



United States-India Educational Foundation

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Completing the Embark Online Application

Instructions for Indian Fulbright-Nehru Doctoral Research Fellowship (FNDR) Applicants

For pre-doctoral level research in the United States during the 2015-2016 U.S. academic year
Application Deadline: July 1, 2014

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) Ph.D. registration certificate; (c) study research objectives; (d) personal statement; (e) curriculum vitae; (f) writing sample; (g) a letter from your Ph.D. supervisor; (h) scanned copies of your mark sheets and diploma/degree certificates; (i) three reference letters; (j) letter(s) of invitation from the U.S. host institution; (k) employer's endorsement, if employed; (l) FNDR applicant annexure; and (m) additional documentation as specified in the instructions below.

1. REVIEW ELIGIBILITY CRITERIA

Please review the following **prerequisites and eligibility requirements** and the **fields of study** to ensure your eligibility for this fellowship program.

FNDR Prerequisites and eligibility requirements

The Fulbright-Nehru Doctoral Research Fellowships are designed for Indian scholars who are registered for a Ph.D. at an Indian institution. These fellowships are for six to nine months.

The applicant:

- should be a responsible Indian citizen who can contribute to a full and fair picture of the culture and civilization of India, and thereby help to promote understanding and friendship between the peoples of the United States of America and India;
- must be residing in India at the time of application. No application will be accepted from Indians residing, working or studying outside of India;
- should have a high level of academic/professional achievement;
- should demonstrate proficiency in the English language to undertake the proposed project/program and adjust to life in the U.S. The applicant may be required to take the Test of English as a Foreign Language (TOEFL);
- if shortlisted for an interview, must appear **in person** for interview at the USIEF office in New Delhi;
- must inform USIEF well in advance at ip@usief.org.in if s/he needs to travel abroad (e.g. conference) during the application cycle (in particular July 2014 – June 2015);
- should be eligible for leave, if employed;
- should be in good health;
- should not be applying for or holding permanent residence (green card) in the United States; and
- should give an undertaking to return to India on the completion of the fellowship.

Note: Preference will be given to candidates who have not had extensive recent U.S. experience.



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In addition to the above requirements, please note the following:

- You should have done adequate research in the relevant field, especially in the identification of resources in India and the U.S. You should be registered for your Ph.D. at an Indian institution at least one year prior to the date of application. In your online application form you will have to upload a letter from your Ph.D. supervisor that comments on your research work and the usefulness of the fellowship, and indicates the Ph.D. registration date;
- This grant is intended for Ph.D. students to conduct research essential to their dissertations/theses. Therefore, your expected Ph.D. thesis submission date should not be earlier than three months after your Fulbright-Nehru grant end date. For example, if May 2016 is your grant end date, you cannot submit your thesis before August 2016. Please indicate the Ph.D. registration date and the expected Ph.D. thesis submission date in the **FNDR Applicant Annexure**. You can download the FNDR Applicant Annexure from the Fulbright-Nehru Doctoral Research Fellowships webpage of the USIEF website www.usief.org.in;
- If you are employed, please follow the instructions carefully regarding employer's endorsement. The employer must indicate that leave will be granted for the fellowship period. Please obtain the endorsement from the appropriate administrative authority on the **FNDR Employer's Endorsement Form**. You can download the **FNDR Employer's Endorsement Form** from the Fulbright-Nehru Doctoral Research Fellowships webpage of the USIEF website www.usief.org.in; and
- You should upload a 'writing sample' such as a copy of an article or paper published/presented or extracts from the M.Phil. thesis in your online application form.

Note: These fellowships are for pre-doctoral level research. Applicants with Ph.D. degrees or those at the final stage of Ph.D. thesis submission will **not** be considered.

