

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Washington, DC 20202-4651

[Fulbright-Hays Seminars Abroad Program](#)
[Web Page](#)



Fiscal Year
APPLICATION FOR GRANTS UNDER
FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

CFDA # 84.018A

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DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE:

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DEAR APPLICANT LETTER



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 opportunities 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) 2018 competition, we plan to offer seminars to Ecuador (for educators in Grades 9-12), India (for educators in Grades K-8), and Poland (for postsecondary educators) administered through the Binational (Fulbright) Commissions in the respective countries.

We encourage interest in these programs from grades K-8 (elementary/middle) and 9-12 (secondary) teachers, eligible resource personnel, school administrators, and postsecondary faculty members and administrators. Eligible applicants with limited opportunities to participate in short-term study opportunities are encouraged to apply.

We anticipate that the Fiscal Year 2018 competition will be very competitive. Therefore, please carefully read the application package and the Frequently Asked Questions for a comprehensive understanding of the SA Program. The instructions are detailed and there are a number of mandatory documents. We will screen all applications to ensure that all required documents are included.

Applications for the SA program must be submitted electronically using the G5 system, which is accessible through the Department's G5 site at: www.G5.gov. If you think you may need to obtain an exception, you are urged to review the requirements closely as the requirements for obtaining an exception to the electronic submission have changed. Applications submitted late will not be accepted. **We suggest that you submit your application several days before the deadline of February 2, 2018 by 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.

We encourage you to review the entire application package before preparing and submitting your application. Information on the SA program is accessible through the U.S. Department of Education Web site at:

www.ed.gov/programs/iegpssap/index.html

We are inviting applications to allow enough time to complete the grant process; nonetheless, Seminar execution is contingent upon many factors, such as the availability of funds, the number or quality of applications, and travel alerts. **The actual level of funding, if any, depends on final Congressional action.** The Department is not bound by any estimates in this notice.

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 Maria Chang, Program Officer for the SA program at 202-453-6080 or Maria.Chang@ed.gov.

Sincerely,

/s/

Cheryl Gibbs
Senior Director
International and Foreign Language Education

BACKGROUND INFORMATION

The Seminars Abroad Program

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

The purpose of the program is to provide short-term study opportunities for U.S. educators and administrators (generally those in the humanities and social sciences) for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries. Educators with limited or no 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 United States and abroad.

PROGRAM GUIDELINES

Basic Eligibility Requirements

In accordance with the Policy Statements of the J. William Fulbright Foreign Scholarship Board, please refer to the following basic eligibility requirements:

- 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**
 - **(Kindergarten through 12th grade Teachers/Administrators)** – Eligible primary (grades K-5), middle (grades 6-8) and secondary (grades 9-12) school applicants must meet all of the following criteria:
 - a. Must have at least three years of full-time professional kindergarten through 12th grade 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); and
 - b. Must be currently employed full-time (or its equivalent) in a teaching or administrative position at a level (primary/middle or secondary) for which the candidate is applying; and
 - c. Must be currently employed full-time (or its equivalent) in a U.S. kindergarten through 12th grade school, Local Educational Agency (as defined in this application), State Educational Agency (as defined in this application), library, or museum; and
 - d. Must be an educator in the Arts, Humanities or Social Sciences (this criterion does **not** apply to administrators).
 - **(Postsecondary Faculty Members/Administrators)** – Eligible applicants must meet all of the following criteria:
 - a. Must have at least three years of full-time postsecondary experience by the time of departure for the seminar; and
 - b. Must be currently employed full-time in a U.S. accredited institution of higher education, library, or museum; and
 - c. Must be currently employed full-time in a teaching or administrative position at the level (postsecondary) for which the candidate is applying; and
 - d. Must be an educator in the Arts, Humanities or Social Sciences (this criterion does **not** apply to administrators).
- Note:** Other examples of eligible kindergarten through 12th grade or postsecondary experience that is either directly involved with classroom teaching or curriculum development include, but are not limited to the following:
 - Curriculum Specialists, Librarians, Museum Educators, and Media or Resource Specialists who have responsibility for curriculum in the fields of arts, humanities, and social science
- 4) **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.

- 5) **Suitability and Adaptability** – The applicant’s professional suitability and cross-cultural adaptability are assessed through the evaluation criteria, essay responses and letters of reference.

Specific Eligibility Requirements that are Only Applicable to Some Applicants

1. **50% Rule** – Applications are accepted from kindergarten through 12th grade 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, they will be expected to provide documentation demonstrating that the two positions equal a full-time teaching position or related administrative responsibilities.
2. **Competitive Preference Priority** – Applications from any one of the following categories will receive **either one or three points** with proper documentation included in the application:
 - a. Kindergarten through 12th grade teachers or administrators who work at schools that meet the criteria identified in section 465(a)(2)(A) of the Higher Education Act of 1965, as amended (schools at which eligible teachers may obtain Perkins Loan Cancellation or Teacher Loan forgiveness), which includes schools eligible for assistance under Title I, Part A of the Elementary and Secondary Education Act, (see links below) will receive one point; or
 - b. Faculty members who teach at Minority-Serving Institutions (as defined in this application) will receive one point; or
 - c. Faculty members who teach at Community Colleges (as defined in this application) will receive one point; or
 - d. New applicants (as defined in this application) will receive three points.

