



Completing the Embark Online Application

Instructions for Greek Applicants to the Fulbright Visiting Scholar Program For lectures and/or research in the United States during the 2017-2018 academic year

Deadlines for receipt of completed applications:

Friday, December 9, 2016

Applications submitted after 11:59pm local time (Greece) on December 9, 2016 will not be considered.

Please read all instructions carefully and follow the application guidelines below.

The Embark online application (**Fulbright Visiting Scholar Program**) is designed in a way that allows Fulbright programs in various countries to use the same form. You need to fill out all fields that are applicable.

STEP 1: Learn requirements for submitting an application

You must register with the Fulbright Foundation in Greece before you begin the online application.

The office will supply you with the web link to the online application site. It is your responsibility to review and understand the program eligibility requirements before submitting an application:

<http://www.fulbright.gr/en/scholarships-for-greek-citizens/programs/visiting-scholars>

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

The email address you use to register for the Fulbright Visiting Scholar application is your user ID. Be advised that you must complete your application registration within 24 hours of receiving the application notification message (your temporary password will expire after 24 hours). When you create your user account for the online application by completing the registration you also create your own password. Keep this information in a safe place. You may log in and out of the online application as frequently as you need to. While you cannot change your user ID for the application, if necessary, you can change your password by clicking on 'Update My Account' at the top of the application Home page.

STEP 3: Complete the online application

You do not need to complete the application in one session. You can re-enter the application anytime and edit it. Please remember to save your work frequently. However, once you submit your application you can no longer make any changes to the application. If you find significant errors or omissions, immediately contact the Fulbright Foundation so your application can be released back to you for corrections.

All forms in this application are to be completed in English, **using lower case letters**. Items must be answered completely and carefully.

Some helpful "tips":

- Avoid using all capital letters when answering items, e.g., name, address, etc. It is better to use upper and lower case, e.g. Ron Smith.

- All dates should be noted in the “American way”: mm/dd/yyyy
You can copy and paste information into all text boxes.
- In the text boxes, you must limit your responses to the space provided. Information that exceeds the space provided will not display or print.
- You can review each page of the application in its PDF format by clicking on the Preview button on the upper right-hand corner. Closing out of the PDF view will bring you back to your application.
- On the essay pages, text entered that exceeds the space provided will display and print. However, it is recommended that you try to keep your essays to 50 lines of text.

You have several ways in which you can create your essays:

- ❖ You can compose your essay on-line. Please note, there is a 40-minute ‘time out’ function. In other words, you will need to either complete your essay in 40 minutes or periodically save your essay.
 - ❖ You will not be able to customize the formatting of your essay.
 - ❖ You can copy and paste text from another document and edit online. Again, you will have a 40-minute “time-out” function. You will not be able to customize the formatting.
 - ❖ You can upload text from another document. This is the only option where you will be able to have special formatting, e.g. bold, underline, headers, double spacing, etc. While you cannot edit an uploaded document on-line, you can delete your upload, make your corrections in your document off-line, and upload again.
 - ❖ Make sure to leave a 4 cm margin at the top of every page of your essays to allow space for the header that will appear on the print version of your application.
 - ❖ You should preview all of your essays to make sure the formatting is correct before submitting your application by clicking the preview in the upper right-hand corner of the screen.
 - ❖ You must use the “Back” browser button to return to your essay. Closing out of this HTML view will exit you from your application.
- Some questions are ‘required.’ In other words, you will not be able to complete and submit your application until all required items are completed. When you click on the Application Inspector button on the Home page, your application will be checked for completeness. You will be prompted to enter any missing information on required questions.

Often specific instructions for completing a question or item will be provided in the application. Please read all instructions carefully. In addition, please review the following important information:

Preparing the Fulbright Visiting Scholar Application

FIRST STEPS

- **Planning ahead**—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.
- **Consulting with colleagues**—You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES

- At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three reference letters and (e) letter of invitation, if applicable.
- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.

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

Completing the Application Form

Please read the instructions carefully before completing each item.

Preliminary Questions

Preliminary 1. *U.S. Permanent Residency*

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

Preliminary 2. *Home Country/Country Applying from*

- Country from which you are applying for a Fulbright Scholar grant. Grants are awarded only to those scholars who live and work in Greece and who have established a Greek institutional or academic affiliation.

Preliminary 3. *Program* Select *Fulbright Visiting Scholar Program* from the pull down menu

Preliminary 4. *Category of Grant*

- Select the appropriate value from the pull down menu for the type of grant you are seeking: teaching, research or teaching/research.

Teaching: If the primary purpose of your project is to teach or team-teach at least one full semester course. **Note:** You are required to submit course syllabi along with a confirmed invitation to lecture.

Research: If the primary purpose of your project is to conduct research. **Note:** You are required to submit a research bibliography.

Teaching/Research: If your project will include significant portions of both teaching and research as defined above. **Note:** You are required to outline both activities in your project statement, as well as submit course syllabi and a research bibliography.

Academic Training and Professional Development

Applicants wanting to use the award in full or in part to participate in a training or professional development program will be responsible for all costs and making all arrangements. Information about a proposed training program, including the proposed venue, dates, cost, deadlines, eligibility, and other relevant details will be required with the proposal along with a justification for the proposed program. Applicants need not be already enrolled in the training program at the time of application, but only provide evidence that a training program has been identified. Proposals should demonstrate how the training contributes to the grantee's professional growth and how it will allow the grantee to contribute to his/her home institution. Courses in English language study will not be approved for support. Acceptable training programs will include a single training course or a combination of training courses at the same facility. Training programs need not be certificate granting. Either a single course or multiple set of courses must satisfy the two-month duration required for academic training or will need to be paired with research in order to satisfy regulations concerning the three-month minimum grant duration.

