



# United States-India Educational Foundation

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## Completing the Embark Online Application

### Instructions for Indian Fulbright-Kalam Climate Fellowship for Postdoctoral Research Applicants

For research in the United States in the 2019-2020 U.S. academic year

**Application Deadline: July 16, 2018, 23:59:59 hrs (IST)**

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

#### THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of: (a) your online application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) Ph.D. degree certificate/provisional Ph.D. degree certificate; (e) three reference letters; (f) letter(s) of invitation(s); (g) Letter of Support from Home Institution, if employed; (h) copy of a recent significant publication; (i) applicant annexure; and (j) additional documentation as specified in the instructions below.

#### REGISTER ONLINE

- All applications must be completed online at: <https://iie.embark.com/apply/visitingscholars>
- Click **Register** to start a new application. To begin, please add email id, password, first name and last name. Once your account has been created, you may proceed to login and complete your application. Do not write in CAPS.
- 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 log-in page.
- You are not required to complete this application in one session. You can re-enter at any time 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 established character limits.
- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors.**

Once you have created an account, please follow these steps:

#### 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?**

If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright program.

##### **Home Country/Country Applying from?**

You must be an Indian citizen to be eligible for the Fulbright program.

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

**Category of Grant:** Please select **Research** from the dropdown menu.

**Do not choose any other option from the dropdown menu.**

Once you successfully complete these four questions, you will be taken to the "Instructions" on the Embark site.



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## INSTRUCTIONS

Please click on **the Fulbright Program and General Requirements** on the Instructions page to download **Fulbright-Kalam Climate Fellowship for Postdoctoral Research Application Instructions** available under **India**.

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

**ONLINE APPLICATION FORM: PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

## PROGRAM INFORMATION

This page will allow you to add specific name of the fellowship, personal information, employment and academic credentials and project details.

The following will auto-populate from the selection you made during your application registration:

- **Home Country/Country Applying from**
- **Program**
- **Category of Grant**

### Special award name (if any)

Please enter the following fellowship category.

- **Fulbright-Kalam Climate Fellowship for Postdoctoral Research**

## PERSONAL INFORMATION

**Title:** Select the most appropriate title from the drop-down menu.

**Surname/Family Name, First/Given Name, Middle Name:** This will auto-populate based on information your provided during registration. Please review and ensure that your name should appear exactly as it appears on your passport. This spelling will be used on all documents related to your Fulbright-Kalam Fellowship.

**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.

**Country of Permanent Residence:** Select the country in which you legally reside 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 will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright program.

**Date of Birth (Month/Day/Year), City, Country of Birth**

- Add month, day and year of birth.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

**Marital Status:** Please select most 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.



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## EMPLOYMENT INFORMATION

### Current Position and Start Date, Department/Office, Institution

- Select your current position title 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 text box.*
- List start date of current position, department and institutions' name.
- If you are an independent scholar or currently unemployed please click the '*independent scholar/unaffiliated*' box and enter your residence address.

## ACADEMIC CREDENTIALS

List up to three completed degrees; enter your highest degree first.

### 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)

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- 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):** If yes, include information on previous Fulbright grants awarded including the year and award type from the drop-down menu.

## PROJECT DETAILS

### Project Title

- The project title should succinctly describe the focus of the award activity (for example, "Geographic variation in pollination dynamics: Instances from native forests of California and the Western Ghats of India" or "The Epics in an Age of Religious Plurality").
- Maximum 180 characters

### Brief Summary of Project Statement

In 3-5 sentences, provide a brief summary of the Fulbright project that easily allows non-specialists to appreciate the significance of the project or any potential contributions to the field. (700-character limit, use Roman characters only).

## ACADEMIC AND PROFESSIONAL INFORMATION

### INTENDED GRANT PERIOD

Fulbright-Kalam Climate Fellowship for Postdoctoral Research are for 8-12 months. These fellowships are for pursuing postdoctoral research at a U.S. institution. You are required to indicate the period in which you can complete your proposed project in the U.S. Please determine your grant duration carefully.

