Application Instructions

Fulbright Visiting Scholar Programme
2025-2026

Deadline for completed applications

is 5pm GMT Monday 4 November 202

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

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

PLEASE CREATE AND SUBMIT YOUR APPLICATION HERE:
https://apply.iie.org/fvsp2025/

Before you begin an application:

x   The Fulbright online application is a global application and is used by all Fulbright
Commissions worldwide. It is administered by the IIE (the International Institute of Education)
on behalf of the Fulbright programme.

x   Each Commission sets its own policies, procedures and country-specific instructions for using
the online application system. If you encounter any discrepancies between this document
and the application submission portal, you must adhere to the instructions outlined in
the document

x   Any questions about the application, eligibility or the Awards programme should be directed to
programmes@fulbright.org.uk . Please note that we receive an incredibly high number of

Eligibility Requirements   :

CITIZENSHIP

Eligible:

x   UK citizen (resident anywhere except the United States), or Irish citizen normally resident in Northern Ireland

x   Those with dual UK nationality with any country other than the United States

x   Those meeting the specific minimum qualifications for eligibility for the indivinited States

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

- x   Preference is given to those without recent extensive experience in the United States and who have not already held a Fulbright award.

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

- x   Applicants should demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Applicants who meet the general eligibility requirements should ensure that they also meet the criteria for the individual award to which they wish to apply. Information relating to each Scholar award can be found on the individual award pages on the Fulbright website.

Application Process Timeline

OVERVIEW OF THE PROCESS

- x   Monday, 5 August 2024: Applications open
- x   5pm GMT, Monday 4 November 2024: Deadline for applications
- x   November ±December 2025: Initial screening and review of applications are done by the US-UK Fulbright Commission and review panels. You should not expect to hear from the Commission during this time, and staff will be unable to comment on the

- x   Early-mid February 2025: If short-listed, successful candidates must be available for interview in this period. Interviews are likely to be held virtually on zoom
- x   March 2025: All candidates will be notified of the interview outcome.
- x   March-early April 2025: Fulbright
- x   March-July 2025: Fulbright and J-1 visa paperwork.
- x   Late June-July 2025: Fulbright 2-3-day Pre-Departure Orientation.
- x   From August 2025 onwards: Independent departures , your Fulbright exchange begins.

Fulbright Application Overview

STEP 1 Prepare before making your application:

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

- x   Read the UK Commission Application Terms and   Conditions

STEP 2 Complete and submit an Online Application:

A complete application includes:

- x Biographical, Educational, and Employment Details
- x Project Statement
- x New: Reflective Essay
- x Curriculum Vitae
- x US Host affiliation letter (or information about prospective US host(s))
- x Research Bibliography
- x Scan of your

The application does not have to be filled out in one sitting and, after Step 5 (data policy), can be completed in any order. The application form is made up of several sections. You can revisit each section at any time before submitting the application by clicking on the links on the left-hand side of the screen.

Most of the application form is self-explanatory. This instruction document provides extra guidance on some sections of the application form, particularly where the UK has specific

requirements.   Look for the   in this document for that extra information.

STEP 3: Preliminary Questions

Please answer these questions accurately. Failure to input the correct information here could result in your application not filtering through to the UK Commission when applications are processed.

 ¾ Through which program country are you applying?

 United Kingdom . Only put United Kingdom   otherwise your application will be sent to another Commission and will not be included in our competition.

 ¾ To which academic year are you applying?

your Application, the withdrawal of your consent may compromise the completeness of the Application.

STEP 6: Complete the Application

These sections can be filled out in any order. Some fields are mandatory for all applicants some are not relevant for applicants to the UK Commission.

PERSONAL INFORMATION

Please fill out all this section.

Some things to note:

- ¾ Number of Dependents
  This refers to the number of people you would likely bring with you to the United States if successful in your application. Dependents include a spouse and any unmarried children under the age of 21.

- ¾ National Identification Number
  This is not required

organizations.

- ¾ Letter of Support from Home Institution   (being affiliated with a UK university is   <u>not</u> an eligibility criteria)
  This is not required for applicants to the UK Commission

- ¾ Experience Abroad
  Please list below any professional travel and/or residence abroad, exceeding three (3) months, during the last six years.

- ¾ Have you recently entered the United States on a   J-1 or J-2 visa?
  Please select yes if you have held a J-1 or J-2 visa in any category in the last 5 years. Please give details of the visa type and upload a scanned copy of the relevant DS-2019 if you still have it.

LANGUAGE SKILLS

This section should be filled out by all applicants

PROJECT PROPOSAL

Please fill out all this section.

Some things to note:

Category of grant
Select the type of activity you will undertake on the grant. Make sure you understand which materials you are required to submit for your chosen category of grant.
- ¾ Project Statement

Please upload a detailed project statement of three (3) to five (5) single-spaced pages (not to exceed 3,500 words).

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-spaced pages. However, including irrelevant or extraneous material may divert attention from the project statement.

Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country. It is strongly recommended that you upload in PDF format.

GUIDELINES FOR PROPOSALS

Background
Briefly introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject. Clearly identify the element to be conducted in the US.

Objectives
Clearly define the aims of the project to be conducted in the US.

Methodology/Duration
Explain the approach, methods and plan you will use (for example, interviews, library or archival

Additional Information
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.

Elon University and Rutgers University -Newark applicants
Applicants to the Elon University award and the Rutgers University-Newark Award must also upload an overview of the courses you have taught to date in your university career. Please include the courses most relevant to those you would intend to teach at Elon/Rutgers. Please upload this to the Supplemental Materials section located in the Additional Information page of the online application.

ADDITIONAL PROJECT PROPOSAL GUIDANCE

x   Submit a clear and complete project statement that introduces you professionally to the Fulbright review panel. Your application will be peer reviewed by academics broadly in your field, e.g. history applications will be read by historians; medical science applications will be read by medics/academics in the medical sciences. You should keep this in mind when writing. However, it is also important that an educated reader from another discipline can understand the importance and potential impact of your intended research/teaching and why this project fits with the Fulbright programme.

x   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. Connect your experience to what you are preparing to do if you receive

can be reasonably accomplished during the period of the grant.

x   Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. Include only the most pertinent information in forming your responses so as not to exceed the page restrictions but avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavour

x   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 endeavours. Explain the significance of your project in language that will be understood by reviewers from outside your field.

8. Scholar selection panel's checklist

Below you will find a list of the criteria your application must meet for the Selection Panel to consider you for an interview. These are the questions we will be asking ourselves when reviewing your application. We would strongly encourage you to use them as a checklist before you submit your application. Unless you answer Yes to every single question, we suggest that you revisit your project proposal.

- x Is the project proposal clear and detailed and does it propose a feasible grant project which demonstrates potential for wider impact?
- x Does the application provide good reasoning for the proposed host institution?
- x Does the applicant show a keen interest in exploring a new culture and sharing their own?
- x Does the applicant explicitly discuss why they would like to participate in the Fulbright Programme? Do they demonstrate an understanding of and commitment to the

Once you submit your application, you will not be able to return to your application. After submission you will have access to a PDF proof of your submitted application. You will also be able to track the status of references, send reminders, and change reference information if necessary.

If you need to make any important changes to your application after submission please contact fulbrightprogrammes@fulbright.org.uk