

# Access to the World and Its Languages

INTERNATIONAL EDUCATION PROGRAMS SERVICE



## Fulbright-Hays SEMINARS ABROAD PROGRAM

Fiscal Year 2010 Application Materials

**CLOSING DATE: TBD**



CFDA No. 84.018A

OMB No. 1840-0501

Expiration Date: 07/31/20xx

U.S. Department of Education  
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**Application for New Awards under the  
Seminars Abroad (SA) Program  
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Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Seminars Abroad (SA) program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

The SA program supports short-term study and travel seminars abroad for U.S. educators in the social sciences and humanities for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries.

This letter highlights a few items in the Fiscal Year (FY) 2010 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the SA Program is accessible at the U.S. Department of Education Web site at:

[www.ed.gov/programs/iegpssap/index.html](http://www.ed.gov/programs/iegpssap/index.html)

The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures detailed in the SA application and qualify for one of the exceptions to the electronic submission requirement. The requirements for obtaining an exception to the electronic submission have changed. If you think you may need an exception you are urged to review the requirements promptly. Applications submitted late will not be accepted. **We suggest that you submit your application several days before the deadline date of September xx, 20xx.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

A program officer is available to provide technical assistance if you have any questions after reviewing the application. Please refer to the introduction that follows for the names and telephone numbers of the contact persons.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

Vickie L. Schray  
Acting Deputy Assistant Secretary  
Higher Education Programs  
Office of Postsecondary Education

## BACKGROUND INFORMATION

### **The J. William Fulbright Foreign Scholarship Board**

The J. William Fulbright Foreign Scholarship Board has the overall responsibility for managing the Fulbright Program worldwide. The Board is composed of twelve members drawn from academic, cultural and public life who are appointed by the President of the United States. Their job is to set and interpret policies related to the administration of the Fulbright Programs, to approve the final selection of all Fulbright grantees and participants, and to supervise the conduct of the program both in the U.S. and abroad.

### **The Seminars Abroad Program**

The Seminars Abroad Program, authorized by the Mutual Educational and Cultural Exchange (Fulbright-Hays) Act of 1961, provides opportunities for qualified U.S. educators to participate in short-term seminars abroad mainly on topics in the social sciences, social studies and the humanities.

The purpose of the program is **to help U.S. educators/administrators in humanities, languages, and/or area studies** to enhance their international understanding and increase their knowledge of the people and culture of another country through study abroad. **This program is designed for educators with limited or no experience in the host country (ies).** Upon their return, participants are expected to share their broadened knowledge and understanding of the host country (ies) with students, colleagues, civic and professional organizations, and the public in their respective home communities.

All seminars are composed of a pre-arranged, structured academic phase and a group travel phase. Due to the group nature of the seminar and the requirement that participants attend all scheduled activities, participants will not have time to engage in extensive individual research. The seminars' schedules provide only a limited amount of free time for participants to gather information related to their individual curriculum projects or other projects related to their current teaching responsibilities.

## PROGRAM GUIDELINES

### **Eligibility Requirements:**

In accordance with the Policy Statements of the J. William Fulbright Foreign Scholarship Board, the basic eligibility requirements are:

1. Citizenship - must be a citizen of the United States or a permanent resident.
2. Academic Preparation - must hold at least a bachelor's degree from an accredited college or university.
3. Professional Experience - (1) must have at least 3 years of full-time experience - by the time of departure for the seminar; (2) must be currently employed full-time in a U.S. school system, institution of higher education, Local Education Agency, State Education Agency, library, or museum. Teaching as a graduate, teaching assistant or student teacher is not applicable toward the three years of required full-time professional experience; (3) must be currently employed full-time in a teaching position at the level for which the candidate is applying.

