

## FULBRIGHT NEXUS U.S. SCHOLAR APPLICATION INSTRUCTIONS

The following are instructions for completing the Fulbright NEXUS U.S. Scholar application through the Embark online application platform. Read these technical guidelines carefully before completing your application online. You are advised to print them out to use as a guide while you complete your application.

If you experience difficulties using the online application system, please consult the Embark help center: <http://embarksupport.zendesk.com/portal>. Questions about the application content should be sent to CIES at [fulbrightnexus@iie.org](mailto:fulbrightnexus@iie.org).

1

### Preliminary Questions

1. You must be a U.S. citizen at the time of application for the Fulbright NEXUS U.S. Scholar Program.
2. Program Applying For (**you may only apply for one**)
  - **Select NEXUS.** Then click 'Save and Continue'.

### THERE ARE SIX STEPS TO THE FULBRIGHT NEXUS U.S. SCHOLAR EMBARK APPLICATION

- Instructions
- Application Form
- Attachments
- Register References (officially sending requests to your referees to submit reference letters)
- Application Inspector (informs applicant what required information is still missing from the application)
- Submit application

### STEP 1: INSTRUCTIONS

You will be able to open a link to this document within the Embark application.

### STEP 2: APPLICATION FORM

#### AWARD INFORMATION

**Item 1. Select your preferred Western Hemisphere country of interest for your research exchange visit (you will have the opportunity to select up to 2 additional countries in Item 31).**

- Select the appropriate country from the dropdown menu.

#### Item 2. Award Number

- **NOTE:** Please skip this item as it is not applicable to the Fulbright NEXUS U.S. Scholar program. Please skip and proceed to item 3.

#### Item 3. Type of Activity

- This will auto-populate to reflect **RESEARCH**.

- **RESEARCH** is the only grant category for the Fulbright NEXUS U.S. Scholar program.

## PROFESSIONAL PROFILE

### Item 4. Title

- Select appropriate title from the drop down menu.

### Item 5. Name

- Please enter your complete name as it appears on your passport.

### Item 6.

- If you have a preferred name or nickname please enter it here.

### Item 7. Current Primary Academic/Professional Title and Starting Date in that Position

- Select your formal title (e.g., Associate Professor) from the dropdown menu and enter the month and year in which you started this position. If you have more than one title at your institution (e.g., Professor and Chair), please scroll down for available options. If you do not find your title in the menu, please select 'Other' and type your title in the text box (i.e. Fellow, Director).

### Item 8. Professional Address

- For applicants from U.S. colleges or universities, search for your institution name in the drop down list. Select 'Other Affiliation' if your institution is not in the list; if your institution is outside the U.S., or if you are affiliated with a non-academic institution. In 'Other Affiliation' type in the name and address of the institution or organization.

### Item 16. Academic Credentials

- Include **only** your terminal degree(s) (Ph.D. J.D., M.D., MBA, MFA, etc.) here (list no more than four). Do not include Master's or Bachelor's degrees unless they are your highest degree. **Enter your highest degree first.**

### Item 17. Most Significant Professional Accomplishments- Maximum 700 characters

- Include items such as significant teaching and research awards, compositions and exhibitions. Do not write "See c.v." or direct reviewers to supplemental materials.
- Limit your list to a **maximum** of five accomplishments. For space consideration, separate each item with a semicolon or number rather than a hard return.

### Item 18. Publications

- Please include books and articles submitted to peer-reviewed journals along with non-traditional works such as news articles, blog posts, interviews, podcasts, etc.

## Item 19. Previous Fulbright Grant(s)

- Include only Fulbright grants administered by CIES (e.g. U.S. Fulbright Scholar Program, New Century Scholars).

If you have received any other Fulbright award such as Fulbright Student or Fulbright-Hays grants, include this experience in *Item 23*. Please read through the [Review and Selection Criteria](#) regarding [Previous Experiences Abroad and Previous Fulbright Awards](#). List the year and country of your grant starting with most recent.

## Item 20. Project Area

- Please select the collaborative research area(s) in which you would like to work in order of preference.
- You must select at least one and you can choose up to three.

Renewable energy, including micro-grid innovations;  
Social and behavioral adaptation to climate change;  
Measuring climate change and its impact (metrics and standards);  
Climate change and biodiversity;  
Climate change and food and water security

## Item 21. Rationale- Maximum 700 characters

- In a few sentences, explain why you selected the research area(s) above. You will provide a more complete description in your statement of purpose.

