United States-India Educational Foundation

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Completing the IIE Online Application

Instructions for Indian Fulbright-Nehru Academic and Professional Excellence (F-N APE) Fellowship Applicants

2024-2025 academic year

Application Deadline: July 17, 2023, 23:59:59 hrs (IST)

THESE INDIA-SPECIFIC INSTRUCTIONS SUPERSEDE ANY GENERAL INSTRUCTIONS.

The complete and eligible application must consist of:

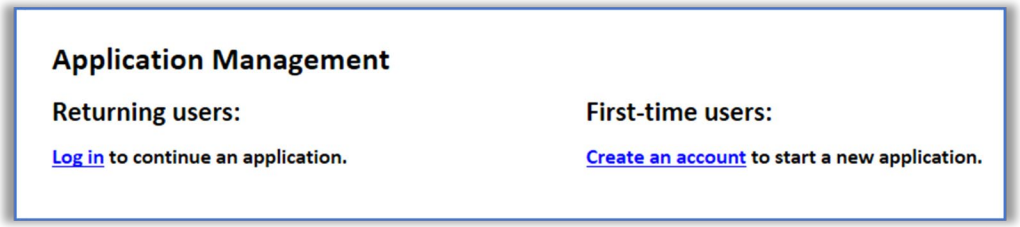
(a) F-N APE online application.
(b) detailed project statement.
(c) bibliography
(d) course syllabi
(e) detailed curriculum vitae
(f) three reference letters
(g) employer's endorsement on the FNAPE Letter of Support from the Home Institution, if employed
(h) a recent significant publication
(i) FNAPE applicant annexure

POINTS TO REMEMBER

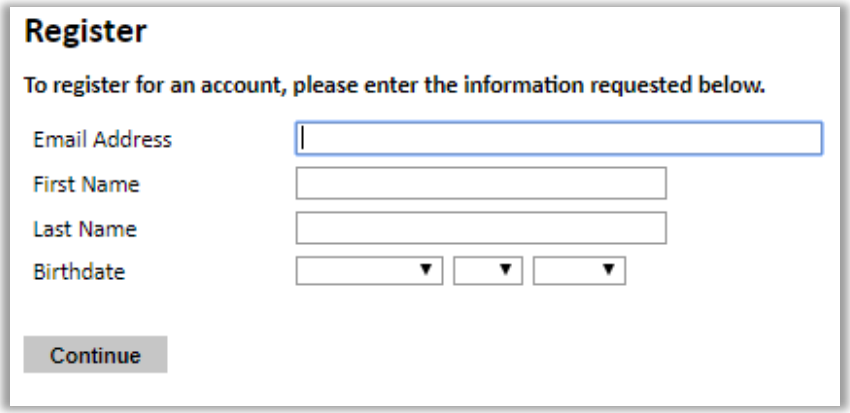
- All applications must be completed online at: **https://apply.iie.org/fvsp2024**
- Your email address is your username. You can log in and out of the application as frequently as you like using your username and password. When you create an account for this online application, record your password 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 who applied for this fellowship earlier also must create an account to complete the new application.
- Keep your user id and password safe.

CREATING YOUR ONLINE ACCOUNT

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



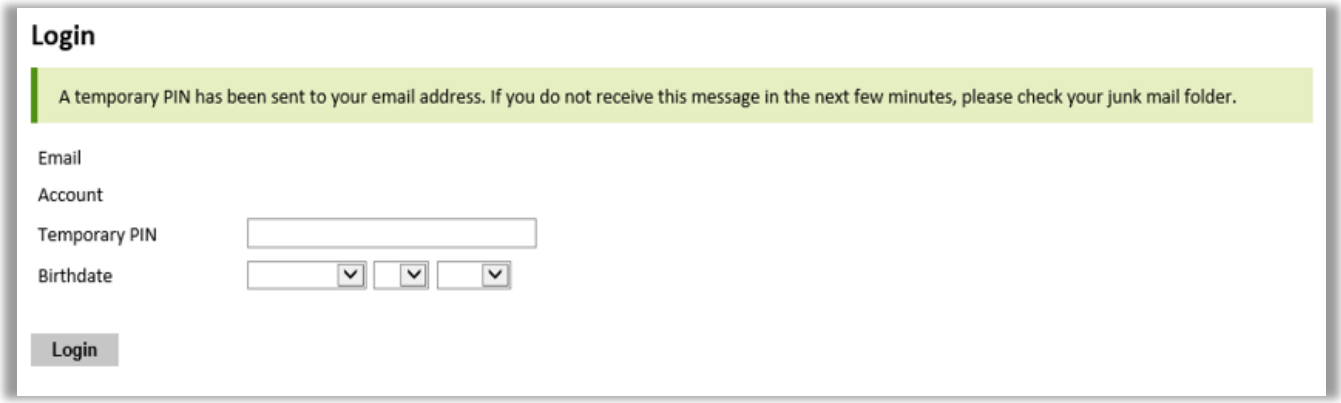
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menu. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

