

## GUIDELINES FOR FACULTY APPLICANTS

### Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States. To help accomplish this objective the Faculty Research Abroad Program provides opportunities for scholars to conduct research overseas in the field of modern foreign languages and area studies.

For the purpose of these programs, area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

Research overseas means research outside the United States, Puerto Rico, Guam, American Samoa, and the American Virgin Islands. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the NIA annually published in the *Federal Register* and contained in this application.

For a complete description of the programs, consult the US Department of Education Regulations 34 Code of Federal Regulations Parts 663.

### Eligibility Requirements

**To be eligible to receive an award under the Faculty Research Abroad Program, a faculty member must:**

1. Be a citizen of the United States; or (b) Be a permanent resident of the United States;
2. Be employed by an institution of higher education as defined in the program regulations.
3. Have been engaged in teaching relevant to his or her foreign language or area studies specialization for the two years immediately preceding the date of the award.
4. Propose research relevant to his or her modern foreign language or area studies specialization which:
  - a) cannot be conducted in the United States or for which a foreign country or region provides significantly superior research facilities;
  - b) will contribute to the development or improvement of the study of modern foreign languages or area studies in the fields needed for full understanding of the area, regions, or countries in which modern foreign languages are commonly used, and
  - c) is not dissertation research for a doctoral degree.
5. Possess adequate skills in the language(s) necessary to successfully carry out the project.

### Instructions for Fulbright-Hays Training Grants Application Form

In order that each individual applicant be evaluated properly according to the published procedures, eligibility requirements, and evaluation criteria, this specific electronic application package must be completed by each individual scholar applying for the Fulbright-Hays fellowship.

**Item 1-4:** Self-explanatory

- Item 5:** Choose the name of the institution through which you are applying. A faculty member planning to conduct research must apply to the Faculty Research Abroad Program through the university in which he or she is employed. If your university does not appear on this drop down list, please contact your Project Director. Only institutions' whose Project Directors have registered in e-application appear in this list. Please ensure that you choose the correct campus, i.e., University of Texas, Austin vs. University of Texas, Brownsville. A list of registered Project Directors and schools can be located in "Faculty Research Abroad Program – Section D, "Other important information".
- Items 6-7:** Self-explanatory
- Item 8:** Indicate all countries in which you plan to conduct research with Fulbright-Hays Faculty Research Abroad support.
- Item 9:** Indicate all the foreign languages to be used in your research during the fellowship period and submit a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. Please note that applicants who propose to use English only to conduct their primary research project will receive zero points on section 663.21(c)(3) of the FRA regulations.
- Item 10:** Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as January 1 for faculty members, provided: a ED Grant Agreement has been executed, travel has been approved, the appropriate research clearances and research visas have been secured by the individual scholar and, if required, human subject clearance obtained. All research must be completed by December 31 of the year following the year in which the grant is made. Awards for full time research of 3 to 12 months duration will be offered for individual faculty members. Fellowships are not renewable.
- Items 11-12:** Self-explanatory
- Item 13:** If resident alien, provide Alien Registration Number, country of birth, and previous citizenship. Please refer to the program's citizenship requirements as cited in the program regulations.
- Item 14:** Provide all academic degrees awarded, institutions from which they were granted and the disciplines in which they were granted. List the last degree received, first.
- Item 15:** Self-explanatory
- Item 16:** Provide an abstract of **no more than 120 words** describing your proposed research including a summary of research to be conducted as well as institutional and individual affiliations.
- Item 17:** Self-explanatory
- Item 18:** Indicate previous relevant foreign travel, period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.
- Items 19- 20:** Indicate whether you are in default on any US Department of Education Student Financial Assistance loan, US Department of Education grant or any other Federal loan.
- Item 21:** Indicate whether you have been the recipient of these fellowships.
- Item 22:** Indicate current applications for other fellowships (Note: please see **Important Note Regarding Host Country Research Clearances** on Page C4).

