

United States-India Educational Foundation

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Completing the IIE Online Application

Instructions for Indian Fulbright-Kalam Climate Fellowship for Postdoctoral Research Applicants

For research in the United States in the 2020-2021 U.S. academic year

Application Deadline: July 15, 2019, 23:59:59 hrs (IST)

THESE INDIA SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

A complete application consists of: (a) your online application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) Ph.D. degree certificate/provisional Ph.D. degree certificate; (e) three reference letters; (f) letter of invitation(s); (g) Letter of Support from Home Institution, if employed; (h) copy of a recent significant publication; (i) applicant annexure; and (j) additional documentation as specified in the instructions below.

POINTS TO REMEMBER

- All applications must be completed online at: <https://apply.iie.org/fvsp2020>
- 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. Do not write in CAPS.
- You are not required to complete this application in one session. You can re-enter at any time and edit your application before you submit it. However, please remember that 60 minutes of inactivity will automatically log you out. You will have to log in again to resume your application.
- Once you submit your application, you can NO longer make any changes to it.
- Responses to questions on the application must adhere to established character limits.
- 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.
- Review the entire application before submitting it. The **application should be free of grammatical and spelling errors.**

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 | <input type="text"/> |
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Birthdate | <input type="text"/> <input type="text"/> <input type="text"/> |
| <input type="button" value="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

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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.

Once you have created an account, please follow these steps:

PRELIMINARY QUESTIONS

Complete the following preliminary questions before proceeding with the application form:

Through which program country are you applying?

Select "India" from the drop-down list. You must be an Indian citizen residing in India at the time of application. No application will be accepted from Indians residing, working or studying outside of India.

To which academic year are you applying?

Select "2020-2021" from the drop-down list. If you select any other year, your application will be ineligible.

Do you hold or are you applying for U.S. citizenship/Permanent Residency Dual citizenship?

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

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?

Select "Yes" from the drop-down list.

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COUNTRY INFORMATION

This page provides information on address of USIEF, the Fulbright Commission in India, name of fellowship, website information and deadline. Select “Fulbright-Kalam Climate Fellowship for Postdoctoral Research” from the drop-down list.

ONLINE APPLICATION FORM: PLEASE FOLLOW THE INSTRUCTIONS BELOW:

PERSONAL INFORMATION

Title: Select the most appropriate title from the drop-down menu.

Name: This will auto-populate based on information you provided during registration. Please review and ensure that your name should appear exactly as it appears on your passport. This spelling will be used on all documents related to your Fulbright-Kalam Climate Fellowship. You can leave the suffix blank.

Please complete biographical information as per the online form.

Citizenship Information:

Country of Citizenship: Select the country in which you hold primary citizenship from the drop-down menu.

Country of Permanent Residence: Select the country in which you legally reside from the drop-down menu.

National Identification Number: Please leave this blank.

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

CONTACT INFORMATION

Addresses: Please write complete permanent address.

Telephone Numbers: Please add the country code +91 before your mobile, work and home numbers.

Email: Please use the email you have used to create the application and use frequently. Please provide an alternate email address (e.g. official, university, etc.) to contact you in case we have difficulties contacting you at the email address listed above. Please note that all system-generated messages will be sent to the address above.

Emergency Contact Information

The individuals listed under emergency contact may be contacted in the event of an emergency while undertaking activities related to this grant opportunity, including any possible travel required for interviews in your home country. This is mandatory.

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

ACADEMIC AND PROFESSIONAL INFORMATION

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

Curriculum Vitae/ Resume: The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages. Please upload your CV on this page of the online application). If you indicate books, articles or theses that are available online, please include the url links. If you have a professional website (e.g. design and visual arts), please include this url as well.

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When composing curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received)
- Professional 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 present more completely your accomplishments. Do not include photographs.

Note: Copies of diplomas are not required.

Academic Background: Please list all post-secondary institutions attended in reverse order (putting the most recently attended first). List all post-secondary institutions attended including those from which you did not achieve a degree. You may add additional institution by clicking on “Add Institution.” Once you click Add Institution it will ask to complete your educational details. Please select ‘graduate’ program under level of study from the drop-down menu.

Educational Institution

Institution*

Level of Study*

Institution Location (all address fields are required)*

Country

City

State

Website

Name of Diploma or Degree Equivalent*

Actual Name of Degree or Diploma

Discipline*

Date Degree Received*

If a degree is in progress, list expected date of conferral for Date Degree Received.

Save
Cancel

Current Professional Profile*: List your current and any relevant previous professional experience. You may add additional information by clicking on “Add Experience.”

List your most significant professional accomplishments, honors and awards and up to three significant publications.

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Organizational Membership:

List up to four professional memberships in cultural, educational, and professional organizations by clicking on “Add Organization.”

