



## FULBRIGHT POST-DOCTORAL SCHOLAR/VISITING SCHOLAR PROGRAM

### 2019-2020 Post- Doctoral Research Fellowships in the US

#### Instructions for Israeli Applicants Completing the Embark Online Application

Competition opens on August 1, 2018

Applications submitted after 11:59p.m. on December 1, 2018 will not be considered.

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Read all the instructions carefully and follow the application guidelines below.

A complete application consists of:

- Application form
- Project statement
- Bibliography
- Curriculum vitae
- Three, signed letters of recommendation on letterhead paper
- Letter(s) of invitation, if available
- Copy of passport bio-data page including the barcode (passport used for grant travel must be valid until the end of the Fulbright grant period).
- Previous J-1 or J-2 (DS2019) forms, if applicable

#### **STEP 1: Learn requirements for submitting an application**

A complete listing of eligibility criteria and award conditions is available on our website

[www.fulbright.org.il](http://www.fulbright.org.il)

#### **STEP 2: Record user ID and password in a safe place**

The e-mail address you use to register for the Fulbright Visiting Scholar application is your user ID. When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as needed. While you cannot change your registered e-mail for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page. **Note:** When registering, certain information will populate on the Application Form, including name and home mailing address; you will have the opportunity to update as you complete the Application Form.

### **STEP 3: Complete the online application**

You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application.

#### **General Application Guidelines**

- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.
- Responses to questions on the application must adhere to established character limits.
- **You may not attach additional pages** to answer these questions.
- Proofread the entire application before submitting it. The **application should be free of grammatical and spelling errors**.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement**. The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

### **Completing the Application Form**

**Please read the instructions carefully before completing each item.**

#### **Preliminary Questions**

##### **1. U.S. Permanent Residency or Citizenship**

- If you have or are applying for U.S. permanent residency or are a U.S. citizen, you are ineligible for the Fulbright Visiting Scholar Program.

##### **2. Home Country/Country Applying from**

- Select Israel

##### **3. Program**

- Select Fulbright Visiting Scholar Program

##### **4. Category of Grant**

- Select Research

## **PERSONAL INFORMATION**

### **1. Home Country/Country Applying from**

- This will auto-populate from the selection you made during your application registration.

### **2. Program**

- This will auto-populate from the selection you made during your application registration

### **3. Special award name (if any) not required.**

### **4. Category of Grant**

- This will auto-populate from the selection you made during your application registration. Please verify eligible categories with the Fulbright organization in your country of application.

### **5. Title**

- Select the most appropriate title from the drop-down menu.

### **6. Family Name, First Name, Middle Name**

- This will auto-populate based on information during registrations. Please review and ensure that your name appears exactly as it does on your passport. This spelling will be used on all documents related to your grant and immigration paperwork.

### **7. Gender**

- Select your gender from the drop-down menu.

### **8. Country of Citizenship**

- Select Israel as the country in which you hold primary citizenship from the drop-down menu.

### **9. Country of Permanent Residence**

- Select Israel as the country you permanently reside from the drop-down menu.

### **10. U.S. Permanent Residency**

- This will auto-populate from the selection you made during your application registration and cannot be changed. Applicants who have U.S. permanent residency status or are seeking it are ineligible for the Fulbright Visiting Scholar Program.

### **11. Date of Birth (Month/Day/Year), City/Country of Birth**

- Select the birth month, day and year from the drop-down menus.
- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

### **12. U.S. Social Security Number**

- Enter your U.S. Social Security Number, if obtained during a previous stay in the United States.

## **EMPLOYMENT INFORMATION**

### **13. Current Position and Start Date, Department, Institution**

- Select your current position title from the drop-down menu. *If you do not find your position title, please select "Other" from the drop-down menu and type your title in the text box in English.*
- List the name of your institution, department or office, city, and province/state **in English.**
- If you are an independent scholar or currently unemployed please click the 'independent scholar/unaffiliated' box and enter your residential address.

## **ACADEMIC CREDENTIALS**

### **14. Academic Credentials**

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here. You may include a maximum of three academic credentials.
- Enter the Institution name where you obtained the degree.
- Select country, discipline, name of diploma/degree, date received from the drop- down menus.

### **15. Significant Professional Accomplishments and Publications**

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided.
- 700 character limit, use Roman characters only.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line; avoid using hard returns in your response.

### **16. Previous Fulbright Grant(s)**

- Include information on previous Fulbright grants awarded, including the year and award type.

## **PROJECT DETAILS**

### **17. Project Title**

- The project title should succinctly describe the focus of the award activity. For example: Evaluating Fundamental Tax Reforms in a Globalizing World. Maximum 160 characters. The stated project title must match the referenced title in the host's letter of invitation.

### **18. Summary of Project Statement**

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- 700 character limit, use Roman characters only.
- This abstract is meant to serve as a brief summary of the more detailed project statement.
- Avoid using hard returns in your response.

#### **19. Proposed Program Length and Dates**

- The duration of Israeli Fulbright grants is 9-12 months.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally September through May), when your U.S. colleagues are more likely to be available.

