Applying for a FULBRIGHT GRANT

Fulbright 2014-2015
**Staff**
Linda Dunleavy: Associate Dean of the College, Fellowships
Linda Sutherland: Program Coordinator, Fellowships

**Contact Information**
Phone: 401.863.2538
Fax: 401.863.1961
E-Mail: fellowships@brown.edu
Web Page: www.brown.edu/college/fellowships/

**United States Postal Service Address**
Brown University
Fellowships
Office of the Dean of the College
Box 1828
Providence, RI 02912

**FedEx/UPS/DHL Deliveries**
Brown University
Fellowships
Office of the Dean of the College
1 Prospect Street/UH 213
Providence, RI 02912
Contents

The Fulbright Program .................................................................................................................. 5

Eligibility Requirements .............................................................................................................. 5

Types of Grants .......................................................................................................................... 5

Submission Details .................................................................................................................... 6

Timetable .................................................................................................................................... 9

Before Applying .......................................................................................................................... 10

Important Steps and the Application’s Key Elements ................................................................ 11

Dean of the College Resources .................................................................................................. 13

Q & A’s ......................................................................................................................................... 15

Application Checklist ................................................................................................................. 16

Appendix I: Tips on writing the project proposal for a research grant ......................................... 18

Appendix II: Tips on writing the project proposal for the ETA ..................................................... 20

Appendix III: Tips on writing the personal statement .................................................................. 22

Appendix IV: Brown Request for Reference .............................................................................. 24
Brown and the Fulbright Program

Brown has enjoyed a great deal of success with the Fulbright program. In recent years, we have consistently placed in the top 10 Fulbright producing research institutions; we have sent students to over a hundred countries. Brown Fulbrighters across the globe have pursued research in fields ranging from neuroscience to ethnomusicology and taught students in settings ranging from elementary schools to adult teacher training institutes. Because Brown’s unique curriculum encourages independence, risk taking, and global awareness, Brown undergraduates are naturally attracted to the program and make outstanding Fulbright candidates. Anyone with an interest in learning or teaching, who wants to get to know another country well, should consider applying for a Fulbright grant. We invite you to learn more about the Fulbright and the process of applying by reading this booklet.

Plan ahead and manage your time well!

CAMPUS DEADLINE

Monday, August 26, 2013
The Fulbright Program

The Fulbright Program is the U.S. Government’s premier cultural exchange program, enabling students to conduct research, study, or teach in one of over 150 countries around the world. Congress created the Fulbright Program in 1946 to increase mutual understanding between the people of the United States and the people of other countries.

Eligibility Requirements

- Applicants must be U.S. citizens or be in the process of becoming U.S. citizens at the time of application.
- Preference is given to applicants who have received most of their undergraduate education in the United States (study abroad is fine).
- Applicants must hold a bachelor’s degree or the equivalent by the beginning date of the grant.
- Applicants must have sufficient proficiency in the written and spoken language of the host country to carry out the proposed project/study. This is particularly important for applicants in the humanities and social sciences. Each country indicates its specific linguistic requirements in the Individual Country Summaries on the Fulbright website.

Types of Grants

The U.S. Student Fulbright Program offers the following grants:

Grants for Study/Research

Grants for Study/Research allow student grantees to conduct individually designed projects, which may include independent library/archival, laboratory or field research, and/or university coursework in all subject areas, including classes in a music conservatory or art school. Through these activities, grantees meet and work with people of the host country, share daily life as well as professional and creative insights, and learn with them. Research/Study Grants are available in over 140 countries. Participating countries are listed on the Fulbright website.

Grants for English Teaching Assistantships

Grants for English Teaching Assistantships allow grantees to teach English conversation and American literature/culture in university, high school, or elementary classrooms. In some countries, Fulbright grantees are invited to pursue a “side project,” which can be an independent research or study project, including language study. Check the Fulbright website for the most current list of countries offering Teaching Assistantship Awards.

Please Note: Applicants may only submit one application a year, so you must choose between an English Teaching Assistantship and a research grant.
Submission Details for Brown’s campus deadline: August 26, 2013

All applicants must submit a complete application to the Dean of the College Office by August 26, 2013, Brown’s Campus Deadline.

The complete application consists of the following documents

- Application
- Statement of Grant Purpose
- Personal Statement
- Letter of affiliation (for research grants)
- 3 Letters of Recommendation
- Transcript(s)
- Language Evaluation (if required)

INSTRUCTIONS for Applicants from the CLASS OF 2014

- **UPLOAD** your completed application from the Fulbright site. Save a PDF of the application and upload it to UFunds, Brown’s online application system. **DO NOT** submit the application electronically through the Fulbright Embark site at this time.

- **UPLOAD** a PDF of your Statement of Grant Purpose to UFunds.

- **UPLOAD** a PDF of your Personal Statement to UFunds.

- **UPLOAD** the Letter of Affiliation from the host country to UFunds. If the original letter is not in English, you must supply a translation of the letter. *The Letter of Affiliation is only required of those candidates applying for a Research Fulbright; it is not required for ETA applicants.*

- **REGISTER** your Referees on UFunds, Brown’s online application system. Once you do so, the system will send a request for a letter of recommendation with login information to the person registered. The referees are then responsible for uploading their letters to UFunds, Brown’s online application system by the campus deadline of August 26, 2013.

  ➢ **IMPORTANT: DO NOT register your referees through Fulbright’s Embark online system at this time.** During Brown’s internal review we will inform applicants when to register their referees through Fulbright’s Embark online system.