4. 50% Rule – Applications are accepted from those who teach two half-time permanent positions in two different institutions, teaching at the same or similar education levels. You must provide documentation that both positions add up to the equivalent of a full-time position.
5. Health –The candidate must be physically and psychologically able to participate in all phases of the seminar. Award recipients must provide a physician’s statement to reflect participants’ readiness for travel.
6. Suitability and Adaptability - The applicants’ suitability and adaptability are assessed through the evaluation criteria and letters of reference.

### **Curriculum Project and Final Report**

Any applicant who has participated in the Fulbright-Hays Seminars Abroad or Group Projects Abroad program (s) and has not completed the program requirement for a curriculum project and final report will have their application deemed ineligible.

All applications are reviewed and evaluated according to their *first choice* unless an applicant is deemed ineligible for his or her first choice. **Applicants are encouraged to list a second choice when applying. If an applicant selects a second choice and does not discuss the selection in the essay questions, points will be deducted.**

If too few applications are received for a given seminar that seminar will be cancelled. Applicants who have selected a cancelled seminar as their first choice will be reviewed for their second choice, if the applicant lists a second choice. If they meet the qualifications for those seminars, they will be selected to participate in either their second choice.

If your first-choice seminar is cancelled, you will be considered for your second-country selection. However, you will not be given priority over an applicant who has listed that country as their first selection and has a competitive score. You will be evaluated with the entire grouping of applications, based on your second-choice selection and the score given by the reviewers.

### **Program Requirement**

Participants in the SA program must complete a curriculum project, which must be submitted to the **Fulbright Commission or other agency administering the seminar and the Department of Education**, 90 days after the conclusion of the seminar.

### **Ineligibility Factor**

Those individuals who have participated in the Fulbright-Hays Seminars Abroad Program, Group Projects Abroad Program or the Japan Fulbright Memorial Fund must wait two summers before they are eligible to participate a second time; i.e., those individuals who participated in a seminar or group project in 2008 or 2009 are not yet eligible to reapply.

## Primary Fields for Participation

*\*This list is not exhaustive. It is intended to provide applicants with a general idea of the kinds of fields/disciplines where there is a major focus in the Seminars Abroad Program.*

### **ARTS and HUMANITIES**

- Archaeology
- Area Studies
- Art History
- Classics
- Comparative Literature
- Creative Writing
- English Language & Literature
- English as Second Language (ESL)
- Folklore, Folklife
- Foreign Languages & Literature
- History
- Less Commonly Taught Languages
- Linguistics
- Music Performance, Theory, Composition, & Literature
- Philosophy
- Religion
- Speech, Rhetoric, & Debate
- Studio Arts & Photography
- Television, Film, & Cinematography
- Theater Arts, Playwriting, Screenwriting, Acting, & Dance

### **SOCIAL SCIENCES**

- Anthropology
- Communications & Media
- Computer Science
- Economics
- Environmental Science
- Ethnic & Cultural Studies
- Financial Theory
- Geography
- Health
- International Business
- International Relations
- Political Science
- Psychology
- Public Policy & Public Administration

- Social Work
- Sociology

**Disciplines for which there is not a primary focus**

- Accounting
- Counseling
- Engineering
- Math (Calculus, Trigonometry, Algebra, Statistics)
- Science (Biology, Chemistry, Physics)

**IMPORTANT – PLEASE READ FIRST**  
**U.S. Department of Education**  
***e-Application Submission Procedures and Tips for***  
***Applicants***  
***<http://e-grants.ed.gov>***

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

**ATTENTION**

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department's of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox ). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - **Add Application Package to your Start Page**. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the




List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

**Step 4 - Begin the Application.** Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

**Step 5 - Fill out Forms.** Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

**Step 6 - Upload File(s) for Narrative Responses.** Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

**Step 7 - Verify Information/Print Application.** Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

**Step 8 - Submit your Application.** Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

**Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

## Other Submission Tips

**SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 on the deadline date, the e-Application system will not accept it.

1. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

2. Dial-Up Internet Connections - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

## Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a

file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

## IMPORTANT INFORMATION FOR APPLICANTS

To access an electronic copy of the application please go to our website:

[www.ed.gov/programs/iegpssap/index.html](http://www.ed.gov/programs/iegpssap/index.html)

For answers to program related questions please contact the program officers:

Program Officer (Primary Program Contact)

Carly Borgmeier

202-502-7691

[carly.borgmeier@ed.gov](mailto:carly.borgmeier@ed.gov)

Program Officer

Tanyelle Richardson

202-502-7626

[tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov)

Seminars Abroad Program Analyst

Michelle Ward

202-502-7623

[michelle.ward@ed.gov](mailto:michelle.ward@ed.gov)

PLEASE NOTE:

ALL APPLICANTS WILL BE NOTIFIED OF THE RESULTS OF THE COMPETITION  
NO EARLIER THAN LATE **MARCH**

## INSTRUCTIONS FOR FULBRIGHT-HAYS APPLICATION FORM

### 1. Applicant's Basic Data

- A. Enter name: LAST, FIRST, M.I.
- B. Select one form of address
- C. Enter permanent address
- D. Enter home phone number- please do not list cell phone unless that is your only non-work telephone
- E. Enter date of birth: MM-DD-19YY
- F. Please enter city and state or city and country
- G. Enter your non-work email
- H. Please select at least one country. You may wish to select a second country, but it is not required. If you select more than one country it must be within the same educational cluster. If you select one country from elementary education, the second one, if you select a second one, must also come from elementary education. You cannot select a country from a different education cluster.

I.

**Elementary Education Cluster (K-6)** - Please select one or more of the countries listed for elementary education if you teach or administer in an elementary school.

**Secondary Education Cluster (7-12)** - Please select one or more of the countries listed for secondary education if you teach or administer in a secondary school. If you are a middle school or junior high school teacher or administrator who teaches any of the grades between 7<sup>th</sup> and 12<sup>th</sup>, you should select a country or countries from this cluster.

**Postsecondary Education Cluster** - Please select one of the three countries listed for postsecondary education. If you teach or administer at a two or four year public/private institution, you can select this option.

- J. U.S. Citizen/Permanent Resident: Please select YES or NO
- K. Respond only if Veteran's Status applies to you
- L. Please enter the name: LAST, FIRST, M.I., telephone and home address of the person our office should contact should an emergency arise.

### 2. Previous Fulbright-Hays or Fulbright Memorial Fund

If you participated in Fulbright-Hays in 2008, you are not eligible to apply again. If you participated in a Fulbright Memorial Fund in the spring of 2008 or earlier you are now eligible to apply.

Please see the Frequently Asked Questions (FAQs) for more information on this topic.

### 3. Present Employment

Please enter the number of years in present position (current location). Check full time or part time.

Please enter the start date for your current position, the name of the institution, complete address for the institution, telephone number, including extension, fax number, and work email. If you have more than one or a joint position please list the first half on the form and list both on your CV.

Please select the appropriate academic level taught/administered.

**U.S. Department of Education  
Washington, DC 20006**

**APPLICATION FOR FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM**

(P.L. 87-256, as amended)

**PART A. APPLICATION INFORMATION**

FORM APPROVED  
OMB NO. 1840-0501  
EXPIRATION DATE:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0501. The time required to complete this information collection is estimated to average three hours per response, including the time to review instruction, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to International Education and Graduate Programs Service, U.S. Department of Education, 1990 K Street, NW – 6<sup>th</sup> Floor, Washington, DC 20006-8521.