In order to receive points under this competitive preference priority, the applicant must identify one subpart and provide documentation supporting his or her claims by uploading a document from one of the following categories:

- For a **Title I** school, please visit: <http://nces.ed.gov/ccd/schoolsearch/>. Please enter your school’s information to search for the school. Once you find your school, please upload the document that contains your school’s general information and Title I school status.
- For a school that is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies**, please visit: <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>. Please enter your school’s information to search for the school. Once you find your school, please upload the document that contains your school’s general information and classification as a low-income school.
- 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>
- For a **Minority-Serving Institution** or **Community College**, please visit: <https://nces.ed.gov/collegenavigator/>. Please enter your institution’s information to search for the school. Once you find your school, please upload the document that contains your school’s general information and designation as either a Minority-Serving Institution or Community College.

- **For a New Applicant**, please upload a statement indicating that you have not received a fellowship from the U.S. Department of Education or the U.S. Department of State under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) or a discretionary grant from the U.S. Department of Education under Title VI of the Higher Education Act of 1965, as amended prior to the deadline date for applications under this program. *Program Authority 22 U.S.C. 2452(b)(6).*

Definitions

Local Educational Agency means:

(a) A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in:

- (1) A city, county, township, school district, or other political subdivision of a State; or
- (2) Such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools; or

(b) Any other public institution or agency that has administrative control and direction of a public elementary or secondary school.

(c) As used in 34 CFR parts 400, 408, 525, 526 and 527 (vocational education programs), the term also includes any other public institution or agency that has administrative control and direction of a vocational education program. 34 CFR 77.1(c).

State Educational Agency means the State board of education or other agency or officer primarily responsible for the supervision of public elementary and secondary schools in a State. In the absence of this officer or agency, it is an officer or agency designated by the Governor or State law. 34 CFR 77.1(c).

Minority-Serving Institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of Title III, under part B of Title III, or under title V of the Higher Education Act of 1965, as amended (HEA).

Community College means an institution that meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent).

New Applicant means any applicant that has not received: 1) a fellowship from the U.S. Department of Education or the U.S. Department of State under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) or 2) a discretionary grant from the U.S. Department of Education under Title VI of the Higher Education Act of 1965, as amended prior to the deadline date for applications under this program. *Program Authority 22 U.S.C. 2452(b)(6).*

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 his or her application deemed ineligible.

Program Requirements

Participants in the SA program must complete a project report that must be submitted to the

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.

Note

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PROGRAM FOR PRIMARY AND MIDDLE SCHOOL EDUCATORS (Grades K-8)

India

- Seminar Title:** Exploring Cultural and Social Diversities in India
- Dates:** Pre-departure orientation: July 3 – July 4, 2018 (subject to change)
Program in India: July 6 - August 3, 2018 (subject to change)
- Participants:** U.S. teachers, curriculum specialists, librarians, media resource specialists, and administrators at the primary/middle school level
(Kindergarten through 8th grade)

Program Content:

India is a country of great diversity. Every region of the country reveals different customs, traditions, and languages. This seminar will expose K-8 educators and administrators to the richness of India's diversity and will provide them with broader insight and understanding into India's history, society, religion, and culture and how these aspects have influenced social, political, and economic policies since the country's independence in 1947. The program will help U.S. educators in identifying reference materials and resources on India and developing curriculum projects for use in their classrooms.

The four-week program will take participants to Delhi, Pune, Kochi, Madurai/Chennai, Kolkata, Varanasi, and Agra.* The seminar is designed to enrich participants' knowledge by combining academic and cultural experiences. At each place, participants will be engaged in formal talks and discussions with policymakers, scholars, and social workers. In addition, they will visit a number of educational institutions – government, private, and those run by non-governmental organizations – both in urban and rural settings. By visiting these institutions, participants will gain first-hand knowledge on best practices and challenges faced by the Indian education system in its efforts to maintain a balance of educating the younger generation about the country's cultural and social heritage while also providing them training and skills in modern scientific fields.

The bilateral relationship between the United States and India is very strong, and the desire to understand India's history, culture and people has substantially increased in the U.S. By the end of the program, participants will be more knowledgeable about India so that they can apply their experiences to teaching methodology, curriculum enhancements, and/or educational leadership and conduct post-seminar outreach activities that engage their U.S. students, colleagues, civic and professional organizations, and the general public.

* The final list of places may vary.

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PROGRAM FOR HIGH SCHOOL EDUCATORS (Grades 9-12)

Ecuador

- Seminar Title:** Examining the Impact of Ecuador's History, Biodiversity, and Cultural Diversity
- Dates:** Pre-departure orientation: July 16, 2018 – July 17, 2018 (subject to change)
Program in Ecuador: July 18, 2018 – August 16, 2018 (subject to change)
- Participants:** U.S. teachers, curriculum specialists, librarians, media resource specialists, and administrators at the secondary level (9th through 12th grade)

Program Content:

Ecuador has the highest population density of any country in South America, with a population of approximately 16.3 million people. It is ethnically and culturally diverse with numerous indigenous groups, languages, customs, and religions.