Fields of Study

Applications will be considered **only** in the following fields (choose only one):

1. Agricultural Sciences;
2. Education, especially technology-enabled learning, skill building, and faculty development;
3. Energy Studies;
4. International Trade Economics;
5. Public Health Policy and Management;
6. Science and Technology (limited to bioengineering, climate change sciences, computer and mathematical sciences, and Neurosciences);
7. Strategic Studies;
8. Study of India (limited to language/literature/linguistics, history, and visual and performing arts);
9. Study of the United States (limited to language/literature/linguistics, history, and visual and performing arts); and
10. Women's and Gender Studies, especially public policy for gender parity



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2. REGISTER ONLINE

- All applications must be completed online at:
<https://apply.embark.com/student/fulbright/international/20/>
- If this is your first application, you will register as a new user. Click **Create an Account** under the **New User?** Section.
- 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 on "Update My Account" (top of the application Home page).
- You are not required to complete this application in one sitting. You can re-enter at any time and edit your application before you submit it. However, please remember that 40 minutes of inactivity will result in your being logged out. You will have to log in again to resume your application.
- Once you submit your application, you can neither make any changes to it nor upload any documents.
- 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:

1. Please select **Non-US/Non-Canadian** from the drop down menu for "**State/Province.**" Your email address is your User ID.
2. **Preliminary Questions:** Complete the following preliminary questions before proceeding with the application form:

Preliminary 1: Through which program country are you applying?

You must be an Indian citizen residing in India at the time of application. No application will be accepted from Indians residing, working or studying outside of India.

If you are invited for an interview, you have to appear in person before the selection committee. Interviews over the internet or the telephone are not permitted.

Preliminary 2: To which program are you applying?

Select **Fulbright Foreign Student Program.**

Preliminary 3: Have you checked with your Fulbright Program Office?

Select **Yes.** If you have any questions you can write to dr@usief.org.in.

Preliminary 4: For which academic level are you applying?

Select **Graduate Study** from the dropdown menu.

Once you successfully complete these four questions, you will be taken to the "Homepage"



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INSTRUCTIONS

The following instructions are also available as **FNDR Application Instructions** under **Instructions** on the homepage. Please click on **India** to download these India specific instructions. **Please note that the India instructions supersede any general instructions.**

ONLINE APPLICATION FORM: Please follow these instructions:

[Application Page 1](#)

GENERAL INFORMATION

Item 1 – Name: It is very important that you list your name exactly as it appears (or will appear) on your passport. Please use upper and lower case when entering your name, e.g. Ron Smith. Avoid using all capital letters or using all lower case. Also, do not use diacritical markings as this can sometimes create computer-related problems.

Items 2-9 – Complete these items as per the online instructions.

Item 10—Do You Now Have, Or Have You Ever Held:

- U.S. Citizenship?
- U.S. Dual Citizenship?
- U.S. Permanent Residency?

If you have U.S. Citizenship, U.S. Permanent Residency (Green Card), or you are applying for U.S. Citizenship, U.S. Permanent Residency (Green Card) you are ineligible for a Fulbright award.

Item 11—Which Application Cycle Are You Applying To?

- Select **2015-2016**
- Degree Objective:
 - Select **Visiting Student Researcher**

Item 12—What Is Your Proposed Major Field Of Study?

Select one discipline from the drop-down menu that is closest to your Fulbright project.

Important note: The disciplines in the drop-down menu may not exactly match the list of eligible fields for the Fulbright-Nehru Doctoral Research Fellowships. You will be required to indicate your chosen field of study in the **FNDR Applicant Annexure**, which will have to be uploaded in this online form on **page 11**.

Specialization in Field: Please indicate the specialization, if any.

Item 13—FUTURE PLANS: (Describe the career you plan to pursue after completion of study or research in the U.S., e.g. teaching, government, business, industry or any plans you might have for continued study or research in your home country. Also indicate if you will be returning to former employment, or if you have been promised a position in India after completing your Fulbright grant.)



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Item 14—Institutions Attended: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first).

Item(s) 15–20 — Complete the items as per the online instructions.

Application Page 3

Item 21— Identify Your Current Position or Occupation: Please select from the drop down menu the position title which best describes the activity in which you are currently (or most recently) involved.

