



United States-India Educational Foundation

www.usief.org.in

Completing the Embark Online Application

Instructions for Indian Fulbright-Nehru Academic and Professional Excellence Fellowship (FNAPE) Applicants
For research or teaching or a combination of research and teaching in the United States in 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) detailed project statement; (c) detailed curriculum vitae; (d) three reference letters; (e) letter of invitation; (f) employer's endorsement on the FNAPE Employer's Endorsement Form, if employed; (g) copy of a recent significant publication; (h) FNAPE applicant annexure; and (i) 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.

FNAPE PREREQUISITES AND ELIGIBILITY REQUIREMENTS

The Fulbright-Nehru Academic and Professional Excellence Fellowships aim to provide Indian faculty, researchers, and professionals residing in India the opportunity to teach, conduct research, or carry out a combination of lecturing and research at a U.S. institution. Depending on the U.S. host institution, it is likely that the grantee may contribute towards developing curriculum and conducting workshops and seminars. These fellowships are for **four 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 (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.

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



United States-India Educational Foundation

www.usief.org.in

In addition to the above, please note the following:

- faculty/researchers should have a Ph.D. degree or equivalent published work with at least five years of relevant teaching/research experience;
- professionals outside academe should have a Master's degree or equivalent published work with recognized professional standing and at least five years of relevant experience;
- you should upload a recent significant publication (copy of paper/article) in your online application; and
- 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 Employer's Endorsement Form. You can download the Employer's Endorsement Form from the USIEF website.

Fields of Study

Applications will be considered **only** in the following fields:

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

2. REGISTER ONLINE

- All applications must be completed online at: <https://apply.embark.com/student/fulbright/scholars/30/>
- 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 Account" (top of the application Homepage). On the registration screen, click "Change Password" in the lower left corner.
- 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 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.**



United States-India Educational Foundation

www.usief.org.in

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: Do you have or are you applying for 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?

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 3: Program?

Select “Fulbright Visiting Scholar Program” from the drop down menu.

Preliminary 4: Category of Grant?

Fulbright-Nehru Academic and Professional Excellence applicants should select the appropriate option from the dropdown menu:

Lecture – If the primary purpose of your project is to teach a course (individually or team-teach) for either a semester (4 months) or an academic year (9 months).

Research – If the primary purpose of your project is to conduct research

Lecture/Research – If your project will combine research and teaching

Do not choose any other option from the dropdown menu.

Once you successfully complete these four questions, you will be taken to the “Homepage” on the Embark site.

INSTRUCTIONS

The following instructions are also available as **FNAP Application Instructions** under **Instructions** on the Embark homepage. Please click on **India** (under Country Specific Instructions) to download these India specific instructions.

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

Online Application Form: Please follow the instructions below:

Application Page 1

PERSONAL INFORMATION

1. Home Country/Country Applying from

- This will auto-populate from the selection you made during your application registration.

2. Program

- This will auto-populate from the selection you made during your application registration



United States-India Educational Foundation

www.usief.org.in

3. Special award name (if any)

Please enter the following fellowship category.

- **Fulbright-Nehru Academic and Professional Excellence Fellowships**

4. Category of Grant

- This will auto-populate from the selection you made during your application registration.

5. Title

- Select the most appropriate title from the drop-down menu.

6. Family Name, First Name, Middle Name

- This will auto-populate based on information you 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-Nehru Fellowship.

7. Gender

- Select your gender from the drop-down menu.

8. Country of Citizenship

- Select the country in which you hold primary citizenship from the drop-down menu. **You must be a citizen of India to be eligible. 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 applying for or holding permanent residence (green card) in the United States, you are not eligible.**

9. Country of Permanent Residence

- Select the country in which you legally reside from the drop-down menu.

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. You must not be residing in the U.S.

10. U.S. Permanent Residency

- 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.

11. 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.

12. 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.



United States-India Educational Foundation

www.usief.org.in

EMPLOYMENT INFORMATION

13. 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 in English.*
- List the name of your institution, department or office, city, and province/state **in English**. Please give your mobile number in the telephone column.
- If you are an independent scholar or currently unemployed please click the '*independent scholar/unaffiliated*' box and enter your residence address.

ACADEMIC CREDENTIALS

14. 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, date received from the drop-down menus.

