



## FULBRIGHT VISITING SCHOLAR PROGRAM

### Application Guide for French Candidates

*Instructions for Completing the Fulbright Visiting Scholar Program Application*

*Cycle 2018-2019*

Contact Information for French Candidates:

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**Application Deadline: February 1, 2018 (included)**

#### Preparing the Application

##### **GENERAL APPLICATION GUIDELINES:**

- All items must be **in English** except addresses, proper names, job titles, diploma titles, reference letters, and the fiche de synthèse.
- The entire application must be typed or computer-generated. Use 10-point or larger type on all parts of the application. Handwritten applications will not be accepted.
- Do not change the format of the forms, the pagination, the fonts or the type size.
- 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. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.
- Please use upper and lower case: Avoid using all capital or all lowercase letters when answering items such as name, address, university. Eg: not ~~jean dupuis~~, nor ~~JEAN DUPUIS~~, but Jean Dupuis
- Please read the instructions carefully before completing each item.

#### **SPECIFIC INSTRUCTIONS FOR FRENCH CANDIDATES**

Read the [program description](#), [the FAQ](#) for research scholars, and the following instructions before beginning your dossier.

#### **STEP 1: PRELIMINARY QUESTIONS**

**Item 2. Country of Application – France**

**Item 3. Program – Fulbright Visiting Scholar Program**

**Item 4. Category of Grant – Research or Lecture/Research** depending on your project

## STEP 2: APPLICATION FORM

**Item 3. Special award name** (if any) – Name of the regional program (if applying to one of the Fulbright regional programs and not to the national program)

**Item 6. Full Name**

Please enter your first and last name as they appear in the barcode at the bottom of your passport. Do not use accents or diacritical marks. This spelling will be used on all documents related to your grant and visa paperwork. Please use proper punctuation (i.e. John Smith instead of john smith).



**Item 14. Academic Credentials** – You do not need to translate the titles of your degrees or the names of the universities.

**Item 15. Significant Professional Accomplishments and Publications** – Professional accomplishments may include teaching and research awards, compositions and exhibitions...

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 comprehensive listing of recent and significant 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.

For space consideration, separate each item with a semicolon or number.

**Item 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.

**Item 19. Proposed Grant Length** – For the 2018-2019 application cycle, we ask that your invitation period begin sometime between August 1st, 2018 and May 1st, 2019.

**Item 22. Professional Travel and/or Residence Abroad During the Last Five Years** – If you previously 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 on page 10.

**Item 24. Identification of Referees** – Please identify the three persons from whom you have requested a letter of reference. You also need to register them in Step 5 (e-mail address required).

**Item 25. Self-Assessment of English Proficiency** – Indicate your personal assessment of your English language skills.

**Item 26. Host Institution(s)** – You must include a copy of your letter of invitation with your application. Non-academic affiliations, while sometimes possible, require additional FSB review, and approval is not always granted.

If you are expecting a letter of invitation that has not arrived by the application deadline, note the date you expect it to arrive. Upon receipt, forward the invitation to your local Fulbright organization immediately.

We strongly encourage affiliating with just one institution for the duration of your grant period. If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. We advise against dual or multiple affiliations unless absolutely necessary.

**Item 30. Accompanying Dependents**

Please list all dependents (defined as spouse and unmarried children under the age of 21) who may accompany you to the US. List names as they appear on their passports. 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 and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be 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 their local Fulbright organization in order 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 their U.S. passports.

**Note:** Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the relevant U.S. Embassy.

**Item 31. Alternate Funding** – Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding, other paid leave from your university, personal savings...). Please list amounts in U.S. dollars.

## STEP 3: SUPPORTING DOCUMENTS

### 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 (10 pages maximum), on plain, white paper with each page numbered.

Please keep in mind that the evaluators will have many applications to read! Illustrations should be readable when printed in black and white. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research.

**Format:** Do not exceed the page limit of the proposal (10 pages). 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.

**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. (These points are an indication. You do not have to follow them in this order, but should make sure to address them.)

**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, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (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 for the accomplishment of the project to conduct research in the United States.

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

**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.

## PAGE 6 – THE CURRICULUM VITAE:

The curriculum vita describes academic credentials and demonstrates a record of scholarly achievements. Your C.V. should not exceed six pages in length. When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned and dates received)
- 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 display more completely your accomplishments.

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

## PAGE 7 – LETTER OF INVITATION

- **You must submit a letter of invitation from your host institution in the United States.**
- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its late submission.

**PAGE 8 – ENGLISH LANGUAGE PROFICIENCY:** You do not need to include language test results with your application.

**PAGE 9 – FINANCIAL SUPPORT/BUDGET:** If you filled in the budget table on page 2 of the Fiche de Synthèse you do not need to upload anything here.

**PAGE 10 – J-1 or J-2 VISA:** If you, or your accompanying dependents, have previously entered the United States on a J-1 or J-2 visa, please provide copies of previously issued DS-2019(s).

**PAGE 11 – PASSPORT:** Please upload a scan of your passport and the passports of any accompanying dependents. Passports must be valid for at least 6 months after the end of the proposed invitation period.