For its size, Ecuador is one of the most biodiverse places on earth. The Amazon is home to an abundance of plant and animal life and holds a world record of 150 amphibian species and many species of birds, butterflies and trees. Despite its rich biodiversity, Ecuador has one of the highest deforestation rates in Latin American, due to the pressures of development as well as the government's reliance on the energy sector to generate revenues to finance state projects. The economic pressures to export petroleum and agricultural products, mine minerals and metals, and farm shrimp have severe repercussions for the homes, livelihoods, and cultures of indigenous groups.

The seminar will begin in Quito followed by visits to cities and rural communities in the highlands, coastal, and upper Amazon areas, as well as the Galapagos Islands,* time and budget permitting. Each location will provide U.S. educators with a unique opportunity to gain a general understanding of the historical, political, economic, and cultural factors that led to the creation of a "plurinational" society, which is defined in the Ecuadorian Constitution as the coexistence of several different nationalities within a larger state in which different peoples, cultures and worldviews exist and are recognized. The seminar will also touch on the current challenges that Ecuadorians face in this plurinational society.

Seminar participants will have the opportunity to attend lectures and participate in round table discussions with Ecuadorian educators, professionals, indigenous and community leaders, and government officials. Participants will receive assistance in identifying resources for their individual curriculum projects, including portfolios. This seminar will enable participants to expand and improve their current teaching or curriculum development related to the biodiversity, history, political systems, and cultural and ethnic diversity found in the Andean region.

* The final list of places may vary.

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PROGRAM FOR POSTSECONDARY EDUCATORS

Poland

- Seminar Title:** Exploring Contemporary United States – Poland Relations
- Dates:** Pre-departure orientation: July 5-6, 2018 (subject to change)
Program in Poland: July 8 – August 5, 2018 (subject to change)
- Participants:** U.S. educators, administrators, librarians, museum educators, and media resource specialists at the postsecondary level

Program Content:

Poland, a country in Central Europe with over 1,000 years of rich history, is undergoing dynamic transformation. Having regained independence as a nation state in 1918, Poland will celebrate its centennial in 2018, with numerous educational institutions, museums, and citizens holding special commemorative events. The United States played a significant role in reestablishing the Polish state after World War I, leading to better diplomatic relations between the two nations.

Over the past 100 years of statehood, Poland experienced significant challenges, including the terror of World War II and Soviet communist dominance imposed after the end of the war, which resulted in creation of the Polish People's Republic. Polish citizens rebelled a number of times during that period and eventually formed a unique world-scale solidarity movement that led to regaining full sovereignty. Since 1989, Poland has undergone tremendous economic, political, and social change. As a result, Poland is now ranked 36th out of 188 countries in the Human Development Index because of improvements in life expectancy, education, and income. As a member of NATO and the European Union, Poland has also built international ties and recognition.

The four-week program will explore the relationship between the United States and Poland and delve into politics, national security, culture, and economics. The participants will have an opportunity to meet experts across different academic fields who will share their knowledge on international relations, specifically concentrating on the United States and Poland. Participants will also travel across Poland to see historical sites as well as fast-growing areas (Warsaw, Cracow, Wroclaw, and Gdansk) to experience the richness of Polish culture and meet outstanding Polish scholars from academic centers. The participants will take part in discussions and cultural events designed to connect specialists from different academic disciplines and allow them to experience the spirit of contemporary Poland. The program will allow the participants to pursue their individual academic interests, develop their respective curriculum projects that they will bring back to their classrooms, and share their broadened knowledge and experiences with students and colleagues in the United States.

* The final list of places may vary.

We are inviting applications to allow enough time to complete the grant process; nonetheless, Seminar is contingent upon many factors, such as the availability of funds, the number or the quality of applications, and travel alerts. The actual level of funding, if any, depends on final Congressional action. The Department is not bound by any estimates in this notice.

G5 ELECTRONIC APPLICATION SUBMISSION PROCEDURES

U.S. Department of Education

IMPORTANT- PLEASE READ FIRST

To facilitate your use of G5, 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 successfully submit your application.

Attention

Applicants using the Department of Education's G5 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. Referees will submit letters of references in the system, and it is strongly recommended that applicants start the application process by requesting letters of references. Please 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 Application. Please note that there is a training module available on the G5 Home page (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.

Submission Procedures

- 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. The site is viewed best using Internet Explorer 5.5 or higher.
- From the [G5 Portal Page](#), 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 e-mail 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 e-mail 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. After all forms are completed, click on the “Continue” button at the bottom of your application 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. [Reminder: applications must be submitted before 4:30:00 P.M., Washington, D.C. time on the closing date. G5 Application will not accept your application if you try to submit it after 4:30:00 P.M. on the closing 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 submitting your application, you have the option to print a complete G5 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 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

- 1) Ensure that you only attach the Education approved file type detailed in the application instructions (.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 the 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 G5.