**NOTE:** The duration will not be changed later. It is recommended that you plan your program during the U.S. academic year (generally August/September through May), when your U.S. colleagues are more likely to be available. You cannot begin your grant before August 2019 or after March 2019.

## 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-Kalam project.

**Other Specialization:** List sub-fields within the broad academic discipline in which you specialize (for example, environmental law, Implications of Climate Change in Indian Monsoon).



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## PROFESSIONAL INFORMATION

**Professional Travel and/or residence abroad during the last five years (list most recent first; time abroad exceeding 3 months):** Be sure to include residence in the United States during the last five years. If you entered the United States on a J-1 and J-2 visa, please list the J category of sponsorship (professor, research scholar, student, specialist, short-term scholar, etc.)

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

## REFERENCES

Click the “**Register Recommenders**” button in the left corner of the application form to register your referees. You will need to complete the reference registration form to allow your referee(s) to submit your references online. It is imperative that you accurately enter the information as your referee will receive an automated email informing him/her of the online reference process. Your referees will receive an email from [noreply@embark.com](mailto: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.*” You will receive an email notification after the referee submits the online recommendation letter. References must be submitted no later than July 16, 2018.

- Do not request more than three referees to submit letters of reference.
- 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.
- 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.
- Candid, frank reference reports or letters of reference help reviewers place your research proposal within your home institution’s objectives and plans for growth. References also provide evidence of your reputation within your discipline.

### Note:

Referees can submit their online letters of reference while you are working on your application or after the submission of your application. However, ensure that your referees complete their letters of reference prior to the application deadline.

## ENGLISH PROFICIENCY

**Indicate if English is your native language:** Choose from the drop-down menu.

### Self-Assessment of English Proficiency

Indicate your personal assessment of your level of competence in English.



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## PREFERRED HOST INSTITUTION(S)

You will be affiliated to only one U.S. host institution for your entire grant duration.

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 of whether or not you have obtained letters of invitation from the U.S. host institutions, please complete this page. Please list up to three institutions, in order of priority along with the requested details.

If you made arrangements for affiliation with a U.S. host institution, provide the following information and attach your letter of invitation in the document upload section later in the application. If you have not made arrangements for affiliation, identify **three preferences in order of priority**. Be sure to give detailed reasons for each choice, and confirm that these universities offer programs in your field of interest (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center).

- 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 [climate@usief.org.in](mailto:climate@usief.org.in).
- If you cannot find the name of your preferred institution in the search menu, search for 'Other' then type in the institution's name in the text box provided.

## CONTACT INFORMATION

### CONTACT/FAMILY INFORMATION

#### Home Mailing Address

- Enter your complete residence mailing address in this section.

#### Emergency Contact Information

- Enter contact information in the event of an emergency. Emergency contact should not be of the person who will accompany or visit you in the U.S. during your grant period. The person should be residing in India or U.S.
- Select the country from the drop-down menu.

#### Accompanying Dependents

IMPORTANT: For grantees with grants 8 months or more in duration, subject to availability of funds, a dependent allowance and international travel may be provided for one accompanying dependent provided the dependent is with the grantee in the U.S. for at least 80% of the grant period. Dependents for the purpose of your Fulbright-Kalam Climate Fellowship for Postdoctoral Research grant are defined as the spouse and unmarried children under the age of 21 who will accompany you to the U.S. No other family members are eligible for the dependent benefits.

- List name of dependents as they appear on their passports. *If your dependent(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). Should you be selected for the grant, you will need to provide copies of their passports and previous DS-2019s if applicable, later to USIEF to confirm eligibility.*
- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

**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.



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## Alternate Funding

Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars. **If you are selected for the Fulbright-Kalam Climate Fellowship for Postdoctoral Research and you have indicated non-Fulbright funding, you will be required to provide supporting documentation/financial support statement at a later date.**

## SURVEY

### How did you learn about the Fulbright Visiting Scholar Program?

Please mark the check box(es) and, if necessary, type in the text field(s) how you learned about the Fulbright-Kalam Climate Fellowship for Postdoctoral Research Fellowship.

