FULBRIGHT TECH IMPACT

Instructions for Irish Scholar / Professional Applicants 2019-2020

Application Deadline: 4pm Tuesday 6th November 2018
Please note: Applications / Supporting Documentation received after this deadline will be deemed ineligible.

Please read all instructions carefully before commencing the application.

SECTIONS
1. NATURE OF GRANTS
2. ELIGIBILITY REQUIREMENTS
3. FIRST STEPS
4. COMPLETING & SUBMITTING THE APPLICATION
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1.   NATURE OF GRANTS

The **Fulbright TechImpact Scholar Awards** are designed to respond to the potential and pace of ICT. The Fulbright Commission is interested in supporting candidates across all disciplines who are exploring how technology contributes to a larger social value. Preference will be given to candidates who have received their PhD since 2014.

Fulbright TechImpact All Disciplines Scholar Awards are **RESEARCH** grants**:**
- For periods of **two weeks to three months** between August 2019 – August 2020. The possibility of repeat visits that do not aggregate to more than three months may be considered provided there is a robust justification and program of work for return visits.
- For conducting non-commercial based research, exploring how technology contributes to development across **all disciplines.**

Fulbright TechImpact Cybersecurity Award at Boston College Scholar Award:
- For periods of **Two to three months** between August 2019 – August 2020. The possibility of repeat visits that do not aggregate to more than three months may be considered provided there is a robust justification and program of work for return visits.
- For conducting non-commercial based research and attend modules of the MA in Cybersecurity at Boston College.

Fulbright TechImpact Cybersecurity Award at Georgetown University Scholar Award:
- For periods of **Two to three months** between August 2019 – August 2020. The possibility of repeat visits that do not aggregate to more than three months may be considered provided there is a robust justification and program of work for return visits.
- For conducting non-commercial based research in cybersecurity technology.

ALL Fulbright TechImpact Scholar Awards include:
- A monetary award to support travel, living, and related expenses
- Accident and emergency insurance
- J-1 visa administration
- Cultural / orientation programming

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant

document; (8) conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute; and (9) violation of the policies of the J. William Fulbright Foreign Scholarship Board (FSB).

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period or (2) the grantee leaves the United States for more than two weeks without authorization of the Fulbright Commission/U.S. Embassy or supervising agency.

2. ELIGIBILITY REQUIREMENTS

Potential applicants should ensure that they meet the following eligibility criteria before applying:

- **Eligible Citizenship:**
  - Irish citizens who are ordinarily resident on the island of Ireland.
  - Irish citizens who are not eligible to apply for a Fulbright award in their country of residence.
  - EU citizens who are ordinarily resident in the Republic of Ireland. A person is deemed to be ordinarily resident in the State if s/he has been living here for the past three consecutive years.

  N.B.: **Applicants born in Northern Ireland** who possess:

  - an Irish passport (or both Irish and UK passports) should enter Ireland as country of citizenship
  - a UK passport should enter United Kingdom as country of citizenship

- **Ineligible :**
  - U.S. citizens / dual nationals and holders of U.S. immigrant visas (green cards), or applicants for same, are not eligible to apply.
  - Applicants with extensive previous experience in the United States (e.g. currently studying at or recently graduated from a U.S. academic institution, resident in the U.S. currently or for five or more years in the previous six years). This does not include short term periods in the U.S. e.g. J1 summer visas or visa waiver program however preference may be given to applicants without prior experience in the U.S.
  - Scholars and their dependents who have held J visas with sponsorship of more than six months are not eligible to re-enter as J-1 researchers or lecturers for 12 months following the program sponsorship end date. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.

- Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and **ARE SUBJECT TO THE TWO-YEAR HOME-COUNTRY RESIDENCY REQUIREMENT** associated with the J-1 visa. This requirement means that candidates **will not be eligible for a U.S. residency or work visa until they have fulfilled the two-year home residency** requirement. Visits to the U.S. on a visa waiver are permitted during this time.

