

# Helpful Hints for Prospective Fulbright Scholar Applicants

## Preparing the Project Statement

The project statement is the most important aspect of preparing 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. But, in order to ensure a more complete application, your proposed project, as well as the strategy for completing it, should be thoroughly explained.

## Factors to address in the project statement

- Clearly define your objectives and the methodology you will employ. Indicate whether you will use interviews, library or archival research, or laboratory experiments to accomplish your project.
- Place your project in academic or professional context by referring to leading works by others on the topic if that information is available.
- Explain the significance of the project for the field and your own professional development.
- Explain why residence in the United States is necessary for accomplishment of the project. Comment, if applicable, on the adequacy or inadequacy of research facilities and library resources in your own country and on the need to use specific collections in the United States.
- Describe arrangements you have made, if any, for affiliation or collaboration. Try to secure a letter of invitation from a U.S. host institution testifying to the merits and feasibility of the proposal. If you have an institutional preference but no invitation, explain the reasons for your preference in an addendum to your application. Scholars who have studied previously in the United States should avoid seeking affiliation at their U.S. alma mater because candidates are encouraged to expand their contacts within the U.S. academic community.
- Discuss how your project can be completed within the time period you have available.
- Describe your competence in English if you are not a native speaker. Proficiency in English is required for both research and lecturing awards in the United States.
- Indicate how you will disseminate the results of your research both in the United States and in your home country.

## Completing the Application Form

Complete the application form carefully after reading "Instructions for Completing the Application" on pages C and D of the actual application. The application consists of a four-page form; a project statement; a detailed curriculum vitae or resume, including a list of publications; three references; and a letter of invitation, if available.

## References

Please make sure the reference reports are submitted promptly. Applicants must submit three references. It is the applicant's responsibility to ensure that reference reports are submitted by December 9, 2011, so that the references accompany the application throughout the entire review process. References should be from persons qualified to evaluate your professional work and proposal. At least one of the references should be from a specialist outside your university. References should provide evidence of a scholar's reputation within his/her discipline and must be written in English. The Reference Report Form in the application packet suggests qualifications that the reference writer should address. The reference report should be scanned and uploaded online to the Embark application. Originals may also be submitted directly to the Public Affairs Office, U.S. Embassy, Nazim Hikmet 30, Dragodan/Arberia, Pristina. Att: Fulbright Program or emailed to: [krasnijaa@state.gov](mailto:krasnijaa@state.gov) by Friday, December 9, 2011.

## Curriculum Vitae (CV)

You should submit a detailed curriculum vitae (CV) as part of your application. The CV should describe your academic credentials and achievements. When composing your curriculum vitae, it is important to include:

- Education (universities attended, degrees held)
- Positions held
- Courses taught and other services provided to students and the home institution
- Publications
- 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, the applicant should expand upon these topics to display more completely his/her accomplishments.

## DOs and DON'Ts for Prospective Fulbright Scholar Applicants

### What you should DO.....

- ♣ **DO** make sure that your application is free of grammatical and spelling errors.
- ♣ **DO** print a clear and complete project statement that introduces you professionally to your colleagues in the United States.
- ♣ **DO** make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- ♣ **DO** emphasize key points in the first paragraph of the proposal. Academic reviewers examine many Fulbright applications, and having to search for the main

points of the proposed activity is not helpful. You should use the rest of the proposal to support your statements in the opening paragraphs.

- ♣ **DO** express what you can bring to the program clearly and succinctly. The best applications are those that reflect the individual and his/her situation. You should think of the basic questions that need to be answered: Why apply for a Fulbright award to come to the United States? If selected, what will I do, and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be?
- ♣ **DO** emphasize how your project will benefit the host institution or scholars in your field both in your country and in the United States. In your project statement, address the ways in which you will utilize the experience upon your return. What is the likely impact of your experience abroad? To whom? How will you use what you learned upon your return, professionally and at the home institution?
- ♣ **DO** try to make a connection between your past experience and what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- ♣ **DO** treat the application as a unitary whole, with all parts reinforcing the project statement. The flow should be orderly: the candidate's capabilities are listed in the application, further documented in the resume or curriculum vitae, and confirmed in the references. Use the project statement to make the parts interact by referring to items in the resume 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.
- ♣ **DO** choose your references carefully and contact them early. Share information about your project proposal and details of the Fulbright Scholar Program. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references. Make sure your reference letters are sent to the U.S. Embassy.

### What you **SHOULD NOT** do....

- ♣ **DO NOT** exceed the page limit of the application proposal by including irrelevant or extraneous material that may divert attention.
- ♣ **DO NOT** use excessive jargon; keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.
- ♣ **DO NOT** be vague in describing your previous work or in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.
- ♣ **DO NOT** assume that your suitability for the endeavor is based upon past experience, your scholarship is self-evident, or the project's requirements will be understood by reviewers.
- ♣ **DO NOT** stress how a Fulbright grant will benefit only you or your career. Remember that the program is intended to foster mutual understanding between

cultures and nations.

- ♣ **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.
- ♣ **DO NOT** include any documents or supporting materials that are not in English.