Preparing the Application

A WORD ABOUT PLAGIARISM

The Fulbright Visiting Scholar Program expects a high level of academic integrity and practice from participating scholars, and therefore must disqualify applicants whose project proposals include plagiarized content.

Plagiarism is the wrongful appropriation or purloining and publication as one's own, of the ideas, or the expression of the ideas of another**.**

Plagiarism is understood to include any of the following:

Presenting wording, statistics or concepts as one's own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source (with or without citation)

- Presenting material with alterations in wording (with or without citation)

- Paraphrasing the content of a source without citation

Always use quotation marks if you are copying the exact wording of another author or source.

FIRST STEPS

- **Planning ahead—**Advance planning will give the scholar as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. U.S. affiliations are also based on the application and accompanying project statement.

- **Consulting with colleagues—**Applicants are encouraged to consult with current or former Fulbright Scholars from their own countries or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES

- At the time of application, you **must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) letter of invitation; (e) three letters of reference.**
- To ensure correct completion of the application, **read carefully the detailed instructions** provided in these guidelines.
- All items **must be in English.**
- The entire application **must be typed or computer-generated**. Use 10-point or larger type on all parts of the application. Handwritten applications will not be accepted.
- Responses to questions on the four-page application must fit on the pages on which the questions originally appear. **Do not attach additional pages** to answer these questions.
- If using an electronic version of the application, do not change the format of the forms, the pagination, the fonts or the type size.
- Proofread the entire application before submitting it to the local Fulbright agency. **The application should**

be free of grammatical and spelling errors.

- **Treat the application as a unitary whole, with all parts reinforcing the project statement.** The flow should be orderly: the candidate's capabilities are listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Section A

Item 4. *Full Name*

- **Give your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant.

Item 8. *Date of Birth (Month/Day/Year)*

- Write out the name of month, rather than the numerical figure (for example, February 1, 1957).

Item 9. *Current Position Department/Office, Institution*

- List the name of your department or office and home institution in Spanish.

Item 11. *Significant Professional Accomplishments and Publications*

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae."
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the standard format for bibliographic citation and distinguish between books and articles. For books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.
- For space consideration, separate each item with a semicolon or number rather than a hard return.

Item 13. *Project Title*

- The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World" or "Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks").

Item 14. *Summary of Project Statement*

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research activities should fit *within the space provided*. Do not attach additional pages.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.

Section B

Item 1. *Proposed Program Length and Dates*

- Indicate as precisely as possible the period during which you will be available to carry out your proposed program in the United States.

Item 2. *Major Academic Discipline*

- Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Dance	Mathematics
American History	Economics	Medical Sciences
American Literature	Education	Music
American Studies	Engineering	Philosophy
Anthropology	Environmental Sciences	Physics/Astronomy
Archaeology	Film Studies	Political Science
Architecture	Geography	Psychology
Art	Geology	Public Administration
Art History	History (non-U.S.)	Public Health
Biological Sciences	Information Sciences	Religious Studies
Business Administration	Journalism	Sociology
Chemistry	Language/Literature (non-U.S.)	Social Work
Communications	Law	TEFL/Applied Linguistics
Computer Science	Library Science	Theater
Creative Writing	Linguistics	Urban Planning

Item 3. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Item 6. *Identification of Referees*

- List your evaluators' names and contact information.
- Evaluators should be in a position to comment on your qualifications to carry out your proposed program in the United States and its value in relation to your research and teaching responsibilities in your home country.
- A copy of the project statement should be given to each evaluator.

Item 7. *English Proficiency*

Indicate your personal assessment of your level of competence in English.

Section C

Item 1. *Preferred Host Institution(s)*: The sponsoring institutions will not support candidates seeking to do their research project at an institution that is not academic (i.e.: a business organization).

You must attach a copy of your letter of invitation to your application.

Section D

Item 3. *Marital Status*

- Choose from the following options: divorced, engaged, married, separated, single or widowed.

Item 4. *Dependents*

- Please list all dependents (including spouse and unmarried children under the age of 21) that will accompany you on your grant. List names as they appear on their passports. If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright agency informed of any changes.

Item 5. *Alternate Funding*

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, other grants, etc.). Please list funding amounts in U.S. dollars and attach supporting documentation.

THE PROJECT STATEMENT

The project statement is the most important 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, aswell as the strategy for completing it, should be thoroughly explained in three to five single-sided pages. Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research.

Format

- The project statement itself must be three to five single-spaced typed pages. **Do not exceed thepage limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.

- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.

- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

FOLLOW THESE GUIDELINES FOR WRITING YOUR PROJECT STATEMENT:

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, your home country and your own professional development.

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 for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

Bibliography: Provide a list of one to three pages of the most relevant sources of information to your proposed research proposal.

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.

SUPPLEMENTAL MATERIALS

Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed. E-mail invitations are not sufficient.
- Invitations do not ensure selection for an award.

REFERENCES

- Choose your references 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.
- Reference letters should be attached to the report forms provided for this purpose and should be sent by the evaluators directly to the applicants.