

## Notes on How to Apply for a US Department of Education Fulbright Hays Dissertation Fellowship at Rutgers University

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### Required steps in the application process:

1. Attend a pre-screening meeting with Teresa Delcorso by **September 1, 2005** to determine eligibility to apply and appropriateness of research to US Department of Education goals.
  2. Attend an e-grants workshop to be scheduled in **September 2005**
  3. Attend a final package review meeting with Teresa Delcorso no later than one week before the on-campus deadline (**TBD, expect, late September to early October**)
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The Fulbright Hays Dissertation Research Fellowship supports 6-12 months of dissertation research in the fields of modern foreign languages and area studies.

In the past few years, Rutgers University graduate students have been quite successful in winning Fulbright Hays Fellowships. Detailed below are instructions on how to apply for the fellowship. To apply, your application must be processed through the Graduate School-New Brunswick's Chaser office. If you plan to apply for the fellowship program, begin the application process as early as possible. The application to the Fulbright Hays program is time consuming. These instructions do not replace the instructions in the Fulbright Hays application package. The purpose of these instructions is to bring to your attention the critical elements of the application process and to explain the Rutgers processing of your application. ***It is your responsibility to review these instructions as well as the instructions in the Fulbright Hays application package.***

A completed application requires the following:

- Fulbright Hays on-line application
- Proposal narrative and bibliography
- CV
- 3 letters of recommendation
- Language evaluation report for each language used in research
- Official transcript(s) for all graduate work
- Letters of invitation (recommended but not required)

As soon as possible, you should begin to speak with your faculty about letters of evaluation and securing transcripts. If you will include letters of invitation in your application package, begin to request these as soon as possible.

### Link to the US Department of Education Fulbright Hays Program:

<http://www.ed.gov/programs/iegpsddrap/index.html>

### Application Package:

<http://www.ed.gov/programs/iegpsddrap/applicant.html>

**Department of Education Deadline:** To be announced (late August-early September. Deadline is *typically* in mid to late October)

**Rutgers University Institutional Deadline:** Two weeks before Department of Education deadline (*typically* early October)

The Rutgers University institutional contact for the Fulbright Hays program is Teresa Delcorso ([delcorso@admin.rutgers.edu](mailto:delcorso@admin.rutgers.edu)) (732-932-2705) in the Graduate School-New Brunswick Chaser office. All Fulbright Hays applications must be submitted through the institutional contact.

***All completed Fulbright Hays applications must be submitted to the Chaser office two weeks before the Department of Education deadline.***

### **Rutgers University Endorsement Form:**

The Department of Education does not make awards directly to students. Rather the award is made to the university. If you win the Fulbright Hays, the Business Office of the Graduate School-New Brunswick Dean's Office will manage the fellowship for you.

Since the award will be made to the university, the Department of Education requires that the university submit your application to the Department of Education under the name of the university.

As such, the institutional deadline is two weeks before the Department of Education deadline. The Department of Education deadline is the deadline by which the university must submit the application packages. To insure proper and timely processing we must have two weeks to process and prepare the applications for submission to the Department of Education.

In order to process your application through the University's Office of Research and Sponsored Programs (ORSP), you must submit a completed Rutgers University Endorsement form when you submit your application to the Chaser office. You will need to use an Endorsement Form specifically formatted for the Fulbright Hays competition. Please contact Teresa Delcorso at least three weeks before the ***institutional deadline*** to request a copy of the Endorsement Form.

### **Scope of Program:**

The Fulbright Hays program provides opportunities for scholars to conduct research overseas in the fields of modern foreign languages and area studies. ***For the purpose of these programs, the US Department of Education defines area studies as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.*** It is expected that your project requires research in a language other than English or your native language. Research overseas means research outside the United States, Puerto Rico, Guam, American Samoa, the American Virgin Islands. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date annually published in the *Federal Register*. Additionally, the Fulbright Hays program will not fund topics dealing with Western Europe. For

a complete description of the program, consult the US Department of Education Regulations 34 Code of Federal Regulations Parts 662.