#### **20. Academic Discipline and Primary Specialization**

- Select the most appropriate field of study and specialization from the drop down menu and Find Specialization feature.
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#### **21. Specialization(s)**

- List subfields within the broad academic discipline in which you specialize (for example, Environmental Law, History of Modern Cinema, Class and Ethnicity in Politics, Women and Social Policies in African Societies, Chinese Religion and Philosophy).

### **PROFESSIONAL INFORMATION**

#### **22. Professional Travel and/or Residence Abroad During the Last Five Years**

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J-visa category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

#### **23. Professional Memberships**

- List the four most relevant cultural, educational, and professional organizations to which you belong.

### **REFERENCES**

#### **24. Identification of Referees**

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See “Reference Reports” at the end of this document for more detailed information.
- References must be completed in English.

#### **25. Self-Assessment of English Proficiency**

- Indicate your personal assessment of your level of competence in English.
- Results of English Language Proficiency or TOEFL scores are not required.

## PREFERRED HOST INSTITUTION

### 26. Preferred Host Institution(s)

- If you have already made arrangements with a U.S. host institution, you should attach a copy of your letter of invitation to your application on the attachment page, Letter(s) of Invitation.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including detailed reasons for your choice (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center).
- If you cannot find the name of your preferred institution in the search menu, search for and select 'Other' then type in the institution's name in the text box provided.
- Dual or multiple affiliations are not encouraged unless absolutely necessary. If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each.

## CONTACT/FAMILY INFORMATION

### 27. Home Mailing Address

- This will auto-populate based on information during registrations. Please review and update your home mailing address, as required.
- Select the country from the drop-down menu.

### 28. Emergency Contact Information

- Enter contact information in the event of an emergency.
- Select the country from the drop-down menu.

### 29. Marital Status

- Select the appropriate value from the pull-down menu.

### 30. Accompanying Dependents

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** Attach all accompanying dependents' passports in the document upload section. If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please include a copy of the DS-2019, which indicates the J-visa category of sponsorship (professor, research, scholar, student, specialist, short-term scholar, etc.).
- If you intend to have dependents join you for part of your grant, but you are not yet certain whether they will accompany you, please list them on the application and keep the Fulbright organization informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright organization in order to confirm eligibility and facilitate the issuance of forms required for visa application.
- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.
- **PLEASE NOTE:** Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

## ALTERNATE FUNDING

### 31. Alternate Funding

- Please list **all non-Fulbright funding** you will receive during your grant (fellowships, awards, etc.). Please list funding amounts in U.S. dollars.
- If you expect to receive an additional fellowship, please write “pending status”.

## SURVEY

32. Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Scholar Program.

33. Please select from the drop-down menu.

34. Please select all that apply from the drop-down menu.

## PHYSICAL IMPAIRMENT

### 35. Physical Impairment

- This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. *The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.*

## SIGNATURE

- To electronically sign the application form, please type in your first and last name and the date.

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## The Project Statement

- The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient; it is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.
- Submit a detailed project statement of no more than five single-spaced pages with normal sized margins. The font should be in Times New Roman with a 12-font size.

### Format

- Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

## Guidance

**Background:** Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

**Objectives:** Clearly define the aims of the project.

**Methodology:** Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

**Significance:** Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

**Evaluation and Dissemination:** Describe plans for assessment and distribution of research results in your home country and elsewhere.

**Justification for Residence in the United States for the Proposed Project:** Indicate why it is necessary to conduct the research onsite in the United States.

**Duration:** Explain how the project can be completed within the time period proposed.

**Other:** If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

## Additional Content Guidance

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars and review committees that may assist you in preparing a more competitive and ultimately successful Fulbright application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.



- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

### Style Recommendations

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with “I’s” or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

### Bibliography

- For research proposals, provide a list of no more than three pages of references relevant to the proposed research.

### The Curriculum Vitae

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing the curriculum vitae, it is important to include:

- Education (universities attended, degrees earned and dates received. Please mention the full name of your PHD supervisor)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars and consultations
- Membership and activities in professional associations
- Professional honors, awards and fellowships
- Community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to present more completely your accomplishments.

### Supplemental Materials

#### Letters of Invitation

- Letters of invitation should be typed on **institutional letterhead** and **signed**. Scanned copies should be attached to the online application only if final arrangements have been concluded. The letter should contain brief details of the applicant’s project, beginning and end dates of the Fulbright project and any financial support which will be provided to the applicant. Invitations do not ensure selection for an award.
- Letters of invitation sent after the deadline will not be reviewed by the selection committee.