Applicants who meet the citizenship requirements / accept the two-year residency requirement should ensure that they meet the following criteria before applying:

- **Scholar / Professional Status***:* Preference will be given to early career researchers with a PhD conferred since 2014 and professionals with three to five years' experience in relevant fields. Candidates should demonstrate:
  - academic / professional and personal excellence
  - the capacity to transform and be transformed
  - that a Fulbright TechImpact Scholar Award will be a pivotal point in their research / career trajectory

- **A clearly defined research proposal at a U.S. institution**. As part of their applications, candidates are required to submit a detailed research proposal no longer than 3,500 words. Candidates must also arrange an affiliation at a recognized educational institution, research institute, cultural organization, and/or other approved non-academic institution.

- **A Fulbright Statement:** In order to demonstrate a clear understanding of the Fulbright Program and the role and benefit of being a 'Fulbrighter' candidates are required to include a statement of no longer than 2 A4 pages.

- **Sound physical and mental health:** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

- **Proficiency in English:** Irish citizens are exempt from the English proficiency test.

Grants are not for:
- Attending conferences.
- Enrolling in an academic program or pursuing a professional qualification.
- Clinical medical research involving patient contact.

In addition, you should note the following conditions affecting review and selection of candidates:
- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment
- Preference is given to those without extensive recent experience in the United States
- Applicants should be responsible citizens who can act as cultural ambassadors between the United States and Ireland
- Applicants should demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Please contact awards@fulbright.ie if you have any questions regarding your eligibility.

3. FIRST STEPS

- **Review the application instructions / process:** Read these guidelines in their entirety to ensure you understand what is required.

- **Plan ahead —** Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.

- **Consult with colleagues —** You are encouraged to consult with current or former Fulbright Scholars from Ireland or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement. The Commission can provide further details on Fulbright alumni and further information on past awardees can be found here http://www.fulbright.ie/alumni.

- **Make arrangements for affiliation with a U.S. host institution**
  o One of the most important components of the Fulbright Scholar Program is a formal affiliation at a relevant U.S. institution. In many cases, applicants are in contact with colleagues at U.S. institutions and have made preliminary plans for their own placements by securing a letter of invitation from the prospective host institution. However, if you are unable to make these preliminary contacts, you are strongly encouraged to identify three institutions that have appropriate facilities for the kind of project you wish to undertake and faculty / staff members specializing in your research interests. Please indicate the rationale for your preferences. Candidates will not need an official letter of acceptance/affiliation until spring/summer 2019 before commencing the award.

  o When determining which institutions to include on your preferred list, do not limit yourself to only large research institutes and the most well-known U.S. universities. Consider listing other institutions such as community colleges, regional universities or Minority-Serving Institutions (which include Historically Black Colleges and Universities, Hispanic-Serving Institutions, and Tribal Colleges and Universities). These institutions are often engaged in many dynamic areas of teaching and research. Though many U.S. institutions may not have an international reputation, they often do have appropriate facilities for scholars to conduct research. Scholars placed in these smaller and less well-known institutions often are given greater attention than their colleagues who are affiliated with larger and more well-known universities.

o If you have studied previously in the United States, you should avoid seeking affiliation at your U.S. alma mater/previous host institution. This is to ensure that you expand your contacts within the U.S. academic community.

o The task of affiliation is substantially facilitated if you have a project that is clearly defined and well-written, as prospective host institutions also want to be assured that you can conduct research effectively.