15. Significant Professional Accomplishments and Publications

- 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.

16. Previous Fulbright Grant(s)

- Include information on previous Fulbright grants awarded including the year and award type.

PROJECT DETAILS

17. Project Title

- The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World" or "Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks").
- Maximum 160 characters

18. 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.



United States-India Educational Foundation

www.usief.org.in

Application Page 2

INTENDED GRANT PERIOD

19. Proposed Program Length and Dates

Fulbright-Nehru Academic and Professional Excellence Fellowships are for 4-9 months. These can be for lecturing, research or a combination of teaching and research at a U.S. institution.

- Lecture:** teaching courses (individually or team-teach) for either a semester (4 months) or an academic year (9 months). From the dropdown menu, choose either 4 months or 9 months.
- Research:** the duration of your research project should be 4 to 9 months.
- Lecture/Research:** applicants will carry out a combination of teaching and research at the U.S. host institution for 4 to 9 months. Important: In your project statement (application page 5) you must specify the percentage of grant for each activity. For instance, if you plan to spend 60% of your grant duration for research and 40% for teaching, your project statement should demonstrate this allocation. Teaching could courses (individually or team-taught) or series of seminars at the 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. Should you be selected for a grant it will be for the period you specified in your application. **The duration cannot be changed.**

It is recommended that you plan your program during the U.S. academic year (generally August/September through May), when your U.S. colleagues are more likely to be available. You cannot begin your grant before August 2015 or after March 2016.

ACADEMIC DISCIPLINE

20. Academic Discipline and Primary Specialization

- Select the most appropriate discipline from the drop-down menu and your primary specialization using the "Find Specialization feature," that are 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 Academic and Professional Excellence Fellowships. You will be required to indicate your chosen field of study in the **FNAPE Applicant Annexure**, which will have to be uploaded in this online form.

21. Specialization(s)

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

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

PROFESSIONAL INFORMATION

22. Professional Travel and/or Residence Abroad during the Last Five Years (list most recent first; time abroad exceeding 3 months)

- 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



United States-India Educational Foundation

www.usief.org.in

copies of your previous DS-2019, if available, on page 10 for research applicants and page 11 for lecturing and lecturing/research applicants.

23. Professional Memberships

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

REFERENCES

24. Identification of Referees

- List the names and contact information of three persons from whom you have requested a letter of reference.
- References must be completed in English.

Candid, frank reference reports or letters of reference help reviewers place your research or teaching proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline.

You can submit the reference letters either through the **a) online application system or through b) the Reference Report Form.**

a) Online System: Click the "**References**" button in the top left corner of the application form. Please follow instructions under "**Step 4: References**" 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. **References must be submitted in English no later than the July 1, 2014 application deadline.**

b) Reference Report Form: Please download the Reference Report Form from the Fulbright-Nehru Academic and Professional Excellence Fellowship webpage on the USIEF website (www.usief.org.in). Please provide this form with a copy of your project statement to your referees. The referee should attach a typed letter on the institutional letterhead addressing the items below and return it with this form to the **Executive Director, United States-India Educational Foundation, 12 Hailey Road, New Delhi 110 001**. The reference must be written in or translated into English and must be received by the deadline July 1, 2014. Applications cannot be reviewed without reference reports.

- You must submit three references. Do not submit more than three references.
- Please provide your referees with a copy of your project statement.
- References should be from people qualified to evaluate your professional work, the abilities you bring to the proposed project, your ability to adapt to another country and culture, and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- It is your responsibility to ensure that reference reports are submitted by the deadline.



United States-India Educational Foundation

www.usief.org.in

ENGLISH PROFICIENCY

25. Self-Assessment of English Proficiency

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

Application Page 3

PREFERRED HOST INSTITUTION(S)

26. 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.

Irrespective of whether or not you have obtained letters of invitation from the U.S. host institutions, please complete Item 26. Please list up to three institutions, in order of priority along with the requested details in item 26.

- If you have already made arrangements with a U.S. host institution, **you must upload a copy of your letter of invitation on page 7 of the application, under LETTERS OF INVITATION.** You can upload multiple letters of invitation as one file (not exceeding 2 MB).
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to ape@usief.org.in.
- 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; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.
- 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.

