

# Fulbright-Hays SEMINARS ABROAD PROGRAM

Fiscal Year 2013 Application Materials

**CLOSING DATE: TBD**



CFDA No. 84.018A

OMB No. 1840-0501

Expiration Date: 07/31/20XX

U.S. Department of Education  
1990 K Street, N.W., 6<sup>th</sup> Floor  
Washington, DC 20006-8521  
Telephone: 202-502-7700; Fax: 202-502-7860  
E-mail: [OPE\\_IEGPS@ed.gov](mailto:OPE_IEGPS@ed.gov)

[www.ed.gov/about/offices/list/ope/iegps/](http://www.ed.gov/about/offices/list/ope/iegps/)

**Application for New Awards under the  
Fulbright-Hays Seminars Abroad (SA) Program  
Table of Contents**

|  | Page |
|--|------|
| Dear Applicant Letter .....                              | 2    |
| Background Information .....                             | 3    |
| Primary Fields for Participation .....                   | 6    |
| G5 e-Application Submission Procedures .....             | 8    |
| Contact Information for Applicants .....                 | 13   |
| Instructions for Fulbright-Hays Application Form .....   | 14   |
| Application Form Part A .....                            | 16   |
| Technical Review Criteria.....                           | 17   |
| Essay Question #1 – Curriculum Vitae.....                | 18   |
| Essay Question #2 – International Experience.....        | 19   |
| Essay Question #3 – Demonstrated Need .....              | 20   |
| Essay Question # 4 – Project Plan & Implementation ..... | 21   |
| Reference Form B – 1 .....                               | 22   |
| Reference Form B - 2.....                                | 23   |
| Supplemental Application Instructions.....               | 24   |
| Fulbright-Hays Seminars Abroad Terms & Conditions.....   | 28   |
| Information on the Privacy Act.....                      | 31   |
| Application Checklist.....                               | 32   |

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 abroad for U.S. educators for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries. For the FY 2013 competition, we are offering a seminar to China, administered through a contractual agreement with the National Committee on U.S.-China Relations (NCUSCR). We would like to thank NCUSCR for their continued support.

In the spirit of broadening international education opportunities for all Americans, we continue to encourage applications from K-12 teachers, faculty, administrators, and other educators who work with under-represented populations that include high-need students and first-generation college- students, and from those who have never had the chance to participate in short-term and travel seminars abroad.

This letter highlights items in the Fiscal Year (FY) 2013 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 of MONTH XX, 201X.** 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,  
Andre W. Lewis  
Deputy Assistant Secretary  
International and Foreign Language Education

## **FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM 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 provide short-term study and travel abroad for U.S. educators and administrators in the social sciences and humanities for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries. Educators with limited study abroad experience are encouraged to apply. 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\*\***

\*\*Note: The program guidelines are only applicable for the four-week seminars abroad program. To be eligible for the program, presidents, provosts, and academic vice presidents must be a citizen or permanent resident of the United States and adhere to the Program Guidelines as described below in # 5 and #6.

### **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 or a permanent resident of the United States.
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); *and* (3) must be currently employed full-time in a teaching or administrative 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 academic levels. Applicants 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’ professional suitability and cross-cultural adaptability are assessed through the evaluation criteria, essay responses and letters of reference.

**Note:** *We invite applications from K-12 teachers/administrators who work with high-need students or in high-poverty schools as defined in the Notice Inviting Applications, and from postsecondary educators/administrators who work in community colleges or minority serving institutes including those that are eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended).*

**High-need children and high-need students** means children and students at risk of educational failure, such as children and students who are living in poverty, who are English learners, who are far below grade level or who are not on track to becoming college- or career-ready by graduation, who have left school or college before receiving, respectively, a regular high school diploma or a college degree or certificate, who are at risk of not graduating with a diploma on time, who are homeless, who are in foster care, who are pregnant or parenting teenagers, who have been incarcerated, who are new immigrants, who are migrant, or who have disabilities.

**High-poverty school** means a school in which at least 50 percent of students are eligible for free or reduced-price lunches under the Richard B. Russell National School Lunch Act or in which at least 50 percent of students are from low-income families as determined using one of the criteria specified under section 1113(a)(5) of the Elementary and Secondary Education Act of 1965, as amended. For middle and high schools, eligibility may be calculated on the basis of comparable data from feeder schools. Eligibility as a high-poverty school under this definition is determined on the basis of the most currently available data.