4.   COMPLETING & SUBMITTING THE APPLICATION

There are several steps to completing the Fulbright Visiting Scholar Application once you have created an account and logged on.
- Complete the general information section of the application form (pp.1 – 7))
- Complete or Upload the following **Documentation in their appropriate sections**:
  - Project statement
  - Curriculum Vitae (4 pages Maximum)
  - Letter(s) of invitation from US host institution(s)
  - Project Budget
  - Current / previous visas for applicant and accompanying dependents
  - Bio-data page of Passport for applicant and accompanying dependents
  - Bibliography
  - Fulbright Statement **(Additional documentation section)**
- **Nominate your references – your referees will need to submit their references on-line**
- Please utilize the application inspector to make sure that all the required questions are answered and that your application form is complete and ready to be submitted online.
- The final step is to click 'submit application' which will submit your application form securely online.

  A completed application comprises:
  o The Fulbright Scholar Program Visiting Application Form with all sections completed and requested supplemental documentation
  o 3 Full written references: submitted online through the Embark System by the referees. Please note that **hard copies of references will not be accepted**

PLEASE READ SUBMISSION DETAILS CAREFULLY
Candidates must first submit their application online through the Embark system and then POST 2 hard copies by **4pm, Tuesday 6th November 2018**

Online
1. Application and supplemental documentation online
2. 3 References completed by referees directly by the deadline above. It is the candidate's responsibility to ensure references are submitted on time to avoid an incomplete application.

Note: Please submit the application online electronically FIRST and BEFORE printing the hardcopy.

Hard Copy

Two unstapled and unbound Hard Copies to be submitted to:

Awards Manager
Fulbright Commission
C/O Clifton House
Fitzwilliam Street Lower
Dublin 2

Post-marked or hand-delivered by the deadline of **4pm, Tuesday 6th November 2018.**

Please contact awards@fulbright.ie if you have any questions regarding the submission requirements.

5.   SELECTION PROCESS

- **4pm, Tuesday 6th November 2018**: Deadline for applications

- **November – December 2018**: Initial screening and review of applications are done by the Irish Fulbright Commission and review panels

- **If short-listed**, candidates must be available for interview on a specified date in Dublin during early **January – February 2019**

- **February- March 2019**: After the interviews, the recommendations of the interview panels will be considered by the Fulbright Commission Board before being referred to the Institute of International Education, the U.S. Department of State and the J. William Fulbright Foreign Scholarship Board to in Washington, D.C. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board

- **March – April 2019:** Award offers will be made.

- **May – August 2019:** Award administration, programming and visa administration takes place. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.

6.   ONLINE APPLICATION INSTRUCTIONS

PRELIMINARY QUESTIONS INSTRUCTIONS

These appear immediately after you submit details to create your online account. Please amend before submission if you have answered incorrectly - *in particular for EU non-Irish citizens you must ensure Ireland is listed in Question 2.*

*To change these at any time click 'Update my answers to preliminary questions' at the top right hand area of the application form

Preliminary 1 – *U.S. Permanent Residency*

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

Preliminary 2 – *Home Country/Country Applying from:*

- Country from which you are applying for a Fulbright Scholar grant. **See Fulbright Ireland citizenship requirements on page 1.**

Preliminary 3 – *Program*

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

Preliminary 4 – *Category of Grant*

- Select **RESEARCH** from the pull down menu.

APPLICATION FORM INSTRUCTIONS - GENERAL GUIDELINES

Responses to questions on the application must adhere to 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.

Program Information

Special award name (if any)

- Please indicate FULBRIGHT TECHIMPACT AWARD

Personal Information

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

Personal Information: *Family Name, First Name, Middle Name*
- **Enter your name <u>exactly as it appears on your passport</u>.** This spelling will be used on all documents related to your grant and immigration paperwork.

Personal Information: *Gender*
- Select your gender from the drop-down menu.

Personal Information: *Country of Citizenship*
- Select the country in which you hold primary citizenship from the drop-down menu.
  PLEASE NOTE: Applicants born in Northern Ireland who possess:
    - an Irish passport (or both Irish and UK passports) should enter Ireland as country of citizenship
    - a UK passport should enter United Kingdom as country of citizenship

Personal Information: *Home Country/Country Applying from*
- This will auto-populate from the selection you made during your application registration.

Personal Information: *Country of Permanent (Legal) Residence*
- Select the country in which you legally reside from the drop-down menu.

Personal Information: *Date of Birth (Month/Day/Year) City/Country of Birth*
- Select the name of birth month, day, and year from the drop-down menus.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

Personal Information: *Martial Status*
- Select from the drop-down menu.

Employment Information

- 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 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

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. 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, and date received from the drop-down menus.
- 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 (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined), 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 or number rather than beginning a new line; avoid using hard returns in your response.

- Include only Fulbright Scholar grants awarded through CIES (e.g. Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in **'Professional Travel 20'** below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

Project Details
- 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").
- 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 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.

Personal Information 4. *Category of Grant*

Your answer (**Ireland or relevant EU member state**) must reflect the Irish Fulbright Commission's citizenship criteria which are:

- Irish citizens who are ordinarily resident on the island of Ireland.
- Irish citizens who are not eligible to apply for a Fulbright award in their country of residence.
- EU citizens who are ordinarily resident in the Republic of Ireland. A person is deemed to be ordinarily resident in the State if s/he has been living here for the past three consecutive years

  N.B.: **Applicants born in Northern Ireland** who possess:
  -an Irish passport (or both Irish and UK passports) should enter Ireland as country of citizenship
  -a UK passport should enter United Kingdom as country of citizenship

ACADEMIC/PROFESSIONAL INFORMATION
Intended Grant Period
- Fulbright TechImpact Awards All Disciplines are for a **minimum of 2 weeks and maximum of 3 months** during the **August 2019 – August 2020** period.
- TechImpact at Boston and Georgetown are for a **minimum of 2 months – maximum of 3 months** during the August 2019 – August 2020 period.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. If you intend to conduct research at an academic institution, it is recommended that you plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available.
Academic Discipline
- Select one discipline from the drop-down menu that best describes your Fulbright project.
- Determine your Primary Specialization- Select the most appropriate field of study and specialization from the drop down menus
- List sub-fields within the broad academic discipline in which you specialize.
  #### 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.
- 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** by your referees. **We will not accept hard copy references.**

Guidance notes on Reference Reports

- Applicants will be asked to enter the name and email address of your three chosen referees.
- Your 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/junk mail.**
- 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 receives the online link via email following the submission of their details and (b) each of their referees submits the reference online by the deadline of **4pm, Tuesday 6th November 2018.** An application missing one or more reference will not be considered.
- 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. 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.

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

HOST INSTITUTIONS

If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of Invitation to your application on **Page 7**. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted. 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 **awards@fulbright.ie.**

- 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 U.S. scholar, relevance of the U.S. scholar's work to your own research, or reputation of the academic department or research center). If you are shortlisted for interview, you will be expected to update the panel on your affiliation and provide letter of invitation if received.
- 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.
- If your research requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. Letters of affiliation from all relevant institutions must be submitted as part of the application.

CONTACT INFORMATION
- Enter your home mailing address
- Select the country from the drop-down menu.
- Please enter a mobile phone number, if possible– the Fulbright Commission may need a number on which to contact you during the application process

Contact/ Family Information: *Emergency Contact Information*
- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

Accompanying Dependents/ Family Members
- Please list all dependents (defined as 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 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).*

- 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.
- Applicants are required to submit copies of accompanying dependent's 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.
- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.
- 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.

Alternate Funding
- The Fulbright grant may not cover all your expenses in the U.S and the Fulbright Commission in Ireland does not provide dependent allowances. Therefore please list funds available from your own or other sources (e.g. sabbatical pay, research funds, personal funds, etc.) to support your and your dependents' stay in the U.S. if successful. Please complete this section as completely and accurately as possible based on information that you have at the time of application. If you should have a major change in your financial resources while your application is pending, you should immediately inform the Irish Fulbright Program Office at awards@fulbright.ie.

Survey
- Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright TechImpact Award.
- Please select from the drop-down menu.
- Please select all that apply from the drop-down menu.

THE PROJECT STATEMENT
The project statement is an essential component of the Fulbright application. It should

- be compelling, theoretically sound, well-written, and feasible for the time proposed in the U.S.
- **does not** exceed the word count (three to five single-sided pages; 3,500 words). Statements over this word count will be penalized.
- begin 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.
- be organized and provide responses to ALL of the following points, which appear in bold print below. Use them as headings for sections of text in your statement and **DO NOT** devote the entire space available to the Background.

Background: **Briefly** introduce the research topic. Place the project in context by referring to major works by others on the subject / current developments in the field. Clearly identify the element to be conducted in the U.S.

Objectives: Clearly define the aims of the project to be conducted in the U.S.

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 U.S. Please note that these awards are for a minimum of two weeks and maximum of three months. If you are proposing repeat visits to the U.S., please provide a draft schedule for the visits including length / timing of each visit. N.B. The visits cannot aggregate to more than three months but can take place during the 2019-2020 period.

Significance / Impact: Explain the importance of the project for the field, your home institution, your field, your future development, and Ireland. As stated above, TechImpact candidates are expected to demonstrate a capacity to transform and be transformed and to research how technology can contribute to a larger social value.

Evaluation and Dissemination: Describe plans for dissemination of your research in Ireland 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 CONTENT RECOMMENDATIONS

- Submit a clear and complete project statement that introduces you professionally to the interview 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 Ireland 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.
- 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 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 / professional achievements (document should not exceed four pages). 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, links 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.

Note: Copies of diplomas are not required.

LETTERS OF INVITATION
- Letters of invitation should be typed on institutional letterhead and signed.

- Scanned copies should be uploaded here.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, please email a scanned copy through to the **awards@fulbright.ie**

ENGLISH LANGUAGE PROFICIENCY: Not required by the Fulbright Commission in Ireland.

FINANCIAL SUPPORT / BUDGET: WE DO NOT REQUIRE A BUDGET. N.B. Fulbright Awardees receive accident and emergency insurance but some institutions require additional insurance cover so you may consider the cost of insurance with the institution should this cost arise.

J-1 / J-2 VISAS: Applicants are requested to upload copies of previous / current visas for themselves and accompanying dependents.

PASSPORT: Applicants are requested to upload a colour copy of the bio-data page of their and accompanying dependents' passports.

BIBLIOGRAPHY: Provide a list of one to three pages of references relevant to the proposed research.

LETTER OF SUPPORT FROM HOME INSTITUTION: NOT required by the Fulbright Commission in Ireland.

ADDITIONAL DOCUMENTATION

- *Fulbright Statement:* **In one to two pages please outline:**
  - your understanding of the Fulbright Program, the qualities / responsibilities of a Fulbright Scholar, and how you will demonstrate / fulfill them.
  - how you think you will benefit from the award personally and culturally. Your project statement speaks to the academic and professional benefits.
  - what benefits you will bring to the Fulbright Program and your host institution.
  - how you envisage your ongoing interaction with the Fulbright Program, Commission, and community upon your return to Ireland.
- DO NOT upload a research paper/ any additional publications or documentation as it will not be forwarded to the selection panel for review. No additional documents (documentation not submitted online) will be accepted

**Once you have completed the application in full, click submit and after this step
print two copies of the full pdf. version of your application.**

Please ensure you finish and submit your online application on or before 4pm, Tuesday 6th November 2018 through the Embark online system and submit 2 hard copies with your name and award category written on the back of the envelope to the Fulbright Commission Postmarked/OR Hand-Delivered at the address below. Late applications will be deemed ineligible.

Please Note: Reasonable accommodation will be given to candidates with diagnosed learning disabilities. Please contact: awards@fulbright.ie

**Awards Manager
Fulbright Commission
C/O Clifton House
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