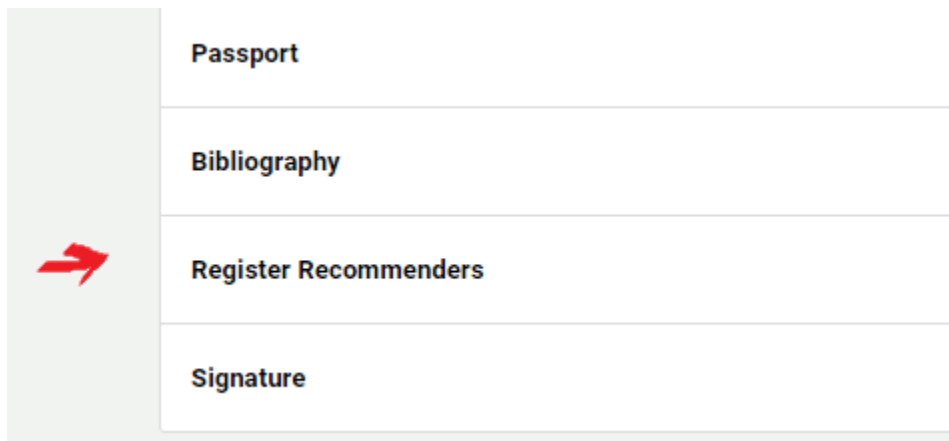
**Passport Copy/ies**

Copy of passport bio-data page must include the barcode (passport used for grant travel must be valid for at least until the end of the Fulbright grant period).

**Previous J-1 or J-2 (DS2019) forms, if applicable**

**Letter of support from home institution is not required.**

**Reference Letters**



Candid, frank reference reports or letters of reference help reviewers place your research within your home institution’s current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- **You must submit three letters of reference.** Do not submit more than three references. When you register and enter details of your referees, they will each be sent instructions via email by the Embark system for how to submit their online reference for you. However, the email they receive will not indicate the deadline for submitting their reference letter. **Inform your referees that they are expected to submit their Letters of Reference by the deadline date.**
- **All references should be written in English and typed on institutional letterhead and signed.**
- One reference must be written by your **doctoral advisor**.
- Please also note that as the emails are sent by the online system itself, the message may be caught by spam/junk email filters, so please inform your referees that they should look for their email a few minutes after you register their details.
- You will be sent an email notification when each of your referees submits their reference. You may also log in to your Embark application account and monitor the status of your references by clicking the “References” button on the left-hand side of the page.

- Provide your referees a copy of your project statement if you think this will be helpful.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- Reference letters should be submitted through the online application system. There is no option to send letters via email.
- **It is your responsibility to ensure that reference letters are submitted by the deadline date. Please check often the status of your letters on Embark.**

**Additional documentation is not required at this time.**

## **Review and submit online application**

### **Application Inspector**

Before you can submit your application, it will be reviewed for completeness. If there are required fields that have not been completed, you will be prompted to complete those fields.

Review and Print your application

Once your application has passed the Application Inspector you can click "Preview Application" to make sure your information is complete and correct. We recommend that you review a PDF version of your application and print a copy for your records.

It is very important that the following Preliminary Questions were answered correctly:

2. *Home Country/Country Applying From Israel*
3. *Program Fulbright Visiting Scholar Program*

### **Submit Application**

This is the final and most important step for your application.

NOTE: Once you submit your application you can no longer make changes to it. If you find significant errors or omissions, immediately contact Fulbright Israel so that your application can be released back to you for corrections. Please ensure Fulbright Israel is updated when your contact information changes.

You will receive an automatic email that your application has been submitted. If you do not receive this email, please check your application and resubmit.

### **For inquiries:**

Noa Turgeman

Email: [NoaT@fulbright.org.il](mailto:NoaT@fulbright.org.il) Telephone: 03-517-2131 ext. 203.

Sandy Mattar

Email: [SMattar@fulbright.org.il](mailto:SMattar@fulbright.org.il) Telephone: 03-517-2131 ext. 204.

## ISEF Addendum

**\*\*\*This Addendum is separate from the Embark System. In addition to the online application form, you must fill out the questionnaire below, save it in a separate document and send it by Dec. 1<sup>st</sup>, 2018 to: [Smattar@fulbright.org.il](mailto:Smattar@fulbright.org.il).**

### Additional Letters of Reference

In addition to the three academic letters, ISEF applicants should request two letters from responsible officials of two organizations/programs with which the applicant has been involved in community service activities. The letters should be on official letterhead paper, describing and evaluating the applicant's contribution to the organization/program. The responsible officials should send the two letters by Dec. 1<sup>st</sup>, 2018 to [Smattar@fulbright.org.il](mailto:Smattar@fulbright.org.il).

### Community service activities questionnaire

Are you currently active as a volunteer, or have you taken part as a volunteer during the last 6 years, in a community service organization/program? Yes No

If yes:

1. Name of the organization/program:

Address:


Period of activity: from\_\_ (year) to\_\_\_\_ (year)

Describe briefly the organization /program and your role in it, including leadership activities:


Do you/did you receive payment of more than NIS 500/month for your activity in the organization/program

Yes No

2. Name of the organization/program:

Address:


Period of activity: from\_\_ (year) to\_\_\_\_ (year)

Describe briefly the organization /program and your role in it, including leadership activities:


- Attach additional pages, if it is necessary to report on more than 2 organizations/programs.

Discuss your plans for further community service activities in the future:
