

**U.S. Department of  
Education**  
Washington, D.C. 20202-5335

**APPLICATION FOR  
GRANTS UNDER THE**

**Fiscal Year 2015 Fulbright-Hays Seminars Abroad Program Fiscal Year  
Application CFDA # 84.018A  
PR/Award # N/A**

OMB No. 1840-0501, Expiration Date:  
Closing Date:

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

	Page
Dear Applicant Letter .....	3
Background Information .....	5
Sample Seminar Summaries .....	8
Primary Fields for Participation .....	11
e-Application Submission Procedures .....	13
Contact Information for Applicants .....	19
Instructions for Fulbright-Hays Seminars Abroad Program Application Form .....	20
Part A Application Information .....	22
Sample Technical Review Form.....	24
Essay Question #1 – Curriculum Vitae.....	25
Essay Question #2 – International/Intercultural Experience.....	26
Essay Question #3 – Demonstrated Need .....	27
Essay Question # 4 – Project Plan & Implementation .....	28
References .....	29
Competitive Priority .....	32
Supplemental Application Instructions.....	33
Instructions for Letters of Reference.....	37
Fulbright-Hays Seminars Abroad Terms & Conditions.....	38
Statement of the Rights and Responsibilities of American Grantees.....	40
Revocation or Termination of the Award.....	41
Frequently Asked Questions.....	42
Information on the Privacy Act.....	49
Application Checklist.....	50

## **Public Burden Statement**

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. Public reporting burden for this collection of information is estimated to average three 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 (22 USC 2452(b)(6) ). If you have comments or concerns regarding the status of your individual submission of this application, please contact Fulbright-Hays Seminars Abroad Program, International and Foreign Language Education, 1990 K Street NW, 6<sup>th</sup> floor, Washington, DC 20006 directly. [Note: Please do not return the completed application to this address.]



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

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 Fiscal Year (FY) 2015 competition, we are offering a seminar to China, administered through a contractual agreement with the National Committee on U.S.-China Relations (NCUSCR).

We encourage interest in this program from K-12 teachers, postsecondary 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; nonetheless, **please note that only educators at the K-12 level will be eligible to apply for this year's competition.**

This letter highlights items in the application package that will be important to you in applying for awards 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 at 4:30:00 p.m. Washington, D.C. time.** 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.

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 name and telephone number of the contact person.

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

If you have any questions or require additional information, please contact:

Fulbright-Hays Seminars Abroad Program

Maria Chang – Program Officer

202-219-7001

[maria.chang@ed.gov](mailto:maria.chang@ed.gov)

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

Sincerely,

A handwritten signature in black ink, consisting of a stylized initial 'M' followed by a long horizontal line that tapers to the right.

Mohamed Abdel-Kader  
Deputy Assistant Secretary  
International and Foreign Language Education

## **FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM**

### **The Seminars Abroad Program BACKGROUND INFORMATION**

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 no or limited study abroad experience are encouraged to apply. Upon their return, participants are expected to develop and disseminate a curriculum project and 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. Participants should plan accordingly.

### **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.

## 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 U.S. 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 (K-12 applicants)** - Eligible applicants must meet all of the following criteria:
  - (a) must have at least three years of full-time professional K-12 experience by the time of departure for the seminar; (Experience as a student teacher is not applicable toward the three years of required full-time experience);
  - (b) must be currently employed full-time (or its equivalent) in a teaching or administrative position at the level for which the candidate is applying; or
  - (c) must be currently employed full-time (or its equivalent) in a U.S. K-12 school system, Local Education Agency, State Education Agency, library, or museum.

**Professional Experience (Postsecondary applicants)** - Eligible applicants must meet all of the following criteria:

- a) must have at least three years of full-time experience by the time of departure for the seminar;
- b) must be currently employed full-time in a U.S. accredited institution of higher education, library, or museum.
- (3) must be currently employed full-time in a teaching or administrative position at the level for which the candidate is applying.

**Note:** Other examples of eligible K-12 or postsecondary professional experience include but are not limited to the following:

- Curriculum specialists
- Librarians
- Museum educators, media or resource specialists

4. **50% Rule** - Applications are accepted from K-12 and postsecondary educators who work in two half-time permanent positions in one or more schools or organizations, teaching or working at the same or similar academic levels. Applicants should indicate in the Curriculum Vitae (CV) their full or part-time status, including percent Full-Time Equivalent (FTE) for each position. If applicants are selected to participate in the Fulbright-Hays Seminar Abroad Program seminar, they will be expected to provide documentation demonstrating that the two positions equal a full-time teaching position or related administrative

responsibilities.

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 that reflects participant's readiness for travel.
6. **Suitability and Adaptability** – The applicant's 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 at schools identified as Title I schools or those that are eligible for the Federal Student Aid Teacher Loan Forgiveness Program. Applications from applicants who work at a school that falls into one of these categories will be awarded 10 additional points. Please indicate in your CV if your school is either eligible to be considered a Title I school or participates in the Federal Student Aid Teacher Loan Forgiveness Program.

- For a list of eligible **Title I** schools, please visit:  
<http://nces.ed.gov/ccd/schoolsearch/>
- For a list of eligible **Federal Student Aid Teacher Loan Forgiveness Program**, please visit:  
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

\* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school or educational service agency is located, not to the U.S. Department of Education. This information is located at <http://www2.ed.gov/about/contacts/state/index.html>

### **Condition of Eligibility**

Any applicant who has participated previously 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.

Please note that a seminar may be cancelled due to security issues or emergency medical concerns in a given host country, an inadequate number of qualified applicants, or for other reasons. Should this become necessary, applicants will be notified.