- Item 23:** Enter the name, address and telephone number of the physician or certified nurse practitioner that completed your exam. Do not send a separate medical evaluation.
- Item 24a:** Enter amount requested for travel for one (1) economy class ticket, and list, in complete detail, starting with the airport closest to your current or permanent address, **all points** of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Beijing, China - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries in which you plan to conduct research with Fulbright-Hays Faculty Research Abroad support. FRA funds can be requested for only ONE (1) round-trip international ticket. All international travel estimates should be based on commercial high season rates for jet economy travel **on U.S. flag carriers**. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Agreement. Travel by sea also must be on a U.S. flag carrier. You will not be authorized to travel on grant funds until you have secured the appropriate research visa, research permission, and, if necessary, the appropriate affiliation with a host country institution. All travel must comply with the Fly America Act and be approved by ED Program Staff. No support for dependents' travel is provided.
- Item 24b:** Enter your annual academic year salary at the time of application (excluding summer salary, anticipated increases, or benefits). Do not put commas in the amount you enter. Enter the number of months that you are requesting funds for (3-12 months). (**Monthly maintenance rates equals: annual academic year salary (not including summer salary, anticipated increases, or benefits) at the time of application divided by 9.** This will be computed by the e-application system. Please note that there are no dependents' allowances under the Faculty Research Abroad Program.
- Item 24c:** Enter the amount of any duplicating support you will receive. This amount will automatically be deducted by the e-application system.
- Item 24d:** Enter and justify in detail your needs for this allowance which may include expenses such as books, copying, informants, tutoring, translating and interpreting fees, tapes, film, travel within host countries, affiliation fees, etc. This allowance does not cover costs such as hotels and per diem while in the host country(ies), and costs incurred in the United States such as, expenses of passports including photographs or medical expenses such as malaria pills or vaccinations. The cost of health and accident insurance for a Faculty Research Abroad award recipient and contributions for faculty retirement must be borne by the individual or his/her institution.
- Item 24e:** Fixed \$100 administrative fee paid to institution.
- Item 24f:** The e-application will automatically compute the sum of 24a-24e.
- Item 25:** Self-explanatory.
- Item 26:** A curriculum vitae (CV) needs to be attached to your application through the e-application. The CV. should be brief and address those previously cited evaluation criteria focused on the qualifications of the individual applicant.

You should list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar

**Item 27:** The project narrative and bibliography needs to be attached to your individual application through the e-application. Please note the page limitations specified in the NIA published in the *Federal Register*.

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

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

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

### **Instructions for preparing the Minority-Serving Institution or Community College Competitive Preference Priority**

**For a Minority-Serving Institution or Community College**, please visit:

<https://nces.ed.gov/collegenavigator/>. Please enter your institution's information to search for the school. Once you find your school, please upload the document that contains your school's general information and designation as either a Minority-Serving Institution or Community College.

### **Instructions for preparing the Human Subject Research Narrative**

Prepare the required narratives if the project involves Human Subjects Research and/or requires IRB approval, and submit these narratives to the Project Director well in advance of the deadline listed in the Federal Register notice. The instructions regarding Human Subjects Research are located in the ED Supplemental Information for SF424, found in Section B of this application booklet.

### **Instructions for Fulbright-Hays Foreign Language Reference Form**

The language reference form, which is required for this program, should be completed by a specialist in the language and submitted to the project director at the applying college or university. A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted via the web by the referee to the institution's Project Director.

Please note that applicants who propose to use English only to conduct their primary research project will receive zero points on section 663.21(c)(3) of the FRA regulations. However, if applicants propose to conduct their primary research using a language other than English, but also propose to conduct secondary, complementary research in a country or countries where English is the native language, the applicants would be eligible to receive points under Section 663.21(c)(3) of the FRA regulations. Applicants should also be aware that reviewers will take into consideration an applicant's academic record and any steps taken to improve proficiency in the language of research to ensure that applicants are prepared to conduct research in the language of the host country or countries.

### **Instructions for Fulbright-Hays Faculty Institutional Support Statement**

This statement should be prepared by an administrator of the institution of higher education who is knowledgeable about the applicant's abilities and the institution's language and area studies resources. It should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability, and availability to accept the award is offered. A completed statement must be submitted via the web by the referee to the institution's Project Director.

### **Important Note Regarding Host Country Research Clearances**

When Fulbright Commissions or other overseas organizations apply for host country clearance for a FRA fellow's project, the Department expects that that the organization will use the proposal submitted to the Department by that fellow for the FRA competition. It is not acceptable to "transfer" clearances from a project submitted under one program's competition to a project submitted under another program's competition, in order to expedite clearance. The project that we fund must be the one submitted to the Department that was reviewed and scored by Department peer reviewers according to the FRA program's selection criteria, and has undergone the Department's review procedures. This review process is the whole basis of the Department's funding decisions, and these funding decisions are approved by officials throughout the Department. The Department understands that the proposals that faculty members submit for other programs may be "basically" the same, but we simply do not have the ability to verify this. The proposals for other programs often have different page limits, requirements and selection criteria, resulting in an application that is really quite different from what was submitted to the Department. The Department can only be responsible for funding the projects submitted under the FRA program.

The Department urges applicants to begin the clearance process as soon as possible, and to understand that they may have to be flexible with regard to when they begin their research.