## Item 22. Foreign Language Competence

- Enter up to three languages (other than English) and your corresponding level of competency for reading, writing and speaking. Select responses from the dropdown menus.

## Item 23. Residence or Professional Trips Abroad of over Three Months during the past 10 years

- This item is intended to capture substantial experience you may have had living or working abroad. Do not include tourist trips.
- Include the country, purpose/sponsorship, and dates of your stay.

## Item 24. Major Academic Discipline

- Select the most appropriate value from the dropdown menu that matches your professional expertise.

## Item 25. Other *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (e.g., Nineteenth-century American Literature or Environmental Law). Enter no more than five.

## Item 26. State Department Field of Study and Primary Specialization

- Select the most appropriate field of study and specialization from the drop down menus.

## PROJECT DETAILS

### Item 27. Proposed Length of Grant

Between June 2014 and May 2016, grantees will be expected to:

- Participate in two seminar meetings across the region with the group-at-large (August 2014 and June 2015).
- Complete a two to three month research exchange visit to Canada, Latin America or the Caribbean.
- Maintain intellectual collaboration with fellow NEXUS grantees in program thematic research areas (June 2014-May 2016).
- Participate in a final plenary seminar (May 2016) to share the results of collaborative research, and discuss the national and regional implications of findings, along with project implementation models.
- All Fulbright NEXUS Scholars must participate in the first, mid-term, and final seminars. Duration and dates of award must be compatible with the Fulbright NEXUS program.
- **All research visits should be completed prior to March 2016.**

### Item 28. Preferred Host Institution

- Type in preferred host institution name(s). You may write up to three.

### Item 29 and Item 30. Letter of Invitation

If you have a letter of invitation from a host institution you should include it as an attachment to your application on page 12. However, a letter is not required at the time of application. Invitations received after the cohort has been selected should be submitted to CIES as email attachments (Word or PDF formats preferred).

### Item 31. Alternate Country Preferences

- Please list up to two additional countries in which you would like to carry out your exchange visit.

### Item 32 and 33.

- Research applicants must indicate if they will be working with human subjects or vertebrate animals.

## PERSONAL INFORMATION

### Item 34. Home Mailing Address

- Please enter your current residential address.

### Item 35 and 36. State of Legal Residence and Congressional District Number

- Include the number of your Congressional district. This information **MUST** be provided. You may consult the U.S. House of Representatives at [www.house.gov](http://www.house.gov) to verify your Congressional district. If you do not have a legal residence address in the United States, select AMER. OUTSIDE US from the dropdown menu for state of legal residence and outside US for Congressional district.

### Item 38. Dependent Information

- Separately list names, relationships, birth dates, and current school grades of dependents. For the purposes of grant benefits, a dependent is either (1) a spouse, (2) a qualified same-sex partner, or (3) a relative (child, grandchild, parent, sibling) who is financially dependent on the applicant.
- Dependents may accompany scholars for their research exchange. .

## Item 39. Felony/Misdemeanor

- Applicants convicted of or under current indictment for a misdemeanor (excluding minor traffic violations) or felony must provide additional information, including a description of the factual circumstances of the charge or conviction and any supporting documentation to CIES. These materials will be reviewed by the J. William Fulbright Foreign Scholarship Board to determine your eligibility. The documentation should be mailed to CIES, U.S. Fulbright Scholar Program, CIES, 1400 K Street, NW, Suite 700 Washington, DC 20005.

## Item 40. Felony/Misdemeanor

## Item 41. Fulbright Race/Ethnicity Survey

- The information collected will be used for statistical purposes only; survey results will not be seen by reviewers or used in any way during the selection process.

5

## Item 42. Signature

- Your electronic signature attests to the accuracy of the information supplied in the application and verifies that you waive or do not waive, as indicated, your right of access to the evaluations submitted by your referees. Marking the check-box acts as your signature.

## REFERENCES (APPLICATION PAGE 5)

**All letters of reference must be submitted through the online Embark system.**

Referees are sent an email containing instructions on how to submit their letters of recommendation when you **register** them in the *Step 4 Register References* section of the application. You may navigate to this page at any time by clicking the button on the left hand column marked "4 Register References."