### **Country Selection Procedures**

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

With the exception of the two-week seminar for educational policy makers, all applications are reviewed and evaluated according to their *first country choice* unless an applicant is deemed ineligible for his or her first choice. **Applicants are encouraged to list a second choice when applying, but this is not mandatory. It is at the discretion of the**

**applicant. If an applicant selects a second choice and does not discuss the selection in the essay questions, points will be deducted.**

Any seminar with an inadequate number of applicants will be cancelled. A seminar may also be cancelled for other reasons. Applicants of the cancelled seminar will be reviewed and selected for their second choice seminar if qualified. However, these applicants will not be given priority over those who have listed that country as their first selection and have a competitive score. If no second choice is listed, application will not be reviewed for their first choice if that program is cancelled.

Please note that instructions about second and third-year country choices do not apply to applications received from college and university presidents, provosts, and academic vice presidents.

### **Program Requirement**

Participants in the SA program must complete a curriculum project and/or report, which must be submitted to the **Fulbright Commission or other agency administering the seminar and the Department of Education**, no later than 90 days after the conclusion of the seminar.

### **Ineligibility Factor**

Those individuals who have participated in the Fulbright-Hays Seminars Abroad Program or Group Projects Abroad Program must wait two summers before they are eligible to participate a second time; i.e., those individuals who participated in a Seminars Abroad or Group Projects Abroad in 2011 or 2012 are not yet eligible to reapply.

## **Fulbright-Hays Seminars Abroad Program 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

### **G5 e-Application Submission Procedures and Tips for Applicants**

<http://www.G5.gov>

To facilitate your use of G5 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 G5 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 encounter difficulties, you may also contact the G5 helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application using G5 e-Application. Please note that there is a training module available on the G5 home page ([www.G5.gov](http://www.G5.gov)) that details the registration and G5 application processes in detail for users new to G5. You can access this module under the Main Menu of the homepage and link to Online Training. Look for the training topic G5 for Applicants.

Step 1 – **Register in G5** to access the electronic application package. If you are a new user, you will need to register to use G5 e-Application.

- From the G5 Portal Page <http://www.G5.gov/>, click on the Sign Up button for non-ED employees. The User Registration Screen displays.
- Click the button to the right of the ED Employee/ED Contractor field to display the employee/contractor options. Select the “no” list option. Enter all required information as noted by red asterisks (\*).
- Click the continue button to proceed to the user registration agreement. Select the agree button to accept the terms of the user agreement. **Note:** If you do not agree, then you may not complete the registration process. The system displays a message indicating that the system will send a notification to your email address.
- The system sends a message with a link to activate your account. Clicking the link takes you to the Account Activation screen. Click the **Agree** option to accept the activation terms.
- Click on the submit button to submit your activation. Click the **Continue >** button to complete the password, security question and security answer. Fill out the required fields and press the continue button to continue to the summary information.
- Click the **Activate** button to activate your account and save your password and security information. The system displays a message indicating that the account has been activated and that you will need to log into G5 to select your role for access. You will then receive an email with the G5 link.

If you already have a username and password for G5 use them to login. If you have access to more than one G5 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 G5 modules. In order to update your registration for additional G5 modules, click the appropriate tab on the top of the screen and provide the requested information.

The site is viewed best using Internet Explorer 5.5 or higher.

**Step 2 - Add Application Package to your Start Page.** From your Home Page, go to Grant Setup and click on "Package Submission." Select the package for which you wish to apply and click on the "Initiate New Application" button. In the future, the package will now appear when you click on "Package Submission" or after using the "Click Here to view my Applications" link under "Quick View" on your Home Page.

**Step 3 - Begin the Application.** After going to the Application Package, click on the "Modify Application" button. This brings you to a page where you will see all of the application's forms and narratives listed.

**Step 4 - Fill out Forms.** Select the form you would like to complete and click on the "Edit Form" button 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 5 - Upload File(s) for Narrative Responses.** When prompted to attach narrative documents to application forms, enter the title of the document, and then Select the "Upload" button. Next, 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) and/or completing the form. Please note for file uploads, **we accept .pdf files only.**

**Step 6 - Verify Information/Submit your Application.** Verify your information is correct and complete before submitting. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. After all forms are completed, click on the "Continue" button at the bottom of your application. Enter and verify the Authorizing Representative information, and click the "Submit" button. At the top of the page you will see a confirmation message stating that your application was successfully submitted and providing you with your application number. You will also receive an e-mail to confirm that your application was received, and it will include your 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. G5 e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

**Step 7 – Printing Your Completed Application.** You have the option to print each form at any time by clicking on the "View Form" button after selecting the appropriate form to print. After submission of your application, you have the option to print a complete e-Application package in PDF. From the Application Packages tab you will notice that your application status has changed from Draft to Submitted. To locate the PDF of your application, select the package radio button and click the "Modify Application" button. Then select the "Click Here to view the PDF Package" in the upper right hand corner of the page under the Package Information section.