Application Page 4

CONTACT/FAMILY INFORMATION

27. Home Mailing Address

- The information will auto-populate based on the information you provided during the application registration. Please review and update your home mailing address, as required.
- Select the country from the drop-down menu.

28. Emergency Contact Information

- Enter contact information in the event of an emergency.
- Select the country from the drop-down menu.

29. Marital Status

- Select the appropriate option from the pull-down menu.



United States-India Educational Foundation

www.usief.org.in

30. 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-Nehru 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.

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant for the entire duration or part of the fellowship period. **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]. 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.

31. Alternate Funding

- Please list all non-Fulbright funding that 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 a Fulbright-Nehru Academic and Professional Excellence Fellowship and you have indicated non-Fulbright funding, you will be required to provide supporting documentation/financial support statement at a later date.**

Survey

32. 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-Nehru Academic and Professional Excellence Fellowship Program.**

33. How long did you consider applying for a Fulbright-Nehru Academic and Professional Excellence Fellowship before submitting this application?

- Please select from the drop-down menu.

34. 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-Nehru Academic and Professional Excellence Fellowship** is one of the fellowships from India that falls under this category.

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

PHYSICAL IMPAIRMENT

35. Physical Impairment

- This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*



United States-India Educational Foundation

www.usief.org.in

SIGNATURE

To electronically sign the application form, please type in your name – first name and last name -- and the date.

Application Page 5

THE 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 page 5 of your online application form.

FORMAT

- **Do not exceed the character limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country (India) and the project title at the top of page one. At the top of each subsequent page, type your name and country (India).
- Depending on your grant category (research, lecture, or lecture/research), choose the appropriate set of guidelines given below.
- 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.

a. GUIDANCE FOR A RESEARCH PROJECT PROPOSAL

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

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

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



United States-India Educational Foundation

www.usief.org.in

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.

b. GUIDANCE FOR A LECTURING PROPOSAL

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain in detail what you propose to teach in the United States. You can either teach a course (s) individually or team-teach with a U.S. colleague. Upload the course outline and syllabus for the course that you propose to teach on page 8 of the online application.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in 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.

c. GUIDANCE FOR A RESEARCH/LECTURING PROPOSAL

Applicants who will carry out a combination of research and teaching/lecturing activities at the U.S. host institution should specify the percentage of the grant for each activity in the project statement. **For instance, if you plan to spend 60% of your grant duration and 40% for teaching, your statement should demonstrate this allocation.** Teaching could include courses (individually or team-taught) or a series of seminars at the U.S. institution. **Please follow the guidelines given above (a and b) for outlining your research project and teaching activities at the U.S. institution.**

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.



United States-India Educational Foundation

www.usief.org.in

- 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.

Application Page 6

THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (**document should not exceed six pages and 2 MB. Please upload your CV on page 6 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.

Application Page 7

LETTERS OF INVITATION

- Letters of invitation should preferably be typed on institutional letterhead and signed. Scanned copies should be **uploaded on page 7** of the online application. Please combine multiple letters of invitation as **one document** (not exceeding 2 MB) to upload.
- Invitations do not ensure selection for an award.
- If an invitation arrives after you have submitted the application, forward the invitation to ape@usief.org.in



United States-India Educational Foundation

www.usief.org.in

COURSE SYLLABI (Required for lecturing applicants and lecturing/research applicants.)

If your primary focus is lecturing, please follow instructions on [page 8](#) of the online application.

If you will combine research with lecturing please follow instructions on [page 8](#) of the online application.

You will have to provide up to 10 pages of sample syllabi for courses you propose to teach or have taught.

ENGLISH LANGUAGE PROFICIENCY (Application [page 8](#) for research applicants, [page 9](#) for lecturing or for research/lecturing applicants): No action required. This question is not applicable to you.

