GUIDE DE CANDIDATURE – PROGRAMMES CHERCHEUR

**Instructions for Completing the
2025-2026 Fulbright Visiting Scholar Program Application**

Application Form: https://apply.iie.org/fvsp2025
Application Deadline: December 20, 2024 at 23h59 (Paris time)

LATE APPLICATIONS CANNOT BE ACCEPTED.
Applicants may only apply for <u>one</u> Fulbright award per application cycle.
Read all instructions carefully before completing the application.

Website: https://fulbright-france.org/fr/bourses/chercheuses-chercheurs

*Please consult these instructions and the **FAQ** before contacting the Commission.*

Contents

General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application
Deadline dates and application requirements for a Fulbright grant vary from country to country. This Guide de candidature is for French citizens only.

Verify the eligibility requirements for the specific Fulbright Chercheur award you're applying for on our website: **https://fulbright-france.org/fr/bourses/chercheuses-chercheurs**

Partner Foundation Grants: With just one dossier, French candidates can apply simultaneously to a Fulbright grant as well as any partner foundation grants for which they are eligible.

Please verify the eligibility requirements for each partner foundation on our website then **select which partner grants you are applying for in the "Fiche de synthèse"** (Additional Information - Country Specific Materials). Note that some partner grants require supplemental materials.

Step 2: Record user name and password in a safe place
Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

Step 3: Complete the application
You do not need to complete this application at one time. You can re-enter at any time to edit your application. **However, once you SUBMIT your application, you CANNOT make changes to it.**

Please submit all documents online in Slate. **NO MATERIALS WILL BE ACCEPTED OUTSIDE OF THE ONLINE APPLICATION PLATFORM.** Please do not send any documents to the Franco-American Commission unless explicitly asked to do so.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH).

- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.
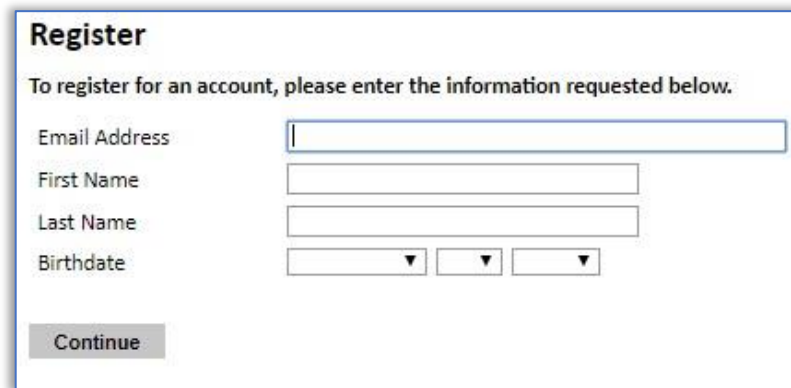
Step 4: Submit the application

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. **Once you submit you CANNOT make changes to your application.**

Your complete application, including recommendation letters, must be submitted online **before December 20, 2024 at 23h59 (Paris time)**. As the website may be experiencing high traffic at this time, we strongly recommend submitting your application well before the deadline!

Late applications will not be accepted.

Creating Your Online Account

1. To start, click *Create an account*.

2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.

4. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email
Account
Temporary PIN [_____]
Birthdate [▾] [▾] [▾]

[Login]

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password [_____]
New Password (again) [_____]

✖ At least one letter
✖ At least one capital letter
✖ At least one number
✖ Be at least 12 characters
✖ New passwords must match

[Set Password]

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.

3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.

1. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
2. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
3. **It is your responsibility to ensure that your recommenders submit their letters before the application deadline – December 20, 2024.**

Preliminary Questions and Data Privacy

These questions address essential program eligibility, share data privacy policy, and requests consent. All questions are required.

Preliminary Questions

Questions marked with an asterisk (*) are required of all applicants for submission.

Through which program country are you applying?*

[▼]

To which academic year are you applying?*

[▼]

Do you hold or are you applying for:*
a) U.S. citizenship;
c) Dual citizenship with the U.S.; or
b) U.S. permanent residency?
○ Yes
○ No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?*
○ Yes
○ No
○ Unsure

[Continue]

1. **Select FRANCE** from the dropdown menu as the country through which you are applying. If you do not select France, we will not receive your application!