Applicants from the class of 2014 will apply through UFunds, Brown’s online application system, while applicants from the class of 2013 will submit applications via email to Linda Sutherland. Please note that no one should submit their application through the Fulbright Embark site at this time.
• SEND hard copies of your official Brown University Transcript and, if applicable, transcripts from other institutions you have attended (both domestically and abroad), to Linda Sutherland. If you have studied abroad for an entire year, then you need to supply the transcript from that school.

  ➢ Please note that when you order transcripts for the Fulbright, you need to have them addressed to: Linda Sutherland, Dean of the College Office, Campus Box 1828. The transcript will be sent directly to Linda in our office. **We do not accept e-transcripts from Brown University.**

• REGISTER your Language Evaluator on Fulbright’s Embark online application system and Embark will generate an email to that individual. He or she will upload the language evaluation form to the Embark site by Brown’s campus deadline of August 26. **For the internal deadline, we will retrieve the evaluation from the Embark site.**

  ➢ The Language Evaluation Form is required for countries where English is not the official language.

---

**INSTRUCTIONS for Applicants from the CLASS OF 2013**

Applicants who will graduate in 2013 and chose to apply through Brown will need to submit their materials via email directly to Linda Sutherland as UFunds will not accommodate candidates who have graduated. Do not submit your application through the Fulbright Embark site at this time.

• **SEND via email** your completed application to Linda_Sutherland@brown.edu. You can save a PDF of the application to send as an email attachment. **Do NOT** submit the application electronically through the Fulbright Embark site at this time.

• **SEND via email** the Statement of Grant Purpose (can be in WORD)

• **SEND via email** the Personal Statement (can be in WORD)

• **SEND** via email the letter of affiliation from your host country. If the original letter is not in English, you must supply a translation of the letter. **The Letter of Affiliation is only required of those candidates applying for a Research Fulbright; it is not required for ETA applicants.**

• **REQUEST** three letters of recommendation. Provide your referees with the Brown Request for a reference form, which you can access on the Fellowships@brown.edu website by mid-April. **(The same person can write a letter of recommendation and the language evaluation but will need to use 2 different email addresses.)**

  ➢ Ask recommenders to send their letters of recommendation electronically to Linda_Sutherland@brown.edu by the August 26 campus deadline.

• **SEND** hard copies of your official Brown University Transcript and, if applicable, transcripts from other institutions you have attended (both domestically and abroad), to Linda Sutherland. If you have studied abroad for an entire year, then you need to supply the transcript from that school.

  ➢ Please note that when you order transcripts for the Fulbright, you need to have them addressed to: Linda Sutherland, Dean of the College Office, Campus Box 1828. The transcript will be sent directly to Linda in our office. **We do not accept e-transcripts from Brown University.**
• **REGISTER** your **Language Evaluator** on **Fulbright's Embark online application system** and Embark will generate an email to that individual. He or she will upload the language evaluation form to the Embark site by Brown’s campus deadline of August 26. **For the internal deadline, we will retrieve the evaluation from the Embark site**

   ➢ The Language Evaluation Form is required for many countries where English is not the official language.

If you have any questions, please call the Fellowship Office at 401-863-2538.
**Timetable**

**April through June/July:**

*Learn as much about the award as possible.* The Fulbright website will have all the details for the 2014-2015 Fulbright Program posted after May 1. Use this resource to research countries and possible affiliations - both institutions and individuals. Attend the Fulbright Orientation, as well as our Getting Started workshops in April and May. Consult with Dean Linda Dunleavy about your ideas; she holds open hours for fellowships in University Hall, suite 213 on Tuesday afternoons from 2-4pm in the spring, and throughout the summer in University Hall, suite 213. Talk to potential recommenders and advisors about your ideas and ask them for suggestions. Ask your three recommenders for their summer contact information. You can begin to secure a contact in the host country by sending inquiries to potential contacts explaining who you are and what you are interested in doing. See #5 in the Important Steps and the Application’s Key Elements section for more information.

**June/July through August:**

*Work on your Statement of Grant Purpose and Personal Statement.* Submit drafts of your Statement of Grant Purpose and Personal Statement to your faculty mentor and/or the fellowship proctor in our office for review and feedback. If you are on campus over the summer, attend the essay writing workshops. Plan/expect to produce multiple drafts of your statement of grant purpose and personal statement. Previous winning applicants report revising these documents between 5-12 times. Begin the process early enough to leave time for multiple revisions. The writing in these texts must be clear and strong. If you are applying to a country that requires a language evaluation, contact a Brown language instructor to complete this report for you. See #6 in the Important Steps and the Application’s Key Elements section for more information.

*Make final revisions to your essays and finalize the application forms.* Give copies of your application, especially the essays, to your recommenders along with the fellowship office’s guidelines for letters of recommendation.

**August 26:**

*Campus deadline. All materials are due on this date.* For details on how to prepare for this deadline, and materials to submit, please see “Deadline and Submission Details on the previous page.” **DO NOT submit your application electronically at this time.** Remind your recommenders that your letters of recommendation are due by this date and that they must submit these electronically through our online system.

**Mid September/Early-October:**

*Interviews with Brown’s Fulbright Committee, last minute revisions.* After submitting your application, you will receive a note from our office with instructions for your interview. The interview will be a conversation with one member of Brown’s Fulbright committee about your application, and the interviewer may provide you with his or her own advice following the conversation. After the interviews, the campus committee will meet as a group to discuss the applications. You and your interviewer will communicate again to discuss additional feedback provided by the committee. Armed with the advice from your interviewer and the committee, you will revise your application if necessary.