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. **G5 Electronic Application System will not accept your application if you try to submit your application after 4:30:00 P.M. Washington, D.C. time on the closing date.**

- 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 **closing 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 closing date, a written statement to the Department that you qualify for one of these exceptions.
- 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 closing date.
- **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 in G5 because of the following circumstances:

- 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 closing date (14 calendar days or, if the fourteenth calendar day before the closing 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 closing date.
 - If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the closing date.

Address and mail or fax your statement to: Maria Chang, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 258-12, Washington, D.C. 20202. FAX: (202) 453-5780.

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 closing 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 one of the documents listed below as proof of mailing:

- 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 any 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 closing 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 closing date (between 8:00 A.M. and 4:30 P.M., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays), 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 7039, Potomac Center Plaza
Washington, DC 20202-4260**

Note for Mail or Hand Delivery of Paper Applications

If you mail or hand-deliver your application to the Department, please refer to the following information:

- 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 closing date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

INSTRUCTIONS FOR PART A. APPLICATION INFORMATION FORM

1) Applicant's Basic Data

- a. Enter name: LAST, FIRST, M.I.
- b. Select personal title
- c. Enter home address
- d. Enter phone number (the best number at which to reach you)
- e. Enter date of birth: MM-DD-YYYY
- f. Enter place of birth
- g. Enter home e-mail address
- h. Enter Seminar Country
 - **Elementary/Middle and Secondary Applicants (Grades K-12)** - Please select either elementary/middle or secondary education if you teach or administer at the kindergarten through 12th grade level.
 - **Postsecondary Education Applicants** - Please select postsecondary education if you teach or administer at either a community college or four-year public/private institution of higher education.
- i. Select U.S. Citizen or Permanent Resident
- j. Select Veteran's Status
- k. Select Highest Education Degree Awarded
- l. Enter Emergency Contact Information

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.

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 of higher education 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 position title, 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.

SAMPLE PART A. APPLICATION INFORMATION FORM

(INFORMATIONAL PURPOSES ONLY)

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

a. Name:	
b. Title: <i>(select one)</i>	Mr. Mrs. Ms. Dr.
c. Home Address:	
City:	
State:	
Zip Code: <i>(Zip + 4)</i>	
Country:	
d. Home Telephone:	
Ext:	
e. Date of Birth	
f. Place of Birth: <i>(please enter city and state or city and country)</i>	
g. Home E-mail:	
h. Seminar Preference: <i>(For guidance on selecting a country, please refer to the Seminar Country Description document included under Documents and Instructions.)</i>	
i. U.S. Citizen: <i>(select one)</i>	Yes No
Permanent Resident: <i>(select one if not a U.S. citizen)</i>	Yes No
j. Veteran's	Yes No

Status: <i>(select one)</i>	
If yes, honorably discharged? <i>(select one)</i>	Yes No
k. Education: <i>(select one)</i>	B.A./B.S. M.A./M.S. Doctoral Other
1. EMERGENCY CONTACT INFORMATION	
Name:	
Home Address:	
City:	
State:	
Zip Code:	
Country:	
Telephone:	

2. Previous Fulbright-Hays or Fulbright Memorial Fund Grants/Awards

<i>(select one)</i>	Yes No
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(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:	
<i>(select one)</i>	Full-Time Part-Time
Total number of years as an educator/administrator:	
Type of School or Institution: <i>(select one)</i>	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:	
Telephone Number:	
Ext:	
E-mail Address:	
b. Academic Level Taught: <i>(select one or more)</i>	Elementary School (K-5th) Secondary School (9th-12th) Middle School (6th-8th) Postsecondary (2yr.) Postsecondary (4yr.) Curriculum Other

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.

It is recommended that all essays, excluding the C.V., be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 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. It is recommended that the essays be in portrait orientation. It is recommended that the essays do not exceed three-pages.

Please note for file uploads, we accept .pdf files only.

I. Professional Suitability (Curriculum Vitae – 10 Points)

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

Sample C.V. Template

CONTACT INFORMATION (for home and work)

Name
Address
Primary 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.

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations

AWARDS & HONORS

PROFESSIONAL MEMBERSHIPS

Leadership roles, active projects in each, if applicable

OTHER INTERESTS

II. Essay Question 1: International and/or Intercultural Experience (20 Points)

Describe your interest and/or experience related to interacting with people from diverse cultures, whether domestically (in the United States), abroad, or both. Additionally, discuss your knowledge and understanding acquired from these experiences and its impact on you and/or classroom. Also, demonstrate your ability to learn from international and/or intercultural experiences and to adapt to new cultures both at home and abroad. Relevant experience does not have to be overseas. A strong essay could discuss the following items: 1) purpose of previous travel/intercultural experience in the U.S.; 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 or hope to gain.

It is recommended that all essays be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with one inch margins at the top, bottom, and both sides. It is recommended that the essays be in portrait orientation. It is recommended that the essays do not exceed three-pages.

III. Essay Question 2: Demonstrated Need (30 Points)

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 items: 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 kindergarten through 12th grade and/or postsecondary 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.

It is recommended that all essays be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with one inch margins at the top, bottom, and both sides. It is recommended that the essays be in portrait orientation. It is recommended that the essays do not exceed three-pages.

IV. Essay Question 3: Project Plan and Implementation (30 Points)

Participants in the SA program must complete a curriculum project and 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.