   Reminder: **only French citizens, and EU citizens with a permanent work contract in France** are eligible for a Fulbright grant through France. Select the country through which you are applying for the Fulbright grant from the dropdown menu.

2. **Select the 2025-2026 program year** from the drop-down menu. If you do not select this program year, we will not receive your application!

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.

   • Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.

4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
   a. Please review the program eligibility requirements for the country through which you are applying before proceeding : **https://fulbright-france.org/fr/bourses/chercheuses-chercheurs/fulbright-programme-national**, Rubrique "**Conditions d'éligibilité**"

IIE Data Privacy Consent for Applicants in IIE-Managed Programs

IIE values your privacy, and we encourage you to read our Program Privacy Statement that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

I have read IIE's Program Privacy Statement and give consent for IIE to process my data. *

Yes ▾

Continue

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.

2. Click *Continue* to proceed to the next section

Country Information

1. Review all information in this section.

1. **Award Information**: Select the "Programme Chercheur" award to which you are applying:

   - **Programme Chercheur Fulbright National** *(Grant length: 3 to 6 months)*

   - **Programme Chercheur Fulbright – Nouvelle-Aquitaine** *(Grant length: 3 to 9 months)*

   - **Programme Chercheur Fulbright – Hauts-de-France** *(Grant length: 3 to 12 months)*

   - **Programme Chercheur Fulbright – Grand Est** *(Grant length: 3 to 12 months)*

   - **Programme Chercheur Fulbright – Université Grenoble Alpes** *(Grant length: 3 to 12 months)*

   - **Programme Chercheur Fulbright – Université de Montpellier** *(Grant length: 3 to 12 months)*

*La durée de la bourse et la durée du séjour <u>sont deux éléments distincts.</u>
Votre séjour pourra s'étendre jusqu'à 12 mois avec le programme Fulbright, sur preuve des financements complémentaires nécessaires au moment de faire la demande de visa. La lettre d'invitation doit mentionner les dates de présence aux États-Unis.

2. **Supplemental Forms:** the report on Proficiency in English and the Letter of Reference Form are <u>not</u> required for this program. You do <u>not</u> need to include these forms with your application.

2. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. **Name:** Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

2. **Name on Previous Records:** If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. **Biographical Information:** The birthdate that you used to create your account will automatically appear. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.

4. **Please indicate any additional countries in which you hold citizenship.** However, it is not necessary to enter a national identification number.

5. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information

1. **Address:** Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
   a. Based on your country selection, the subsequent fields will change to match the address format of that country.
   b. Complete the remaining address fields. Do not use accents or special characters.
   c. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
       - If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
       - If you answer 'yes' to this question, proceed immediately to the next section.

2. **Telephone Numbers**: Enter your contact phone numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors. To find the correct country code, click on the blue 'country code' link

3. **Email**: The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can

be used to contact you if Fulbright Program officers cannot reach you via your primary email address. **Note:** All system-generated emails will continue to go to your primary email address.

4. **Emergency Contact Information**: Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country. You may also enter emergency contact information for individuals in the United States.
   a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.

5. Click *Continue* to save your responses and advance to the next section

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

1. **Curriculum Vitae/Resume**: Upload your curriculum vitae/resumé **in English in PDF format that does not exceed six (6) pages**.
   Note: *If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.*

   If possible, we suggest specifying the impact factor of the journals where you've been published, as well as your SIGAPS score over the previous 4 years (if applicable in your field of research).

1. **Academic Background**: List all post-secondary educational institutions (après le baccalauréat) from which you have received a degree or academic credential. **PLEASE DO NOT TRANSLATE INSTITUTION NAMES.** Please include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

   a. Click *Add Institution*
   b. Type in the name of the institution
   c. Choose the level of study (graduate or undergraduate) from the dropdown menu
   d. Select the country where the institution is located from the dropdown menu
   e. Enter the appropriate city and region/state
   f. Provide the website of the institution (optional)
   g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
   h. **Please also provide the actual name of the degree or diploma** (e.g., licence, doctorat, etc.)
   i. Enter the discipline in which this degree or diploma was earned
   j. Select the month and year of the date this degree was received (Month – Year format) from the drop-down menu
      ◻ If a degree is in progress, list expected date of conferral for Date Degree Received.

k. Click *Save*.

2. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

3. **Current Professional Profile**: List your current professional affiliation or employer by clicking *Add Experience* under Position Title.
   a. Choose the role which most closely corresponds to your current role from the dropdown menu
   b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
   c. Enter your current position title (e.g. Professor, Assistant Professor, etc.)
   d. Enter the name of the institution and, if relevant, the department where you are currently employed. **PLEASE DO NOT TRANSLATE THE "INSTITUTION NAME."**
   e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.

f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable

g. Click *Save*

Professional Experience

Current Role*	[dropdown]
	☐ I am an independent/unaffiliated scholar.
Position Title	[text field]
Institution Name*	[text field]
Department Name	[text field]

If you are currently employed, please leave the End Date field blank.

Start Date	[dropdown] [dropdown]
End Date	[dropdown] [dropdown]

Institution Address

Country*	[dropdown]
Street Address*	[text field]
City*	[text field]
State/Region*	[text field]
Postal Code*	[text field]

[Save]   [Cancel]

4. If you have more than one current position, click *Add Experience* and follow the instructions above.

5. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.

a. List no more than five accomplishments, honors, or awards
b. Separate each entry with a semicolon (;)
c. 700-character limit

6. **Organizational Memberships**: If applicable, list up to four professional memberships in cultural, educational, and professional organizations.

a. Select the number of Organizational Memberships you'd like to add (up to 4)
b. Enter the name of the organization
c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
   - If you are still an active member, leave the End Date blank. e. Click *Save*

Organizational Memberships

List up to four professional memberships in cultural, educational, and professional organizations.

Please select how many Organizational Memberships you would like to add.*

[2 ⌄]

Organizational Membership 1	**Organizational Membership 2**
Organization*	Organization*
[ ]	[ ]
If you held an elective office, list this in your Role.	If you held an elective office, list this in your Role.
Role*	Role*
[ ]	[ ]
Start Date*	Start Date*
[⌄] [⌄]	[⌄] [⌄]
If you are still an active member, leave the End Date blank.	If you are still an active member, leave the End Date blank.
End Date	End Date
[⌄] [⌄]	[⌄] [⌄]

7.   **Letter of Support from Home Institution**

<mark>OPTIONAL</mark> - We do <u>not</u> require a Letter of Support from your home institution in France. You do not need to include anything here.

Letter of Support	Please upload any letters of support/leave from your home institution.	<mark>Choose File</mark> No file chosen <mark>Upload</mark>

8. **Experience Abroad**: List any professional travel and/or residence abroad that exceeds three (3) months, including any stays in the United States, during the last six years.
    a. Click *Add New Experience Abroad*
    b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
    c. Select the start and end dates (Month-Year format) of you travel/residency
    d. Enter the purpose of your travel abroad
    e. Click *Save*
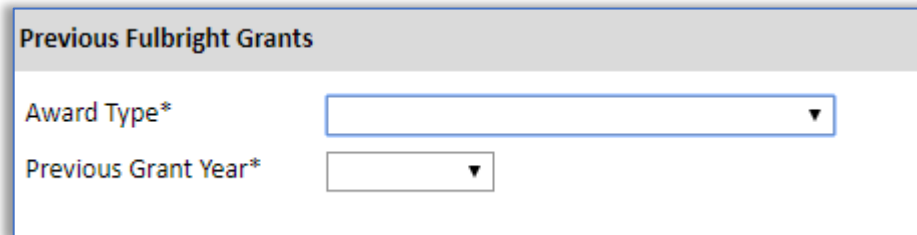
Experience Abroad

Country*	[dropdown]
Start date:*	[dropdown] [dropdown]
End date:*	[dropdown] [dropdown]
Purpose of Travel Abroad:*	[text box]

    f. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the bulleted instructions until all entries have been saved.

9. Select 'yes' or 'no' to indicate if you have previously entered the United States **on a J-1 or J-2 visa.**

- If 'yes', you are required to select the J category of sponsorship from the list and **upload a copy of your previous DS-2019.** <mark>*If you have already participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.*</mark>

10. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.

Previous Fulbright Grants

Award Type*	▼
Previous Grant Year*	▼

11. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

12. Click *Continue* to save your responses and advance to the next section

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. **Native Language:** Select your native language from the dropdown menu provided.