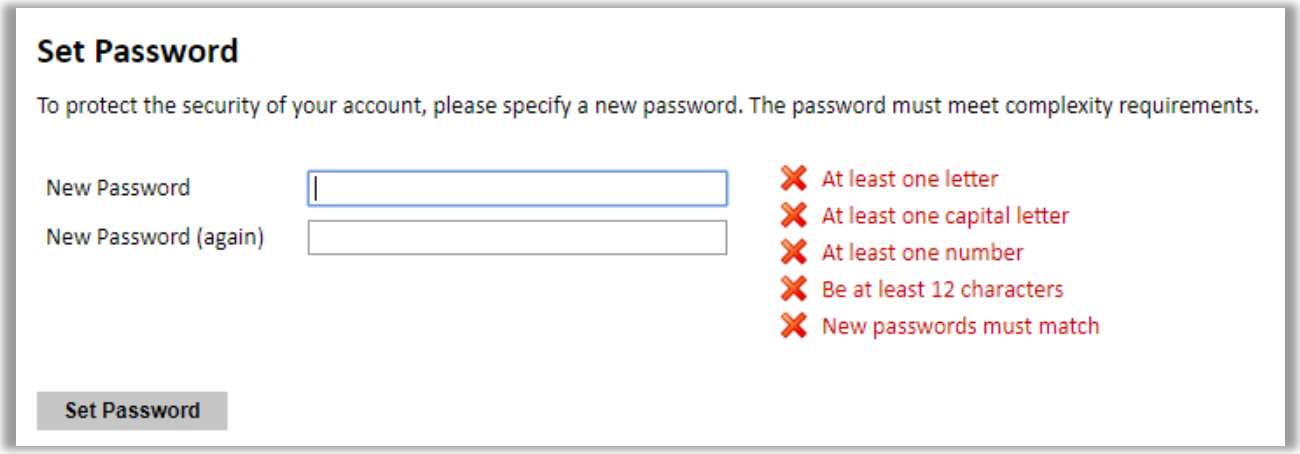


Note: Use an email address that you will be able to access for at least two years after submitting your application. Preferably use the personal email address. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not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

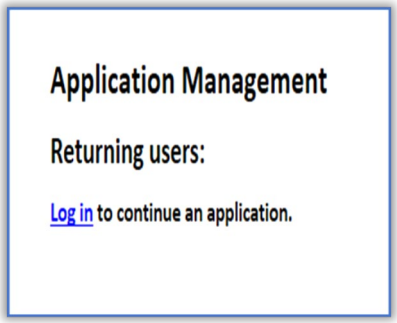
3. Click Continue. You will receive an email from Fulbright@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.

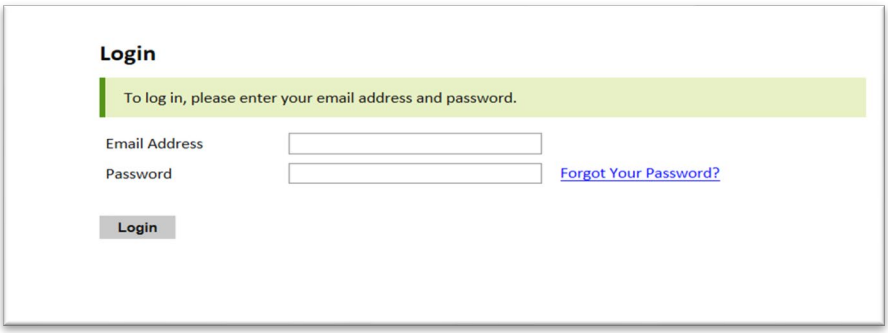
4. You will be prompted to enter your pin and then create a password to complete login.