**Step 7 - 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**. The Online Training can be found under the main menu at <http://www.G5.gov>.

### **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 type detailed in the Federal Register application notice (.pdf). 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.

### **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 PM EST 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 this 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 PM unless you follow the procedures in this 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.

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. 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 this notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.
3. Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through G5 because—
  - You do not have access to the Internet; or
  - You do not have the capacity to upload large documents to G5; and
  - No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Carly Borgmeier, U.S. Department of Education, 1990 K Street NW, Room 6097, Washington, D.C. 20006. FAX: (202) 502-7859 or (202) 502-7860.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

a. Submission of Paper Applications by Mail

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.018A)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260**

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark

- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark
- (2) A mail receipt that is not dated by the U.S. Postal Service

If your application is postmarked after the application deadline date, we will not consider your application.

*Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.*

**b. Submission of Paper Applications by Hand Delivery**

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.018A)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260**

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

---

## CONTACT INFORMATION FOR APPLICANTS

---

For answers to program related questions please contact the  
Seminars Abroad program officer:

Carly Borgmeier  
202-502-7691  
[Carly.Borgmeier@ed.gov](mailto:Carly.Borgmeier@ed.gov)

PLEASE NOTE:  
ALL APPLICANTS WILL BE NOTIFIED OF THE RESULTS OF THE COMPETITION  
NO EARLIER THAN **MARCH 31<sup>ST</sup>, 2013**

---

## INSTRUCTIONS FOR FULBRIGHT-HAYS APPLICATION FORM

### 1. Applicant's Basic Data

- A. Enter name: LAST, FIRST, M.I.
- B. Select personal title
- 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 address
- 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. For example, if you select one country from elementary education, the second one, if selected, must also come from elementary education.

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

**Secondary Education Cluster (7-12)** - Please select one or more of the countries listed for secondary education if you teach or administer at this level. 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 or two of the countries listed for postsecondary education. If you teach or administer at a two- or four-year public/private institution, you can select this option.

NOTE: The Seminar for **Presidents, Academic Vice Presidents, and Provosts** has only one country selection. Only apply for this program if you are eligible (you must be a President, Academic Vice President or Provost).

- I. U.S. Citizen/Permanent Resident: Please select YES or NO
- J. Respond only if Veteran's Status applies to you.
- K. 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

If you participated in a Fulbright-Hays program in the summer of 2010 or earlier, you are eligible to apply again. Fulbright-Hays participants in 2011 and 2012 are not yet 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.

Select the type of school or institution at which you are currently teaching, if this applies to you. You may select more than one. If none of these apply, check "Not Applicable" or "N/A". The definitions for these are included below:

*A K-12 educator who works with **high-need students** or in **high-poverty schools**, as defined in the Notice Inviting Applications:*

- a. High-need children and high-need students means children and students at risk of educational failure, such as children and students who are living in poverty, who are English learners, who are far below grade level or who are not on track to becoming college- or career-ready by graduation, who have left school or college before receiving, respectively, a regular high school diploma or a college degree or certificate, who are at risk of not graduating with a diploma on

time, who are homeless, who are in foster care, who are pregnant or parenting teenagers, who have been incarcerated, who are new immigrants, who are migrant, or who have disabilities.

- b. High-poverty school means a school in which at least 50 percent of students are eligible for free or reduced-price lunches under the Richard B. Russell National School Lunch Act or in which at least 50 percent of students are from low-income families as determined using one of the criteria specified under section 1113(a)(5) of the Elementary and Secondary Education Act of 1965, as amended. For middle and high schools, eligibility may be calculated on the basis of comparable data from feeder schools. Eligibility as a high-poverty school under this definition is determined on the basis of the most currently available data.

*IHE educator or administrator at a community college or Minority Serving Institution (MSI) (including those that are eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended).*

- A. 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.
- B. 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. Public reporting burden for this collection of information is estimated to average 18 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Mutual Educational and Cultural Exchange Act of 1961) and voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1840-0501.

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

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

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

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

**G. E-mail:** \_\_\_\_\_

| <b>H. Seminar Preference<br/>Elementary Education</b> | <b>Seminar Preference<br/>Secondary Education</b> | <b>Seminary Preference<br/>Postsecondary Education</b> | <b>I. US Citizen/<br/>Permanent Resident</b><br>Please Circle YES NO |
|---|---|--|--|
| 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.)

