



FULBRIGHT VISITING SCHOLAR PROGRAM
Application Guide for French Candidates
Cycle 2019-2020

INSTRUCTIONS PROGRAMME NGO LEADERS

Contact Information for French Candidates:

Commission Fulbright franco-américaine
Mme Emily Resnier eresnier@fulbright-france.org

Please read these instructions completely before starting your online application!

Deadline: March 15, 2019

Preparing the Application

- Please read [the program description](#), the [FAQ for NGO Leaders](#), and the following instructions before beginning your dossier.
- Your application must be in English **except** institution and proper names, addresses, job titles, diploma titles, reference letters, and the fiche de synthèse.
- 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 project 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.

1- Verify eligibility requirements

- Être de nationalité française
- Être titulaire d'un diplôme de l'enseignement supérieur à Bac+2 minimum
- Avoir exercé pendant au moins 5 ans à temps plein comme responsable dans une (ou plusieurs) ONG ou associations située(s) en France et conduisant ses missions en France
- Avoir une connaissance suffisante de l'anglais pour participer à des échanges professionnels en anglais aux États-Unis (TOEFL iBT 80/120, niveau B2 du référentiel européen)
- Être officiellement invité(e) par une université et/ou une ONG américaine (lettre d'invitation exigée)

2- Print this application guide



Print this guide and refer to it step-by-step as you complete your online application.

3- Create your Embark account

Go to <https://iie.embark.com/apply/visitingscholars> and click “Register.” Record your password in a safe place.

4- Complete the application

You do not need to complete this application in one sitting. Until submission, you can log in and out of the application as frequently as you like with your email and password to edit your application. But once you have submitted your application, you can NO longer make changes to it.

PRELIMINARY QUESTIONS

Country of Application – France

Program – Fulbright Visiting Scholar Program

Category of Grant – Research

To Which Academic Year are you Applying – 2019-2020

Preliminary Questions

Do you have or are you applying for U.S. Permanent Residency or are you a U.S. Citizen? *	<input type="radio"/> Yes	
	<input checked="" type="radio"/> No	
Home Country/Country Applying from *	France	✓
Program *	Fulbright Visiting Scholar Program	✓
Category of Grant	Research	✓
To which academic year are you applying? *	2019-2020	✓

GDPR

Please select YES so that we can process your application.

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 certificate** on the “Visa” page of the application.

Professional Memberships : List your four last experiences in NGO/Associations.

Identification of Referees: Please identify the three people from whom you have requested a letter of reference. You also need to register them under the “Register Recommenders” section (e-mail address required).

Self-Assessment of English Proficiency: Indicate your personal assessment of your English language skills. No additional testing is required.

HOST INSTITUTION

Host Institution: **You must include a copy of your invitation letter with your application.**

If you are expecting a letter of invitation that has not arrived by the application deadline, note the date you expect it to arrive and attach a copy the exchanges you’ve had with your host in anticipation of your invitation. Upon receipt of the invitation letter, please forward it immediately to the Commission franco-américaine.

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 encourage affiliating with just one institution for the duration of your grant period.

CONTACT INFORMATION

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 exactly 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.

On the “Visa” page of the application you will need to **provide copies of DS-2019 certificates** for any dependents that were previously in the US on a J visa

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.

Dependents who are U.S. citizens will not be issued J-2 visas and must travel on their U.S. passports.

Alternate Funding: To the best of your ability, please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding, other paid leave from your NGO, grants, personal savings...). Please list amounts in U.S. dollars. Complete this form as completely and accurately as possible based on information that you have at the time of application.

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.

Please keep in mind that the evaluators will have many applications to read! To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in **3 to 5 pages** (10 pages maximum including illustrations), on plain, white paper with each page numbered. Illustrations should be readable when printed in black and white.

Format: Do not exceed the page limit of the proposal. 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 your NGO experience, in context with your project proposal.

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...)

Significance: Explain the importance of the project for the field, your home country and your own professional/personal development. Indicate the effects you expect the opportunity to have on your NGO in your home country. 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 institution 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: Indicate any other points you consider useful for your application.