2. **English Language Proficiency**: If your native language is not English, a section collecting your English language proficiency will appear.
   Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

3. **Additional Language Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.

   - Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

     Click "Continue" to save and move to the next section.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

Plagiarism will be understood to include any of the following:

Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source (with or without citation)
- Presenting material with alterations in wording (with or without citation)
- Paraphrasing the content of a source without citation

It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

2. Click *Continue* to save your responses and advance to the next section.

Project Proposal

This section collects information about your proposed project.

1. Select the category **RESEARCH** as the category of grant for which you are applying then enter your project title and a brief summary.

2. **Project Statement:** this 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.

   Suggested length: 3-5 pages.

As an indication, we suggest including the following points in your 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, 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. Describe briefly the expected impact of your participation on your home and host institutions, 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: 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.

Franco-American Collaboration: Describe any plans for possible future collaboration or partnerships between your host and home institutions following your stay in the US.

3. **Project Statement Uploader**: Upload a detailed project statement of three (3) to five (5) pages **in English in PDF format**

4. **Bibliography**: Upload a bibliography (1-3 pages) of references relevant to the proposed research in PDF format following the instructions above.

5. **Academic Discipline**:
   Select the most appropriate major academic discipline for your project from the dropdown menu.
   a. Select the most appropriate primary specialization from the dropdown menu.
   b. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
      - Some fields (for example, Arts) will ask you if you'd like to upload portfolio materials as part of your application. **OPTIONAL**
      - If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

6. **Intended Grant Period**:
   a. Select your proposed grant length (in months) from the dropdown menu
   b. Enter your proposed grant start and end dates (Month-Day-Year format)
   Note: the mobility can start between August 1, 2025 and May 1, 2026. Please do not plan to arrive in the United States before August 1, 2025.

7. **Host Institutional Affiliation**: **select "YES", indicate your proposed host in the United States and upload the invitation letter.**
   French candidates are required to arrange an affiliation with an American university or public research center before applying**.**
   The invitation letter should be as detailed as possible and include your provisional dates of stay.

   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 Franco-American Fulbright Commission <u>as soon as possible.</u>

   We strongly encourage affiliating with just one institution. If the project 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.

8. **Alternate Awards:** (OPTIONAL) If you are applying for any grants offered by one of our partner foundations, you can confirm the name(s) here.
   Note that you are required to indicate the partner grants you are applying for in the "Fiche de synthèse" (Additional Materials – Country Specific Questions).

9. Click *Continue* to save your responses and advance to the next section

Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents.

1. **Financial Information**: Select 'yes' or 'no' to indicate if you have other sources of financial support during your Fulbright grant

   a. If 'yes', select the number of other sources of funding you expect to receive
      - ⬜ Enter Source Description (e.g., NSF grant)
      - ⬜ Estimated Amount (in U.S. dollars)
      - ⬜ The Other Funds Total field will automatically update based on the amounts provided above
      - ⬜ Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Choose file*, select the relevant file and click *Open*.

   b. **Additional Grants**: Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (1000-character limit). Include the duration and amount for all funding.

2. **Passport/Travel Document**: upload a copy of your passport. If you are currently in the process of obtaining or renewing your passport, please indicate whether you have started this procedure and submit the corresponding documentation (if possible, an appointment confirmation or récépissé de dépôt d'une demande).

3. **Accompanying Dependents**: Select the number of dependents you intend to have accompany you to the U.S. (select 0 if you do not have dependents or your dependents will not accompany you to the U.S.).
   a. Enter required information for each dependent, including relationship to you, name, and intended length of stay in the U.S. (in number of months), previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.
   b. Enter information for how you will provide for your dependents during your time in the U.S. in the text box

   Note: The Fulbright program can sponsor dependent visas for **a grantee's married spouse and children under the age of 21**. The PACS is not recognized in the United States.

4. Click *Continue* to save your responses and advance to the next section.

Additional Information

- **Country Specific Materials**:

<mark>Please download the *Fiche de synthèse*, complete the form in French, then submit it as a **PDF** under the Country Specific Materials section of the application.</mark>

This document is mandatory!

