

**FULBRIGHT VISITING SCHOLAR PROGRAM**

**IWP – IOWA WRITERS PROGRAM**

מלגת פולברייט לתוכנית הסופרים באוניברסיטת אייווה

**Instructions for Completing the**

**2024-2025 Fulbright Iowa Writers Program Application**

**Read all instructions carefully before completing the application.**

Applications due March 2, 2024

Application: <https://apply.iie.org/fvsp2024>

**Application Checklist**

**A complete application consists of:**

- Application form
- Project statement (the project proposal) – between 1-3 pages long
- Bibliography
- Curriculum Vitae
- A sample of published work in Hebrew or Arabic (10-15 pages of poetry or doubled-spaced prose), **there is no need to translate your work into English**
- Three letters of recommendation on letterhead papers
- Copy of passport bio-data page
- Previous J-1 or J-2(DS2019) forms, if applicable

## General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

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

Before you begin an application, contact the Fulbright Program Office in the country from which you are applying. You must make sure you are eligible to apply. A complete list of eligibility criteria can be found at Fulbright Israel website: [www.fulbright.org.il](http://www.fulbright.org.il)

### **Step 2: Record user name and password in a safe place**

Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

### **Step 3: Complete the application**

You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

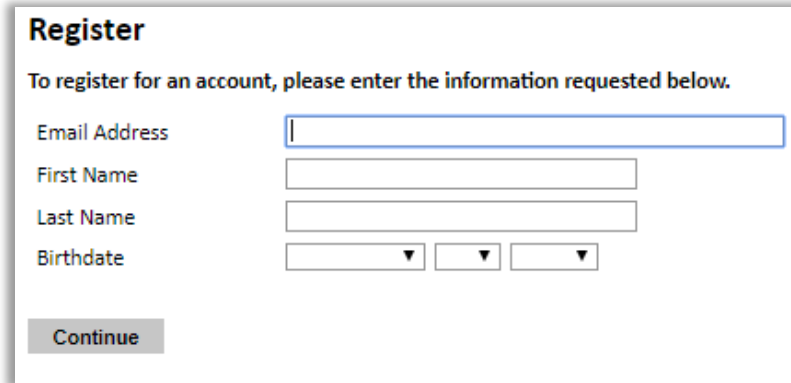
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.

### **Step 4: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

## Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



**Register**

To register for an account, please enter the information requested below.

Email Address

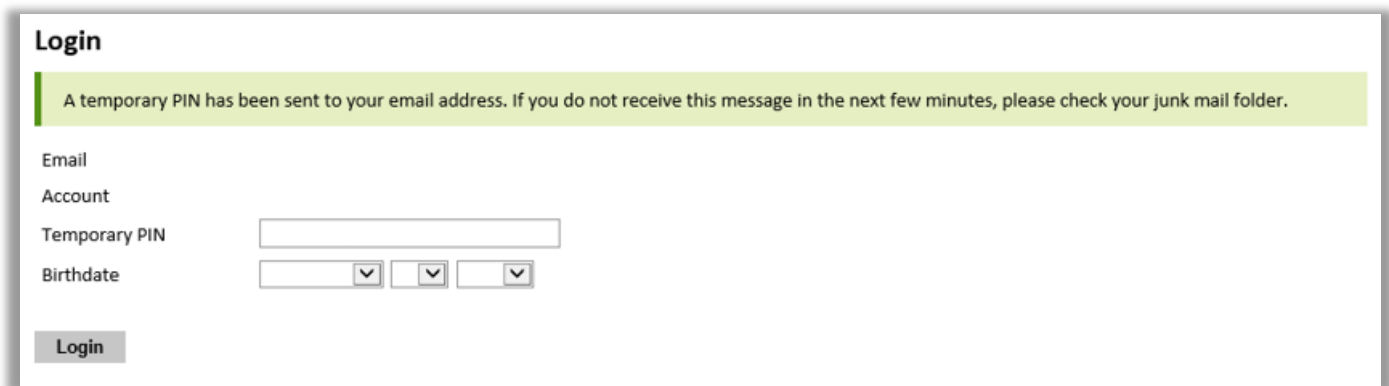
First Name

Last Name

Birthdate

**Note:** Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from [apply@iie.org](mailto:apply@iie.org) confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.



**Login**

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email Account

Temporary PIN

Birthdate

## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

## Preliminary Questions

These questions address essential program eligibility. All questions are required.

[Home](#)  
[Welcome](#)  
**Preliminary Questions**

### Preliminary Questions

Questions marked with an asterisk (\*) are required of all applicants for submission.

Through which program country are you applying?\*

To which academic year are you applying?\*

Do you hold or are you applying for:\*

- a) U.S. citizenship;
- c) Dual citizenship with the U.S.; or
- b) U.S. permanent residency?

Yes  
 No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

Yes  
 No  
 Unsure

Continue

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu: Israel
2. Select the appropriate program year from the dropdown menu: 2024-2025
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
  - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility

requirements.

- a. Please review the program eligibility requirements for the country through which you are applying before proceeding.