### How long did you consider applying for a Fulbright-Kalam Climate Fellowship for Postdoctoral Research before submitting this application?

Please select from the drop-down menu.

### Beyond the reputation of the Fulbright Program itself, what were the major factors in helping you decide to apply for a Fulbright Visiting Scholar award?

Please note that **Fulbright Visiting Scholar** is a generic term. The Fulbright-Kalam Climate Fellowship for Postdoctoral Research is one of the fellowships from India that falls under this category.

Please select all that apply from the drop-down menu.

## 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.

Note: The following instructions are adapted from the complete guidelines available on the Embark website.

**Upload a detailed project statement of no more than five single-spaced pages (3,500 words) on this page of your online application form.**

## FORMAT

- Do not exceed the word 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 PROJECT

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

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



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**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: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

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

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

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

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

## ADDITIONAL CONTENT RECOMMENDATIONS

You might find the following additional advice from former Fulbright scholars, reviewers and program staff useful in preparing a more competitive 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 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 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.

## STYLE RECOMMENDATIONS

- 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





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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.

## CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages. Please upload your CV on this page of the online application.)

When composing 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 present more completely your accomplishments. Do not include photographs.

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

## LETTERS OF INVITATION

- Letters of invitation should preferably be typed on institutional letterhead and signed. Scanned copies should be uploaded on this page of the online application. Please combine multiple letters of invitation as one 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 [climate@usief.org.in](mailto:climate@usief.org.in)

## ENGLISH LANGUAGE PROFICIENCY

No action required. This question is not applicable to you.

**FINANCIAL SUPPORT/BUDGET:** No action required at this stage. If you are selected for the Fulbright-Kalam Climate Fellowship for Postdoctoral Research and you have indicated non-Fulbright funding in Link: Contact Information, you will be required to provide supporting documentation/financial support statement.

**J-1 OR J-2 VISA:** If you had previously entered the United States on a J-1 or J-2 visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and upload copies of your previous DS-2019, if available, on this page of the application form.





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**LINK--PASSPORT:** If you have a valid passport, please upload both front and back pages of your passport that bear your name, place and date of birth, passport number, place and date of issue. At this stage of your application, passport information for your dependents is not required.

**BIBLIOGRAPHY:** You will have to provide a list of one to three pages of references relevant to the proposed research.

**LETTER OF SUPPORT FROM HOME INSTITUTION:** If you are employed and eligible for leave, please upload Letter of Support from Home Institution on this page of the online application.

Please indicate in the Applicant Annexure if you are uploading the Letter of Support from Home Institution Form.

If you are employed and eligible for leave, you will have to produce the letter of leave at a later date.

## ADDITIONAL DOCUMENTATION

### Additional Documentation #1

**Applicant Annexure:** Please complete the **Applicant Annexure** electronically and upload the annexure in your online application form on this link. You can download the **Applicant Annexure** form from the Fulbright-Kalam Climate Fellowship for Postdoctoral Research webpage of the USIEF website [www.usief.org.in](http://www.usief.org.in).

### Additional Documentation #2

**Ph.D. degree certificate/provisional Ph.D. degree certificate:** Please upload a scanned copy of your Ph.D. degree certificate on this link.

**Please scan and upload the documents, do not upload images taken by your mobile camera.**

### Additional Documentation #3

**Copy of a recent significant publication:** Upload a copy of your recent significant publication on this link of the online application.

### Additional Documentation #4

If you have any additional documentations, upload those here. If not, leave it blank.

## SIGNATURE

To electronically sign the application form, please type in your name – first name and last name -- and the date. Click “*Save and Next.*”

## REVIEW

Before you submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

**BEFORE YOU SUBMIT YOUR ONLINE APPLICATION, PLEASE REVIEW CAREFULLY THE APPLICANT CHECKLIST. ANNEXURE AND EMPLOYER’S Letter of Support from Home Institution Form (IF APPLICABLE) ARE IMPORTANT, WITHOUT THESE DOCUMENTS YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.**

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

If you have any questions, please write to [climate@usief.org.in](mailto:climate@usief.org.in)