**1. Applicant's Basic Data (please print or type)**

**A. Name:** \_\_\_\_\_ **B.** \_\_\_Mr. \_\_\_Mrs. \_\_\_ Ms. \_\_\_ Dr.  
(Last) (First) (M.I.)

**C. Home Address:** \_\_\_\_\_  
(Number and Street including Apt. #)  
\_\_\_\_\_  
(City) (State) (Zip Code)

**D. Home Telephone:** \_\_\_\_\_ **E. Date of Birth:** \_\_ - \_\_ - 19\_\_ **F. Place of Birth:** \_\_\_\_\_

**G. Home email:** \_\_\_\_\_

<b>H. Seminar Preference Elementary Education</b>	<b>Seminar Preference Secondary Education</b>	<b>Seminary Preference Postsecondary Education</b>	<b>I. US Citizen/ Permanent Resident</b> <small>Please Circle YES NO</small>
First Choice _____	First Choice _____	First Choice _____	<b>J. Veteran's Status</b> <input type="radio"/>
Second Choice (optional) _____	Second Choice (optional) _____	Second Choice (optional) _____	

**K. Emergency Contact**

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
(Last) (First) (M.I.)

**Home Address:** \_\_\_\_\_  
(Number and Street including Apt. #)  
\_\_\_\_\_  
(City) (State) (Zip Code)

**2. Previous Fulbright- Hays or Fulbright Memorial Fund**

Title of Grant/Award	Host Country	Date of Award (month/year)
_____	_____	_____

**3. Present Employment**

**Number of years in present position** \_\_\_\_\_ **Full Time** \_\_\_\_\_ **Part Time** \_\_\_\_\_

**A. Position/Title Date of Employment:** \_\_ \_\_ \_\_

**Name of Institution/School:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Work E-mail:** \_\_\_\_\_

**Academic Level Taught** (Please check the appropriate academic level)

Elementary School \_\_\_\_\_ Middle School \_\_\_\_\_ Secondary School \_\_\_\_\_

Postsecondary (2yr.) \_\_\_\_\_ Postsecondary (4yr.) \_\_\_\_\_

Curriculum Specialist \_\_\_\_\_ Other: \_\_\_\_\_

## Technical Review Criteria

You will be evaluated by the following selection criteria.  
Please complete the following pages to the best of your ability.

1. Curriculum Vitae	15 points
2. International Experience	15 points
3. Demonstrated Need	30 points
4. Project plan and implementation	30 points
5. References	10 points
Total	100 points



**Evaluation Criterion: Curriculum Vitae:** This section is worth 15 points.

1. PLEASE INCLUDE A COPY OF YOUR Curriculum Vitae (C.V). Your c.v. should contain the following pieces of information: current position, previous experience, professional initiatives, honors, awards, and involvement in educational/professional organizations, and impact in and beyond the classroom. Please be sure to include your passport information: Name as it appears on your passport, date of issue, date of expiration, and place of issue. Please limit your CV to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered.

**Evaluation Criterion: International Experience:** This section is worth 15 points.

2. PLEASE COMMENT ON YOUR ABILITY TO LEARN FROM INTERNATIONAL AND/OR INTERCULTURAL EXPERIENCES THAT YOU HAVE HAD. Please limit your essay to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered. **All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.** (Relevant background includes travel, formal study, demonstrated ability to adapt to/with new cultures- Does not have to be an overseas experience.)

**Evaluation Criterion: Demonstrated Need:** This section is worth 30 points.

3. EXPLAIN YOUR NEED FOR THIS OVERSEAS EXPERIENCE AND WHY YOU WANT TO PARTICIPATE IN THE SEMINAR (S) YOU SELECTED. Indicate why you require greater knowledge of the host country (ies) by traveling overseas. Include a discussion on what aspects of the society (ies) you are interested in learning about. You must demonstrate a direct connection between the seminar and your current teaching and/or administrative responsibilities. Please limit your essay to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered. ***All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.***

**PLEASE ADDRESS BOTH COUNTRY CHOICES**

**Points will be deducted for not discussing countries listed on Applicant Information Page**

**Evaluation Criterion: Project plan and implementation:** This section is worth 30 points.

4. DESCRIBE HOW YOU PLAN TO INCORPORATE THE SEMINAR EXPERIENCE INTO YOUR PROFESSIONAL WORK TO ENHANCE INTERNATIONAL, INTERCULTURAL UNDERSTANDING. (such as teaching, curriculum development, and outreach activities). Please limit your essay to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered. ***All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.***