Item(s) 22–26 — Complete the items as per the online instructions.

You will create essays on **application pages 4 and 5**. You have several ways to create your essays.

- You can compose your essay on-line. Please note there is a 40-minute 'time out' function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay. You will not be able to customize the formatting of your essay.
- You can copy and paste text from another document and edit online. Again, you will have a 40-minute 'time-out' function. You will not be able to customize the formatting.
- You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.

You should preview all of your essays to make sure the formatting is correct before submitting your application by clicking the Preview button. You must use the "Back" browser button to return to your essay. Closing out of the HTML view will exit you from your application.

Application Page 4

Item 27—Study/Research Objective:

Write a clear and detailed description of your study objectives, and give your reasons for wanting to pursue them in the U.S. Be specific about your major field and your specialized interests within this field. Describe the kind of program you expect to undertake, and explain how your study plan fits-in with your previous training and future objectives. Your statement of purpose is an essential part of your application. Explain the relevance of your project in relation to India and/or the U.S. Indicate the expected impact of your participation on your home institution and your field of study. Include a title and references.

It is advisable for you to limit your response to fifty lines of text.

Upload your Study/Research Objectives on **page 4**.

NOTE: This essay contains a 'header', you must leave a 1 1/2 inch (4 cm) top margin on every page of your uploaded essay. After saving this essay, click on the Preview button to view your essay and make sure margins on all pages are correct.



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Item 28—Personal Statement:

This should be a narrative statement showing your strengths as a candidate for this fellowship. It should include information about your education, practical experience, special interests, career plans and any significant factors/accomplishments that have influenced your educational or professional development which distinguishes you from others and which you would like to bring to the attention of the reviewers. Your response should not exceed 50 lines of text.

Upload your Personal Statement on **page 5**.

NOTE: This essay contains a 'header', you must leave a 1 1/2 inch (4 cm) top margin on every page of your uploaded essay. After saving this essay, click on the Preview button to view your essay and make sure margins on all pages are correct.

Application Page 6

Item 29—Resume/Curriculum Vitae: Please upload a copy of your resume or curriculum vitae (not more than 3 pages) on **page 6** of the online application. Do not include photos.

Application Page 7

Item 30—Transcripts: Please upload one file (not exceeding 2 MB) containing scanned copies of your degrees/diplomas certificates and mark sheets, beginning with your latest degree/diploma on **page 7** of the online application. You must include mark sheets for all yearly or semester examinations, and not just the final one. The set must be arranged in chronological order, beginning with the latest degree/diploma. **Do not** include high school/senior secondary school mark sheets or certificates. Certificates and mark sheets in any language other than English must be accompanied by certified English translations.

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Items 31-36— Complete the items as per the online instructions. However, information provided by you will not be used in the processing of your application.

Item 32— National Identification Number: This is not a required field.

Item 37— REFERENCES: List the names of persons from whom you have requested letters of reference and provide the details as requested.

Note: One of your referees must be your Ph.D. supervisor. Request your three referees to submit their reference letters online. You must click on the **Recommendation** button on the Home Page of the online application to register your recommenders. **However, if they cannot submit their reference letters online, please provide them the Confidential Letter of Reference Form that you can download from the <https://apply.embark.com/student/fulbright/international/20/ReqForms.asp> . Please request your referee(s) to send the completed Confidential Letter of Reference Form to the Executive Director, USIEF, Fulbright House, 12 Hailey Road, New Delhi 110 001. All letters of reference should reach by the July 1, 2014 application due date.**



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Item(s) 38–41 — Complete the items as per the online instructions.

Application Signature: Please type your first (given) name and the family (last) name in the boxes.

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Items 42–44—Personal Financial Information: Fulbright-Nehru grant will be your primary source of funding.

Item 45— Complete the item as per the online instructions.