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. 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.

A strong essay could address the following topics: 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.

It is recommended that all essays be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with one inch margins at the top, bottom, and both sides. It is recommended that the essays be in portrait orientation. It is recommended that the essays do not exceed three-pages.

V. Letters of Reference (10 Points)

The letters of reference should address the following items: 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.

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. Before entering their contact information in the system, make sure you place a formal request with the individuals who will be writing your letter. **Be sure that each reference closes the letter with full contact information and connection to the applicant.**

Both letters of reference must be received by the closing date. Each applicant must take responsibility for ensuring that the individuals they have contacted submit references on their behalf by the deadline date. No exceptions will be made. **It is strongly suggested that every applicant begins this step of the application process immediately.**

Referees must complete the letters of reference before the applicant submits his/her part of the application in order for the letters to be included in the application file. If the application is missing one or both references, but is otherwise complete, it will be reviewed and points will be deducted accordingly. If there are any questions or concerns about whether letters have been properly submitted, you should contact the G5 Help Desk (and it is strongly suggested not to wait until the last day).

In the G5 application system, after you complete the OPE-84.018A Applicant Information Form and indicate a seminar preference, the appropriate reference forms will appear at the bottom of the page where all of the forms are listed. You enter the name and e-mail address of the individual you would like to have write letters of reference and mark the form complete. Then, an e-mail is generated, and you will notice on the application package screen that the status of the form is "Sent to Referee." After a referee submits the letter, the status of the form changes to "Complete" on the same screen. "Sent to Referee" and "Complete" will appear for every reference form in the application package.

Please alert those individuals that they will be receiving an automatically generated e-mail from the U.S. Department of Education (CIO EDCAPS) with a link and PIN. Once you submit the names and e-mail addresses of the individuals who will write the letters, please follow-up with them to make sure they received the e-mail requesting their letters of reference. If the e-mail is not in their inbox, make sure that they check their spam or junk mail folders. However, if referees still cannot locate the link with a pin from CIO in their folder, you should delete the referee's previous email address in G5 and enter the referee's personal email. It's possible that the schools'/employers' network have blocked the email for security purposes. Additionally, if the referees receive the email, but the system is not accepting the PIN, you should inform referees to save their work each time and try a different browser or computer.

If your referees experience technical difficulties while submitting letters of reference in G5, please inform them to contact the **G5 Help Desk at 1-888-336-8930. We do not accept reference letters by mail, e-mail, or fax.** Our office only accepts letters of reference submitted via the G5 electronic application.

VI. Competitive Preference Priority

Applications from any ONE of the following categories will receive **either one or three points** with proper documentation included in the application:

- a. Kindergarten through 12th grade teachers or administrators who work at schools that meet the criteria identified in section 465(a)(2)(A) of the Higher Education Act of 1965, as amended (schools at which eligible teachers may obtain Perkins Loan Cancellation or Teacher Loan forgiveness), which includes schools eligible for assistance under Title I, Part A of the Elementary and Secondary Education Act, (see links below) will receive one point; or
- b. Faculty members who teach at Minority-Serving Institutions (as defined in this application) will receive one point; or
- c. Faculty members who teach at Community Colleges (as defined in this application) will receive one point; or
- d. New applicants (as defined in this application) will receive three points.

In order to receive points under this competitive preference priority, the applicant must identify one subpart and provide documentation supporting his or her claims by uploading a document from one of the following categories:

- For a **Title I** school, please visit: <http://nces.ed.gov/ccd/schoolsearch/>. Please enter your school's information to search for the school. Once you find your school, please upload the document that contains your school's general information and Title I school status.
- For a school that is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies**, please visit: <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>. Please enter your school's information to search for the school. Once you find your school, please upload the

document that contains your school's general information and classification as a low-income school.

- 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>
- **For a Minority-Serving Institution or Community College**, please visit: <https://nces.ed.gov/collegenavigator/>. Please enter your institution's information to search for the school. Once you find your school, please upload the document that contains your school's general information and designation as either a Minority-Serving Institution or Community College.
- **For a New Applicant**, please upload a statement indicating that you have not received a fellowship from the U.S. Department of Education or the U.S. Department of State under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) or a discretionary grant from the U.S. Department of Education under Title VI of the Higher Education Act of 1965, as amended prior to the deadline date for applications under this program. *Program Authority 22 U.S.C. 2452(b)(6)*.

Definitions

Minority-Serving Institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of Title III, under part B of Title III, or under title V of the Higher Education Act of 1965, as amended (HEA).

Community College means an institution that meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent).

New applicant means any applicant that has not received: 1) a fellowship from the U.S. Department of Education or the U.S. Department of State under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) or 2) a discretionary grant from the U.S. Department of Education under Title VI of the Higher Education Act of 1965, as amended prior to the deadline date for applications under this program. *Program Authority 22 U.S.C. 2452(b)(6)*.