Online Application Instructions

Personal Information 1. *Home Country/Country Applying from*

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

Personal Information 2. Program

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

Personal Information 3. Special award name (if any)

- As mentioned above, Fulbright Visiting Scholar award.

Personal Information 4. Category of Grant

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

Personal Information 5. Title

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

Personal Information 6. Family Name, First Name, Middle Name

- **Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

Personal Information 7. Gender

- Select your gender from the drop-down menu.

Personal Information 8. Country of Citizenship

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

Personal Information 9. Country of Legal Residence

- Select the country in which you legally reside from the drop-down menu.

Personal Information 10. U.S. Permanent Residency

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

Personal Information 11. Date of Birth (Month/Day/Year)

- Select the name of birth month, day and year from the drop-down menus.

Personal Information 12. City/Country of Birth

- Enter your city of birth in English as it appears on your passport.
- Select your country of birth from the drop-down menu.

Employment Information 13. Current Position and Start Date, Department/Office, Institution

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

Academic Credentials 14. *Academic Credentials*

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

Academic Credentials 15. *Significant Professional Accomplishments and Publications*

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

Academic Credentials 16. *Previous Fulbright Scholar Grant(s)*

- Include only Fulbright Scholar grants awarded through CIES (e.g. Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in ‘**Professional Travel 20**’ below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

Project Details 17. *Project Title*

- The project title should succinctly describe the focus of the award activity (for example, “Evaluating Fundamental Tax Reforms in a Globalizing World” or “Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks”).
- For teaching/research awards, distinguish between both components, separating them with a semicolon.
- Maximum 160 characters

Project Details 18. *Summary of Project Statement*

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

Project Details 19. *Proposed Program Length and Dates*

- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is required that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available.

Project Details 20. *Major Academic Discipline*

- Select one discipline from the drop-down menu that best describes your Fulbright project.

Project Details 21. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Project Details 22. State Department Field of Study and Primary Specialization

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

Professional Information 23. Professional Travel and/or Residence Abroad During the Last Five Years

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

Professional Information 24. Professional Memberships

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

References 25. Identification of Referees

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See "Reference Reports" on page XII for more detailed information.
- References must be completed in English.

English Proficiency 26. Self-Assessment of English Proficiency

- Indicate your personal assessment of your level of competence in English.

Preferred Host Institution(s) 27. Preferred Host Institution(s)

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of appointment to your application on page nine of the application, Letter(s) of Invitation. Non-academic affiliations, while sometimes possible, require additional review and approval is not always granted.
- If you are expecting a letter of invitation that has not yet arrived, note the date you expect it to arrive. Upon receipt, forward the invitation to the Fulbright Foundation immediately.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Your preferences will be followed, although no assurance can be given regarding placement at the institutions you suggest.
- If you cannot find the name of your preferred institution in the search menu, search for and selection 'Other Affiliation' then type in the institution's name in the text box provided.

If the academic program you propose requires affiliation with more than one institution (maximum two), please justify and indicate the approximate length of time needed at each.

Contact/Family Information 28. Home Mailing Address

- Enter your Home mailing address.
- Select the country from the drop-down menu.

Contact/Family Information 29. Emergency Contact Information

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

Contact/Family Information 30. Marital Status

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

Accompanying Dependents/Family Members 31. Dependents

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** *If your dependent(s) have previously*

entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship ([professor, research, scholar, student, specialist, short-term scholar) and provide copies of their previous DS-2019 and attach all accompanying dependents' passports in the document upload section.

- If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright Foundation informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to the Fulbright Foundation in order to confirm eligibility and facilitate the issuance of forms required for visa application.
- Dependents who are U.S. citizens will not be issued J-2 visas and must travel on U.S. passports.

Note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

Alternate Funding 32. Alternate Funding

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.

Survey 33.

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

Survey 34.

- Please select from the drop-down menu.

Survey 35.

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

Physical Impairment 36. Physical Impairment

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

THE PROJECT STATEMENT (Application Page Five)

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a detailed project statement of no more than five single-spaced pages (3,500 words).

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.

GUIDELINES FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

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

Objectives: Clearly define the aims of the project.

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

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

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

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

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

English Proficiency: Describe your schooling in English, use of English and competence level in speaking, reading and writing.

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

GUIDELINES FOR A TEACHING PROPOSAL

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain what you propose to teach in the United States.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

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

ADDITIONAL CONTENT RECOMMENDATIONS

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and CIES staff that can 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?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

STYLE RECOMMENDATIONS

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the

reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. 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.

CURRICULUM VITAE

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

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

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

Note: Copies of diplomas are not required.

SUPPLEMENTAL MATERIALS

Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed. Scanned copies should be attached to page nine of the online application.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, contact the Fulbright Foundation to arrange for its late submission.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research. Required for research and teaching/research applicants.

Course Syllabi

For teaching proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught. Required for teaching and teaching/research applicants.

REFERENCE REPORTS

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

- You must submit three references. Do not submit more than three references.
- Please provide your referees a copy of your project statement.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.

- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system. You must click on the Recommendation button on the Home page of this application to register your recommenders. Once you have registered them with their email addresses, your referees will receive an automated email message to invite them to submit their letter to the Embark system. Instructions are included. It is the candidate's responsibility to follow up with their referees whether 1. they received the invitation for submission 2. They uploaded their letter on time by the deadline.

Contact Information:

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