FINANCIAL SUPPORT/BUDGET (Application [page 9](#) for research applicants, [page 10](#) for lecturing or for research/lecturing applicants): No action required at this stage. **If you are selected for the Fulbright-Nehru Academic and Professional Excellence Fellowship and you have indicated non-Fulbright funding in question 31, you will be required to provide supporting documentation/financial support statement at a later date.**

J-1 OR J-2 VISA (Application [page 10](#) for research applicants, [page 11](#) for lecturing or for research/lecturing applicants): If you 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 in the **online application** (should not exceed 2 MB)

PASSPORT (Application [page 11](#) for research applicants, [page 12](#) for lecturing or for research/lecturing applicants): Please upload the page of your current passport that bears 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 (Required only for research and lecturing/research applicants.) **If your primary focus is Research please follow instructions on [page 12](#) of the online application. If you are combining Research with Lecturing please follow instructions on [page 13](#) of the online application.** 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 Application [page 13](#) for research or lecturing applicants, [page 14](#) for research/lecturing applicants): **No action required.** If you are employed and eligible for leave, please upload the FNAPE Employer's Endorsement Form on [page 17](#) of the online application.

If you are employed and eligible for leave, should you be selected for the Fulbright-Nehru Academic and Professional Excellence Fellowship, you will have to produce the letter of leave at a later date.

Application page 14: No action required for research or lecturing applicants. Please leave this page blank.

Application page 15

Additional Documentation

FNAPE APPLICANT ANNEXURE: Please complete the **FNAPE Applicant Annexure**, print and sign before uploading the scanned copy on [page 15](#) of your online application form.

You can download the **FNAPE Applicant Annexure** form from the Fulbright-Nehru Academic and Professional Excellence Fellowships webpage of the USIEF website www.usief.org.in .



United States-India Educational Foundation

www.usief.org.in

Application page 16

Additional Documentation

COPY OF A RECENT SIGNIFICANT PUBLICATION: Upload a copy of your recent significant publication on **page 16**. It should not exceed 2 MB.

Application page 17

Additional Documentation

FNAPE EMPLOYER'S ENDORSEMENT FORM

This page is applicable to employed applicants only. Employed applicants can upload the signed **FNAPE Employer's Endorsement Form** on **application page 17**. If you are going to upload the signed FNAPE Employer's Endorsement Form, **please do not submit your application** until you have uploaded this form. **Please proceed with the following steps.**

Application inspector (Step 5)

Click the **Application Inspector** button on the top left corner of the application form. Before you submit your application electronically, your application will be reviewed for completeness. IF there is missing data, you will be prompted to correct.

Preview and print your application

Once your application has passed Application Inspector, click "Preview Application" to preview the PDF version. You can print a copy at this stage. Please note that the print out of your application will have "APPLICANT COPY" and "SUBMIT THIS APPLICATION ONLINE" on each page as a watermark.

If you are not employed, you can submit your application after previewing it.

If you are employed, you must print a copy of your 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 FNAPE Employer's Endorsement Form.

1. Download the FNAPE Employer's Endorsement Form from the USIEF website.
2. Once your application has passed Application Inspector, click "Preview Application" to preview the PDF version. **Employed applicants MUST print a copy of their application at this stage. Do not submit your application yet if you plan to upload the FNAPE Employer's Endorsement Form.**
3. Provide the printout of your Fulbright-Nehru application along with the FNAPE Employer's Endorsement Form to your employer. Please note that the print out of your application will have "APPLICANT COPY" and "SUBMIT THIS APPLICATION ONLINE" on each page as watermarks.
4. The employer must indicate that leave will be granted for the fellowship period.
5. Please request the employer to return the signed FNAPE Employer's Endorsement Form to you so that you can scan and upload it on **page 17** 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 FNAPE Applicant Annexure if you are uploading the FNAPE Employer's Endorsement Form.



United States-India Educational Foundation

www.usief.org.in

7. Please note that you cannot upload any document once you submit your application. Therefore, if you will upload the signed FNAPE Employer's Endorsement Form in your application, DO NOT click "Continue to Submit Your Application" until you have uploaded the FNAPE Employer's Endorsement Form on page 17. Please remember that you can always log out and log in later to upload your FNAPE Employer's Endorsement Form and submit your application.

8. If you will not upload the signed FNAPE Employer's Endorsement Form in your application because your employer will forward the form directly to USIEF, you can submit your application. However, make sure that you indicate in the FNAPE Applicant Annexure that you are not uploading the FNAPE Employer's Endorsement Form and that your employer is sending it directly to USIEF.

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. You will be able to print it. However you will not be able to make changes to your application including uploads.

BEFORE YOU SUBMIT YOUR ONLINE APPLICATION NO LATER THAN JULY 1, 2014, PLEASE REVIEW CAREFULLY THE FNAPE APPLICANT CHECKLIST.

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