Letter of Support from Home Institution: Please upload a letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award here. Please download FNPostdoc Letter of Support from Home Institution Form from USIEF website.

Please indicate in the Applicant Annexure if you are uploading the Letter of Support from Home Institution Form.

If you are employed and eligible for leave, should you be selected for the Fulbright-Kalam Climate fellowship for Postdoctoral Research, you will have to produce the letter of leave at a later date.

Experience Abroad Country: If you have traveled, lived, or studied in any country other than your own for more than three months during the last six years, please list this experience below. This can include time overseas for education, research, business, vacation, etc. You may add additional information by clicking on “Add New.”

Indicate if you have entered US on J-1 or J-2 visa. Upload the copy of previous DS-2019 here.

Previous Fulbright Grant(s):

If you have previously been awarded a Fulbright Grant, please list the grant(s) by clicking on “Add Grant.”

If you are receiving another Fulbright Scholar Program opportunity, please provide a brief justification as to why you should be considered for another award.

LANGUAGE SKILLS:

Complete as per the online instructions.

PROJECT PROPOSAL

To which category of grant are you applying?

Select “Research” only from the drop-down list.

Project Statement

Project Title

The project title should succinctly describe the focus of the award activity (for example, “Geographic variation in pollination dynamics: Instances from native forests of California and the Western Ghats of India” or “The Epics in an Age of Religious Plurality”).

Brief Summary of Project Statement

In 3-5 sentences, provide a brief summary of the Fulbright project that easily allows non-specialists to appreciate the significance of the project or any potential contributions to the field. (700-character limit, use Roman characters only).

The project statement is the most vital 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.

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Upload a detailed project statement of not more than five single-spaced pages (3,500 words) on this link of your online application form.

FORMAT

- Do not exceed the word limit of the proposal.
- Begin the project statement with your name, country (India) and the project title at the top of page one. At the top of each subsequent page, type your name and country (India).
- 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.

GUIDANCE FOR A RESEARCH PROJECT

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, India and the U.S., and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in India. (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 to conduct the research onsite in the United States.

Research Plan and Timeline: Provide a monthly/quarterly timeline of the execution of your Fulbright-Kalam project in the U.S.

English Proficiency: Describe your schooling in English, use of English and competence level in speaking, reading and writing.

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.

ADDITIONAL CONTENT RECOMMENDATIONS

You might find the following additional advice from former Fulbright scholars, reviewers and program staff useful in preparing a more competitive application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and your 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.
- Emphasize how your project will benefit the host institution or other scholars in your field both in India and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with your prospective host and applicable agencies in order to determine what clearance and approval processes are needed.
- Connect your past experience to 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.

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- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and 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.

STYLE RECOMMENDATIONS

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I 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? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

BIBLIOGRAPHY: You will have to provide a list of one to three pages of references relevant to the proposed research.

ACADEMIC DISCIPLINE

Major Academic Discipline: Select the most appropriate discipline from the drop-down menu.

Primary Specialization: Select most appropriate discipline that is closest to your Fulbright-Kalam project.

Briefly describe the area of the field in which you plan to specialize.

Important note: The disciplines and the specializations in the drop-down menus **may not exactly match** the list of eligible fields for the **Fulbright-Kalam Climate Fellowship for Postdoctoral Research**. You will be required to indicate your chosen eligible field of study in the **Postdoctoral Research--Applicant Annexure**, which will have to be uploaded in this online form.

INTENDED GRANT PERIOD

Fulbright-Kalam Climate Fellowship for Postdoctoral Research are for 8-12 months. These fellowships are for pursuing postdoctoral research at a U.S. institution. You are required to indicate the period in which you can complete your proposed project in the U.S. Please determine your grant duration carefully.

Note: The duration will not be changed later. It is recommended that you plan your program during the U.S. academic year (generally August/September through March), when your U.S. colleagues are more likely to be available. You cannot begin your grant before August 2020 or after March 2021.

Institutional Affiliation

Have you made arrangements for affiliation with a U.S. host institution?

Select appropriate response from the drop-down menu.

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Click "Add Institution" to provide information on upto three institutions/universities with which you would like to be affiliated should you be recommended for this fellowship. If you cannot find the name of your preferred institution in the search menu, then type in the institution's name in the text box provided. If you have not obtained a letter of invitation, please provide reasons for suggested affiliation.

You will be affiliated to only one U.S. host institution for your entire grant duration.

Letter of Invitation: Please upload a signed letter of invitation on institutional letterhead here. The letter should also contain the proposed academic year. If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to climate@usief.org.in.

USIEF strongly recommends all applicants to identify institutions with which they wish to be affiliated and to correspond, in advance with potential host institutions. However, this is not mandatory.