**Mid October:**

*National Deadline to submit online applications:* October 15. After making revisions, submit the application online. Also, remember to submit a copy of the final application to our office by that date.
Early February:

First-round screening results announced by the Institute of International Education (IIE). Candidates will learn if they have been recommended to the host country. Candidates are either recommended or not recommended.

Late March-May:

Awards are offered by Fulbright. Each country/regional program has its own schedule, so the final results trickle in from the middle to the later part of the spring semester. Candidates who have been recommended by IIE will learn if they are selected, not selected, or are in alternate. Alternates sometimes are awarded grants ultimately.

Before Applying

If you are considering applying for a Fulbright grant and would like to learn more about the program please utilize the following resources:

- Browse the Fulbright website at [http://us.fulbrightonline.org/](http://us.fulbrightonline.org/)
- Attend the Fulbright Orientation on April 11 at Petteruti Lounge from 4-6pm
- Attend the Fulbright Getting Started Workshops
  - April 17 – Memorial Room – 5-7pm
  - May 7 – Petteruti Lounge – 4-6pm
- Stop by University Hall, Suite 213 to read sample winning Fulbright proposals and personal statements
- Consult with your professors and advisors about ideas for a possible project or study plan
- Meet with the Fulbright Program Advisor, Dean Linda Dunleavy
- Attend Fulbright Essay Writing Workshops – July, August and September – exact dates TBA

Other things to consider before applying:

Will you be on campus during the spring and/or summer to prepare your application? If you will not be at Brown during the spring or summer, try to take care of as many details as possible before you leave campus, including meeting with potential recommenders and talking with Dean Linda Dunleavy about your plans.

Will you be on campus during the fall for campus interviews and deadlines? If not, you will need to make arrangements to return to Brown for an interview with Brown’s Fulbright committee. Keep in mind that no matter how much work you do in the spring and summer, there are always last minute details to complete at the time of the campus deadline and interviews. If you will be away from campus during the fall, please speak with Dean Linda Dunleavy.

Are you able to meet deadlines and complete applications on time? There are 2 significant deadlines in the Fulbright process—the campus deadline, and the national deadline. You must make sure your own materials and letters of recommendation are in by the campus deadline. If a recommender cannot meet the campus deadline, you should ask another person to write the letter.

Do you have the time and energy to commit to the application process? Applying for a Fulbright takes considerable time and effort. Many students who have gone through the process of applying have compared it to taking a course. Planning ahead and factoring in the time necessary to produce a competitive application is the key to success.

If applying for a Research/Study grant, do you know what you want to study overseas and why? A key part of the Fulbright application is the importance of your project and your need to be in the host country to conduct it.
Are you generally interested in the host country and will you immerse yourself in the culture? It is important that you have genuine enthusiasm for the host country and are curious and open to learning about the people and the culture. Fulbright is first and foremost an inter-cultural exchange program and not solely an academic scholarship.

Do you know faculty members and advisors well enough to ask them for references and for advice on essays and programs of study? Fulbright requires three academic references and, for non-English speaking countries, a language evaluation. (The same person can write a letter of recommendation and the language evaluation.)

Can you make contacts overseas? It is important that you have at least one contact abroad if you are applying for a research grant. The Fulbright committees want assurance that you will have the support and guidance you need to carry out your proposed project.

Are you committed to the Fulbright? The Fulbright scholarship is a nationally competitive, prestigious award. While it makes sense to apply for a few other opportunities, you should be sure that you want the Fulbright if you apply. Before you apply, consider whether or not the Fulbright is the best opportunity for you.

Important Steps and the Application’s Key Elements

1. DETERMINE THE COUNTRY AND FIELD OF YOUR PROPOSED PROJECT

Read the Country Summaries on the Fulbright website for the country/countries in which you are interested paying particular attention to the language requirements, fields of study, time period of the grant (not all countries follow the standard U.S. academic schedule), and degree level preferences. For Teaching Assistantship awards, consider whether or not a side-project is allowed, what level of students/school you would work with, and where Teaching Assistants are generally posted.

If you are open to a few different countries, you might consult the Competition Statistics in the Resources for Applicants section of the Fulbright U.S. Student Program site to inform your decision about where to apply. Keep in mind that these statistics are available to all candidates; everyone else has access to the same information and may be inclined to make the same types of choices.

2. CONSTRUCT YOUR PROPOSED PROJECT OR STUDY

This is the heart of the Fulbright application and the part of the application that requires the most thought and effort. Be prepared to spend considerable time on the project proposal. There are two types of project proposals one for English Teaching Assistantships and one for Research Proposals.

The project proposal for the ETA is one page single spaced and addresses why you want to teach in the country you’ve selected, what you hope to get out of the experience, and what you have to bring to the experience.

The project proposal for the research project will address what, where, how, when, why and with whom you want to study, and/or conduct research.

Before beginning to write the project proposal think carefully about exactly how and where you want to spend your Fulbright year. Do you want to take classes in Cairo? Join a laboratory project in Sydney? Observe social service delivery in action in Osaka, or attend a conservatory in Salzburg? Do you want to teach English in Thailand, Germany, or Spain? Then consider whether you have the background, training, language skills, and/or experience to do what you’d like to do where you’d like to do it. Select the country and the project based on your qualifications as well as your interests.

