



United States-India Educational Foundation

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Completing the IIE Online Application

Instructions for Indian Fulbright-Nehru Academic and Professional Excellence Fellowship Applicants

2020-2021 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) bibliography; (d) course syllabi; (e) detailed curriculum vitae; (f) three reference letters; (g) letter(s) of invitation from the U.S. host institution; (h) employer's endorsement on the FNAPE Letter of Support from the Home Institution, if employed; (i) copy of a recent significant publication; (j) FNAPE applicant annexure; and (k) 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. You can log in and out of the application as frequently as you like using your user name and password. When you create an account for this online application, record your password in a secure place.
- 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.
- Applicants applied for this fellowship earlier also must create an account to complete the new application.
- Keep your user id and password safely.

CREATING YOUR ONLINE ACCOUNT

1. To start, click [Create an account](#).

Application Management	
Returning users:	First-time users:
Log in to continue an application.	Create an account to start a new application.

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



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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"/>

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.

- 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.
- 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	<input type="text"/>
Temporary PIN	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Set Password

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

New Password	<input type="text"/>
New Password (again)	<input type="text"/>

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



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- To revisit your application, click on Log in with your email address and password and further click on Fulbright visiting Scholar Program to complete your online application. DO NOT click on Start New Application as this will create multiple applications for you.

Application Management

Returning users:

[Log in](#) to continue an application.

Login

To log in, please enter your email address and password.

Email Address

Password [Forgot Your Password?](#)

Login

- 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.

COUNTRY INFORMATION

This page provides information on address of USIEF, the Fulbright Commission in India, name of fellowship, website information and deadline. Select "Fulbright-Nehru Academic and Professional Excellence Fellowship" 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.

Surname/Family Name, First/Given Name, Middle Name: This will auto-populate based on information your 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-Nehru Fellowship.

Date of Birth (Month/Day/Year), City, Country of Birth

- Add month, day and year of birth.
- Enter your city of birth in English.



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- Select your country of birth from the drop-down menu.

Sex: Select your gender from the drop-down menu.

Marital Status: Please select most appropriate from the drop-down menu.

Number of Dependents: Add number of dependents (spouse and children under 21 years of age)

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

Complete items as per the online instructions.

Email: Please use an alternative email id that you use frequently.

Emergency Contact Information

Emergency contact should be the person who can be contacted at the event of an emergency. The contact can be of a person residing in the U.S. or in India. Your accompanying or visiting dependents name should not be entered as your emergency contact. It is mandatory to complete the emergency contact information.

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.

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.



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Note: Copies of diplomas are not required.

Academic Background: List up to **three completed degrees**; enter your highest degree first. (e.g. Ph.D., Master's, Bachelor's) by clicking on "Add Institution."

Professional Experience: List your current and any relevant previous professional experience by clicking on "Add Experience."

List your most significant professional accomplishments, honors and awards and up to three significant publications (not more than 7 lines)

Organizational Membership:

List up to four professional memberships in cultural, educational, and professional organizations by clicking "Add Organization"

Letter of Support from Home Institution:

Upload the completed "FNAPE Letter of Support from Home Institution Form" from our website.

OR

Upload the letter of support in the institutional letter head of your home institution, confirming your availability to participate in the Fulbright award signed by your employer.

You can upload both the documents also.

Experience Abroad: 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 and upload the copy of previous DS-2019. In case, you do not have the DS-2019 with you, upload the J visa.

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 (i.e. excluding the Fulbright FLTA and Foreign Student Programs), please provide a brief justification as to why you should be considered for another award.

LANGUAGE SKILLS:

Complete proficiency of languages as per the online instructions.

PROJECT PROPOSAL

To which category of grant are you applying?

Select "Research", "Teaching/Research", or "Teaching" from the drop-down list. You can select only one of the three.

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 "Aerosol formation due to biogenic emissions and its impact on climate and air quality").



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Brief Summary of Project Statement

In 3-5 sentences, provide a 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 pages.

Upload a detailed project statement of not more than five single-spaced pages (3,500 words) on this page 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-Nehru 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.



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- 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.
- 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. This link will show only if you are applying for Research or Teaching/Research grant.