### Eligibility Requirements

**To be eligible to receive a fellowship under the Doctoral Dissertation Research Abroad Program, a student must:**

1. (a) Be a citizen of the United States; or  
(b) Be a permanent resident of the United States;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation; and
4. Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

The Fulbright Hays grant period runs for an 18-month period from July to December of the following year. For example, if you apply for the fellowship in the Fall of 2005, the fellowship would be available from July 2006 to December 2007. You may use the fellowship for 6 to 12 continuous months during that period. While you do not need to be ABD at the time of application, **you must be ABD by the time you use the award**. We strongly recommend that you do not plan to depart for your research site with the Fulbright Hays Fellowship **before October 1, 2006**. If you win the award, you will need to allow time for the grant to be set up and to apply for a visa and research permit in your country of study. The time frame and process to apply for a visa will vary from country to country and may be quite extensive and time consuming. You will not be able to access any fellowship funds until you can prove that you have a valid visa from your host country. It is each graduate student's responsibility to secure a valid visa to enter their research country.

The award will provide you with a monthly stipend for the time you are overseas, funding for round trip airfare, health insurance, and research related expenses. There is also a dependent allowance if you have dependants you will bring with you to your research site for the full grant period.

It is important to remember that the purpose of the fellowship is to support dissertations in modern language studies and area studies. To be eligible to apply for the fellowship, you must be able to clearly show how your work intersects with both of these themes. The US Department of Education defines area studies as: ***a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages***. Your work must also involve research in a language other than English or your native language.

If you are unsure as to whether or not your topic intersects with modern language studies or area studies, please consult with [Teresa Delcorso](mailto:delcorso@admin.rutgers.edu). ([delcorso@admin.rutgers.edu](mailto:delcorso@admin.rutgers.edu), 2-2705)

### Steps for applying:

Plan to spend a significant amount of time on the application. In the past successful applicants have dedicated four or more months to the application. If you plan to go overseas the summer

before you apply, plan to meet with Teresa Delcorso in the spring, before you leave, to begin to plan for the application process.

Commencing with the 2004 application season, the Department of Education requires that all Fulbright Hays applications are submitted through their e-grants system (<http://e-grants.ed.gov/egWelcome.asp>).

In September, once the new application packages are released, Chaser will offer workshops on how to use the e-grants system. ***Attending one of the e-grants workshops is a mandatory prerequisite to apply for the Fulbright Hays***

The e-grants system requires that you create an account to open your application package. Your entire application (proposal, budget forms, letters of recommendation and language evaluation forms) must be uploaded to the e-grants system. The only paper associated with the application will be your official graduate transcripts and your letters of institutional affiliation.

Once you decide to apply for the Fulbright Hays Fellowship, consult with Teresa Delcorso to verify the appropriateness of your topic to the competition. ***Each student who would like to apply for the Fulbright Hays must go through a pre-screening process before initiating an application.*** The Fulbright Hays application is time consuming and the competition is quite competitive. Additionally, the Fulbright Hays program has a rather narrow definition of projects that are eligible for funding. The purpose of the pre-screening is to assess your eligibility and the appropriateness of your work to the specific mission of the Fulbright Hays Fellowship Program.

***For the pre-screening you should schedule an appointment by September 1, 2005 and email the following to Teresa Delcorso ([delcorso@admin.rutgers.edu](mailto:delcorso@admin.rutgers.edu)) at least 2 days before the meeting:***

- CV
- Unofficial transcripts of all graduate work
- A draft proposal that discusses in outline or narrative format what you want to do, where you want to do it and why it is important. You should be able to articulate at least one research question and provide a rough timetable for the work you need to do and a list of resources you will need to access. You will also need to provide the name of the institution or organization you plan to affiliate with in your host country.
- Names and contact information of the three faculty who will write letters of reference for you.
- Name(s) and contact information of the people who will do the language evaluation(s) for you.

The meeting may take place in the preceding spring semester or during the summer however, it must take place by September 1, 2005. Please email [delcorso@admin.rutgers.edu](mailto:delcorso@admin.rutgers.edu) to schedule an appointment. The cv, draft proposal, unofficial graduate transcripts and recommenders'/reviewers' contact information should be emailed to [delcorso@admin.rutgers.edu](mailto:delcorso@admin.rutgers.edu) at least two days before the scheduled meeting.

At the meeting, we will review your materials, the application requirements and based on the information provided determine if the Fulbright-Hays is an appropriate fellowship to support your research. If we determine that the Fulbright Hays is not an appropriate option for you, we will work with you to identify more appropriate funders and will be available to assist you with the applications.