### **Program Requirements**

Participants in the SA program must complete a project report which must be submitted to the U.S. Department of Education, and a curriculum project to be submitted to both the Department and the seminar's administering agency, no later than 90 days after the conclusion of the seminar.



## FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM SEMINAR DESCRIPTION FOR K-12 EDUCATORS (SAMPLE)

### CHINA

- Seminar Title:** History, Culture and Economic Development in China
- Duration:** Up to five weeks, exact dates to be determined (typically beginning in early July)
- Participants:** U.S. K-12 Educators, Administrators, and Media Resource Specialists

**Program Content:**

China's increasing global influence presents a need for U.S. educators to fully understand its transformation into a worldwide economic powerhouse and related challenges. This Fulbright-Hays Seminars Abroad Program will provide a unique in-country study experience for U.S. educators and administrators to examine China's history, culture, society, and economy.

China is one of the most rapidly changing countries in the world today. Because of China's growth, it is an exciting place to visit and study. Lectures during this four-week seminar will enable participants to better understand both the country's fascinating past and its current challenges – social, economic, and political. Participants will visit places of historic importance as well as those illustrative of contemporary society. Efforts will be made for the program schedule to include visits to schools before the summer holiday.

Prior to international departure, participants will gather in the United States for a two- and-a-half-day pre-departure orientation (PDO) program. Program participants will get to know each other and attend introductory briefings on topics such as Chinese culture, society and language, as well as the country's educational, political, and economic systems.

Once in China, the itinerary will include meetings, site visits, and discussions in four cities chosen to show different aspects of China. Beijing, the capital of China, is home to many top universities, government offices, and sites of historic and cultural interest. Participants will explore the capital city and visit educational and economic institutions where they will hear lectures on Chinese history, politics, economics, and education. Site visits to government agencies, media outlets, and historic and cultural sites are designed to complement these lectures and provide an immersive learning experience in this fascinating country.

Xi'an, the "cradle of Chinese civilization," is located in central China and was the capital for eleven Chinese dynasties. Participants will hear lectures on politics, government, ethnic minorities, as well as on the social and economic aspects of the "Develop the West" policy. Participants will also visit educational, historic and archeological sites related to the lectures.

Shanghai is widely recognized as one of the most dynamic cities in the world. Several days will be spent there examining topics such as the history of colonial involvement in China, the rise of China's Communist Party, and current urban issues, including the city's unique economic contribution to the country.

The fourth city will be selected from among the following: Kunming, Chengdu, Guilin, Chongqing, or Guiyang. At the end of the Fulbright-Hays Seminars Abroad Program, delegation members will have the option of visiting Hong Kong, partially at their own expense. Program participants who do so will spend three to four days attending meetings to discuss aspects of Hong Kong society based on their selected interests.

The National Committee on United States - China Relations and the China Education Association for International Exchange will administer the Fulbright-Hays Seminars Abroad Program on behalf of the United States Department of Education.

**FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM SEMINAR DESCRIPTION FOR  
POSTSECONDARY EDUCATORS (SAMPLE)**

**Jordan and Oman**

**Seminar Title:** Middle East Neighbors

**Dates:** Up to five weeks, exact dates to be determined (typically beginning in early July)

**Participants:** U.S. postsecondary educators, administrators, and media resource specialists

**Program Content:**

Situated in different parts following is a list of the Arab world, Jordan and Oman together provide an ideal case study types of this diverse region. Meetings with journalists, government officials, economists, activists, entrepreneurs, and educators will provide a variety of views concerning differing realities and approaches to such issues as the role of women, balancing continuity and change, economic and educational reform, the management and exploitation of natural resources, environmental preservation, conflict and refugees, and regional and international relations, including those with the United States. Islam and its role in society will also be addressed. Participants will visit key archaeological and other sites in Jordan and Oman to gain historical perspective and an appreciation for geography as a cultural and social determinant. Cultural events will also be arranged to provide participants with the broadest possible exposure to contemporary society.

Program opportunity for personal interaction is important for achieving greater understanding of a place and its people. Each participant will spend at least one day with a family to learn first-hand about aspects of everyday life and culture and exchange personal views and experiences. They will also attend social and professional events that enable interaction with Jordanian and Omani colleagues. The relationships and insights that result from these encounters will enable mutual understanding and respect to replace stereotypes on both sides.

Periodic debriefing sessions will enable participants to compare and contrast their experiences, ask questions, and synthesize the information they have acquired.

## **Fulbright-Hays Seminars Abroad Program Primary Fields**

The following is a list of the types of fields that educators are working in that may be eligible for SA participation.\*

### **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
- Economics
- Environmental Science
- Ethnic & Cultural Studies
- Geography
- Health
- International Business

- International Relations
- Political Science
- Psychology
- Public Policy & Public Administration
- Social Work
- Sociology

*\*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.*

**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 online 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.

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.

To register for a G5 account, please follow these steps:

**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, and then the Submit button. **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 initiate your activation. Read the EDCAPS Security memorandum with the subject "G5 User ID and Password" and click the **Continue >** button. The next Account Activation screen will require you to complete the password, security question and security answer. Fill out the required fields and press the Continue button to move 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. You will now need to log into G5 where you will be taken to the My Profile page where you should select your role for access. In the Availability Types field, select "Applicant" from the list and Continue. Proceed through the next screen and Submit. You will then receive an email with the G5 link. Your applicant role may take a few minutes to activate.

**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 April 1, 2015 for applications. G5 e-Application will not accept your application if you try to submit it after 4:30:00 on April 1, 2015 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.