- **Diversity Essay:**

In order to supplement your application to our programs, Fulbright France gives you the possibility to write a 500 words Diversity Essay to highlight parts of your individual journey (significant extra curriculum or academic experiences, encounters …) that were decisive factors in the building of your personal awareness to values of Diversity & Inclusion, and to explain how you intend to defend these values during, and after your journey abroad, as a Fulbright "ambassador" for France in the United States.

Submit your essay in PDF format under the *Additional Documentation* section.

- **PARTNER GRANTS**

ARTHUR SACHS GRANT: Candidates invited to Harvard University can apply for funding from our partner, the Dotation Arthur Sachs. To be considered, please provide a **handwritten** self-portrait in French (2 pages). Documents longer than 2 pages will not be accepted. This a completely free creation and there are no additional instructions.

Please <u>do not</u> submit your self-portrait via the application portal - we ask that you email a scanned version (pdf) to the following addresses before December 20, 23h59: eresnier@fulbright-france.org and jmaifret@fulbright-france.org

Outreach Survey: Complete the Outreach Survey.

Click *Continue* to save your responses and advance to the next section

Recommendations

Use this section to register your recommenders. We accept letters in **English or French**.

Letters of reference are an extremely important element of your application. Please <u>register exactly three (3) recommenders</u> and invite them to submit a confidential reference letter online on your behalf.

- Your proposed host in the United States should <u>not</u> be one of your recommenders. They can show their support for you and your project in the Letter of Invitation.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application. Letters of recommendation **must be** submitted directly by your recommenders either via the online application or emailed directly by your recommenders to your Fulbright Program Office.

All three reference letters must be submitted online before December 20, 2024.
It is your responsibility to ensure that your recommenders submit their letters before the deadline. Reference letters submitted after the deadline cannot be taken into account.

Letters of reference cannot be written by people related to you either by blood or marriage, or by personal friends.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form
3. Click *Send to Recommender* to generate automatic email to recommender
4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response:
   Send Reminder → Resend the automatic email with instructions on submitting their recommendation
   Exclude → Remove the recommender and replace with another individual

Edit Recommender

Prefix ▼

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status   Sent to recommender on **12/20 at 11:18 AM**

Save   Send Reminder   Exclude   Cancel

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

NOTE: the platform will <u>not</u> indicate if country specific materials are missing (such as the Fiche de synthèse). **Be sure to include the completed *Fiche de synthèse* with your online application.**

REVIEW ALL RESPONSES. CLICK SUBMIT.
REMEMBER, ONCE YOUR APPLICATION HAS BEEN SUBMITTED YOU CAN NO LONGER MAKE CHANGES.
You will be able to download a PDF of your complete application following submission.

Selection Process

Note: The Fulbright selection process is separate from the selection processes for our partner foundations.

Fulbright Preselection Committee	→	Notification (Mid-February)	→	Fulbright Interviews (Early March)	→	Fulbright Final Selection Committee (Late March)	→	Fulbright Notification (April-May)

Eligible applications are first evaluated by experts in the appropriate field, then reviewed in a preselection committee. The Commission will notify all candidates of the results of this first step of selection by email around mid to late February.

Candidates selected for an interview will receive a convocation notice by email. Interviews are conducted virtually over Zoom, typically in early March.

Candidates are matched according to their field of study with a jury panel comprised mainly of Fulbright alumni. As each jury is present for one day only, **the date of the interview cannot be changed under any circumstances**.

Preselected applications are also sent for an independent scientific evaluation at the *Ministère de l'Enseignement supérieur et de la Recherche* to be used during final selection.

The Final Selection Committee generally meets in Paris late March to choose the cohort of grantees, based on the interview results and MESR scientific evaluation score. Their recommendations are sent to Washington, DC for final approval from the J. William Fulbright Foreign Scholarship Board.

Both successful and unsuccessful candidates are notified by email typically in April/May, pending final approval from the FFSB Board.

- Regional candidates (Grand Est, Hauts-de-France, Nouvelle-Aquitaine) must be approved by the Conseil Régional prior to notification.
- Institutional candidates (Université Grenoble Alpes and Université de Montpellier) must be approved by the partner university prior to notification.

PARTNER GRANTS: We will process your application and transfer it to our partner foundations if you are eligible. They will contact you directly if you are selected for an interview. Interviews for partner foundations generally take place between March and June.

Thank you for applying to the
Fulbright Visiting Scholar Program - Programme Fulbright Chercheur!