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Item 46— University Preferences: You will be affiliated to one U.S. host institution for your grant. Mention three U.S. institutions which you would prefer to be affiliated with or may have corresponded with, stating specific reasons for your preference. Please list departments and professors. **Upload all letter (s) of invitation, indicating the duration of your visit, preferably with dates on page 13 (Test Score page).**

Application Page 11

Country Specific Questions

Please upload one file (not exceeding 2 MB) containing the following additional documents on page 11 of the online application form.

1. FNDR Applicant Annexure
2. Signature Form (download from **Supplement Forms** link on the homepage). Print and sign before uploading.
3. Bio page of your current passport (pages with your photo, name, passport number etc) (if available)

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Writing Sample: Upload your writing sample (which could be a copy of an article or paper published/presented or extracts from your M.Phil. thesis, not exceeding 2 MB) on **page 12** of the online application.



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Test Scores: It is **not** mandatory to submit TOEFL scores at the time of application. However, if you took TOEFL in 2013 or later, please upload your score report. No other test scores should be uploaded.

In addition to the TOEFL test score report (if any), please upload the following on page 13 of the online application:

- a. Letter of invitation from U.S. institutions (if any);
- b. Ph.D. registration certificate; and
- c. Letter from your Ph.D. supervisor that comments on your research work and the usefulness of the fellowship, and indicates the Ph.D. registration date

Note: You will need to combine all these documents into one PDF file not exceeding 2 MB.

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Additional Upload Page:

This page is applicable to employed applicants only. Employed applicants can upload the signed **FNDR Employer's Endorsement Form** on page 14 of the online application. If you are going to upload the signed FNDR Employer's Endorsement Form, **please do not submit your application** until you have uploaded this form. **Please proceed with the following steps.**

Application inspector

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

Review and print your application

Review a PDF version of your application and print a copy for your records. **Employed applicants MUST print a copy of their application at this stage.** Please review the following Important note for employed applicants.

Important note for employed applicants: If you are employed and required to submit your application through proper channel, please obtain the endorsement from the appropriate administrative authority on the FNDR Employer's Endorsement Form.

1. Download the FNDR Employer's Endorsement Form from the USIEF website.
2. After reviewing your application as part of the **Application Inspector** process, please print a copy of your application. **Do not submit your application yet if you plan to upload the FNDR Employer's Endorsement Form.**
3. Submit the printout of your Fulbright-Nehru application along with the FNDR Employer's Endorsement Form to your employer.
4. The employer must indicate that leave will be granted for the fellowship period.

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5. Please request the employer to return the signed FNDR Employer's Endorsement Form to you so that you can scan and upload it on **page 14** of your online application. Or, the employer can send this form directly to the **Indian Program, United States-India Educational Foundation, 12 Hailey Road, New Delhi 110 001** so as to reach no later than **July 1, 2014**.

6. Please indicate in the FNDR Applicant Annexure if you are uploading the FNDR Employer's Endorsement Form.

7. Please note that you cannot upload any document once you submit your application. Therefore, if you will upload the signed FNDR Employer's Endorsement Form in your application, DO NOT submit your application until you have uploaded the FNDR Employer's Endorsement Form on page 14.

Submit your application

After completing this application and thoroughly reviewing it, you will submit it electronically. Please note it is very important that you identified your country of citizenship correctly in the preliminary questions. If you entered the wrong country of citizenship when you answered the preliminary questions, you must correct this prior to submitting your application. You can correct your country of citizenship by clicking on the "update my answers to preliminary questions" link on the upper right-hand corner of the Home page.

Note carefully, after submitting your application electronically, you will be able to access it in a viewable PDF format as well as be able to access supplemental forms. You will be able to print these documents. However you will not be able to make changes to your application including uploads.

Supplemental forms on the homepage: You are not required to submit the following forms available under the Supplemental forms link on the home page:

1. Report on Proficiency in English
2. Transcript Release Form
3. Academic Records Information

IMPORTANT: Refer to the FNDR Application Checklist before submitting your online application.

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