**PLEASE ADDRESS BOTH COUNTRY CHOICES**

**Points will be deducted for not discussing countries listed on Applicant Information Page**

**5. Reference Forms- Part 1**  
**Evaluation Criterion: This section is worth 10 points.**

**Applicant Name:** \_\_\_\_\_

**First Country Choice:** \_\_\_\_\_

Suitability and adaptability for participation in a seminar abroad.

**PART B-1. SUPERVISOR REFERENCE FORM FOR APPLICANT**

Is the applicant a full time teacher, administrator, faculty, or staff member? Yes  No

Please draft a letter responding to the following criteria for the applicant:

- Knowledge of specific field
- Ability to work with colleagues, including those with differing views, and or different backgrounds
- Ability to communicate effectively
- Adaptability
- Leadership
- Resourcefulness
- Impact, in and beyond the classroom
- Ability to work and travel in a group setting
- Impression which will be made abroad as a US citizen
- Ability to exercise sound judgment

Additional comments on the applicants' professional competence, experience, accomplishments, and personal qualities. Also, indicate any limitations.

**Please be sure to close the letter with your full contact information and connection to the applicant.**

Use Additional page if necessary.

THIS FORM IS SUBJECT TO RELEASE, ON REQUEST, TO THE APPLICANT.

**Reference Forms- Part 2**

**Applicant Name:** \_\_\_\_\_

**First Country Choice:** \_\_\_\_\_

**PART B-2. REFERENCE FORM FOR APPLICANT**

Please draft a letter responding to the following criteria for the applicant:

- Knowledge of specific field
- Ability to work with colleagues, including those with differing views, and or different backgrounds
- Ability to communicate effectively
- Adaptability
- Leadership
- Resourcefulness
- Impact, in and beyond the classroom
- Ability to work and travel in a group setting
- Impression which will be made abroad as a US citizen
- Ability to exercise sound judgment

**Please be sure to close the letter with your full contact information and connection to the applicant.**

Use additional page if necessary.

\_\_\_\_\_

**Reference Forms- Part 3**

**Applicant Name:** \_\_\_\_\_

**First Country Choice:** \_\_\_\_\_

**PART B-3. REFERENCE FORM FOR APPLICANT**

Please draft a letter responding to the following criteria for the applicant:

Knowledge of specific field

Ability to work with colleagues, including those with differing views, and or different backgrounds

Ability to communicate effectively

Adaptability

Leadership

Resourcefulness

Impact, in and beyond the classroom

Ability to work and travel in a group setting

Impression which will be made abroad as a US citizen

Ability to exercise sound judgment

**Please be sure to close the letter with your full contact information and connection to the applicant.**

Use additional page if necessary.

\_\_\_\_\_

## SUPPLEMENTAL APPLICATION INSTRUCTIONS FOR FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

*Essay Questions: Please note that highly evaluated statements reflect careful thought and preparation. They directly answer each element of the question and provide illustrative details and/or examples. Statements that are brief, general, and/or incomplete responses to questions suggest to reviewers a lack of thoughtfulness and seriousness, and often a candidate's lack of suitability for the program.*

*Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.*

**All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.**

### **Essay Question 1**

Please attach a curriculum vitae (CV) - see the section below that describes what to include in the response. Please fill out the sections that apply to you. Do not write in narrative form, bulleted is fine. CV should not exceed 3 pages.

#### **Sample Curriculum Vitae Template**

##### **CONTACT INFORMATION** (for home and work)

Name  
Address  
Telephone  
Cell Phone  
Email

##### **PERSONAL INFORMATION**

Date of Birth  
Place of Birth  
U.S. Citizenship  
Permanent Resident  
Gender

##### **PASSPORT INFORMATION**

Name- As it appears on your passport  
Date of Issue  
Date of Expiration  
Place of Issue

- The US Department of Education is not responsible for procuring or assisting in any of the processes involved in the acquisition of passports and/or visas. It is up to the individual applicant to complete and submit all the required paperwork to the appropriate office, embassy and or consulate. It is also not the responsibility of the US Department of Education to cover the costs of any of these processes. Should the applicant fail to have the required documents prior to travel that will prohibit the individual from participating in the program.
- If you do not currently have a passport please apply for one as soon as possible and write "passport application in process". We are using this information to verify that you have or are in the process of obtaining a passport **prior** to the program begins.

##### **EMPLOYMENT HISTORY**

List in chronological order, beginning with the most recent, including position details and dates.



Work History- Please be sure to list subjects taught and/or administered and what at grade levels  
Academic Positions  
Research and Training

### **EDUCATION**

Include dates, majors, and details of degrees, training and certification  
University  
Graduate School  
Post-Doctoral Training

### **PROFESSIONAL QUALIFICATIONS**

Certifications and Accreditations

### **AWARDS & HONORS**

### **PUBLICATIONS & BOOKS**

**PROFESSIONAL MEMBERSHIPS**, including leadership roles, active projects in each, if applicable

### **OTHER INTERESTS**

#### **Essay Question 2**

Please discuss your interest in and experience with interacting with other cultures, either domestically in the United States and/or abroad. Address what you have learned from these experiences. Essay should not exceed 3 pages. If you have selected a seminar that includes more than one country you must write about all in your response.

#### **Essay Question 3**

Please discuss why you require greater knowledge of the host countries. Please also discuss what aspects of the culture you are interested in learning more about. Please make sure that you make a direct connection between the seminar (s) you have selected and your current position. Please discuss each of the seminars you have selected; points may be deducted if a seminar is selected on the first page and it is not discussed in this essay. Essay should not exceed 3 pages. If you have selected a seminar that includes more than one country you must write about all in your response. Failure to do so will make you less competitive.

#### **Essay Question 4**

Please discuss your plan to implement the required curriculum project. How will it be used in your position as an educator? How will it affect your students, colleagues, and community? Please make sure that you make a direct connection between the seminar (s) you have selected and your current position. Please discuss each of the seminars you have selected; points may be deducted if a seminar is selected on the first page and it is not discussed in this essay. Essay should not exceed 3 pages. If you have selected a seminar that includes more than one country you must write about both in your response.

***REMINDER: All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.***

#### **Letters of Reference**

The letters of reference should address the following: knowledge of the field, ability to work with colleagues, ability to communicate effectively, adaptability, leadership, resourcefulness, impact in and beyond the classroom, ability to work and travel in a group setting, impression that will be made abroad

as a U.S. citizen and ability to exercise good judgment. **Please be sure that each reference closes the letter with full contact information and connection to the applicant.**

One letter (B-1) must come from a supervisor. The other two letters (B-2 and B-3) should come from colleagues that are familiar with you and your work. In the e-Application system you submit the name and email address of the people you would like to have write letters of reference. Please alert those same people that they will be receiving an email from the US Department of Education (OCFO EDCAPS). Once you submit the names and emails for the people who will write the letters please keep in contact with them to make sure that they are completed. In e-Application, you will know this if the box beside the reference letter on the application cover page has a check in it- if there is nothing or if there is a capital **R** in the box, the form has not been completed and submitted by the person or people to whom they were sent.

We do not accept reference letters or applications via by mail, email or fax.

### **Terms and Conditions**

Please note that by submitting this electronic application you are agreeing to all aspects of the Terms and Conditions.

Should you have any programmatic questions, please do not hesitate to contact the program officer.

Should you have any technical issues or questions, please do not hesitate to contact the e-Application helpdesk.