Course Syllabi: This link will show only if you are applying for Teaching or Teaching/Research grant. You will have to provide a list of one to three pages of references relevant to the proposed research. For Teaching or

Teaching/Research proposals, provide up to 10 pages of sample syllabi for courses you either propose to teach or have taught. It is strongly recommended that you upload in PDF format.

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-Nehru project.

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



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Important note: The disciplines and the specializations in the drop-down menus **may not exactly match** the list of eligible fields for the **Fulbright-Nehru Academic and Professional Excellence Fellowship**. You must indicate your chosen eligible field of study in the **FNAPE Applicant Annexure** and uploaded it on your online application.

Intended Grant Period

Fulbright-Nehru Academic and Professional Excellence Fellowship are for 4-9 months for teaching, research or a combination of teaching and research at a U.S. institution. If you are applying for a Flex Award, the minimum length of the total grant is four months and the maximum is six months. Flex Awards are offered for research grants only. Flex candidates should indicate dates of first segment in the online application. In the applicant annexure, however, Flex candidates should include dates for both segments. 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 May), 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 "yes" from the list.

Host Institution Affiliation(s)

Click "Add Institution" to provide information on the institution with which you have arranged an affiliation, as well as the faculty member or campus host with whom you have been in contact.

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

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

Please click "Yes" to upload the invitation letter received.

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. Please list up to three institutions, in order of priority along with the requested details. If you made arrangements for affiliation with a U.S. host institution, provide the following information and attach your letter of invitation in the document upload section later in the application. If you have not made arrangements for affiliation, identify **three preferences in order of priority**.

Letter of Invitation

- Please upload the invitation received from university/research lab here. Letters of invitation should be typed on institutional letterhead and signed. The letter should also contain the proposed academic year.
- If an invitation arrives after you have submitted the application, forward the invitation to ape@usief.org.in.
- 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.
- Invitations do not ensure selection for an award.

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 appropriate response from the list. If yes, complete the details.



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Additional Grants, if applicable.

Passport: 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 for yourself and your dependents. At this stage of your application, passport information for your dependents is not mandatory.

Accompanying Dependents:

Indicate the complete name and contact details of your accompanying or visiting dependents. Dependents are defined as the spouse and unmarried children under the age of 21 who will accompany you to the U.S. for at least 80 per cent of the grant period. No other family members are eligible for the dependent benefits.

Entitlement of dependent are for those grantees whose grant duration in the U.S. is eight months and more. Subject to availability of funds, a dependent allowance and round trip international travel may be provided for one accompanying dependent provided the dependent is with the grantee in the U.S.

ADDITIONAL INFORMATION

Country-specific Materials: Upload here the scanned copy of the completed **FNAPE Applicant Annexure**. You can download the **FNAPE Applicant Annexure Form** from the Fulbright-Nehru Academic and Professional Excellence Fellowship webpage of the USIEF website www.usief.org.in.

Supplemental Materials: If you have any additional documentation, upload those here. If not, leave it blank.

Additional Documentation: Upload here a copy of your recent significant publication. **Note: Do not upload more than one publication.**

➤ **Note: DO NOT upload copies of diplomas/marksheets and degree certificates on your online application.**

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-Nehru Academic and Professional Excellence Fellowship.

How long did you consider applying for a Fulbright-Nehru Academic and Professional Excellence Fellowship 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-Nehru Academic and Professional Excellence Fellowship 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 Recommenders"** button in the left corner of the application form 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 automated 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 "Invite Recommenders." **You will receive an email notification after the referee submits the online recommendation letter. References must be submitted no later than July 15, 2019.**



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- 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.
- **Request your referees to specify their name and designation in the letter of reference. Reference letters without referee name will not be considered.**

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.

SIGNATURE

To electronically sign the application form, please type in your complete legal name as per your passport and click **confirm**.

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 it carefully with reference to the **FNAPE Checklist** and ensure that your application is complete in all respect.

FNAPE annexure and Letter of support from the Home Institution is an important component of the application, without these documents your application will be considered incomplete.

Important: Once you submit the application, you will receive an automated response from Fulbright@iie.org congratulating you for successful submission of your online application for the Fulbright Visiting Scholar Program. Note that the 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 ape@usief.org.in