Just about any field can be covered by Fulbright, but your preparation to conduct research or study in a certain field must be realistic. Many students devise research projects that are continuations of their senior thesis work or extensions of work for seminars or laboratory research. Conversely, the Fulbright Grant might give you the opportunity to pursue a line of inquiry not represented by prior academic work, but for which you are nonetheless well prepared. A recent-pre-med
biology concentrator spent his Fulbright year doing archaeology without much of that subject on his transcript. He had, however, spent three summers participating in archaeological digs and was knowledgeable about archaeology.

Read about your chosen field and where work in that field can best be carried out. For instance, imagine you want to go to Kenya to study animal husbandry among the Masai. Can you identify specific resources you will need? Do you know where they are located? Who are the scholars in the country researching this subject? Successful Fulbright proposals are site specific.

Begin to structure your research project by choosing a research goal. What is the point of the research you are contemplating? Will you resolve society’s knottiest problems with your year of research? Probably not. Does your project have to contribute to the common good? Not necessarily; your own edification through reading Icelandic sagas or studying the oral transmission of Wolof folklore is a fine goal in itself. But you do need to identify a goal.

Your project statement will be strengthened if you include a timetable for your research. What do you hope to accomplish in Tunis during the first three months? The second three months? And so on. As indicated on the application form, Fulbright wants to know that you have planned your project carefully; a timetable is one indication of your project’s feasibility.

Get input from faculty members on the definition, structure, and scope of your project. Faculty regularly apply for grants for their own research, and they can be valuable sources of support during the application process. See appendixes 1 & 2 for tips on writing the project proposals for a research grant and for the ETA.

3. WRITE THE PERSONAL STATEMENT

This essay is an intellectual autobiography designed to show the committee something about you, your background, and your reasons for wanting to participate in the Fulbright program. Where did you grow up and what was your family and community like? What challenges have you faced? What advantages have you had and how have you used them or not used them? What formed your interest in Mongolia? What made you want to pursue the field of international development? Why does medieval art matter so much to you? Give the committee a picture of yourself—your background and the kind of contribution you will make toward cultural exchange. What do you hope to gain from this cultural exchange, and what do you hope to give in return? See appendix 3 for tips on writing the personal statement.

As a criterion for selection, Fulbright emphasizes the candidate’s engagement in the host country, so be sure to discuss how you will become involved in addition to the specific work of the project. The personal statement is one place where you can give the committee a picture of yourself as a person and how you might participate in communities while in the host country.

Feedback on essays is available from the Dean of the College’s Fellowship Proctor.

If you would like to schedule an appointment with a fellowship proctor, please contact Linda Sutherland at Linda_Sutherland@brown.edu and she will refer you to one.

4. OBTAIN THREE STRONG LETTERS OF RECOMMENDATION

Carefully consider which three people to ask for the required letters of recommendation. For research projects letters should be written by people who can comment directly on your project--on its overall significance, its scope, its worthiness for funding, and your particular suitability to carry it out. If you are applying for an English Teaching Assistantship, make sure your recommenders can address your abilities or potential abilities as a teacher. Note that there is a specific recommendation form for the English Teaching Assistantship awards that asks references to comment on the applicant’s teaching ability and potential.

Your recommenders must write letters that are addressed directly to the Fulbright committee and that speak directly to the project and the Fulbright application. Letters from dossier services are not acceptable.
5. PROCURE A CONTACT LETTER

For research project proposals, you must establish contact with an expert in your proposed field in the country/city to which you wish to go. This is not as hard to do as it may seem. Faculty members at Brown are excellent sources of information about just who these experts might be, and they will often suggest that you write Professor So-and-So using their names to break the ice. In such a letter or email, you will need to explain your project briefly and ask if they can be of help to you. Usually, the contact person will write back a short welcoming letter saying something like: “Your project is interesting and I would be glad to advise you on it. Come see me when you get to ____.” If this exchange happens via email, you would then need to ask the person to send or fax a signed copy on his or her institution’s letterhead. This letter need only be a welcoming gesture rather than an actual recommendation. Having such a welcoming letter in your application is a required and crucial component of the application.

6. HAVE A LANGUAGE PROFESSOR AT BROWN CONDUCT YOUR LANGUAGE EVALUATION

If applying to a country whose official language is not English, you must submit a language evaluation report for the language of the country. Make arrangements in advance for a Brown professor (ideally) to conduct an interview with you and to prepare the language report. You can ask someone who has been your language professor here, or you can ask a faculty member in the appropriate language department to meet with you for this purpose. If it is not possible to secure a letter from a Brown professor, you can ask another individual who is fluent in the language and qualified to evaluate your language skills.

7. TRANSCRIPTS

You will need to order two Brown University transcripts for Fulbright. One for the Fellowship Office and the other to be uploaded directly to the Fulbright site by October 15. When ordering for the Fellowship office, please have the transcript addressed and sent directly to Linda Sutherland, Brown Fellowship Office, Campus Box 1828. Transcripts must be sent to our office by August 26th.

Please note: We do not accept e-transcripts from Brown University.

Dean of the College Resources

- Fulbright Orientation - April 11 @ Petteruti Lounge, Stephen Robert ’62 Campus Center – 4-6pm
- Getting started workshops:
  - April 17 (Memorial Room) 5-7pm
  - May 7 (Petteruti Lounge) 4-6pm
- Guidelines for recommendations in consultation with Dean Dunleavy
- Brainstorming projects and countries with Dean Dunleavy
- Binders with previous winning proposals and personal statements for you to browse by country
- Essay writing workshops
- Feedback on essays from the Fellowship Proctors
- Committee interview and feedback on the application

If you would like to schedule an appointment with a fellowship proctor, please contact Linda Sutherland at Linda_Sutherland@brown.edu and she will refer you to one.
Consultations with Dean Dunleavy are available during her Fellowship Open Hours from 2-4 pm on Tuesdays throughout the summer and in the fall. She also sees students in the summer by appointment. Additionally, she holds general open hours at J. Walter Wilson, room 313 from 1-4pm on Fridays during the 2013 spring semester.

In addition to the support of the Dean of the College Office, be sure to have a faculty mentor work with you on your application. This would ideally be one of the professors you will ask for a letter of recommendation.
Q & A’s

WHAT IS FULBRIGHT REALLY LOOKING FOR?

Fulbright is looking for interesting, strong, well-structured projects and mature students with the ability to carry them out. The student should be prepared academically and linguistically to undertake the project in the time allotted and with the resources available. Moreover, Fulbright is looking for open-minded students who will make a contribution to and learn from their interactions with the host country.

DO I NEED EXTREMELY HIGH GRADES TO GET A FULBRIGHT?

Not necessarily. Your grades should be good, but you do not need a straight-A average. The only exception is the Fulbright to the United Kingdom, which is similar to the Rhodes and Marshall scholarships. Keep in mind that, in addition to the U.K., there are many parts of the world where English is spoken and where you can pursue a rewarding Fulbright project.

CAN I APPLY TO MORE THAN ONE COUNTRY?

No, you can only apply to one country. Fulbright places a strong emphasis on cultural immersion and expects its grantees to live and work in one host country for the duration of the grant.

CAN I APPLY AFTER I GRADUATE?

Yes. The Fulbright Program does not have age limits for participants, but certain programs prefer applicants within certain age ranges. Applicants need not be enrolled to apply. After graduating, you can apply through Brown or as an “at large” candidate. Our office is happy to work with alumni who graduated in May of the year in which they are applying. For example, students graduating in May of 2013 are welcome to apply through Brown in the fall 2013 application cycle.

I STUDIED ABROAD IN THE COUNTRY TO WHICH I WANT TO APPLY. WILL THAT HURT MY CHANCES?

No. Study abroad does not make you less desirable as a candidate. In fact, it might be an advantage as you may have a lead in terms of establishing contacts. However, if you spent a significant amount of time--several years--living in the country to which you want to apply, this could jeopardize your chances of winning a Fulbright.

IS THERE AN ADVANTAGE OR DISADVANTAGE TO APPLYING AT LARGE THROUGH BROWN?

There is no advantage or disadvantage according to the Fulbright program. The difference between applying through Brown and applying “At Large” is the deadline. “At Large” candidates have a later deadline. On the other hand, applying through Brown gives candidates a chance to receive feedback from the Brown committee review process. The Dean of the College Office regrets that it cannot advise students or provide feedback on application drafts for students who apply “At Large” because of the volume of students applying through the institution and the competing scheduling demands.

HOW DO BROWN STUDENTS TYPICALLY PERFORM IN THE FULBRIGHT COMPETITION?

Brown students normally perform extremely well. Brown typically places in the top tier of Fulbright-producing research institutions and consistently outperforms its peer institutions in the competition for graduating seniors and recent graduates.

CAN I SEE AN EXAMPLE OF A SUCCESSFUL FULBRIGHT PROJECT?

Yes. In University Hall, Suite 213 we have binders of winning applications from the past. You may see them anytime between 8:30 am-5:00 pm M-F (until 4pm during the summer). The binders with winning applications cannot be removed from University Hall.
CAN I GET HELP WITH MY APPLICATION AND MY ESSAYS OVER THE SUMMER?

Yes. The Dean of the College Office is open during the summer to answer your questions and support your application efforts. You can come to our office to review previous winner’s application essays. Contact Linda Sutherland to address general questions. Dean Linda Dunleavy is also available to discuss your application. And the Fellowship Office’s Fellowship Proctor is available this summer to work with you on drafts of your essays. We hold Fulbright essay writing workshops over the summer as well.

Application Checklist

Campus Deadline: Monday, August 26, 2013

☐ The complete application - ✓

☐ Statement of Grant Purpose - ✓

☐ Personal Statement - ✓

☐ Letter(s) of affiliation from your host country – (Consult the Country Summary) *

☐ Three letters of recommendation - ✓

☐ Official Brown University Transcript and, if applicable, transcripts from other institutions you have attended (domestically and abroad) - ✓

☐ Language Evaluation Form(s) – (Consult the Country Summary) *

Required of all applicants ✓
May be required (Consult the Country Summary) *

Note: Language Evaluation Forms are only required for countries where English is not the official language and/or English is not commonly spoken; and ONLY students applying for Independent Research Projects need to provide a letter of affiliation from the host country.
Appendix:

I. Tips on writing the project proposal for a research grant.
II. Tips on writing the project proposal for the ETA.
III. Tips on writing the personal statement.
IV. Brown Request for Reference
TIPS FOR WRITING A FULBRIGHT RESEARCH PROJECT PROPOSAL (2PAGES)

The Research Grant

The project proposal is the most important part of the Fulbright application. For research grant proposals, you need to cover the basic information about your project – the what, where, when, how, and why – emphasizing its specificity and feasibility. Since you need to include a great deal of information, much of it technical and discipline-specific, in a two page essay, the biggest challenge is clarity. The following suggestions are intended to help you produce a clear, well-organized, and compelling research/study proposal.

Successful proposals require many drafts and revisions. Because the Fulbright committee will be composed of a wide range of people from different academic and professional backgrounds, it is important that your project be understandable to different types of readers. Assume a general academic audience. You may want to show it to several readers; your academic advisers as well as people outside of your field. Also, keep in mind that the Fulbright committee places a great deal of emphasis on the feasibility of your project. As a result, in this essay you will need to do your best to convince the committee not only that the project can be completed in one year, but that you have the necessary skills, organization, and contacts/support to complete it.

PREWRITING: Before you begin your essay, start by answering the following questions.

What: What are you planning to do? What is the background of the question you’ll ask or the topic you’ll investigate? What are your goals, both general and specific?

Where: Where will you be conducting the project? What sort of place is it? What are conditions like there?

When: When will you start and end the project? Does it go through stages? What is your time line? When will you move to different stages?

Who: Who is involved in the project, besides yourself? With whom will you be affiliated? With whom will you be studying? With whom will you be working?

How: What skills will the project require? What methods will you use? What skills or experiences do you already have that will allow you to complete the project? What skills do you need? Who (if there are others involved) will do what? Are there any challenges you anticipate? How do you hope to address them? How will you engage with the host country in addition to the project itself (hobbies, other interests, language)?

Why: What is the motive for your project? Why are you doing this? What do you hope to accomplish? Is there more than one motive (personal, professional, global, community-oriented)? What are the consequences or intended outcomes of your project? How will it make a contribution to the field or to people’s lives, to you and to the host country?

Writing: Once you have written out some answers to these questions, you will have the raw material you need to write the proposal. You can then figure out the best way to organize your answers into a coherent and convincing proposal.
There is no single “right” way to organize the who/what/where/why/how information, just present it in a way that is both specific and clear to a non-expert reader. In general, the following outline often works well for Fulbright proposals. This is by no means the only way to organize the proposal; it is presented here as a way to help you get started. Ultimately, you should be able to find ways to adapt it to fit your own unique voice and project.

A. Begin with a first paragraph that gives some sense of the central problem or issue you wish to address; this is the what of your proposal. Then, try to conclude this first paragraph with a short statement of what you specifically propose to do about this issue or problem. State the big picture, then present your intervention or contribution.

B. Next, try to provide some sort of background into the history or current status of the issue/problem, either on a local or global scale – or both. This is often where students can identify the where and/or why of the project.

C. Now that you’ve given a sense of your project and its context, you can provide an account of your specific plan itself – what will you be doing, who will you be working with, and what will they do, how will you go about doing what you need to do, and so on. This will be where all the nitty-gritty specifics will come in the timeline, affiliation information, and methods. When writing this section, you might want to work closely with your academic adviser and the writing proctor to try to strike a balance between specificity and clarity as you delve into the more technical aspects of your proposal.

D. Once you have discussed the timeline, methods, and details of the project, you’ll want to discuss the skills or experiences that will enable you to accomplish it in the time and conditions described. Your goal is to provide enough specific information about your experiences and qualifications to convince the committee that you can complete this project successfully. This is where you might want to address your language skills (if need be) and/or how you will handle language difficulties if they exist (will you learn the language? use translators?) and address how you will handle any cultural issues/challenges.

E. Finally, conclude by providing an account of both the short-term and long-term goals of the project. What will be accomplished at the end of the project? How will the completion of your project contribute to your future goals? How will they contribute to your host country? To your field of study/focus?
TIPS FOR WRITING A FULBRIGHT ETA PROJECT PROPOSAL (2PAGES)

Teaching Assistantship

Project proposals for teaching assistantship grants are unique. Your teaching project proposal should address your interest in teaching: your past experiences and skills as a teacher; your reasons for wanting to participate in the specific teaching assistant program you have chosen; any particular projects, activities, or methods you hope to employ in the classroom during the year; and your interest in the country you have selected. In addition, if the particular program encourages you to have a side project, spend a paragraph or two describing it.

Note: Each teaching assistant program is different. In some places, students have a lot of freedom to plan their own lessons; in other places, they are discouraged from doing so and must work within a strict curriculum. Some students will be teaching in rural schools, others in urban schools; some will be teaching in universities, others will teach high school, elementary school and so on. The Fulbright website provides a specific description of each country program. Before you start writing, make sure you review the description of the program carefully – the specific nature of the individual country’s program will help determine the way you approach your proposal.

PREWRITING: Once you have thoroughly researched the program to which you are applying, begin by making a series of lists of ideas and experiences that address the following questions:

- What are your reasons for wanting to teach in another country?
- Why have you selected this particular country?
- What experiences have you had as a teacher, coach, mentor, camp counselor (any teaching or teaching-like experience you have had) and what did you learn from them?
- Are there any particular teaching methods in these roles that have or have not worked well?
- In addition to teaching what other activities might you want to engage in to interact more with the people, place, and culture in which you’ll be living and working?

In addition to brainstorming ideas about yourself and your own goals and motives, research the country to which you are applying. More than simply making a case for wanting to teach, you need to make a case for why you want to live and work in the particular country you have chosen. Knowing something about its history, language, art and political situation will help you write more convincingly and specifically about the kinds of questions and issues you want to learn more about while you are there. This research can also help you formulate your side project.

