



FULBRIGHT NGO LEADERS PROGRAM

Instructions for Completing the Fulbright NGO Leaders Program Application

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Application Cycle 2017-2018

Deadline: March 15, 2017 at midnight

Preparing the Application

FIRST STEPS:

- **Planning ahead** - Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.
- **Consulting with colleagues** - You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES:

- At the time of application, you **must** submit the following: (a) application form (including the fiche de syntjèse); (b) detailed project statement; (c) detailed curriculum vitae; (d) 3 letters of reference and (e) letter of invitation/communication with your host institution(s).
- To ensure correct completion of the application, carefully read the detailed instructions provided in these 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.

- Proofread the entire application before submitting it to your local Fulbright organization. The **application should be free of grammatical and spelling errors.**
- **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.

STEP 1: SPECIFIC INSTRUCTIONS FOR FRENCH CANDIDATES

Read the [program description](#), [the F.A.Q.](#) for NGO leaders, and the following instructions before beginning your application.

Please read the instructions carefully before completing each item.

PRELIMINARY QUESTIONS

Preliminary questions:

Item 2. *Country of Application* – France

Item 3. *Program* – Fulbright Visiting Scholar Program

Item 4. *Category of grant* – *Academic Training/Research*

STEP 2: APPLICATION FORM

Item 1. *Country of Application* – France

Item 2. *Program* – Fulbright Visiting Scholar Program

Item 3. *Special award name (if any)* – NGO leaders

Item 4. *Category of Grant* - *Academic Training/Research*

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 10. U.S. Permanent Residency

- If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program.

Item 14. Academic Credentials

- Please enter highest degree obtained first. You may list up to three completed degrees. 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, awards for your work related to the NGO, compositions and exhibitions, etc.
- Do not write “See curriculum vitae.” List accomplishments and publications as instructed below.
- Optional: List up to three principal publications with the title, publication date and publisher’s name.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.
- For space consideration, separate each item with a semicolon or number.

Item 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”).

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.
- The summary of your proposed project activities should fit *within the space provided*. It is meant to serve as a *brief summary*, do not attach additional pages.

Item 19. Proposed Grant Length

- For the 2017-2018 application cycle, **we ask that your invitation period begin sometime between August 1st, 2017 and June 1st, 2018.**
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available.

Item 20. Major Academic Discipline, Primary Specialization

- Choose which academic discipline most closely resembles that which your project involves.

Item 21. Specialization(s)

- Indicate the specific domain from the NGO leaders program.

Item 22. Professional Travel and/or Residence Abroad During the Last Five Years

- List the most relevant 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

- List the names and contact information of three persons from whom you have requested a letter of reference. Email addresses are required.
- See “Reference Reports” for more detailed information.

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/communication with you host(s) 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. Upon receipt, forward the invitation to your local Fulbright organization immediately.
- If the project you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each.

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 on the application 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 or other paid leave from your university, personal savings, etc.). Please list funding 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. Candidates with the most compelling, sound, well-written, feasible proposals are generally recommended for awards.

Submit a typed, detailed project statement of three to five single-spaced (10 pages maximum) pages 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 (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 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.

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 program to have on your work in 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 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 to your application.

PAGE 6 - THE CURRICULUM VITAE:

The curriculum vita describes academic and professional credentials and demonstrates a record of 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), if applicable

- 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, or at least emails of your communications with your host(s), confirming your stay in their institution(s).

- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If the official 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:

Optional: if applicable, provide a list of one to three pages of references relevant to the proposed project.

PAGE 13 - LETTER OF SUPPORT FROM HOME INSTITUTION:

Optional: We do not require a Letter of Support from your home institution in France. You can add one if you feel it will be helpful to your application.

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

Fiche de Synthèse

<http://fulbright-france.org/fr/media/1038>

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

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.

STEP 4: REFERENCE REPORTS

Reference letters must be submitted online through Embark.

The Franco-American Commission accepts letters of recommendation in 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.

- 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.
- 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.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

The screenshot shows the Fulbright application portal interface. At the top right, there are links for "Update Account", "Help", and "Logout" next to a lock icon. On the left side, there is a vertical navigation menu with buttons for "Home", "1 Instructions", "2 Application Form", "3 Documents", "4 References", "5 Application Inspector", and "6 Submit Application". The main content area has a blue header with the "FULBRIGHT" logo and a message: "This Application has NOT been submitted. [Update my answers](#) to preliminary questions". Below this, the heading "Step 4: References" is displayed. A text prompt says "Click the button below to register a referee." followed by a blue button labeled "Register Referee" with a right-pointing arrow. At the bottom right of the main content area, there is a button labeled "Continue to Application Inspector" with a right-pointing arrow. A footer bar at the bottom contains a "Copyright Notice" link and a "VERIFY" logo.

In this section you will register your recommenders to allow them to submit a confidential letter of reference online. Your recommenders should complete the recommendation online before

the deadline. 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. The letters will not appear in the final version of the application, available to the candidate.
- ✓ Recommenders can still add letters after the candidate has completed and submitted his/her application.
- ✓ If one of your recommenders did not receive the e-mail from Embark please should submit a request 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.

Warning: The application inspector does not check additional documentation.

Be sure that you have uploaded all the supporting documents (Invitation letter, Fiche de synthèse with photo, CV, Passport, Bibliography, etc.) before submitting your application online.

PRINT TWO PAPER COPIES:

You will be able to view your completed application as a pdf in Embark. All of the documents that you have uploaded will appear. Please print 2 complete paper copies. Keep one copy for your records and mail/deposit the second copy to:

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

STEP 6: SUBMIT APPLICATION ONLINE

After completing this application and thoroughly reviewing it and printing 2 copies, you will submit it electronically to the Fulbright Program Office in your country of citizenship.

Your application must be submitted online by March 15th at midnight. The paper copy of your application should be postmarked by March 16th at the latest.

Please make sure to submit your application on time. Late applications will not be accepted!

CONFIRMATION:

Once you've submitted your application online you will receive an automated email from Embark stating *"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."*

Due to the large number of applications we receive, please note that Fulbright France does not contact individual candidates to confirm receipt of their application (electronic or paper).

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. Candidates selected for an interview at the Commission headquarters in Paris will receive a convocation notice by email. Interviews take place in the beginning of April. Candidates who have not been selected for an interview will also be notified by email.

The Final Selection Committee generally meets in 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 at the latest. **Please note that the calendar varies slightly from year to year.**

**Appointed by the President of the United States, the 12-member J. William Fulbright Foreign Scholarship Board was established by Congress to supervise the global Fulbright Program as authorized by the Fulbright-Hays Act of 1961.*

Thank you for applying to the Fulbright NGO Leaders Program!