Irrespective of whether or not you have obtained letters of invitation from the U.S. host institutions, please complete this page.

GRANT & TRAVEL PLANS

FINANCIAL INFORMATION:

Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?

Please select 'yes' from the list.

How many other sources of funding do you expect to receive?

Please select appropriate number from the list and upload supporting documentation from your home institution.

Passport/Travel Document: If you have a valid passport, please upload the bio page of your passport that bear your name, place and date of birth, passport number, place and date of issue. At this stage of your application, passport information for your dependents is not required.

Accompanying Dependents:

For grantees with grants 8 months or more in duration, subject to availability of funds, a dependent allowance and an international travel may be provided for one accompanying dependent provided the dependent is with the grantee in the U.S. for at least 80 per cent of the grant period. Dependents for the purpose of your Fulbright-Kalam grant are defined as the spouse and unmarried children under the age of 21 years who will accompany you to the U.S. No other family members are eligible for the dependent benefits.

- List name of dependents as they appear on their passports. If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship (professor, research, scholar, student, specialist, short-term scholar). Should you be selected for the grant, you will need to provide copies of their passports and previous DS-2019s if applicable, later to USIEF to confirm eligibility.
- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

ADDITIONAL INFORMATION

Country-specific Materials: Please complete the **Postdoctoral Research--Applicant Annexure** electronically and upload the scanned copy of the annexure in your online application form on this link. You can download the

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Postdoctoral Research--Applicant Annexure form from the Fulbright-Kalam Climate Fellowship for Postdoctoral Research webpage of the USIEF website www.usief.org.in .

Supplemental Materials: Please upload a scanned copy of your Ph.D. degree certificate on this link. **Please scan and upload the documents, do not upload images taken by your mobile camera.**

Additional Documentation: Upload a copy of your recent significant publication on this link of the online application. **Note: Do not upload more than one publication.**

OUTREACH SURVEY

How did you learn about the Fulbright Visiting Scholar Program?

Please mark the check box(es) and, if necessary, type in the text field(s) how you learned about the Fulbright-Kalam Climate Fellowship for Postdoctoral Research.

How long did you consider applying for a Fulbright-Kalam Climate Fellowship for Postdoctoral Research before submitting this application?

Please select from the drop-down menu.

What were the major factors in helping you decide to apply for a Fulbright Visiting Scholar award?

Please note that **Fulbright Visiting Scholar** is a generic term. The Fulbright-Kalam Climate Fellowship for Postdoctoral Research is one of the fellowships from India that falls under this category.

Please select all that apply from the drop-down menu.

RECOMMENDATIONS

Click the **"Add Recommender"** button to register your referees. You will need to complete the reference registration form to allow your referee(s) to submit your references online. It is imperative that you accurately enter the information as your referee will receive an email informing him/her of the online reference process. Your referees will receive an email from Fulbright@iie.org directly, asking them to register for the website and complete their recommendation. This process will happen as soon as you provide their contact information and click on "Send to Recommender." **You will receive an email notification after the referee submits the online recommendation letter. References must be submitted no later than July 15, 2019.**

- Do not request more than three referees to submit letters of reference.
- Please provide your referees with a copy of your project statement.
- 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.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- 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.
- References must be written in or translated into English.
- It is your responsibility to ensure that reference reports are submitted by the deadline.
- Candid, frank reference reports or letters of reference help reviewers place your research proposal within your home institution's objectives and plans for growth. References also provide evidence of your reputation within your discipline.

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Note: Letters of recommendation and language evaluations may be submitted before or after you submit the application. However, ensure that your referees complete their letters of reference prior to the application deadline. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

SIGNATURE

To electronically sign the application form, please type in your name – first name and last name -- and the date. Click *Continue*.

REVIEW

Before you submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct.

BEFORE YOU SUBMIT YOUR ONLINE APPLICATION, PLEASE REVIEW CAREFULLY THE POSTDOCTORAL RESEARCH APPLICANT CHECKLIST. POSTDOCTORAL RESEARCH APPLICANT ANNEXURE AND POSTDOCTORAL RESEARCH LETTER OF SUPPORT FROM HOME INSTITUTION FORM (IF APPLICABLE) ARE IMPORTANT, WITHOUT THESE DOCUMENTS YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Note: On submission of your online application, you will receive the following automated response:

“Congratulations! You have successfully submitted your online application to the Fulbright Visiting Scholar Program. You may also receive a confirmation email from the Fulbright agency in your home country/country of application to verify that your application has been received...”

United States-Educational Foundation in India (USIEF) - Fulbright Commission in India - will not send any additional confirmation e-mail to you.

APPLICATION DEADLINE: JULY 15, 2019, 23:59:59 hrs (IST)

If you have any questions, please write to climate@usief.org.in