HINTS FOR PREPARING A COMPETITIVE APPLICATION

- Plan ahead. Producing a strong application takes time and careful effort. Proofread! Do not wait until the last minute to submit your application.
- Double check that you are applying to the appropriate seminar based on your current teaching or administrative position (elementary/middle, secondary, or postsecondary).
- Be sure to check the eligibility requirements (if uncertain, contact program officer).
- 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 instead of simply listing organizations.
 - Include any awards or honors, 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 how 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.
- Begin the application process by requesting the letters of reference because it can be time consuming. 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 the application how your participation in a seminar would directly benefit them.
- Re-read each application question and then re-check your responses to ensure you have specifically addressed the seminar objectives stated 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.
- It is recommended that each essay is no longer than three pages.
- It is recommended that each essay be in portrait orientation.
- A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides.
- We recommend all essays to be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced.
- It is not recommended to single space your essays.

SAMPLE TECHNICAL REVIEW FORM

(INFORMATIONAL PURPOSES ONLY)

Name of Applicant:

Criteria	Maximum	Points
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		
a. Kindergarten through 12 th grade teachers or administrators who work at schools that meet the criteria identified in section 465(a)(2)(A) of the Higher Education Act of 1965, as amended (schools at which eligible teachers may obtain Perkins Loan Cancellation or Teacher Loan forgiveness), which includes schools eligible for assistance under Title I, Part A of the Elementary and Secondary Education Act	1 point	
b. Faculty members who teach at Minority-Serving Institutions with proper documentation	1 point	
c. Faculty members who teach at Community Colleges with proper documentation	1 point	
d. New applicants with proper documentation	3 points	
Total Points**	103	

Maximum Points without Priority – 100:

***Grand Total Points Maximum with Priorities – 103*

The following pages are an example of an 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.

Criterion 1 - Curriculum Vitae (C.V.)

(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. could consist of the following topics: 1) contact information; 2) education; 3) employment history; 4) professional qualifications; 5) awards and honors; 6) professional memberships; 7) other interests. 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.

Standard C.V. format is recommended. A page is 8.5" X 11" on one side only with one inch margins at the top, bottom, and both sides. It is recommended that the C.V. be in portrait orientation. It is recommended that the C.V. does not exceed three-pages.

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-3
ADEQUATE	4-6
GOOD	7-8
EXCELLENT	9-10
POINTS AWARDED	

Criterion 2 – International/Intercultural Experience

(INFORMATIONAL PURPOSES ONLY)

Criterion 2 - International/Intercultural Experience: The essay illustrates the applicant’s interest and/or experience related to interacting with people from diverse cultures, whether domestically (in the United States), abroad, or both. Additionally, the essay reflects the applicant’s knowledge and understanding acquired from these experiences and its impact on him/her and/or his/her classroom. Also, the essay describes applicant’s ability to learn from international and/or intercultural experiences and to adapt to new cultures both at home and abroad. Relevant experience does not have to be overseas. A strong essay could discuss the following topics: 1) purpose of previous travel/intercultural experience in the U.S. or abroad; 2) experiences that influenced teaching, curriculum, and/or professional career; 3) how previous experiences prepared him/her to participate in the seminar; 4) passion for intercultural experience; 5) intercultural competencies gained or hoped to gain. Please be specific and detailed in your answer.

It is recommended that all essays be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced. A page is 8.5” X 11” on one side only with one inch margins at the top, bottom, and both sides. It is recommended that the essay be in portrait orientation. It is recommended that the essays do not exceed three-pages.

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-8
ADEQUATE	9-15
GOOD	16-18
EXCELLENT	19-20
POINTS AWARDED	

Criterion 3 – Demonstrated Need

(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 topics: 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 kindergarten through 12th grade and postsecondary 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.

It is recommended that all essays be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced. A page is 8.5” X 11” on one side only with one inch margins at the top, bottom, and both sides. It is recommended that the essays be in portrait orientation. It is recommended that the essays do not exceed three-pages.

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-8
ADEQUATE	9-22
GOOD	23-26
EXCELLENT	27-30
POINTS AWARDED	

Criterion 4 – Project Plan and Implementation

(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 topics: 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) plan of operation and dissemination efforts. Please be specific and provide details.

It is recommended that all essays be written in Times New Roman, Courier, Courier New, Arial, Calibri, Cambria, 12 point font or larger, and double-spaced. A page is 8.5” X 11” on one side only with one inch margins at the top, bottom, and both sides. It is recommended that the essays be in portrait orientation. It is recommended that the essays do not exceed three-pages.

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-8
ADEQUATE	9-22
GOOD	23-26
EXCELLENT	27-30
POINTS AWARDED	

Criterion 5 - References

(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 topics: 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.

Applicant does not upload letters of reference for Criterion 5. Referees will submit the letters using the application system. Each applicant is responsible for securing a letter of reference from a **current supervisor and** either a **current/previous colleague or previous supervisor**. It is recommended that an applicant starts the application process by requesting the letters because it can be time consuming. Once an applicant enters the names and e-mail addresses of the individuals who will write the letters, he or she should follow-up with them to make sure they complete and submit the letters in G5 before the closing date.

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 score the other letter as the reviewer deems appropriate
- **Missing 2 letters of reference:** must enter a score of zero (0)

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-3
ADEQUATE	4-6
GOOD	7-8
EXCELLENT	9-10
POINTS AWARDED	

SAMPLE EVALUATION REFERENCE FORM FOR APPLICANT PART B.1

Applicant Name:	
Country Choice:	

(*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 **CURRENT 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? <i>(select one)</i>	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 U.S. 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.