**NOTE:** If your reference has not received an email containing their instructions and login information more than a few minutes after you registered them in Step 5 of your application, please contact the Embark application managers directly at [support@embark.com](mailto:support@embark.com) or 415-615-1805.

- The applicant is responsible for notifying referees of their request for letters and for ensuring those letters are submitted to CIES by the deadline. Confirm with your referees that they have received the notification message (The message may be directed to a bulk mail or spam folder if the recipient has a strict spam filter).
- Provide your referees with a copy of your project statement.
- Referees should keep an electronic copy of the letters they submit.
- Do not exceed the indicated number of **(3)** references required for the award.
- All references must be in **English**.
- References should be from persons able to evaluate your professional work; the abilities you bring to your project; your ability to adapt; and the merits of the project.
- If the applicant is a recent graduate of a doctoral or graduate degree, or early career applicant, one reference should be from the supervisor of the applicant's graduate program.

### Referees should address:

- How long and in what capacity they have known the applicant.
- The applicant's credentials, potential and record of academic or professional accomplishments.
- Relevance of applicant's previous research, training, and experience to proposed project area(s).
- Ability of the applicant to work as a part of an interdisciplinary team.

## FULBRIGHT LANGUAGE PROFICIENCY REPORT: SELF EVALUATION (APPLICATION PAGE 6)

- A Language Proficiency Report for Portuguese or Spanish must be completed for this award.
- In addition to completing your self-evaluation, you must indicate the name of an external evaluator who will submit an online language reference. The evaluator should be included in page five under the list of references.
- Native speakers only need to complete the self-evaluation portion of the language proficiency report.

## STEP THREE: ATTACHMENTS

- All applicants are required to submit a **statement of purpose** (page eight); **curriculum vitae** (page nine); **select bibliography** (page ten), and list of **proposed stakeholders** (page eleven).
- Please comply with all page limits and guidelines for each attachment type.

6

## STATEMENT OF PURPOSE (APPLICATION PAGE 8)

- All applications must include a statement of purpose.
- The statement of purpose must be the equivalent of 3 to 5 pages, single spaced, in 12-point or larger font size.
- The statement of purpose should be submitted as a PDF attachment.

The statement of purpose is your opportunity to explain your specific strengths as a candidate to reviewers and potential hosts. It must be persuasive and compelling. Below are some items to consider as you write. You may use headers and/or bullets to organize and convey key elements.

**Applicants should submit a statement of purpose that addresses at least one of the Fulbright NEXUS collaborative research areas you selected above.**

**All applicants should address:**

- Your ability to perform collaborative research in a multidisciplinary team-based setting.
- What you believe the public policy impact and practical significance of the selected project area(s) is to the Western Hemisphere.
- How your collaborative research in the selected area(s) will advance understanding of regional development to improve quality of life in local communities and regions across the Western Hemisphere.
- How local stakeholders from a range of sectors (i.e. NGO's, government, private industries) could be identified to collaborate as "program implementers" in collaborative research efforts.
- How you would integrate student and/or youth outreach in the collaborative research agenda.
- How you will benefit from and contribute to the goals and objectives of the NEXUS program.

**Statements of Purpose should specifically describe:**

- The academic and professional context of the project area(s); include a bibliography (not exceeding 3 pages) referring to the leading works by others and the current state of the field.
- What teaching and professional experience prepared you for this type of program.
- Why the research needs to be done; what significance it holds for your discipline, your personal and professional development, and the region's benefit.
- Why it should be done in the country(ies) you selected.
- How you would disseminate the results of your research.

**Previous Fulbright Scholar grantees should also address:**

- What accomplishments and contributions resulted from your earlier grant(s).
- How a second grant will build on your previous Fulbright experience.
- What you will accomplish with a second grant.

## CURRICULUM VITAE OR RESUME (APPLICATION PAGE 9)

- All applicants must include a tailored curriculum vitae or resume, with a detailed publications list.
- Cite publications fully, listing them chronologically from the most recent.
- Separate refereed from un-refereed publications.
- The maximum length of the CV is 6 pages.

## SELECT BIBLIOGRAPHY (APPLICATION PAGE 10)

- Submit a bibliography relevant to your selected project area(s).
- It should reflect the current state of research on the proposed topic.
- The bibliography should not exceed 3 pages.