WRITING: Once you have brainstormed some ideas for the central components of the teaching proposal, you are ready to begin writing. The biggest challenge is specificity. Keep in mind the classic piece of writing advice – “Show, don’t tell.” Instead of saying you have a passion for teaching, discuss a specific example from your life when you taught others, noting specifically what sorts of lessons you learned and how you might apply them in the context of the Fulbright program. Remember that “teaching experience” does not necessarily mean time you have spent at the head of a traditional classroom. Teaching experience can be drawn from work you have done as a tutor, a writing fellow, a volunteer, or a project leader. In the end, any experience you have had that you feel has provided you with the skills you think will translate well into the classroom are worth discussing here. These experiences will say much more about you than any sentence that simply lists your qualities (I love teaching, I am patient and full of energy, etc.) Strive always to show your skills and your interest, rather than tell the committee about them.
The following is a general outline that might help you organize your thoughts. This method of organization is not a fixed blueprint as every proposal will be different. You should feel free to play with the order here and mix these topics up. Be sure to review the sample teaching assistantship proposals available in the Fellowship office. These will give you a good sense of how other students have approached the teaching proposal.

A. One way to open the teaching proposal is to discuss your interest in teaching. Find an anecdote or specific example from your own life that illustrates your interest in and commitment to teaching. In choosing this anecdote, try to find a moment that sets a strong frame for the essay as a whole illustrating not just your interest in teaching, but some of your skills and goals. You could also open the teaching proposal project with an anecdote that illustrates how much you learned from a previous experience living and working abroad and/or from learning or being immersed in a foreign language.

B. Following this, you might discuss your particular interest in teaching in the country you have chosen. Again, the more specific you can be about your reasons for choosing Indonesia, Korea, Norway, France, etc. the better, and this is where doing a little research into the country can be useful. In discussing your interest, avoid controversial topics that might be sensitive to the committees in your host country. Remember, these programs are designed to foster cultural exchange, so strive to be both informed and respectful in discussing your interest in living and working in the country you have selected.

C. Next, you can move on to a discussion of the specific teaching program for which you are applying. Are there particular methods, projects, or activities you would like to use that might benefit this particular group of students – keeping in mind their age, grade level, conditions/policy of the school, etc? What do you hope to achieve, with the students? Be as specific as possible, and make sure your plans fit within the program description. You don’t want to talk about your plan to introduce music-based lessons in a program with a set curriculum. Likewise, you want to take more of a leadership/creative role in programs that have a more open format.

D. Following this or perhaps interwoven with it, you need to provide a clear and specific account of the skills and experiences you will bring to the classroom. How will you be able to accomplish the goals and plans you described for your Fulbright year? This is where you need to convince the committee that you are both willing and able to do the job you are applying to do.

E. Side project (only applicable in some countries): After discussing your experience and plans for the classroom, teaching assistant applicants can also provide a brief description (1 or 2 paragraphs) of a side project that they will conduct in addition to teaching. The side project can be to study the language of the country where you will be teaching. If language study is your side project, you need to discuss how you will pursue it, keeping in mind that your exact placement in the country will not be determined until after the award is granted. The side project can also be artistic, cultural, or scientific; it can involve volunteer work or engagement in a serious hobby. The most important thing to remember about the side project is that it must not interfere with your teaching duties. For the teaching assistant proposals, your emphasis must always be on the teaching, not the side project.

F. Whether the country to which you are applying encourages a side project or not, because of Fulbright emphasis on cultural exchange, it is very important to consider how you will engage with the community of the host country outside of the classroom. Ask yourself about your interests and commitments here (cooking, music, soccer, film) and consider how you might pursue those in the host country.
TIPS FOR WRITING A FULBRIGHT PERSONAL STATEMENT (1 PAGE)

The Fulbright website provides the following description of the personal statement:

*This statement should be a narrative giving a picture of yourself as an individual. It should deal with your personal history, family background, influences on your intellectual development, the educational and cultural opportunities (or lack of them) to which you have been exposed, and the ways in which these experiences have affected you. Also include your special interests and abilities, career paths, and life goals, etc. It should not be a recording of facts already listed on the application or an elaboration of your statement of proposed study.*

The Fulbright personal statement is an opportunity for you to share with the committee information about yourself that is not available in other parts of the application. In it you can provide the committee with a sense of your personality and your interests. It is ideal if the personal statement for the Fulbright application complements the proposal in some way, i.e. if the proposal is to conduct a research project, you might discuss in the personal statement the origin and development of your interest in that field of research. Because personal statements are personal and because the accompanying projects will vary, there is no one format or approach that will work well for every application. Some choose to write an intellectual autobiography highlighting the key moments in their academic development. Others discuss their passion for travel, the topic of their proposal, or the host country detailing the origins of this interest and how it evolved. Many students give an overview of significant experiences and reflections while some students tell one particular story as an example of a large point about who they are. For an overview of various approaches, you might read some personal statement essays available in the Dean of the College office, UH 213.

**Keep in mind that engagement with the community in the host county is an important criterion in selection as the primary purpose of the Fulbright Program is to encourage mutual understanding between people from the U.S. and people from other countries.**

Your application should indicate how you expect to become involved in the local community either through volunteer work, extra-curricular activities, and/or simply pursuing a hobby - - sports, music, cooking, etc. - - in the host country. The personal statement is the best place to include this information.

**PREWRITING:** One way to begin writing your Fulbright personal statement is to make a list of your past experiences. These can be personal, academic, extracurricular, including any significant insights or experiences that relate to your interest in international exchange, the host country in which you hope to do your work, or the specific project or area of study you plan to pursue. Your goal in this personal statement is to give the committee a sense of who you are and how you became interested in applying for this particular project in the context of an international exchange.

Writing a personal statement is an exercise in self-reflection. To write a good statement, you will first need to think about your accomplishments and past experiences. Although you will not be able to talk about everything on your list, the free writing process will help you sort through your experiences and eventually narrow your focus down to two or three central issues or experiences you can use to frame and anchor your essay.

Some questions that might be helpful to consider as you draft your lists include:

- What are you interested in? What problems or questions intrigue you? How did you become interested in these issues?
- What sorts of things have you done outside of the classroom? What have you learned from your extracurricular or work experiences and how have those experiences contributed to your growth?
- Have you had to overcome any unusual obstacles or hardships (for example, economic, familial, or physical) in your life? If so, what were these obstacles and how did you face them?
What might be unique, special, or distinctive about your life story or past experiences?

You are encouraged to work with the writing proctor even at this early stage. Often, talking over your experiences and reviewing your initial lists with someone else can be a great way to narrow your focus and determine what you really want to discuss in your personal statement.

WRITING: Strong personal statements take a long time to write. It is important to understand that the writing process requires many drafts, revisions, and false starts. The following are some general rules and suggestions for writing a Fulbright personal statement. Not all statements follow this outline, but this offers a good framework for getting started.

Opening: The opening paragraph is the most important part of your statement, and it will likely be one of the hardest parts for you to write. Ultimately, your goal is to open your essay with an example or anecdote that grabs the readers’ attention right away, while providing a solid frame for your essay as a whole.

Body: Once you have set the stage for your personal narrative, you want to continue your essay in a way that allows you to present more specific detail, building on the framework you have established. The rule of thumb here is to try to use concrete examples to illustrate your points. “Show, don’t tell.” Rather than simply telling the committee “I am curious,” “I love science,” “I am patient and dependable,” etc., consider using one or two anecdotes that can help you focus and bring specificity to the discussion. At the same time, watch out not to overload your essay with too many examples. Be selective.

Conclusion: For the Fulbright, the last one or two paragraphs of the body of the essay can address your future goals and how your work/experiences as a Fulbright scholar fit into your future plans. Your personal statement should not repeat information already represented in your proposal; thus, you should not conclude your personal statement by making an argument for why you need a Fulbright to conduct your study. Instead, you should discuss more generally how your Fulbright year relates to your future goals and aspirations. The scholarship committees want to award Fulbrights to people who will use their Fulbright experiences as bridges from where they are now to where they are going.

Some things to Avoid:

1. Students have a tendency to be too general and rely on abstractions or clichéd phrases when describing their experiences and interests. Consider the following:
   - I have a passion for neuroscience….
   - Ever since I was a child, I have wanted to devote myself to…
   - I truly believe in the value of opening myself to new cultures and experiences…
   - I care deeply about issues facing developing nations…

   There is nothing wrong with the ideas and sentiments behind these statements, but they are very general and do not tell the committee anything specific about you, your specific interests, skills, and motivation. Show your passion for neuroscience through the experiences you’ve had and the skills you’ve developed, show them you believe in the value of being open-minded through a specific example, show them that you care about issues facing developing nations by talking about your experiences helping to develop new irrigation techniques in El Salvador one summer, etc. The more specific and concrete you can be about illustrating your interests the better.

2. Avoid lists! Students also have a tendency to treat the personal statement like a narrative version of their resume, listing events, activities, and accomplishments one after the other. Remember, you do not have to be comprehensive here. Your goal is to provide the committee with a snapshot of one part of yourself that connects to why you want to pursue this particular Fulbright in that particular country.
Fulbright Scholarship 2014-2015
Brown Request for Reference

Campus Submission Deadline: August 26, 2013

Three letters of reference must be submitted to the Brown Fulbright Committee by August 26, 2013.

IMPORTANT: Do not register your referees through Fulbright’s Embark online system at this time. Do register your recommenders on Brown’s UFunds online system.

Instructions for Applicants (currently enrolled – class of 2014)

New online application system for 2013: The Dean of the College Office has a new online application system for Fellowships called UFunds.

The UFunds online application system can be accessed by going to Brown’s home page and typing UFunds in the search box. Once you arrive at the UFunds home page, select “Undergraduate Student,” sign in with your Brown user name and password, and select the Fulbright application.

There will be two separate grant periods listed, one for English Teaching Assistantship Grant and the other for Research/Study Grant. Select the appropriate grant application for which you are applying as the materials required for each are different. Applications may be made for one country and one type of award only.

Letters of recommendation for Research/Study grants ideally come from people who know you well and can speak to the project and your ability to carry it out.

Letters of recommendation for English Teaching Assistantship grants should come from people who can comment on your ability or potential ability as a teacher.

You MUST register your referees in UFunds several weeks prior to the August 26 deadline. Once you type in the names of your referees and save your application, your referees will immediately receive an automated message from our office that outlines important dates and instructions for submitting their letters to our online system.

To ensure that you receive the strongest letters possible, give your referees at least one month in advance and ideally at least 2 to 3 weeks before the end of the semester.

For the internal Brown deadline, provide your referees with information about your Fulbright application and remind them to submit their recommendations to UFunds, our new online application system by Brown’s campus deadline of August 26, 2013.

Once again DO NOT register your referees through Fulbrights Embark online system at this time. During Brown’s Internal review, we will inform applicants when to register their referees through the Embark online application system.

If you have questions about the choice of referees, consult with Dean Linda Dunleavy.

Instructions for recent graduates (class of ’13)

Because UFunds does not support applications for students who have graduated recent graduates will be required to submit applications and supporting documents electronically to Linda_Sutherland@brown.edu by the August 26 campus deadline. Recent graduates need to contact our office to receive special instructions to give to their referees.

For more information about applying and application materials to be submitted, please visit the Fellowships@brown.edu website.
Good Luck! Have Fun!