you to submit only if your application is complete.

Once you click **SUBMIT** you will not be allowed to make any changes in the online application.

To view your completed application after submission, *click* "Back to Dashboard" and download your application in pdf format for your reference and record.

Important note: to make your application eligible you must upload the following documents on or before the application deadline.

- **Completed application**
- **Applicant annexure**
- **Letter of support from home institution, if employed**
- **Most recent publication**
- **Three references.**

APPLICATION DEADLINE: JULY 16, 2018, 23:59:59 hrs (IST)

If you have any questions, please write to ape@usief.org.in

All the best!