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. **G-5 e-Application will not accept your application if you try to submit your application after 4:30:00 p.m. Washington, D.C. time on the deadline date.**

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 4:30:00 p.m. 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: Maria Chang, U.S. Department of Education, 1990 K Street NW, Room 6099, Washington, D.C. 20006. FAX: (202) 502-7675 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 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.

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**CONTACT INFORMATION FOR APPLICANTS**

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

Maria Chang  
(202) 219-7001  
[maria.chang@ed.gov](mailto:maria.chang@ed.gov)

**For answers to technical questions on the G5 e-application system, please  
contact the G5 Help Desk:**

Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST,  
except on Federal holidays.

Toll-Free: 1-888-336-8930  
TTY: 800-877-8339  
Local: 202-401-6238  
Email: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)

PLEASE NOTE:

ALL APPLICANTS WILL BE NOTIFIED OF THE RESULTS OF THE COMPETITION

# INSTRUCTIONS FOR FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

## APPLICATION FORM

### 1. Applicant's Basic Data

- A. Enter name: LAST, FIRST, M.I.
- B. Select personal title
- C. Enter permanent address
- D. Enter phone number (the best number at which to reach you)
- E. Enter date of birth: MM-DD-YYYY
- F. Enter city and state or city and country
- G. Enter your email address
- H. **Elementary and Secondary Applicants (K-12)** - Please select one or more of the countries listed for elementary and secondary education if you teach or administer at the K-12 level.  
**Postsecondary Education Applicants** - Please select one 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.
- I. U.S. Citizen/Permanent Resident: Please select YES or NO
- J. Indicate Veteran's Status.
- K. Please enter the name: LAST, FIRST, M.I., telephone and home address of the person who should be contacted in case of an emergency.

### 2. Preference for Fulbright-Hays Awards

Preference will be given to qualified candidates who have not had substantial recent experience abroad, especially in the country to which they are applying. The Fulbright Foreign Scholarship Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years.

### 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 applicable. Please select all that are applicable. If none of these apply, check "Not Applicable" or "N/A". The definitions for these are included below:

- A. Please enter the start date for your current position, the name of the institution/school, the complete address for the institution/school, telephone number (including extension), fax number, and work e-mail. If you have more than one or a joint position, please list the first position on the "Application Information" form under 3A and make sure to list both positions on your Curriculum Vitae.
- B. Please select the appropriate academic level taught/administered.

# APPLICATION FOR FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM (INFORMATIONAL PURPOSES ONLY)

## PART A. Application Information

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

A. Name:

B.

Mr.  Mrs.  Ms.  Dr.

C. Home Address:

City:

State:

Zip Code: Zip+4

Country:

D. Home Telephone:

Ext

E. Date of Birth:

(Please do not list a cellphone number here.)

F. Place of Birth:

(Please enter city and state or city and country.)

G. Home Email:

H. Seminar Preference (Please select at least **one** country. You may wish to select more than one country, but it is not required.)

Choice:

For guidance on selecting a country, please refer to the Seminar Country Description document included under Documents and Instructions.

I. U.S. Citizen

Yes  No **Permanent**

**Resident**

(If not a U.S. Citizen)

Yes  No

J. Veteran's Status

[ ] If "Yes", and honorably discharged, check

institutions)

K. Education

insert drop box (list of accredited

B.A./ B.S.

M.A./M.S.

Doctoral

Other:

L. Emergency Contact Information

Name:

Telephone: Ext

Home Address:

City:

State:

Zip Code: Zip+4

Country:

2. Previous Fulbright-Hays or Fulbright Memorial Fund  Yes  No [If **yes**, please give the following information: ]

Title of Grant/Award	Host Country	Date of Award (mm/dd/yyyy)

### 3. Employment

Number of years in present position:

Full Time

Part Time

Total number of years as an educator/administrator:

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

City:

State:

Zip Code: Zip+4

Telephone Number:

Ext

E-mail:

(Please list your work telephone number here, include extension - If required.)

B. Academic Level Taught

(Please list your work email here.)

(Please check the appropriate academic level)  Elementary School (K - 5<sup>th</sup>)  Middle School (6<sup>th</sup> - 8<sup>th</sup>)   
Secondary School (9<sup>th</sup> - 12<sup>th</sup>)   
Postsecondary (2yr.)  Postsecondary (4yr.)  Curriculum Specialist  Other

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 four 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.

## Fulbright-Hays Seminars Abroad Program Technical Review Form

You will be evaluated by the following selection criteria  
(Informational Purposes Only)

**Name of Applicant:**

Criteria	Maximum Points	Points Assigned
1. Curriculum Vitae (C.V.)	10 points	
2. International/Intercultural Experience Essay	20 points	
3. Demonstrated Need Essay	30 points	
4. Project Plan and Implementation Essay	30 points	
5. Two References	10 points	
6. Competitive Preference Priority (If Eligible)*	10 points	
Total Points**	110	

\*Maximum without Priority - 100:

\*\*Grand Total Maximum with Priorities - 110

The following pages are an example of a annotated Technical Review Form. The information provided is for guidance to assist you in completing your application. The official Technical Review Form is the G5 version.