## 2010 FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM TERMS AND CONDITIONS OF THE AWARD

Participants in the Seminars Abroad Program must comply with all terms and conditions of the award and directions from program staff. If a participant fails to comply with these terms and conditions and any additional directions, the U.S. Department of Education may terminate the grant, require the participant to repay the government for any funds spent to support the participant or bar the participant from any future seminars.

By accepting this award, the participant agrees to comply with all laws of the United States and the host country.

The participant agrees not to engage in any activities that are likely to give offense to the host country or to bring the United States into disrepute.

By accepting this award, the participant agrees to attend and participate in all seminar activities.

- Seminar activities are very intensive and *attendance at all activities is required*. Being joined by dependents, relatives, or friends in the host country during the period of the seminar is not permitted.
- By accepting this award, the participant is agreeing that he/she is willing to endure certain discomforts that may arise and that he or she is able to keep up with the high pace of the program.
- The candidate must be physically and psychologically able to participate in all phases of the seminar. Award recipients must provide a physician's statement to reflect participants' readiness for travel.
- Participants are required to contribute **\$450.00** as a cost share to help defer the costs of the seminar program.
- Participants are responsible for additional expenses which may include the following:
  - passport and visa fees
  - inoculations
  - the purchasing of gifts to bring for any visits during the seminar
  - charges for telephone calls and/or faxing to the overseas administering agency during the pre-departure period
  - the purchasing of books/curriculum materials during the seminar
  - personal expenditures.
- All seminar participants are required to have health insurance that is valid in the host country (ies). The participant's insurance **must include emergency evacuation and repatriation of remains coverage**. If participant's current health insurance is not valid, he or she is required to purchase insurance through the United States Department of State (DOS) or some other group carrier. The cost of insurance through the DOS for the previous year ranged from \$52 to \$203 per person per month.
- **Participants are required to complete one curriculum project that is relevant to institutions' use.** The project will be facilitated by the U.S. Department of Education's administering agency in the host country (ies), and is due within 90 days of the seminar end date. **This curriculum project must be submitted to both the U.S. Department of Education and the administering agency in their host country.**
- Participants are required to share their curriculum projects with colleagues and conduct outreach activities in their schools, institutions, and communities upon return to the U.S. (Participants will be asked to submit a detailed dissemination report on how this was accomplished.)

- **Participants are required to complete an evaluation of the seminar using an online evaluation form provided by the U.S. Department of Education.**
- Travel must be taken in accordance with the ticket issued by the overseas administering agency.
- All announced seminars are subject to the availability of Federal funds and the cooperation of foreign nations. Seminars could be cancelled or changed due to a decrease in funding, situations in the host countries, or too few applications received.
- The U.S. Department of Education is not responsible for procuring or assisting in any of the processes involved in the acquisition of passports and/or visas. It is up to the individual applicant to complete and submit all the required paperwork to the appropriate office, embassy and/or consulate. It is also not the responsibility of the U.S. Department of Education to cover the costs of any of these processes. Should the applicant fail to have the required documents prior to travel, they will be prohibited from participating in the program.

By submitting the application electronically, the applicant is agreeing to all terms and conditions listed above.

**THE J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD**  
**STATEMENT OF THE RIGHTS AND RESPONSIBILITIES OF AMERICAN GRANTEES**

“Grants under the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act), involve certain obligations and responsibilities on the part of each grantee. A person accepting such a grant is not by virtue thereof an official or employee of the Department of State or other agency of the Government of the United States of America, or of an agency of the government of the host country.

Grantees are private citizens, retaining the rights of citizens to the personal and intellectual freedom generally accepted under the United States constitutional system and by the educational community.

The J. William Fulbright Foreign Scholarship Board believes, however, the individual grantees are responsible for protecting the nonpolitical character of the program during their grants. They should be aware that their public political statements or activity while abroad may, in certain circumstances, draw into the political arena an educational exchange program that has been characterized since its inception, as free and nonpolitical.