## PROPOSED STAKEHOLDERS (APPLICATION PAGE 11)

Once the Fulbright NEXUS Program begins and research teams are formed, scholars will be expected to recruit local stakeholders from a range of sectors (i.e. NGO's, government, private industries) that have a demonstrated commitment to the successful implementation of the proposed research projects.

Scholars will be expected to integrate selected stakeholders into their research as well as have them participate in the midterm seminar meeting so they actively assist in transforming collaborative thinking into tangible recommendations and implementation models at the local and regional level.

Participating stakeholders/implementers will not need oral fluency in English as Spanish and Portuguese interpreters will be made available at the midterm plenary meeting.

- Applicants will need to identify two to three potential stakeholders at the time of application.
- Applicants should provide the full name, title and organization name for each potential stakeholder.
- Applicants should explain why they have selected each stakeholder and how they would incorporate each stakeholder into their selected project area(s).
- Letters of support from stakeholders are welcomed, but in no way required.
- The statement must not exceed 2 pages, single spaced, in 12-point or larger font size.
- The statement should be submitted as a PDF attachment.

## LETTER OF INVITATION GUIDELINES (APPLICATION PAGE 12)

A letter of invitation is not required at the time of application.

Once a host has been identified, write him/her directly. Include a copy of your curriculum vitae and a description of the activities you will want to pursue. If the contact agrees that there is a match between you and the host institution, you may request a letter of invitation from your contact.

**There are no specific requirements for invitation letters. The letter might include:**

- The activities for which you are being invited by the host.
- The period of time for which you are being invited.
- A description of the host's interest in the applicant's project and how it will benefit the host institution.

**Invitations submitted should follow these guidelines:**

- Attach the invitation letter in PDF format.
- If the letter is not in English, include an English translation of it along with the original.
- If an invitation arrives after the application deadline, consult your CIES program officer

## STEP FOUR: REFERENCES

This is the second step in the application to submit reference letters. In this section, you will enter the name and email information for the same three references entered in Step 2: Page 5.

You will need to complete the application form (Step 2) in its entirety before you will be able to register references. If

you have not completed the application form, you will receive a prompt guiding you to the questions that need to be completed before you can register references.

## Step-by-Step Instructions to Register a Reference

- 1) Click the purple Register Referee button.
- 2) Select the type of reference letter/report you wish your reference to complete.
- 3) Select Fulbright Letter of Reference for your recommender to upload a letter of reference regarding your qualifications and proposed project.
- 4) Select Fulbright Language Proficiency Report for your reference to complete a survey of your foreign language skills.
- 5) On the next page, enter your reference's first and last name and email address. The link to the upload site and instructions on how to submit a letter of reference will be sent to this email address.
- 6) Check the box, and enter your full name and date.
- 7) Click Submit Registration
- 8) If you wish to submit another reference, click Register another Referee.

As soon as you click Submit Registration, an email will be sent to your reference. It is best to check they have received this email. It will not come from CIES, but directly from the Embark system. Have your references check for an email from [messages@notification.embark.com](mailto:messages@notification.embark.com).

## Checking Letter of Reference Status

Once the referee is registered, you will be able to check the status of their progress.

### Status Definitions

- Registration Unconfirmed: You have successfully registered the reference, but they have not logged into the reference letter site. If this status remains unchanged, check in with your reference to ensure they received the registration email.
- In Progress: Your reference has successfully logged into the reference letter site, but has not submitted a letter.
- Submitted: Your reference has successfully submitted a reference letter.

## Resending Registration Emails

If your reference has not received the reference letter registration email or has misplaced it, you are able to resend that email at any time, even after you have submitted your application.

- 1) Log into your application and click Step 5: Register Reference
- 2) Next to the referee's name, check the box
- 3) Click Resend Registration Email

## Deleting Referees

If one of your referees is unable to submit a letter, you can delete them from your list before they submit a letter. Once they have submitted a letter, you will need to contact CIES to have that letter removed.

- 1) Log into your application and click Step 5: Register Reference
- 2) Under Delete Referee, use the dropdown list to select the reference you wish to delete
- 3) Click Delete Referee

## STEP FIVE: APPLICATION INSPECTOR

- The application inspector report will display incomplete questions and required attachments that are missing. You will be able to provide answers to the incomplete questions and upload missing documents directly on this page.

## STEP SIX: SUBMIT APPLICATION

- Enter your electronic signature. When you successfully submit your application you will receive an application receipt email message.