Prior to submitting the final completed application to the Chaser office, you must have at least one draft of the full application reviewed and critiqued by Teresa Delcorso.

While the application must be submitted through the Department of Education's e-grants system, you may view a paper copy of the application on the Department of Education's website at: <http://www.ed.gov/programs/iegpsddrap/applicant.html>

When you review the application, you will see that there are three parts to it. As the graduate student, you will be working primarily with **section C**. The Chaser office is responsible for completing **sections A and B**. However, it is **strongly** recommended that you review the entire application package as there is important information regarding the competition in all three sections of the application.

**If your research involves living human beings** you must complete a **Human Subjects Research Narrative** to attach to the application, as detailed in **section B** of the application package. Completing this narrative will be very similar to the process you will need to go through for the Rutgers University IRB review. If your research involves human subjects, you must contact the Rutgers University IRB. Details on the Rutgers IRB policy and procedures can be found at: <http://orsp.rutgers.edu/Human.asp>

***Your project must be certified compliant by IRB before you may use the Fulbright Hays Fellowship.***

#### **Application form instructions:**

**Item 1-4:** Self explanatory

**Item 5:** Enter ***Rutgers, the State University of New Jersey***

**Item 6:** List your graduate program

**Item 7:** Choose the region of the world that is your area of specialization. To be the most competitive, choose only one region. **DO NOT** choose Western Europe. The Fulbright Hays will not support research on a Western European country. However, your research may require that you visit a Western European country to visit the archival documents of a former colonial power. This is acceptable but your area of study should be another region of the world. If you select Western Europe, your application will be disqualified.

**Item 8:** List all of the countries that you will need to go to do your research.

**Item 9:** List all of the languages that you will use in your research

**Item 10:** List the dates that you plan to do your research. The Fellowship may run for as short as 6 and for as long as 12 continuous months. . Due to the time it will take for you to secure a visa for your country of research, we strongly recommend that you do not plan to depart for your research site with the Fulbright Hays Fellowship **before October 1, 2006**. If you win the award, you will need to allow time for the grant to be set up and to apply for a visa and research permit in your country of study. The time frame and process to apply for a visa will vary from country to country and may be quite extensive and time consuming. You will not be able to access any fellowship funds until you can prove that you have a valid visa from your host country. It is each graduate student's responsibility to secure a valid visa to enter their research country.

**Item 11:** List the date on which you have advanced to candidacy or plan to advance to candidacy. You may not use the award until you have advanced to candidacy.

**Item 12:** List your current contact information

**Item 13:** Indicate your citizenship status. You must either be a US citizen or US permanent resident by the application deadline.

**Item 14:** Indicate your veteran's status

**Item 15:** Indicate that your career goal is teaching. If you indicate other, you will be disqualified from the competition.

**Item 16:** Enter your dissertation title

**Item 17:** Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted **as well as institutional and individual affiliations**. Do not exceed the word limit.

**Item 18:** If you will have dependants accompanying you, list their name, relationship and age. For the purposes of this Fellowship, a dependant is defined by the US Department of Education as any of the following individuals who accompany the recipient of a fellowship under this program to his or her training site for the entire fellowship period if the individual receives more than 50 percent of his or her support from the recipient during the fellowship period:

(1) The recipient's spouse

(2) The recipient's or spouse's children who are unmarried and under age 21.

To be supported by the grant, your dependants must accompany you during the entire grant period. If you plan to get married or to have a child before the start of the grant period and to have them accompany you to the research site for the full grant period, please contact Teresa Delcorso to discuss how to complete this section.

**Item 19:** Indicate previous relevant foreign travel, precise period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

**Item 20-21:** Self explanatory

**Item 22:** Indicate other non-Rutgers fellowships that you have held during your graduate career. If you have already held an IIE Fulbright Fellowship, you are still eligible to apply for the Hays as long as you can make the case for the need to spend more time at your research site.

**Item 23:** List all of the other fellowship applications you are submitting. You must fully disclose the other applications you are submitting. If you are applying to other programs, this **WILL NOT** have an affect on your Fulbright Hays application.

**Item 24:** Fill in the name and contact information of your doctor.

**Item 25:** Budget Request.

Consider your budget request carefully. Once the award is made, it is nearly impossible to have the budget allocation adjusted.

- a. International Travel and Baggage. You will need to provide an airfare quote. **DO NOT** list the cheapest quote you can find. To get a quote, call one of the authorized university travel agencies: (<http://www.rci.rutgers.edu/~rutravel/authagencies.html>). If you win the fellowship, the university will need to buy your ticket through one of these agencies.

Tell the agent that you need to have a quote with the following criteria:

You must fly on a US owned carrier. If a US airline does not fly to your final destination, then you must fly a US carrier to the point closet to your final destination possible and then change to a local carrier. The ticket must be written as a ticket for a US carrier.

You will need a quote giving a specific departure and return date. If the travel agent can not get you a quote for a 12 month itinerary or for your return date, then ask for a quote for two one way tickets.

Ask the travel agent how much the airline will charge for excess baggage and calculate that amount into the airfare. Finally, calculate into the airfare 2-3 change fees in case you will need to revise your itinerary once the ticket is purchased. The travel agent can tell you how much the change fee will be. Many travel agents now charge a service fee to write the ticket. Find out how much this will be and include it in the price of the ticket. The final price that you get will be high, perhaps as high as \$3000-\$4000, that is ok. In Item 25a detail your itinerary, with departure date and all of the cities you will land in. Also itemize how much the excess baggage will cost.

- b. Maintenance Allowance: Go to the back of the application package. Each country is listed with the monthly maintenance allowance. Look up the allowance for your city and/or region and calculate the amount for each month. If you will be in different areas to do your research, break down the cost for each area.
- c. Dependent(s): In the same chart that lists your maintenance allowance for your country, it will also include the allowed allowances for your dependants.
- d. Project Allowance: Compute and justify in detail your needs for this allowance which may include expenses such as books, copying, informants, tutoring, translating and interpreting fees, tapes, film, travel within host countries, tuition and affiliation fees, etc.
- e. Health Insurance: You will need to buy health insurance to cover you while you are overseas. There are a number of companies that sell international health insurance. Many of these companies will provide a quote over the phone or the internet. Get a quote and enter the amount here.

Rutgers University has a Student Injury and Sickness Insurance Plan available for Rutgers University students studying overseas. Please contact Teresa Delcorso ([delcorso@admin.rutgers.edu](mailto:delcorso@admin.rutgers.edu)) or Gary Buschhorn ([buschg@rci.rutgers.edu](mailto:buschg@rci.rutgers.edu)) for additional information.

Listed below are links to companies that provide international health insurance. Please note that Rutgers, the State University of New Jersey, the Graduate School-NB and Chaser do not recommend or endorse any of these insurance companies. This information is provided for informational purposes only. If you decide to purchase insurance, it is your responsibility to choose the company. Some external funding agencies, in the terms of their grants and fellowships require that you purchase health insurance for your overseas stay. Whether or not your stay is funded by an external funding agency, it is strongly recommended that you have health; emergency evacuation and repatriation insurance while you are overseas.

- ❑ **Insurance Consultants International:** <http://www.globalhealthinsurance.com/index.htm>
- ❑ **All Aboard Benefits:** <http://www.allaboardbenefits.com/>
- ❑ **International Medical Group:** <http://www.imglobal.com/>

- f. Administrative Fee: This money goes to the Graduate School for managing the grant.
- g. Enter the total of your budget

**Item 26:** Sign and date the application—**do not worry about, the application is on-line and you can not sign it.**

**Item 27:** Advisor signature-- **do not worry about, the application is on-line and you can not sign it.**

**Item 28:** Curriculum Vita: Item 28 may be a traditional CV or a narrative personal statement similar to the one that is required by the Fulbright IIE.

**Item 29:** Give the title of your project. The project proposal must follow the following requirements:

The project description must be limited to 2500 words (i.e., 10 double-spaced pages using size 12 font with one inch margins).

You should develop your 10 page, double-spaced project description taking into account the evaluation criteria provided in the sample Technical Review Form included in the application package. Given the fact that, in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted, you may also wish to consider the following factors when developing your project description:

- a. Host country sensitivities and interests.
- b. The use of English, which can readily be understood by well-educated non-specialists.