Further, it should be recognized that American citizens who make political statements abroad or who engage in activities with political connotations may thereby become involved in the domestic political processes of their host country even when they wish only to express agreement or disagreement with U.S. Government policy. Grantees should be aware that such activities are incompatible with the objectives of the program and that they are responsible for exercising discretion and judgment in all of their actions, both public and private.”

## **REVOCAION OR TERMINATION OF THE AWARD**

Upon the recommendation of the bi-national commission, overseas posts, and the Secretary of Education, the J. William Fulbright Foreign Scholarship Board may terminate your award.

“Grounds for revocation may include but are not limited to: (1) violations of the laws of the United States or of the host country; (2) misconduct; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) acts likely to give offense to the host country; and/or (6) engaging in political or unauthorized income-producing activities; or other activities which in the discretion of the Foreign Scholarships Board and the Department are inconsistent with the best interests of the program.”

## **CERTIFICATION**

I certify that the information I provided on this application is correct to the best of my ability and that I agree to the terms and conditions of the award if selected.

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Signature of Applicant

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Date

## INFORMATION ON THE PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: (1) The Department is authorized to collect information to implement the Fulbright-Hays Seminars Abroad Program/Bilateral Projects under the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256; 75 Stat. 527) and Section 4 of Executive Order 11034. In accordance with this authority, the Office receives and maintains personal information on applicants for use in processing applications and selecting participants. (2) The principle purpose for collecting this information is to administer the program, including use by program staff and field readers to determine eligibility and suitability for participation in a seminar abroad and use by program staff to ensure compliance with program requirements. (3) The information may be disclosed to third parties such as the U.S. embassies, agencies that the Department has authorized to assist in administering the seminars including binational commissions, the J. William Fulbright Foreign Scholarship Board, and in some cases foreign governments for use in issuing visas.

Disclosure may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual. If the Department or an employee of the Department is involved in litigation, the Department may send your information to the Department of Justice, a court, adjudicative body, or potential witness provided such disclosure is compatible with the purpose for which the information was requested. Disclosure may also be made to the Department of Justice for the purpose of obtaining its advice as to whether particular records are required to be disclosed under the Freedom of Information Act. When the appropriate office of Ed determines that an individual or an organization is qualified to carry out specific research, that official may disclose information to that researcher solely for the purpose of carrying out the research. When ED contracts with a private firm for the purpose of administering the seminar(s), relevant records will be disclosed to the contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records. Information may be disclosed to any Federal, State, local or foreign agency or public authority responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation where the information is relevant to any enforcement, regulatory, investigative, or prospective responsibility with the receiving entity's jurisdiction. Information may be disclosed in response to a subpoena issued by a Federal agency having the power to subpoena records or other Federal agencies. (4) You are not required to submit the information requested in this application, however the information will be used in the processing and evaluation of applications; and the effects of not providing all or any part of the requested information may delay the process or make it impossible to process an application (disclosure of your social security number is voluntary; failure to disclose such a number will not result in the denial of any right, benefit or privilege to which an individual is entitled).

## Seminars Abroad FY 2009 Application Checklist

**Use This Checklist While Preparing Your Application. All items listed on this checklist are required. The list is organized in the same manner that the submitted application should be organized.**

- ✓ Online Application completed
- ✓ Curriculum Vitae (CV)
- ✓ International Experience Essay (maximum 3 pages)
- ✓ Demonstrated Need Essay (maximum 3 pages)
- ✓ Project Plan Essay (maximum 3 pages)
- ✓ Reference from current supervisor
- ✓ Two references from colleagues

***It is the responsibility of the applicant to ensure that all documents are uploaded correctly. Please be sure that all documents are accessible before you submit your application.***

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30:00 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web **site.**

**Attention:** For additional information on e-grants, including the requirements for requesting a waiver, please consult the Notice of Closing Date published in the Federal Register and contained in this application packet.