### **Instructions for Assembly, Duplication, and Transmission**

**You must check with your institution to determine if your institution will be submitting all applications via G5 as required in the Federal Register, or if it has been granted a waiver from that requirement. All of the institution's applications must be submitted in the same format.**

A completed G5 e-Application packet to be submitted by the PD, at the applying college/university, to the U.S. Department of Education by 11:59:59 p.m. eastern time on the published in the NIA should contain the items specified below:

- 1) Fulbright-Hays Training Grants Application Form(s) submitted by the individual faculty members, via the a-Application.
- 2) One (1) Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referee via G5
- 3) One (1) Fulbright-Hays Faculty Institutional Support Form submitted by your referee via e-Application.

A complete institutional application to the Faculty Research Abroad Program is the sum of all completed individual application packets submitted with the *Application for Federal Education Assistance* (Standard Form 424), the *ED Supplemental Information for SF424*, the *Assurances -- Non-Construction Programs* (Standard Form 424B); and *Certification Regarding Lobbying* to the U.S. Department of Education. **Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.**



## FREQUENTLY ASKED QUESTIONS FOR FACULTY APPLICANTS

**Q: Can I apply independently of my university?**

**A:** No, an eligible applicant is a U.S. institution of higher education. The faculty member's application must be submitted to the institution's PD who is registered in the Department's G5 system.

**Q: How many sections are there to the G5 e- Application and who fills out what section?**

**A:** There are two primary sections to the G5 e-Application – the faculty member's individual section and the section to be completed by the PD. Upon completion of his/her section, the faculty member submits all components of the faculty member section (parts 1-4) to the PD. The PD is responsible for reviewing the faculty member's section and submitting it, along with the PD section, which contains the required federal forms, to the Department. Included in this submission are the language reference form and institutional support statement that were transmitted to the PD by the referees. **Only the PD can submit an application to the Department.**

**Q: How are the Language Reference Form and Institutional Support Statement submitted?**

**A:** The faculty applicant will submit, via G5, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated from G5, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The referees must click on the links and provide the PINs in order to be linked to the faculty member's reference forms. Once the forms are completed, the referees click the submit buttons. **After the referees hit the submit buttons, the forms are submitted to the PD.** Both the faculty member and the PD can monitor the submission of the reference forms by checking the icon next to the reference forms. An icon for a submitted form is a blank piece of paper with a check mark on it. **Reference forms must be submitted BEFORE the PD submits the application to the Department.** It is suggested that internal deadlines be set by the PD for the submission of references. The Project Director and the reference writers do not have to be the same person.

**Q: When the faculty member clicks the "submit" button in the G5 application system, where does their application go?**

**A:** The faculty member's application is transmitted to their institution's PD for review and submission to the Department. A faculty applicant is not able to transmit their application directly to the Department.

**Q: When should a faculty member's application be submitted?**

**A:** The PD determines the internal deadline by which all sections of the application must be submitted. It is the responsibility of the faculty member to ensure that the language reference(s) and institutional support statement are submitted by referees no later than the established internal deadline.

**Q: To whom does the published deadline in the NIA apply?**

**A:** The published deadline in the NIA is the date by which the PD must submit all components of the application to the Department via G5. It is recommended that the PD have access to all sections of the application well in advance of this date. Application materials cannot be submitted after the published deadline.

**Q: Can a faculty applicant be designated as a Project Director (PD)?**

**A:** No. The PD is the individual at the institution who will administer the grant, disburse funds, and complete the reporting requirements in accordance with the terms and conditions of the grant should a faculty applicant be selected for a fellowship. They are the institutional point of contact for both the FRA fellow and the Department. They can be the chair of a department, a person in the sponsored research/grants office or any other employee so designated by the “authorized representative” of the institution.

**Q: How do I know who the PD is?**

**A:** Check the PDs listed in this application package as a starting place. As this is a new competition after many years, it will be necessary for your institution’s administration to appoint a PD and ensure that they register in the G5 system.

**Q: How will a faculty member know that his PD has access to his application?**

**A:** After the faculty member has submitted their G5 application, they will receive an e-mail that stating that their application has been received by the PD at their institution. The PD will be copied on the e-mail notification; nevertheless, the faculty member may want to contact the PD in addition to the e-mail notification. If the PD did not receive this e-mail, please contact the Department’s G5 Help Desk immediately.

**Q: How do I know that the PD has submitted the application to the Department?**

**A:** A faculty member will not receive a notification e-mail when the PD transmits the application to the Department. Only the PD will receive such a notification e-mail. A faculty member must check with their institution’s PD to determine whether the application has been submitted.

**Q: Who should write the institutional support statement? Should the PD?**

**A:** The institutional support statement may be written by the PD, but does not have to be. It should be written by an administrator of the institution who is knowledgeable about the applicant’s abilities and the institution’s language and area studies resources. It should describe how the project will contribute to the institution’s plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member’s experience upon completion of the fellowship and must endorse the project on the basis of the candidate’s professional competence, personal suitability and availability to accept the award if offered. This reference will be submitted via G5.