Awards are not made to applicants planning to conduct research on topics which are determined to be politically sensitive by the host country or unfeasible. It should also be noted that the U.S. Department of Education will not submit to the host country any "dummy" proposal (i.e., proposals which do not accurately reflect the research purpose in the hope of

avoiding difficulties with host country acceptance of the proposal). The application narrative is where the student applicant addresses the selection criteria that reviewers use to evaluate the application. ***The student must limit the narrative to the equivalent of no more than 10 pages, and the references to the equivalent of no more than 2 pages, using the following standards:***

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either ***12-point or larger*** or no smaller than 10 pitch (characters per inch).

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the references. However, you must include all of the application narrative in responding to the selection criteria included.

The US Department of Education will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit.

**Foreign Language Reference Form:** When you create your application in the e-grants system, you will enter the name and email address of the person who will do your language evaluation. The e-grants system will automatically send the reviewer an email with a hyperlink to your evaluation form. The reviewer should complete the form and hit the submit button. You must submit a language reference form for each of the languages you are using, other than English in your research. A specialist in the language should complete the reference form.

If you are unable to find a specialist to conduct the evaluation, please let Ms. Delcorso know as soon as possible so we may assist you in locating a specialist.

**Graduate Student Reference Form:** You must submit three reference forms, one of which must be completed by your advisor. When you create your application in the e-grants system, you will enter the name and email address of the faculty who will write your letters of reference. The e-grants system will automatically send the reviewers an email with a hyperlink to your evaluation form. The reviewer should complete the form and hit the submit button.

If any of your reviewers have difficulties with the e-grants system, they should contact the e-grants technical help desk (1-888-336-8930).

It is the graduate student's responsibility to make sure that the following are uploaded to the e-grants system and submitted to the Graduate School by the Graduate School deadline for the Fulbright Hays program:

- Fulbright Hays Training Grant Application Form including cv and project description and bibliography

- ❑ Foreign Language evaluation for each language that will be used in the research in a sealed and signed envelope
- ❑ 3 letters of recommendation from faculty
- ❑ Original certified transcripts from all of the graduate institutions you have attended.
- ❑ Letters of affiliation
  - **NOTE:** The letter of affiliation should be mailed to the Chaser office as follows:

**Teresa Delcorso  
 Program Development Specialist  
 Chaser  
 Graduate School New Brunswick  
 Rutgers, the State University of New Jersey  
 25 Bishop Place, room 301  
 New Brunswick, NJ 08901**

Faxed copies of the letter may be sent to the attention of Teresa Delcorso at:  
 732-932-2957

***Emailed copies of the letter will not be accepted.***

Incomplete applications will not be forwarded to the US Department of Education. It is your responsibility to make sure that all of these items are submitted by the Graduate School deadline.

### **Chaser Resources:**

The Chaser office offers a number of services to assist you with your application to the Fulbright Hays program as well as other external funding opportunities.

If you plan to apply for the Fulbright Hays, we strongly recommend that you plan to participate in the following workshops:

- The Chaser Proposal Writing Workshop, which is offered in May and again in August.
- A Chaser Mock Proposal Review Session, which will be held in September and October.

Check the Chaser workshop page for the specific date, location and registration:

<http://chaser.rutgers.edu/workshops.html>

Chaser staff is also available to meet with you one-on-one, by appointment to review and critique your drafts. **To apply, your full application will need to go through at least one review.**

### **Some Final Notes:**

Typically you would secure letters of recommendation and language evaluations early in the application process, ideally, the summer before the application is due. However, for the Fulbright Hays, the Department of Education does not release the application package on-line until late August/early September and your evaluators will not be able to access the on-line

forms until then. If your evaluators would like to work on the references early, you should give them a paper copy of the forms: <http://www.ed.gov/programs/iegpsddrap/applicant.html>

The evaluators will not be able to submit a completed paper form but this will give them time to review the form, compose their evaluation and then upload the electronic file once the application season is open.

**To apply for the Fulbright Hays, you will need to plan to attend at least three mandatory meetings:**

1. A pre-screening meeting which must be completed by September 1, 2005
2. One of the Chaser workshops on how to use the e-grant system. The workshops will be scheduled for various times in September, once the application package is released by the Department of Education
3. Final package review, which must be completed at least one week before the institutional deadline.