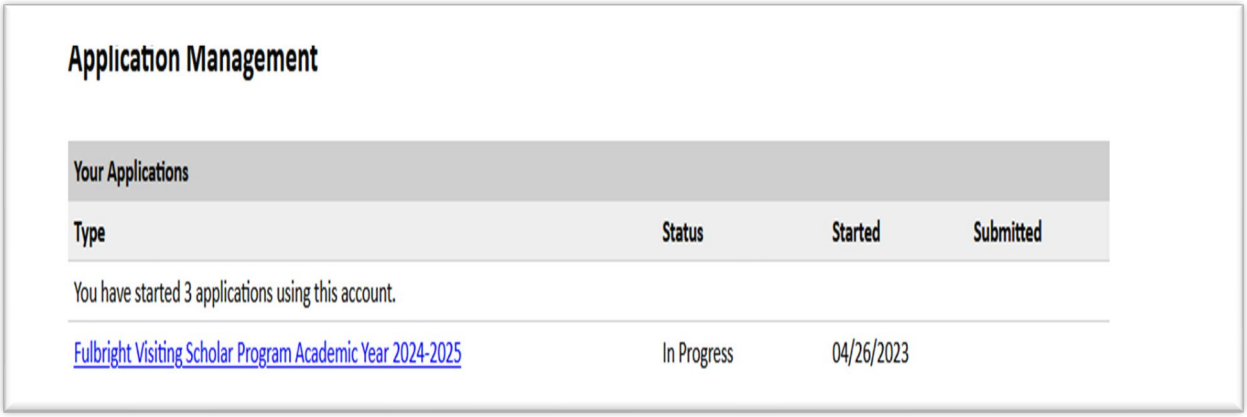


5. To revisit your application, click on *Log in with* your email address and password and further click on Fulbright visiting Scholar Program to complete your online application.





After you have created your user id and password, you will see a link for Fulbright Visiting Scholar Program Academic Year 2024-2025 click this link to complete your 2024-2025 application. In case you have created an application in the same portal in previous years you may log in directly using your previous email address and password. You may be prompted to reset your password.



Follow the given steps to complete the online application:

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WELCOME

Please Confirm You Have Read the Fulbright Policy Guidelines*
Click "Yes" and press "*Save and Continue*."

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 to apply for this application.

To which academic year are you applying?
Select "2024-2025" from the drop-down list.

Do you hold or are you applying for U.S. citizenship/ Dual citizenship with the U.S./U.S. Permanent Residency?
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 and press "Continue."

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. *

Select "Yes" from the drop-down list and press "Save and Continue."

COUNTRY INFORMATION

This page provides information on address of USIEF, the Fulbright Commission in India, name of fellowship, website information and deadline.

Select/Change Award

Select "Fulbright-Nehru Academic and Professional Excellence Fellowships" from the drop-down menu.

Supplemental Forms

FNAPE Applicant Annexure: You must complete this form electronically, save as .pdf and upload on the Country-specific materials in the Additional Information Page.

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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 the information 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. You can leave the suffix blank.

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

- Add month, day and year of birth.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

Sex: Select your gender from the drop-down menu (as it appears or will appear on your passport or travel document).

Preferred Gender Identity: Select your preference from the drop-down menu (optional).

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

The Fulbright Program complies with the Americans with Disabilities Act (the "ADA") and is committed to diversity and inclusion. If you have any form of limitation that requires accommodation, please indicate that here. This information is gathered only for statistical purposes and to ensure appropriate accommodation at a prospective host institution.

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 *Save and 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 in your India and U.S.

Emergency contact should be the person who can be contacted in the event of an emergency. The contact can be of a person residing in the U.S. or in India. A**ccompanying or visiting dependents' names <u>should not</u> be entered as your emergency contact. It is mandatory to complete the emergency contact information**.