**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** \_\_\_\_\_  
**Type of school or institution:** € Urban € Rural € High Needs € High Poverty € Community College € MSI € N/A

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

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

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

**B. 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                | 10 points  |
| 2. International Experience        | 10 points  |
| 3. Demonstrated Need               | 35 points  |
| 4. Project plan and implementation | 35 points  |
| 5. References                      | 10 points  |
| Total                              | 100 points |

**Evaluation Criterion: Curriculum Vitae:** This section is worth 10 points.

1. PLEASE INCLUDE A COPY OF YOUR Curriculum Vitae (C.V). Your C.V. should contain the following pieces of information: current position, relevant 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 C.V. to no more than three pages. Any piece of this section that exceeds the three page limit will not be considered. **You may submit your C.V. using standard C.V. formatting.**

*Please indicate on your C.V.:*

- (1) If you are a K-12 teacher or administrator who works with high-need students or in high-poverty schools, as defined in the "Supplemental Application Instructions"; Or*
- (2) If you are an educator or administrator at a Community College or Minority Serving Institution (MSI), as defined in the "Supplemental Application Instructions".*

**Evaluation Criterion: International Experience:** This section is worth 10 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, and 1 inch margins.*** (Relevant background includes travel, formal study, and demonstrated ability to adapt to and learn from diverse cultural settings - does not have to be an overseas experience.)

**Evaluation Criterion: Demonstrated Need:** This section is worth 35 points.

3. EXPLAIN YOUR NEED FOR THIS OVERSEAS EXPERIENCE AND WHY YOU NEED 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 host society (ies) you are interested in learning. 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, and 1 inch margins.***

**IF APPLICABLE, PLEASE ADDRESS BOTH/ALL 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 35 points.

4. DESCRIBE HOW YOU PLAN TO INCORPORATE THE SEMINAR STUDY ABROAD EXPERIENCE INTO YOUR PROFESSIONAL WORK TO ENHANCE INTERNATIONAL OR 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, and 1 inch margins.***

NOTE: For the Seminar for **Presidents, Academic Vice Presidents, and Provosts** this section should focus on how participation in the Seminar will help in establishing and/or refining the institutional vision and agenda to internationalizing your institution or system. Be as descriptive as possible given the page limit.

**IF APPLICABLE, PLEASE ADDRESS BOTH/ALL 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. REFERENCE FORM FOR APPLICANT\***

***(\*IF CURRENTLY IN A TEACHING OR ADMINISTRATIVE POSITION AND APPLYING TO ONE OF THE FOUR- TO SIX-WEEK SEMINARS, THIS FORM MUST BE FROM A SUPERVISOR)***

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

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

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

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**

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

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

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

Use additional page if necessary.

\_\_\_\_\_



## FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM SUPPLEMENTAL APPLICATION INSTRUCTIONS

*Essay Questions: Please note that highly rated statements are those which reflect thoughtful responses. 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 preparation 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.**

### **Professional Suitability**

Please attach a curriculum vitae (C.V.) in any standard format not to exceed 3 pages. 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

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

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

Name

Address

Primary Phone Number

Additional Phone Number

E-mail

##### **EDUCATION**

Include dates, majors, and details of degrees, training and certification

University

Graduate School

Post-Doctoral Training

##### **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

*Please indicate here if you are a:*

*(2) K-12 educator who works with high-need students or in high-poverty schools as defined in this notice.*

- a. High-need children and high-need students means children and students at risk of educational failure, such as children and students who are living in poverty, who are English learners, who are far below grade level or who are not on track to becoming college- or career-ready by graduation, who have left school or college before receiving, respectively, a regular high school diploma or a college degree or certificate, who are at risk of not graduating with a diploma on time, who are homeless, who are in foster care, who are pregnant or parenting teenagers, who have been incarcerated, who are new immigrants, who are migrant, or who have disabilities.

- b. High-poverty school means a school in which at least 50 percent of students are eligible for free or reduced-price lunches under the Richard B. Russell National School Lunch Act or in which at least 50 percent of students are from low-income families as determined using one of the criteria specified under section 1113(a)(5) of the Elementary and Secondary Education Act of 1965, as amended. For middle and high schools, eligibility may be calculated on the basis of comparable data from feeder schools. Eligibility as a high-poverty school under this definition is determined on the basis of the most currently available data.

- (3) *IHE educator or administrator at a community colleges or Minority Serving Institution (MSI)* (including those that are eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended).

### **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 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, it 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.