**PAGE 12 – BIBLIOGRAPHY:** Provide a list of one to three pages of references relevant to the proposed research.

**PAGE 13 – LETTER OF SUPPORT FROM HOME INSTITUTION:** We do not require a Letter of Support from your home institution in France.

## PAGES 14-15-16-17 – ADDITIONAL DOCUMENTATION:

- **Fiche de Synthèse:** <http://fulbright-france.org/fr/media/1258>

Please download the Fiche de Synthèse, complete it and insert a photo, and **upload it to your online application.**

- Writing Sample

We do not require candidates to submit a writing sample. However, if you wish you may upload an article you have written in French or English (10 pages maximum). This is completely optional and the absence of a writing sample will not affect your application.

- Candidates to Harvard will need to provide additional documents, but not on this platform (see STEP 6)

## STEP 4: REFERENCE REPORTS

The Franco-American Commission accepts letters of recommendation **in French or English**. Candid, frank reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline.

- Please submit exactly three references. No more than three references will be accepted.
- A copy of the project statement should be given to each referee.
- 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. It is your responsibility to ensure that reference reports are submitted by the deadline of February 1st 2018.
- 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.
- Reference letters should be **submitted online through Embark**.



In this section you will register your recommenders to allow them to submit a confidential letter of reference online. You must click the "Recommendation" button of the application to register them. Note that an e-mail address is required for each recommender.

Registered recommenders receive an automated e-mail from Embark with a link to sign in and upload their confidential letters.

Candidates are not able to access the letters but can see who has submitted one.

Recommenders can still add letters after the candidate has completed and submitted his/her application, until the deadline.

- If one of your recommenders did not receive the e-mail from Embark a request should be submitted with Embark Technical Support: <https://embarksupport.zendesk.com/hc/en-us/requests/new>
- For additional technical support you may refer to: <https://embarksupport.zendesk.com/hc/en-us/categories/202503757-Recommendation-Help>

## STEP 5: 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 it.

**Attention:** the automatic inspector will not check for all the supplemental or country specific questions. Make sure that you've uploaded all the supporting documents (Invitation letter, Fiche de synthèse with photo, CV, Passport, Bibliography, etc.) before submitting your application online.

You will be able to view your completed application as a pdf in Embark. All of the documents that you have uploaded will appear.

## STEP 6: SUBMIT APPLICATION ONLINE

After completing this application and thoroughly reviewing it, you will submit it electronically to the Fulbright Program Office in your country of citizenship.

**Your application must be submitted online by February 1st at 23h59.** Please make sure to submit your application on time. Late applications will not be accepted.

### CONFIRMATION:

Once you have submitted your application online you will receive an automated email from Embark stating that “You will also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received.” You will receive that email after we have downloaded and processed all applications, several days after the application deadline. This email will confirm we have received your application, but will not guarantee that your application is complete nor that your project is eligible.

### DOTATION ARTHUR SACHS / HARVARD FRENCH SCHOLARSHIP FUND:

Les candidats aux bourses pour **Harvard** doivent en plus fournir un autoportrait manuscrit en français d'une feuille recto-verso (il s'agit d'une création libre, il n'y a pas d'autres instructions) en envoyant **l'original** par la poste ou directement dans la boîte aux lettres, le 2 février au plus tard à :

*Commission Fulbright franco-américaine  
Dotation Arthur Sachs / Harvard French Scholarship Fund  
9 rue Chardin  
75016 Paris, France*

Cet élément ne doit pas être intégré au dossier Embark. Nous vous recommandons de nous en envoyer également un scan à [mbouvier@fulbright-france.org](mailto:mbouvier@fulbright-france.org) copie à [eresnier@fulbright-france.org](mailto:eresnier@fulbright-france.org)

## INTERVIEWS AND NOTIFICATION OF RESULTS

### FULBRIGHT (NATIONAL AND REGIONAL PROGRAMS):

The Commission will notify candidates of the results of the first round of selection by email, generally sometime in March. Candidates selected for an interview at the Commission headquarters in Paris will receive a convocation notice by email. Interviews take place in March. Candidates who have not been selected for an interview will also be notified by email.

The Final Selection Committee generally meets in late April. Their recommendations are sent to Washington, DC for approval from the J. William Fulbright Foreign Scholarship Board (FFSB).

Successful and unsuccessful candidates are both generally notified by email in May. Please note that the calendar varies slightly from year to year.

**PARTNER FOUNDATIONS:** We will process your application and transfer it to our partner foundations. They will contact you directly if you are selected for an interview.

FOR MORE INFORMATION ON COMPLETING THE APPLICATION AND THE INTERVIEW PROCESS, PLEASE READ THE [FREQUENTLY ASKED QUESTIONS \(FAQ\) PAGE](#).

**Thank you for applying to the Fulbright Visiting Scholar Program!**

*Commission franco-américaine - Programme Fulbright chercheur  
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[www.fulbright-france.org](http://www.fulbright-france.org)*