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

ACADEMIC AND PROFESSIONAL INFORMATION

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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 (6) 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.

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 New Academic Background."**

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

List your most significant professional accomplishments, honors, and awards and up to three significant publications (not more than 6 lines)

Organizational Membership:
List up to four professional memberships in cultural, educational, and professional organizations by selecting the appropriate number from the drop-down menu of organizational memberships you would like to add.

Letter of Support from Home Institution:
You should download and complete the "FNAPE Letter of Support from Home Institution Form" from the given link. http://www.usief.org.in/Fellowships/Fulbright-Nehru-Academic-Professional-Excellence-Fellowships.aspx confirming your availability to participate in the Fulbright award.

Experience Abroad: If you have traveled, lived, or studied in any country other than your own for more than three (3) 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 Experience Abroad."

Indicate if you have entered the U.S. on J-I or J-2 visa within the past five years and upload a copy of the 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 select "Yes" from the drop-down menu.

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.

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

LANGUAGE SKILLS:

Complete proficiency of languages as per the online instructions.

PLAGIARISM AGREEMENT

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program. Please select the appropriate response and *Save and Continue*.

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

PROJECT PROPOSAL

To which category of *Fulbright-Nehru Academic and Professional Excellence Fellowship* are you applying?
Select "Research", "Teaching/Research", or "Teaching" from the drop-down list. You can select only one option.

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").

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 page limit of the proposal.
- Begin the project statement with the project title at the top of page one.
- 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 an 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). Briefly describe the expected impact of your participation on your home institution, community, or professional field.

Evaluation and Dissemination: Describe plans for the 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.
- 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.

GUIDANCE FOR A TEACHING PROPOSAL

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain what you propose to teach in the United States.
English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.
Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, innovative 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.

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.

☞ **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 upload 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. 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 2024 or after May 2025.

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Host Institutional Affiliation

Have you made arrangements for affiliation with a U.S. host institution?
Select "yes" or "no" from the list to indicate your response.

If you click 'yes', please report one primary and, if applicable, a secondary/backup (if applicable) host institution affiliation that you have pre-arranged and provide information on the institution and the faculty contact or campus host with whom you have been in contact.

If you click 'No" provide information on the institution with which you would like an affiliation. Also, provide details of the faculty member and rationale for suggested affiliation.
You will be affiliated to only one U.S. host institution for your entire grant duration.

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 two 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, grant dates, duration, name of the faculty advisor etc.
- It is necessary that you upload the host invitation letter to your online application. 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.
- If you have more than one invitation, merge the invitations as one file and then upload.

Alternate Awards

You can apply for only ONE Fulbright-Nehru fellowship category during a competition cycle. Please enter below the names of any alternate awards for which you are being considered.

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

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? In case, you are sure that you will receive sabbatical or paid leave then say "Yes" and upload your salary certificate. If not, then please say "No" and continue and complete the application.

Additional Grants, if applicable.

Passport: If you have a valid passport *(valid passport is that which has expiry six months beyond your grant end date)*, 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.

Accompanying Dependents

How many dependents do you intend to have accompany you to the United States?
Please indicate if you plan to take any dependents (spouse and children below 21 years of age) with you to the U.S. At this stage of your application, passport information for your dependents is not required. The Fulbright-Nehru Academic and Professional Excellence Fellowships provide travel and financial support for one accompanying dependent only. If short-listed for the grant, then you must submit a bank statement with adequate amount to sustain your dependent(s) in the U.S.

ADDITIONAL INFORMATION

Country-specific Materials:
Upload the PDF format of the completed **FNAPE Applicant Annexure** on this link. You can download this from supplemental form section under Country information page. Please type your name (as per the passport). Digital signature is not required.

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 in pdf (not exceeding 30 pages)**. Note: Do not upload more than one publication.**

☞**Note: DO NOT upload any copies of diplomas/marksheets and degree certificates.**

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.

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 recommendations. Please confirm preferred email address with the referee.

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 17, 2023.**

- 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 it.

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. *Do not upload the checklist to your online application.*

FNAPE applicant 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 the successful submission of your online application for the Fulbright Visiting Scholar Program.
Note: 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 17, 2023, 23:59:59 hrs (IST)

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