CURRICULUM VITAE

Your C.V. should not exceed six pages in length. 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

LETTER OF INVITATION

We require a letter of invitation with your application. **Please submit an invitation letter from your host institution in the United States.**

- Letters of invitation should be typed on institutional letterhead and signed.
- If your letter will arrive after the application deadline, please attach the communications you've had with your host in anticipation of the invitation. The official invitation letter should be forwarded by email to the Commission Fulbright franco-américaine as soon as you receive it.

ENGLISH LANGUAGE PROFICIENCY

(Optional) We do not require English language test results. You do not have to include anything here.

FINANCIAL SUPPORT/BUDGET

(Optional) If you completed the budget table on page 2 of the Fiche de synthèse (see below) you do not need to include anything here.

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 certificate(s).

PASSPORT

Please upload a scan of your passport and the passports of any accompanying dependents.

Passports should be valid for at least 6 months after the end of the proposed invitation period.

BIBLIOGRAPHY

(Optional) If applicable, provide a list of one to three pages of references relevant to the proposed project.

LETTER OF SUPPORT FROM HOME INSTITUTION

(Optional) We do not require a Letter of Support from your home institution in France. You do not have to include anything here.

ADDITIONAL DOCUMENTATION

Fiche de synthèse (required): Please download the Fiche de synthèse here: <https://fulbright-france.org/fr/media/1687>, complete it, and upload it to your online application as Additional Documentation.

REGISTER RECOMMENDERS

Reference letters **must be submitted online through this platform**. Please register exactly **three (3)** recommenders and invite them to submit a confidential reference letter online on your behalf. Enter their contact details, then click on “Invite Recommenders.” Registered recommenders will receive an automated e-mail from Embark containing a personalized link allowing them to sign-in and upload their letter.

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

- No more than three reference letters will be accepted.
- A copy of the project statement should be given to each referee.
- Choose your referees carefully and contact them early. All three reference letters must be submitted online **before March 15**. It is your responsibility to ensure that your recommenders submit their letters before the deadline! **Reference letters submitted after the deadline will not be taken into account.**
- 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.
- 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 can be in either French or English.

Please note:

- If one of your recommenders did not receive their personalized e-mail invitation, you can use the "Resend" button to send it again. They should also check in their spam folder.
- Recommenders can still add letters after the candidate has completed and submitted his/her application, but once the applications have been downloaded by the Fulbright Commission after the competition deadline, documents can no longer be added.
- Candidates are not able to read the letters, but they can see who has submitted one.

For any technical issues with the recommendation platform, please submit a request with Embark Technical Support: <https://embarksupport.zendesk.com/hc/en-us/requests/new> or support@embark.com

REVIEW

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 additional documents. Make sure that you've uploaded all required the supporting documents before submitting your application online.

After submitting your application electronically, **you will not be able to make any changes**. However, you will be able to view it in PDF format and print a complete PDF version.

SUBMIT APPLICATION ONLINE

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

Your application must be submitted online by March 15, 2019 at 23h59.

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 this email after we have downloaded and processed all applications, around 2 weeks after the application deadline. This email will confirm we have received you application, but will not guarantee that your application is complete nor that your project is eligible.

MAIL A PAPER COPY

You will be able to view your completed application as a pdf in Embark. All of the documents that you have uploaded will appear, however recommendation letters will not be visible. **Please print a paper copy of your application and mail to:**

**Commission Fulbright franco-américaine
Programme NGO Leaders
9 rue Chardin
75016 Paris**

Your application should be postmarked March 16 at the latest!

INTERVIEWS AND NOTIFICATION OF RESULTS

Please note that the calendar varies slightly from year to year.

All candidates will be notified of the results of the preselection by e-mail, typically in late March or early April.

Candidates selected for an interview at the Commission headquarters in Paris will receive a convocation notice by email.

Following the interviews both successful and unsuccessful candidates are notified by email, pending final approval from the FFSB Board in Washington, DC.

For more information on completing the application and the interview process, please visit our FAQ page:

<https://fulbright-france.org/fr/bourses-fulbright-partenaires/programmes/responsables-ong/vos-questions-programme-ngo-leaders>

Thank you for applying to the Fulbright NGO Leaders Program!

*Commission Fulbright franco-américaine
9 rue Chardin 75016 Paris
www.fulbright-france.org*