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

SAMPLE EVALUATION REFERENCE FORM FOR APPLICANT PART B.2

Applicant Name:	
Country Choice:	

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

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? <i>(select one)</i>	<table> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
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.

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

Criterion 6 – Competitive Preference Priority

(INFORMATIONAL PURPOSES ONLY)

Criterion 6 - Competitive Preference Priority: Applications from any one of the following categories will receive **either one or three points** with proper documentation included in the application:

- a. Kindergarten through 12th grade teachers or administrators who work at schools that meet the criteria identified in section 465(a)(2)(A) of the Higher Education Act of 1965, as amended (schools at which eligible teachers may obtain Perkins Loan Cancellation or Teacher Loan forgiveness), which includes schools eligible for assistance under Title I, Part A of the Elementary and Secondary Education Act, (see links below) will receive one point; or
- b. Faculty members who teach at Minority-Serving Institutions (as defined in this application) will receive one point; or
- c. Faculty members who teach at Community Colleges (as defined in this application) will receive one point; or
- d. New applicants (as defined in this application) will receive three points.

In order to receive points under this competitive preference priority, the applicant must identify one subpart and provide documentation supporting his or her claims by uploading a document from one of the following categories:

- For a **Title I** school, please visit: <http://nces.ed.gov/ccd/schoolsearch/>. Please enter your school's information to search for the school. Once you find your school, please upload the document that contains your school's general information and Title I school status.
- For a school that is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies**, please visit: <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>. Please enter your school's information to search for the school. Once you find your school, please upload the document that contains your school's general information and classification as a low-income school.
- 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>
- For a **Minority-Serving Institution or Community College**, please visit: <https://nces.ed.gov/collegenavigator/>. Please enter your institution's information to search for the school. Once you find your school, please upload the document that contains your school's general information and designation as either a Minority-Serving Institution or Community College.
- For a **New Applicant**, please upload a statement indicating that you have not received a fellowship from the U.S. Department of Education or the U.S. Department of State under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) or a discretionary grant from the U.S. Department of Education under Title VI of the Higher Education Act of 1965, as amended prior to the deadline date for applications under this program. *Program Authority 22 U.S.C. 2452(b)(6).*

Scoring Rubric

INELIGIBLE	0 POINT
ELIGIBLE	
a. Kindergarten through 12th grade teachers/administrators who work at schools identified as Title I or those eligible for the Federal Student Aid Teacher Loan Forgiveness Program with proper documentation	1 POINT
b. Faculty members who teach at Minority-Serving Institutions with proper documentation	1 POINT
c. Faculty members who teach at Community Colleges with proper documentation	1 POINT
d. New applicants with proper documentation	3 POINTS
POINTS AWARDED	

FREQUENTLY ASKED QUESTIONS

A. Eligibility and Pre-Award Issues

1. 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-federally sponsored programs or schools abroad are not eligible to apply.

2. Which disciplines are eligible for the program?

The purpose of the program is to provide short-term study opportunities for U.S. educators and administrators (generally those in the social sciences and humanities) for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries. Participants are expected to develop and disseminate a curriculum project upon return 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. Please contact the program officer for details.

3. I am a Kindergarten teacher. Am I eligible to apply?

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

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

Educators working at middle schools should apply based on the following definition: elementary/middle includes grades K-8 and secondary consists of grades 9-12.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

B. Application Process

1. 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.

2. I do not have a passport; do I need one to apply?

It is essential to have a valid passport to travel and participate in the program. 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, he or she will be prohibited from participating in the program.

3. 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.

4. 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.

5. Do I upload anything for Criterion 5: References?

No. Applicants do not upload the letters into G5. Criterion 5: References is a placeholder in the system and is meant to be left blank. Referees will submit the letters using G5.

6. My referees can't locate the automatically generated e-mail from the U.S. Department of Education (CIO/EDCAPS) with a link and PIN. What should they do?

If the e-mail is not in their inbox, it is recommended that the referees check their spam or junk mail folders. However, if referees still cannot locate the link with a pin from CIO in their folder, applicants should delete the referee's previous email address in G5 and enter the referee's personal email. It's possible that the schools'/employers' network have blocked the email for security purposes. Additionally, if the referees receive the email, but the system is not accepting the PIN, applicants should inform referees to save their work each time and try a different browser or computer.

7. Is there a separate deadline for reference forms?

No. All letters of reference must be received by the closing 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.

8. 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 his/her reference after the applicant submits his/her application, he/she will receive an error message that the reference form is no longer valid.

9. 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.

10. 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 items: up to \$600.00, 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.

11. 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.

12. 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 administrative 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.

13. 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.

14. Am I required to list two seminar preferences?

No. Please choose only one seminar. For 2018, there will be three seminars for different grade levels: elementary/middle (kindergarten – 8th grade), secondary (9th – 12th grade), and college (community colleges, 4-year private/public institutions of higher education).