5. Click *Continue* to save your responses and advance to the next section.

## Country Information

1. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
  - a. Country website
  - b. Deadline information
  - c. Open application cycle
  - d. Additional required materials
3. Before proceeding, you must select an Award from the dropdown menu in the “Select/change award” option.
4. Please note you will have to select: **2024-2025 Fulbright International Writing Program**
5. **Click Save.**
6. Click *Continue* to proceed to the next section.

## Managing Your Application

### EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

**Note:** The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

### REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

### LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.

2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

### Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
2. Click *Continue* to proceed to the next section

### Personal Information

Enter all required biographical information.

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name)

### Contact Information

Enter all required contact information.

### Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (\*). Note any page limits and ensure your documents do not exceed page limits.

### Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that does not exceed six pages.  
**Note:** If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

### The Curriculum Vitae content guidance

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

- Education (universities attended, degrees earned and dates received).
- Professional positions held.
- 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, if applicable.

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.

- 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.

### Academic Background

- 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.
- You **MUST** include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

### Current Professional Profile

2. List your current professional affiliation or employer by clicking *Add Experience* under Position Title
3. If you have more than one current position, click *Add Experience* and follow the instructions above.
4. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.

- Professional accomplishments may include works published in literary journals; works published as books by commercial publishing houses; plays performed by repertory and/or established theaters.
- 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. English translations of titles should be provided for material published in Hebrew or Arabic.
- 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.

### Experience Abroad

- List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
  - Click *Add New*
  - Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
  - Select the start and end dates (Month-Year format) of you travel/residency
  - Enter the purpose of your travel abroad
  - Click **Save**
- If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.
- Select ‘yes’ or ‘no’ to indicate if you have previously entered the United States on a J-1 or J-2 visa
  - If ‘yes’, you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

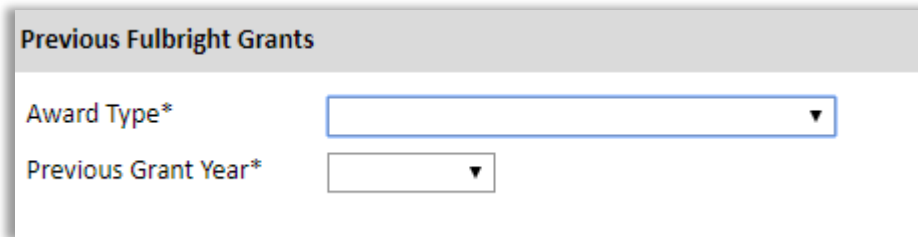
Previous DS-2019(s) Please upload a copy of your previous DS-2019(s). Choose File No file chosen

Upload



*\*If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.*

8. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
  - a. If 'yes', you are required to list the grant(s):
    - Click *Add Grant*.
    - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
    - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
    - Select the academic year that corresponds to the year in which you received the Fulbright grant.
    - **Click Save**



**Previous Fulbright Grants**

Award Type\*

Previous Grant Year\*

9. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.
10. Click *Continue* to save your responses and advance to the next section

## Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the dropdown menu provided.

### English Language Proficiency

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

## Project Proposal

The project statement is the most important component of the Fulbright application. Submit a detailed project statement of no more than three single-spaced pages.

### Project Statement:

**Background:** Introduce your project. Place the project in professional context.

**Objectives:** Clearly define the aims of the project and reasons for wishing to participate in the IWP program.

1. Select **Research** as the category of grant for which you are applying.
2. Enter your Project Title:
  - The project title should provide the reasons for wishing to participate in the International Writing Program.
  - Maximum 160 characters.
3. 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.
4. **Upload a detailed project statement of one (1) to three (3) pages in PDF format.**

#### **Academic Discipline:**

1. Select the most appropriate academic discipline for your project from the dropdown menu.
2. Select the most appropriate primary specialization from the dropdown menu.

#### **Intended Grant Period**

1. From the dropdown menu select September 2024 – November 2025

#### **Institutional Affiliation**

1. Select NO

#### **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.

#### **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.

- a. Click *Choose File*
  - b. Locate and select the file that you previously saved to your computer
  - c. Click *Open*
  - d. Click *Upload* to complete the file upload
2. Click *Continue* to save your responses and advance to the next section

### Additional 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.
- 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.
- 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.

**Upload a Bibliography of one (1) to three (3) pages of references in PDF format.**

### Grant and Travel Plans

1. Upload a copy of your passport or travel document by selecting *Choose File*
2. Select the number of dependents you intend to have accompany you the U.S. **(you must select 0)**
3. Click *Continue* to save your responses and advance to the next section.

### Additional Information

1. Use this section to upload any required additional documentation.
2. Complete the Outreach Survey.
3. Click *Continue* to save your responses and advance to the next section.

## Recommendations

Use this section to register your recommenders.

- 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 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.
- Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. 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 can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.
- You will be sent an email notification when each of your referees submits their reference.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:
3. Click Signature

## Review

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box.

Click *Confirm* to continue to the next page.

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, please correct or complete these sections and return to the Review section to determine if your application is ready for submission.

**REVIEW ALL RESPONSES. CLICK SUBMIT.** Good Luck!