## Informational Purposes Only

**Criterion 1 - Curriculum Vitae (C.V.):** The C.V. explains strengths as a teacher and/or administrator and highlights the impact the applicant has made on students, the school, the curriculum, and/or the community. A strong C.V. would consist of information about: 1) current teaching and/or administrative position; 2 ) previous teaching or administrative experience; 3) professional initiatives; 4) honors, 5) awards; and 6) involvement in educational/professional organizations. The C.V. should be as specific and detailed as possible, and include descriptions of relevant event/involvement, purpose of event/involvement, and degree of involvement in professional organizations and professional initiatives. **The C.V. should follow these page guidelines: 8.5" X 11" on one side only with 1 inch margins at the top, bottom, and both sides and portrait orientation. Any part of the C.V. that exceeds the three page limit will not be considered.**

NOT ADDRESSD 0 POINTS	INADEQUATE 1-3	ADEQUATE 4-6	GOOD 7-8	EXCELLENT 9-10	POINTS AWARDED
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**Please describe the following:**

## Informational Purposes Only

**Criterion 2 - International/Intercultural Experience:** The essay illustrates the applicant's demonstrated ability to learn from international and/or intercultural experiences and to adapt to new cultures both at home and abroad. Relevant background includes travel, formal study, and does not have to be an overseas experience. A strong essay could discuss the following: 1) purpose of previous travel; 2) experiences that influenced teaching, curriculum, and/or professional career; 3) impact of how previous experiences prepared him/her to participate in the seminar; 4) passion for intercultural experience; 5) intercultural competencies gained. Please be specific and detailed in your answer. ***All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only with 1 inch margins at the top, bottom, and both sides and portrait orientation. Any part of the essay that exceeds the three page limit will not be considered.***

NOT ADDRESSED 0 POINTS	INADEQUATE 1-8	ADEQUATE 9-13	GOOD 14-18	EXCELLENT 19-20	POINTS AWARDED
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## Informational Purposes Only

**Criterion 3 - Demonstrated Need:** The essay illustrates the applicant's ability to demonstrate his/her need for the seminar. In this section, applicant addresses the connection between the seminar and his/her current teaching and/or administrative responsibilities. A strong essay highlights the following: 1) needs of students, school, and/or community; 2) gaps in curriculum and/or professional development; 3) intercultural competencies, which include values and skills, that need to be taught to K-12 students; 4) concepts and conceptual issues related to global perspectives; 5) benefits of participating in the seminar for students, school, community, and/or professional career. Please be specific and detailed in your answer. ***All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation. Any part of the essay that exceeds the three page limit will not be considered.***

NOT ADDRESSED 0 POINTS	INADEQUATE 1-8	ADEQUATE 9-17	GOOD 18-26	EXCELLENT 27-30	POINTS AWARDED
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## Informational Purposes Only

**Criterion 4 - Project Plan and Implementation:** The essay illustrates the applicant's ability to incorporate the seminar experience into his/her professional work to enhance the audience's international/intercultural understanding. The essay should discuss outlines for a curriculum development project as well as classroom and outreach strategies. A strong essay could address the following: 1) innovative ways to evaluate students' global competence, critical thinking skills, and tangible learning outcomes; 2) formative or summative assessments aligned with curriculum standards; 3) concrete and specific activities and/or tools used in the classroom, school, and/or community; 4) elaborate plan of operation and dissemination efforts. Please be specific and provide details. ***All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation. Any part of the essay that exceeds the three page limit will not be considered.***

NOT ADDRESSED 0 POINTS	INADEQUATE 1-8	ADEQUATE 9-17	GOOD 18-26	EXCELLENT 27-30	POINTS AWARDED
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## Informational Purposes Only

**Criterion 5 - References:** Two letters of reference are required and should reflect the applicant's suitability for the seminar program. Items to consider include the following: 1) knowledge of the field; 2) ability to work with colleagues; 3 ) ability to communicate effectively; 4) adaptability; 5) leadership; 6) resourcefulness; 7) impact in and beyond the classroom; 8 ) ability to work and travel in a group setting; 9) impression that will be made abroad as a U.S. citizen; 10) ability to exercise good judgment. Please remember that the applicant is responsible for securing a letter of reference from a supervisor. If this is not part of the package, please inform your program contact. If letters of reference are missing, the applicant may not be awarded the maximum score per our guidance:

- **Missing 1 letter of reference:** automatically deduct five (5) points and then rank the other letter as the reviewer deems appropriate
- **Missing 2 letters of reference:** must enter a score of zero (0)

NOT ADDRESSED 0 POINTS	INADEQUATE 1-3	ADEQUATE 4-6	GOOD 7-8	EXCELLENT 9-10	POINTS AWARDED
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## SAMPLE EVALUATION REFERENCE FORM FOR APPLICANT PART B.1

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

Country Choice: China

*(\*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)*

Name of Reference:

Position Title & Institution:

Number of year(s) supervising the applicant:

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

**The referee must be sure to close the letter with his/her full contact information and connection to the applicant.**

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

Use additional page if necessary.

## SAMPLE EVALUATION REFERENCE FORM FOR APPLICANT PART B.2

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

Country Choice: China \_\_\_\_\_

Name of Reference:

Position Title & Institution:

Number of year(s) knowing the applicant:

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

**The referee must close the letter with his/her full contact information and connection to the applicant.**

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

Use additional page if necessary.

## Informational Purposes Only

**Criterion 6 – Competitive Preference Priority (If Eligible):** We invite applications from K-12 teachers/administrators who work at Title I schools or schools that are eligible for the Federal Student Aid Teacher Loan Forgiveness Program. Applications from individuals who work at a school that falls into one of these categories will be awarded 10 additional points. Please remember the applicant was to have uploaded a PDF document using the links listed below to indicate that his/her school is a Title I school or eligible for the Federal Student Aid Teacher Loan Forgiveness Program.

- For a list of eligible **Title I** schools, please visit:  
<http://nces.ed.gov/ccd/schoolsearch/>
- For a list of eligible **Federal Student Aid Teacher Loan Forgiveness Program**, please visit:  
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

INELIGIBLE 0 POINTS	ELIGIBLE 10 POINTS	POINTS AWARDED



## FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

### SUPPLEMENTAL APPLICATION INSTRUCTIONS

*Essay Questions: Please note that highly rated statements are those that 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.*

**All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation.**

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

#### I. Professional Suitability

Please attach a C.V. in any standard format not to exceed three (3) pages. See the section below that describes what to include in the response. Fill out the sections that apply to you. Do not write in narrative form.

##### **Sample C.V. 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

Postsecondary studies

Graduate studies

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 at what grade levels.

##### **NOTE: 50% RULE**

Applications are accepted from those who work in two half-time permanent positions in the same or in one or more schools or organizations, teaching or working at the same or similar academic levels.

Applicants should indicate in the C.V.s their full or part-time status, including full-time equivalent percent for each position. If applicants are selected to participate in the Fulbright-Hays Seminars Abroad Program, they will be expected to provide documentation demonstrating that the two positions equal full-time teaching or related administrative position responsibilities.

#### **PERSONAL INFORMATION**

Date of Birth  
Place of Birth  
U.S. Citizenship or Permanent Residency  
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 start.

#### **PROFESSIONAL QUALIFICATIONS**

Certifications and Accreditations

#### **AWARDS & HONORS**

#### **PUBLICATIONS & BOOKS**

#### **PROFESSIONAL MEMBERSHIPS**

Leadership roles, active projects in each, if applicable

#### **OTHER INTERESTS**

## **II. Essay Questions**

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

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. A strong essay could discuss the following: 1) purpose of previous travel; 2) experiences that influenced teaching, curriculum, and/or professional career; 3) impact of how previous experiences prepared you to participate in the seminar; 4) passion for intercultural experience; 5) intercultural competencies gained. Please be specific and provide details. **All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation.** The essay cannot exceed three (3) pages.

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

Provide a sound rationale for your selection of the host country. 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/country and you. A strong essay could address the following: 1) needs of students, school, and/or community; 2) gaps in curriculum and/or professional development; 3) intercultural competencies, which include values and skills, that need to be taught to K-12 students; 4) concepts and conceptual issues related to global perspectives; 5) benefits of participating in the seminar for students, school, community, and/or professional career. Please be specific and provide details. **All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation.** The essay cannot exceed three (3) pages.

### **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 U.S. Department of Education**, no later than 90 days after the conclusion of the seminar.

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 each participant is required to conduct outreach activities after participation in the program, discussing specifics of what you would plan in this section is suggested. It is strongly recommended that each participant presents more than one outreach activity. Please make explicit the connection between the seminar/country and your current professional responsibility. A strong essay could address the following: 1) innovative ways to evaluate students' global competence, critical thinking skills, and tangible learning outcomes; 2) formative or summative assessments aligned with curriculum standards; 3) concrete and specific activities and/or tools used in classroom, school, and/or community; 4) elaborate plan of operation and dissemination efforts. Please be specific and provide details. **All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced . A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation.** This essay cannot exceed three (3) pages.

## **III. 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. **Be sure that each reference closes the letter with full contact information and connection to the applicant.**

The first letter (B-1) **must** come from a **current** supervisor. 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. Both letters of reference must be received by the application deadline date. No exceptions will be made. Each applicant must take responsibility for ensuring that the individuals they have contacted to submit references on their behalf have completed and submitted their forms to the appropriate place by the deadline date. If the application is missing one or both references, but is otherwise complete, it will be reviewed as is and

points will be deducted accordingly. If there are any questions or concerns about whether your letters have been submitted properly, please contact the G5 Help Desk (and it is strongly suggested not to wait until the last day to do this).

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, make sure you place a formal request with the person who will be writing your letter. It is the responsibility of the applicant to follow-up with their respective referees. 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. Our office only accepts letters of reference submitted via the G5 electronic application.**

#### IV. **Competitive Preference Priority: (If eligible)**

We invite applications from K-12 teachers/administrators who work at schools identified as Title I schools or those that are eligible for the Federal Student Aid Teacher Loan Forgiveness Program. Applications from educators who work at a school that falls into one of these categories will be awarded 10 additional points. If eligible, please upload a PDF document using the links listed below to indicate that the applicant's school is an eligible Title I school or eligible for the Federal Student Aid Teacher Loan Forgiveness Program.

- For a list of eligible **Title I** schools, please visit:  
<http://nces.ed.gov/ccd/schoolsearch/>
- For a list of eligible **Federal Student Aid Teacher Loan Forgiveness Program**, please visit:  
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

\* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school or educational service agency is located, not to the U.S. Department of Education. This information is located at <http://www2.ed.gov/about/contacts/state/index.html>

## INSTRUCTIONS FOR 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. **Be sure that each reference closes the letter with full contact information and connection to the applicant.**

The first letter (B-1) **must** come from a **current** supervisor. 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, make sure you place a formal request with the person who will be writing your letter. It is the responsibility of the applicant to follow-up with their respective referees. 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.

It is strongly suggested that you begin this step of the application process immediately. Both letters of reference **MUST** be submitted before the applicant submits his/her part of the application package in order for them to be included together. The letters must also be submitted by the same deadline as the rest of the application package. If the deadline is approaching and the letters will not be submitted on time, an applicant can still submit his/her application, but points will be deducted for the missing letter(s). **We do not accept reference letters or applications by mail, e-mail or fax. Our office only accepts letters of reference submitted via the G5 electronic application.**

Should you encounter any issues with submitting letters of reference in G5, contact the G5 Help Desk at 1-888-336-8930. When they are experiencing a high call rate, it may take them up to 24 hours to respond. The Program Office cannot help with issues related to G5. They can assist you with program-related questions.

## FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

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 and/or bar the participant from any future seminars.

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 (such as travel delays, long flights or bus rides, sharing a room with an unknown person, etc.), 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 up to **\$500.00** as a cost share to help defray 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. 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 with this coverage. Participants may opt to purchase it through the United States Department of State (DOS) or some other group carrier. The program staff can provide additional information on this when it is the appropriate time to consider purchasing. 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 their home school's or home institution's 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.) It is strongly suggested that each participant organizes multiple outreach activities.

- **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.”





## FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

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.

### REVOCATION OR TERMINATION OF 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.

*To be signed and submitted if offered the fellowship award*

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Signature of Applicant

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Date

## **FREQUENTLY ASKED QUESTIONS: FULBRIGHT-HAYS SEMINARS ABROAD**

### **Eligibility and Pre-Award Issues: PROGRAM**

#### **I teach in an American school abroad. Am I eligible?**

Yes. Only educators working at official U.S. Embassy or Department of Defense schools may apply. Educators teaching in non-federal sponsored programs or schools abroad are not eligible to apply.

#### **Which disciplines are eligible for the program?**

Elementary, middle, high school, community college and postsecondary educators and administrators are eligible to apply, if a program is available at that level. In addition, curriculum specialists, librarians, museum educators, and media or resource specialists may apply, if they have responsibility for curriculum in these fields. Please see "Eligible Fields" for a listing of For 2015, we only have one seminar being offered at the K-12 level. We hope to offer a seminar at the postsecondary level in 2016.

#### **I am a Kindergarten teacher. Am I eligible to apply?**

Yes. Kindergarten teachers are eligible to apply for elementary level seminars.

#### **I am a middle school teacher. Am I eligible for the elementary or secondary seminars?**

Educators working at the middle school level or at middle schools should apply based on the following definition: **elementary is K-6** and **secondary is 7-12.**

#### **I graduated from college last year and am in my first year of teaching. Am I eligible to apply?**

No. Program requirements state that an applicant must have at least three years of full-time professional experience prior to participating in a seminar. An applicant in his or her third year of professional full-time teaching may apply for a seminar to take place the following summer. Part-time work or teaching as a graduate or teaching assistant or a student teacher is not applicable toward the three years.

#### **Are colleagues from the same school or institution allowed to apply to the same country seminar?**

Yes. An applicant may apply to any country seminar for which she or he is eligible. However, it should be noted that the Seminars Abroad program is meant to have a multiplier effect in that the information learned and benefits gained from participating in a given seminar are meant to be shared not only with students and classrooms, but also the school or institution and community at large. It is in the program's best interest to select the most highly qualified candidates who will provide extensive outreach as a whole nationwide.

**I currently teach at two half-time permanent positions at two different institutions. Am I eligible?**

Yes. However, the applicant must provide information in the CV section of the application that both positions add up to the equivalent of a full-time position.

**Are there limits on the number of times that an individual can apply to the Seminars Abroad Program?** No. As long as an applicant is eligible, there are no limits to the number of times that an individual may apply.

**Are there limits on the number of times that an individual can participate in the Seminars Abroad Program?**

Preference will be given to qualified candidates who have not had substantial recent experience abroad, especially in the country to which they are applying. The Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years.

**What is a Competitive Preference Priority?**

[A competitive preference priority enables the Department to award additional points to applications that propose specific activities that the Department wishes to promote and support. Competitive preference priorities are defined in 34 CFR 75.105\(c\)\(2\)\(i\). For FY 2016, the competitive preference priority for the Seminars Abroad program is: applications from](#)~~Applications from~~ K-12

teachers/administrators who work at schools identified as Title I schools or those that are eligible for the Federal Student Aid Teacher Loan Forgiveness Program will be awarded ten points. If you believe you are eligible, please upload a PDF document using the links listed below to indicate that the applicant's school is an eligible Title I school or eligible for the Federal Student Aid Teacher Loan Forgiveness Program.

- For a list of eligible ***Title I*** schools, please visit: <http://nces.ed.gov/ccd/schoolsearch/>
- For a list of eligible ***Federal Student Aid Teacher Loan Forgiveness Program***, please visit: <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

## **Application Process:**

**Can I apply for countries not listed in the application package?**

No. An applicant may only apply for the country seminars that are offered during a given year. The list of countries or country pairs and the educational level at which these are offered changes on a yearly basis. Please consult the current year's application package and eligibility criteria.

**What should be included on the curriculum vitae?**

The C.V. should contain the following information: current position, a listing of subjects taught, number of hours per week, number of students per class, previous experience, professional initiatives, honors, awards, and involvement in educational and/or professional organizations. The program does not require an extensive listing of publications, lectures, and presentations, but a sampling of work that is relevant to the application. Please be sure to include your passport information: name as it appears on your passport; date of issue; date of expiration; passport number; and place of issue; or state that your passport issuance is in progress, if this is the case. This section can be submitted in the standard C.V. format. Please limit your CV to no more than three pages. If

working in more than one part-time position, please indicate that both positions add up to the equivalent of a full-time position. Please indicate in your CV if your school is either eligible to be considered Title I or to participate in the Federal Student Aid Teacher Loan Forgiveness Program.

### **I do not have a passport; do I need one to apply?**

It is recommended that all applicants have a valid passport. (Passports must be valid for a period of at least 6 months after the end of the program to which applicants are applying. Valid passports also should contain 6 double blank pages.) Having a passport is not a requirement to apply, but having one is helpful to speed up the processes associated with participation in the program. We do ask for the information inside the application. Having this information speeds up the processes for visas and related documents. 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. Not all countries require visas before arrival, for those countries that do have such a requirement, 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, that will prohibit the individual from participating in the program.

### **What do you ask the people writing the letters of reference to write about?**

The letter that is written should address each of the following areas: (1) knowledge of a specific field; (2) ability to work with colleagues, including those with differing views, and/or different backgrounds; (3) ability to communicate effectively; (4) adaptability, leadership, resourcefulness, and impact, both in and beyond the classroom; (5) ability to work and travel in a group setting; (6) impression which will be made abroad as a United States citizen; and (7) ability to exercise sound judgment. **It is the applicant's responsibility to ensure that the letters are received by the closing date of the program.**

### **How should the reference forms and statements be submitted?**

The two letters of reference, including one from an immediate supervisor, should be submitted electronically according to online application instructions. Our office only accepts letters of reference submitted via the G5 e-application system. Our office does not accept letters sent via mail, fax or e-mail.

### **Is there a separate deadline for reference forms?**

No. All letters of reference must be received by the application deadline date. No exceptions will be made. Each applicant must take responsibility for ensuring that the individuals they have contacted to submit references on their behalf have completed and submitted their forms to the appropriate place by the deadline date. If the application is missing one or more references, but is otherwise complete, it will be reviewed as is and points will be deducted accordingly. G5 will allow the applicant to submit regardless of whether the referees have completed the reference forms.

### **Can a referee submit a reference after I have submitted my part of the application?**

Referees cannot submit references after the applicant has submitted his/her application. Prior to the applicant submitting his/her application, the reference forms will have a "Sent to Referee" or "Complete" if the referee has submitted his/her reference form before the applicant has submitted his/her application. **We encourage all applicants to work directly with their referees to ensure all references are submitted before the application closing date.** If a referee tries to submit their reference after the applicant submits his/her application, the referee will receive an error message that his/her reference form is no longer valid.

### **If an application is incomplete, will the Department of Education notify the applicant?**

Yes. However, notification will happen only after the review process has been completed and too late for the applicant to send in supplemental materials. Each applicant must take responsibility for ensuring that his or her application is complete and submitted by the deadline date.

**What expenses will the program pay for and what will I be expected to provide?**

Participants may expect to have the following expenses paid for by the program: round-trip economy airfare to and from their home base; room and board for the length of the seminar; and program-related travel and other program-related expenses within the host country(ies). Participants should be prepared to pay for the following: up to \$450.00, which is a cost share to help defray pre-departure orientation costs; passport and visa fees; inoculations; gifts for host country presenters and schools; short-term overseas insurance coverage; books and other curriculum materials; and personal expenses such as laundry, phone calls, souvenirs and postage.

**Where will I stay during the overseas seminar?**

Accommodations will be provided by the administering agency (in most cases, the host country Fulbright Commission) at mid-range hotels during the majority of the program. In some cases, university housing or one- to three-day home stays with host country families will be arranged. Participants should be prepared to share a room throughout the duration of the seminar.

**Is there an age limit? Can I apply to the program after I retire?**

There is no age limit for participating in the program; however, an applicant must hold a full-time teaching or administering position to apply. In addition, the program is designed for educators who plan to disseminate and incorporate information learned in their classroom and educational environments for several years after the seminar ends. A successful participant must also provide documentation that testifies to his or her current sound physical and mental health to participate in the seminar, based on a recent physical examination conducted within six months of the seminar departure.

**Are younger educators at a disadvantage in the competition?**

No. The Seminars Abroad Program is interested in selecting applicants who can best address the various selection criteria. These may include educators new to the field with little to no travel experience and/or those who have a wealth of professional and international expertise.

**Am I required to list two seminar preferences?**

This is **not** necessary. However, the program encourages applicants to list as many country seminar preferences as they are interested in and can build a strong case for in their application. If two preferences are listed, the applicant must discuss all country seminar choices in their essays. For 2015, only one seminar, to China, will be offered.

**How will participants be selected?**

Participants will be selected based on their responses to the selection criteria described in the application package. Preference may be given to applicants who have **not** already received a Fulbright-Hays award. Applications will be evaluated and scored by a technical review panel of international education experts and former Seminars Abroad participants. Their recommendations are forwarded to various levels at the U.S. Department of Education, including the Secretary's office, for approval. Final selection for the program is made by the J. William Fulbright Foreign Scholarship Board, which takes into account the recommendations of the U.S. Department of Education, availability of funds, and other program requirements.

**When will I be notified whether or not I have been selected?**

Notifications will take place via email in early summer of 2015.

**If I move or change my e-mail after submitting my application, should I send you address updates?**

Yes. Please send any changes of address, e-mail, or position to the program office contact so that your file may be updated.

**Post-Award Issues and Participant Requirements:**

**May I request copies of my reviewer's comments?**

This is not necessary. Reviewers' comments are automatically sent to all applicants, regardless of their successful or unsuccessful status, with their notification letters from the Department. If an application is determined to be ineligible during the pre-screening process, it will not be reviewed through the panel review process. A letter explaining the reason for being found ineligible will be sent instead.

**Is short-term overseas insurance required?**

Yes. All participants, once selected and notified, are required to send documentation of specific kinds of insurance coverage during the seminar period. If this coverage is not already included in an individual's personal insurance plan, they will be required to purchase it independently. Failure to obtain insurance could prohibit participation in the program.

**Do I need to obtain a physical examination?**

Yes. All participants, once selected and notified, must provide documentation of physical and psychological health that will enable each individual to participate fully in all phases of the seminar. Our office also needs to be notified of any change in your medical condition prior to departure.

**Can I take my family or significant others with me?**

No. Seminars are short-term and require intense group travel and participation.

**Do I have to attend the pre-departure orientation?**

Yes, it is mandatory for all participants (there are no exceptions). A pre-departure orientation (PDO) session lasting one to three days will be arranged in the United States prior to international departures. All participants are required to attend. The program will provide flights or other transportation to and from the PDO site and, in most cases, room and board.

**What are my responsibilities as a participant with the Fulbright-Hays Seminars Abroad Program?**

Participants must read, sign, and agree to abide by the program "Terms and Conditions of the Award" document contained in the application materials. They are required to complete and submit a curriculum project to the Department of Education and the administering agency 90 days after the seminar end date. In addition, participants are required to use their curriculum projects in their classrooms, share them with colleagues, and conduct outreach activities in their schools, institutions, and communities as well as professional and/or academic organizations upon return to the United States. Finally, each participant must complete an electronic evaluation of the seminar for U.S. Department of Education purposes.

**Will I receive academic credit for participation?**

The U.S. Department of Education does not offer academic credit to participants in the Fulbright-Hays Seminars Abroad Program.

**Can I publish the curriculum project that I create?**

There are no restrictions on a participant publishing materials created as part of their Seminars Abroad

experience. However, these materials must also be made available to the general public at no charge either through a Web site or other means.

**Contacting Fulbright-Hay Seminars Staff:**

**Who do I contact with questions about the Fulbright-Hays Seminars Abroad Program?**

Maria Chang  
Telephone: (202) 219-7001  
E-mail: [maria.chang@ed.gov](mailto:maria.chang@ed.gov)

**Who do I contact with questions about the technical aspects of working on and submitting the e-application?**

G5 Help Desk  
Hours Of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST, except on Federal holidays.  
Toll-Free: 1-888-336-8930  
TTY: 800-877-8339  
Local: 202-401-6238  
Email: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)

### **Hints for Preparing a Competitive Application**

- Plan ahead. Producing a strong application takes time and careful effort.
- Double check that you are applying to the appropriate seminar based on the educational level at which you work (elementary, secondary, postsecondary).
- Be sure to check the eligibility requirements (if uncertain, contact program officers).
- The program does not lend itself to those who wish to apply in pairs or groups. This is an application process for individuals.
- Make sure your C.V. clearly explains your job responsibilities, including the specific courses and grade levels that you teach.
- Focus on illustrating your leadership qualities through specific examples of professional and community activities.
- Emphasize the nature of your active membership and involvement vs. simply listing organizations.
- Include any awards, honors or publications, especially at the district, regional, or national levels. If necessary, explain briefly.
- In the essays, show a clear connection between your professional responsibilities and the country seminar choices and, although of lesser importance, the seminar themes. Explain where the country and/or theme of the seminar fit into the unit(s) and course(s) for which you have responsibility.
- The curriculum project is very important. Be sure to consider this and write about a proposed project in the essay. A strong applicant should have a definite, but flexible, plan of how to implement learning experiences into their classrooms and communities.
- Consider what your outreach and dissemination plan will be (for the classroom, colleagues, community, district, and other educational arenas) and detail proposed activities in the application essays.
- Be sure to follow up with individuals who are providing references on your behalf so that their information is submitted by the application submission deadline.



- Students should be the ultimate beneficiaries of a Seminars Abroad experience. Be sure to discuss in your application how your participation in a seminar would benefit them directly.
- Proofread!
- Re-read each application question and then re-check your responses to ensure you have addressed in a specific manner all of the seminar objectives as given in each section.
- Have a trusted colleague or friend review your application materials and offer feedback.
- It is not unusual for an applicant's initial attempts to be unsuccessful. Please review the readers' comments and consider re-applying if this is the case.
- The essays should be no longer than three pages.
- We require 12-point font size and Times New Roman font style.
- Do not single space your essays. Double space or even 1.5 spacing is acceptable.

## 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).



## FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

### Use FY2015 APPLICATION ONCE YOU HAVE A MOST Application.

All items listed on this checklist are required. The list is organized in the same manner that the submitted application should be organized.

- ✓ Complete Part A Form
- ✓ Curriculum Vitae (C.V.)
  - 50% Rule - Applications are accepted from those who work in two half-time permanent positions in two different schools or organizations, teaching or working at the same or similar academic levels. Applicants should indicate in the CVs their full or part-time status, including % Full-Time Equivalent for each position. IF applicants are selected to participate in the Fulbright-Hays Seminar Abroad Program seminar, they will be expected to provide documentation demonstrating that the two positions equal full-time teaching or related administrative position responsibilities.
- ✓ International Experience Essay (maximum 3 pages)
- ✓ Demonstrated Need Essay (maximum 3 pages)
- ✓ Project Plan and Implementation Essay (maximum 3 pages)
- ✓ Competitive Preference Priority (If Eligible)
  - If you believe you are eligible, please upload a PDF document using the links listed below to indicate that an applicant's school is an eligible Title I school or eligible for the Federal Student Aid Teacher Loan Forgiveness Program.
    - For a list of eligible **Title I** schools, please visit:  
<http://nces.ed.gov/ccd/schoolsearch/>
    - For a list of eligible **Federal Student Aid Teacher Loan Forgiveness Program**, please visit:  
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>
- ✓ Two reference letters (one from current supervisor 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, D.C. time on the 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