15. Can I get an extension in case the G5 e-application system is unavailable?

If you are prevented from electronically submitting your application on the closing date because G5 is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--(1) You are a registered user of G5 and you have initiated an electronic application for this competition; and (2) (a) G5 is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the closing date; or (b) G5 is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the closing date. We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed in this application under Contact Information for Applicants or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the closing date is extended, an e-mail will be sent to all registered users who have initiated an e-Application in G5. Extensions referred to in this section apply only to the unavailability of G5.

16. 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.

17. 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.

18. What happens in cases where there are several applications that have the same final numerical scores, but there are insufficient funds to support all of the applications?

Scores under Criterion 3 (Demonstrated Need) will be used as a tiebreaker. If scores under Criterion 3 remain tied, then scores under Criterion 4 (Project Plan and Implementation) will be used to break the tie.

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

All applicants will be notified of the competition results. E-mails will be sent out between early and late spring of 2018.

C. Post-Award Issues and Participant Requirements

1. May I request copies of my reviewer's comments?

This is unnecessary. 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.

2. 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.

3. 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.

4. Can I take my family or significant others with me?

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

5. 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.

6. 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.

7. 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.

8. 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.

CONTACT INFORMATION FOR APPLICANTS

For answers to programmatic questions,
please contact the Seminars Abroad Program Officer:

Maria Chang
(202) 453-6080
maria.chang@ed.gov

**For answers to technical questions related to the G5 electronic
application system,**
please contact the G5 Help Desk:

Hours of Operation

8:00 A.M. to 6:00 P.M.

Monday – Friday (EST)
except on Federal holidays

Toll-Free: 1-888-336-8930

TTY: 800-877-8339

Local: 202-401-6238

E-mail: edcaps.user@ed.gov

NOTIFICATION OF COMPETITION RESULTS

E-mails will be sent to **all** applicants

TERMS AND CONDITIONS OF THE AWARD

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

- The Seminars Abroad Program is very intensive and **attendance at all activities is required.**
 - Participants must attend all sessions of the pre-departure orientation and seminar. Participants can neither arrive late nor leave early because of other engagements.
 - Participants cannot take individual trips to pursue personal interests in the seminars' country or region before, during, or after the conclusion of the program.
 - 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 fast 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 **\$600.00** as a cost share to help defray the costs of the seminar program.
- Participants are responsible for additional expenses, which may include the following items:
 - Passport and Visa
 - Inoculations
 - Gifts for visits during the seminar
 - Telephone calls and/or faxes
 - Baggage
 - Shipping
 - Books/curriculum materials
 - Personal Expenditures
- All seminar participants are required to have health insurance for international travel 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 specific items, 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 either their school's or 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 in IRIS provided by the U.S. Department of Education.**
 - Travel must be taken in accordance with the ticket issued by the overseas administering agency.
 - All seminars are contingent upon the availability of Federal funds and the cooperation of foreign nations. Seminars may be cancelled or changed for reasons such as: a decrease in funding, circumstances in the host countries, or if the Department receives an insufficient number of applications. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.
 - 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.

REVOCATION OR TERMINATION OF THE AWARD

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

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

CERTIFICATION

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

To be signed and submitted if offered the fellowship award

Signature of Applicant	Date

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.

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).

APPLICATION CHECKLIST

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

- Complete Part A. Application Information 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 percent Full-Time Equivalent for each position.
- International Experience Essay (recommend maximum of 3 pages)
- Demonstrated Need Essay (recommend maximum of 3 pages)
- Project Plan and Implementation Essay (recommend maximum of 3 pages)
- Competitive Preference Priority
 - In order to receive points under this competitive preference priority, the applicant must identify one subpart and provide documentation supporting his or her claims by uploading a document from one of the following categories:
 - For a Title I school, please visit: <http://nces.ed.gov/ccd/schoolsearch/>. **Please enter your school's information to search for the school. Once you find your school, please upload the document that contains your school's general information and Title I school status.**
 - For a school that is eligible to participate in Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies, please visit: <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>. Please enter your school's information to search for the school. Once you find your school, please upload the document that contains your school's general information and classification as a low-income school.
 - For a Minority-Serving Institution or Community College, please visit: <https://nces.ed.gov/collegenavigator/>. Please enter your institution's information to search for the school. Once you find your school, please upload the document that contains your school's general information and designation as either a Minority-Serving Institution or Community College.
 - **For a New Applicant**, please upload a statement indicating that you have not received a fellowship from the U.S. Department of Education or the U.S. Department of State under the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) or a discretionary grant from the U.S. Department of Education under Title VI of the Higher Education Act of 1965, as amended prior to the deadline date for applications under this program. *Program Authority 22 U.S.C. 2452(b)(6).*
- Two reference letters (one from current supervisor and current/previous colleague or previous supervisor)

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 online 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.

Below are the days and times that the G5 web site is available. Please note that all times are in Eastern time.

G5 Hours of Operation in Eastern Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Unavailable from 03:00 P.M. – 11:59 P.M.	Unavailable from 12:00 A.M. – 5:59 A.M.	Available 24 hours	Unavailable from 09:00 P.M. – 11:59 P.M.	Unavailable from 12:00 A.M. – 5:59 A.M.	Available 24 hours	Available 24 hours