**Q: How important is the page limit cited in the NIA?**

**A:** We recommend that applicants adhere to the recommended page limit guidelines contained in the published Federal Register notice.

**Q: Should references, footnotes, endnotes, or the bibliography be included in the narrative? How long should they be?**

**A:** References, footnotes, endnotes and the bibliography will certainly strengthen an application. However, they will be considered part of the application narrative, and subject to the recommended page limit restrictions. Please check the NIA for more information regarding these.

**Q: Should Letters of Affiliation from overseas host institutions or organizations be included in an application?**

**A:** Yes, these letters are helpful to the panel in evaluating an application. Applicants must upload the letters into the G5 and submit them as “Host Country Supporting Materials”. Only one “Host Country



Supporting Materials” document may be uploaded, so all letters must be scanned as one document. Letters or references sent in the mail will not be included with the faculty member’s application. These letters may not be mailed or accepted separately from the G5 e-application

**Q: Do the provisions of the “Fly America Act” apply to this program?**

**A:** Yes. International travel budget estimates ought to be based on jet economy high season rates on U.S. Flag carriers where available.

**Q: Does the international travel allowance provide funds for dependent’s travel?**

**A:** No, it does not.

**Q: What signatures are needed for the G5 application system?**

**A:** No signatures are required for the faculty member’s application. However, signatures from your doctor/nurse practitioner may be requested at a later date.

**Q: If a faculty member experiences technical difficulties or has questions regarding the G5 e-Application system, whom does he contact for assistance?**

**A:** Contact the G5 Help Desk at 1-888-336-8930. The Department program officers are not able to answer technical questions about G5 e-Application.

**Q: If a faculty member has programmatic questions, whom should he contact?**

**A:** The faculty member’s first point of contact is always the institutional Project Director. The Project Director may then contact the Department’s program office at [FRA@ed.gov](mailto:FRA@ed.gov), if further clarification is needed.

**Q: When will faculty applicants be notified whether or not they have been selected?**

**A:** The review process for FRA Program applications is lengthy and multi-faceted, so announcement times may vary. Please contact the PD for institutional notification deadlines.

**Q: When may fellowships be activated?**

**A:** A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met, and human subject research clearance, if required, has been given by the employing institution, and travel approval has been obtained by the PD from the Department. The GAN will specify the performance and budget periods. All research must be completed during these periods.

**Q: Must a faculty member apply for his own visa and research clearance?**

**A:** Yes. Faculty members are advised to contact the host country’s Fulbright Commissions and U.S. embassies for guidance on obtaining appropriate visas and clearances.

**Q: May I request funds for hotel, lodging or per diem expenses?**

**A:** No. The maintenance amount awarded is based on the cities/regions and the research period spent in the approved area and should cover the lodging and other living expenses of the fellow. Therefore, FRA funds will not be awarded for hotel stays nor for per diem expenses during the same research period when a maintenance allowance is awarded.

**Q. May faculty apply for support to go to more than one country?**

A. Yes. A faculty scholar may propose research in multiple countries. Please be aware that a copy of all principal and alternate candidate applications will be sent to the Fulbright Commission or American Embassy in each host country to be reviewed for political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each proposed country.

**Q. May permanent residents of other countries apply to their country of origin as one of the research sites?**

A. U.S. Legal Permanent Resident aka “green card” holders may apply to countries **other** than their country of origin. Applications from faculty who are permanent U.S. residents for research in which they hold a passport will not be accepted for that country.

**Q. What if my research location is not approved for travel by the U.S. Department of State Fulbright Programs?**

A. The Department will not approve travel to countries for which the U.S. Department of State (State Department) has strongly urged private American citizens to depart immediately for reasons of health emergency or personal security (i.e., “ordered departure”, COVID/pandemic departure), or suspended its Fulbright program for the same reason. ED will not approve travel to countries under an “authorized departure” where the Ambassador has specifically requested Fulbright fellows to leave for security or health reasons. For up-to-date information on travel warnings, please consult the State Department travel warnings and consular information sheets at <http://travel.state.gov/>. Please contact FRA Program Staff at [FRA@ed.gov](mailto:FRA@ed.gov) for up to date information on country closures.

**Q. May a faculty applicant request copies of his/her application’s panel reviewers’ comments?**

A. All panel reviewers’ comments will be sent to the institutional Project Director upon announcement of the awards. Faculty applicants should contact their Project Director to request a copy.

**Q. Can I have two Fulbright Fellowships (i.e., FRA and Fulbright IIE) at the same time?**

A. No. an applicant may not concurrently receive a grant from the Fulbright Program and a grant from the Fulbright-Hays FRA Fellowship Program.