### **PROFESSIONAL QUALIFICATIONS**

Certifications and Accreditations

### **AWARDS & HONORS**

### **PUBLICATIONS & BOOKS**

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

### **OTHER INTERESTS**

### **Essay Question 1: International or Intercultural Experience**

Please discuss your interest and experience related to interacting with people from diverse cultures, whether domestically (in the United States), abroad or both. Demonstrate what you have learned from these experiences and how they have affected you and/or your classroom. The essay should not exceed 3 pages.

## **Essay Question 2: Demonstrated Need**

Please provide a sound rationale for your selection of the host country(ies). Discuss your objectives for the seminar abroad experience and how they might enhance your professional knowledge and capability in your current position. Please make sure that you show a direct connection between the seminar(s)/country(ies) you have selected and your current teaching or administrative position. This essay should not exceed 3 pages. If you have selected a seminar that includes more than one country you must address each one in your response. Failure to do so will make your application less competitive.

## **Essay Question 3: Project Plan and Implementation**

Participants in the SA program must complete a curriculum project and/or report, which must be submitted to the **Fulbright Commission or other agency administering the seminar and the Department of Education**, no later than 90 days after the conclusion of the seminar.

Please discuss your plan to develop and implement the required curriculum or program development project in your classroom and/or institution. Describe what it is and how it will be implemented in your position as an educator or administrator. Discuss how it might affect your students, colleagues, and community. Since it is expected for each participant to perform an outreach activity(ies) after participation in the program, including potential outreach activities in this section is suggested as well. Please make explicit the connection between the seminar(s)/country(ies) you have selected and your current professional responsibility. This essay should not exceed 3 pages and must address all countries selected.

This section will vary slightly for the Seminar for **Presidents, Academic Vice Presidents, and Provosts**. For this Seminar, this section should focus on how participation will help in establishing and/or refining the institutional vision and agenda to internationalize your institution or system. Discuss possible reforms that could be promoted or initiated at your institution or within your state based on what you hope to learn in the country in which the program will take place. Be as descriptive as possible within the 3-page limit.

***REMINDER: All essays must be written in Times New Roman, 12 point font, 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 to cross-cultural settings, 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.**

If currently in a teaching or administrative position at the K-12 or postsecondary level, the first letter (B-1) **must** come from a current supervisor. For the Presidents' program, this letter (B-1) may come from a current or previous colleague who can speak closely about you and your work. The second letter (B-2) may come from a current or previous colleague who is familiar with you and your work. A previous supervisor may submit a letter of reference for B-2 (the second letter of reference) but not B-1.

In the G5 application system, you submit the name and e-mail address for the individuals you would like to have write letters of reference. Before entering their contact information in the system, please make sure you place a formal request with the person who will be writing your letter. Additionally,

**please alert those same people that they will be receiving an automatically generated e-mail from the U.S. Department of Education (OCFO EDCAPS).** If the e-mail is not in their inbox, make sure that they check their spam or junk mail folders. Once you submit the names and e-mail addresses for the people who will write the letters, please keep in contact with them to make sure that they complete this before the deadline of the application. In G5, you will know this because the system informs you when the e-mail has been sent and when their application form is completed.

We do not accept reference letters or applications by mail, e-mail 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 G5 helpdesk.

## 2013 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 does not cover these two items specifically, 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. The participant must provide documentation to the Program Officer that he/she has obtained this insurance.
- **Participants are required to complete one curriculum project that is relevant to the 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 the 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 GRANTEEES**

“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.”

#### **REVOCATION 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.

---

Signature of Applicant

---

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 2013 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 (C.V.)
- ✓ International Experience Essay (maximum 3 pages)
- ✓ Demonstrated Need Essay (maximum 3 pages)
- ✓ Project Plan Essay (maximum 3 pages)
- ✓ Two reference letters (one from current supervisor, if applicable, and second from a colleague)

***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 G5 Web site (<http://www.g5.gov>) by 4:30:00 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the G5 Web site are posted in this chart (note that the times listed are in Washington, DC time). Any modifications to these hours are posted on the G5 Web site.**

| G5 Hours of Operation in Eastern Standard Time |                                      |                    |                                      |                                      |                    |                    |
|--|--------------------------------------|--------------------|--------------------------------------|--------------------------------------|--------------------|--------------------|
| Sun.   | Mon.                                 | Tues.              | Wed.                                 | Thur.                                | Fri.               | Sat.               |
| Unavailable from 08:00 PM - 11:59 PM           | Unavailable from 12:00 AM - 05:59 AM | Available 24 hours | Unavailable from 09:00 PM - 11:59 PM | Unavailable from 12:00 AM - 05:59 AM | Available 24 hours | Available 24 hours |