Fulbright Distinguished Awards in Teaching Program

FULBRIGHT

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SHORT-TERM PROGRAM
ONLINE APPLICATION INSTRUCTIONS

The application for the 2017 Fulbright Distinguished Awards in Teaching Short-Term Program must be completed online. Applicants are required to fill out the entire application, including submission of required documents, to be considered for the program. It is important to read and follow the instructions carefully, complete all parts of the application and submit the application by the deadline.

You may access the application from the program homepage: www.fulbrightteacherexchange.org

U.S. APPLICATION DETAILS

❖ The application deadline is February 15, 2017. All applicants must submit their applications by 11:59 pm **Central** time on the evening of February 15.

❖ If you are not a U.S. citizen and do not reside in one of the 50 U.S. states or in a U.S. territory, *do not* continue with this application; you are not eligible for this Fulbright program. Please note that U.S. permanent residents are not eligible to apply.

❖ If you are a U.S. teacher and you are not currently employed full-time as an educator who works with students for at least 50% of your role at a single primary or secondary (grades K-12) school or school district and will not be next year, please *do not* continue with this application; you are not eligible for this Fulbright program.

❖ Teachers may send questions via email to: fulbrightdat@iie.org.

BEFORE YOU BEGIN THE ONLINE APPLICATION

Before starting the online application, we recommend the following steps.

❖ Read the program information and review general eligibility requirements found on the Fulbright Teacher Exchange website: www.fulbrightteacherexchange.org/about-short-term.

❖ Review the project summaries posted on the website (www.fulbrightteacherexchange.org/program-opportunities-short-term) and consider which project most fits your skills and interest. Review any additional eligibility requirements for the project to which you wish to apply in the project summary.

❖ Consider the people you will ask to complete an online recommendation for your application. You must have a total of 3 references – 1 reference from your immediate supervisor and 2 other professional references.

❖ All applicants should review the application questions and gather information and needed documents before filling out an application. We suggest you prepare answers to application questions in a word processing program such as Microsoft Word before completing the online application.

ONLINE APPLICATION TECHNICAL INSTRUCTIONS

The application and other required documentation must be submitted online. Note: Please do <u>not</u> type the entire application in capital letters.

1. **System Requirements** – To complete the application, it is strongly recommended that you use Internet Explorer version 7, Safari 5.1 or higher or Mozilla Firefox version 1.5 or higher as your internet browser. Please contact IIE (fulbrightdat@iie.org) if you are having technical difficulties with the application.

2. **Eligibility Questions** – When you start an application, you must begin by registering on the online application site. On the registration page there are questions that check your eligibility for the program. If you provide a response that does not fit with program eligibility requirements, you will not be able to continue with the application.

3. **Logging On** – In order to register to complete an application, you will need to provide basic personal information. Your email address will serve as your login ID for the application. If you have more than one email address, we recommend that you use your personal email address. The application system will send important emails that spam filters may block. Please add admin@datfulbrightteachers.org and fulbrightdat@iie.org to your safe list. <u>Be sure to type your email address correctly as you will not be able to edit it later.</u>

4. **Save Your Work** – We do not recommend completing the application in one sitting. You will be able to save your work by clicking on any of the "Save" buttons at the top and bottom of each screen. It is important to save frequently in order not to lose any application information. You can navigate among pages by using the "Save & Continue" button or the navigation links on the left side of the screen. Please remember to save your work prior to moving to another section or page, or prior to logging out of the application.

5. **System Timeouts** – For security purposes, **the application will time out if it is idle for 20 minutes**. Be sure to click "Save" periodically to ensure that you do not lose any of your work. *Typing on a page is not enough to prevent a time out*. *You must click "Save."*

6. **Text boxes with word counts** – There are a number of text boxes for longer answers and essay questions. The application system will only allow you to input or paste text up to the character count limit. We strongly recommend that you compose and edit your essays in a word processing program (such as Microsoft Word) and then copy and paste them into the application. Most sections of the online application will not support any special fonts, graphics or formatting, including bullets or other special features. We have indicated where you should use bulleted lists on the application.

   Helpful Information about Character Count: <u>The character count includes punctuation, spaces, and paragraph breaks</u>. The application character count may not exactly match the character count function in Microsoft Word or other word processing programs. If you exceed the application character limit, your text will be cut off. Below each essay text box you will see "Characters Remaining" and the number of characters still available for that text box. If you type directly into the text box, this number will count down as you type. If you copy and paste your essay from Word or another word processing program into the text box and you are within the character limit, "Characters Remaining" will update automatically. However, if you copy and paste text and you are over the character limit, "Characters Remaining" will update to zero and the characters that are over the limit will be deleted. You may need to shorten your text so that the system recognizes it as within the allotted character count.

INSTRUCTIONS FOR SPECIFIC APPLICATION SECTIONS

General:
- **Questions that require written responses:** Provide detailed, clear, and concise responses to your questions, particularly in the Application Questions section of the application. A best practice is to have several other individuals review your responses for clarity and conciseness before you submit your responses on the application.

- **Consistency across the application:** There are different sections of the application that relate to each other (for example, there several different types of questions that ask about professional development experience, as well as career goals) and it's important that you provide complete information in each section and not omit information in one question over another to ensure consistency. To ensure that your answers are consistent, reread your responses to all questions prior to submitting the application.

Specific Application Sections:
1. **Languages** – You may list up to three (3) foreign languages. If you speak more than three (3) other languages, please provide information for the languages that are most applicable to your country choice, followed by those in which you are most proficient.
2. **Program Preference** – In this section applicants choose the country and project to which they are applying for their DA Program. Applicants may only apply for one project and should be sure that the project number they select corresponds to the country selected. Project numbers are listed at the top of each project summary posted on the program website (www.fulbrightteacherexchange.org/program-opportunities-short-term)
3. **Family Travel** – In this section you will list family members who will reside with you abroad during your program (if applicable), should you be selected to participate. A spouse/partner and dependent children are welcome to accompany program participants. All family member expenses will be the responsibility of the participant.
4. **Application Questions** – There are seven questions in this section of the application. The first short essay cannot be longer than 400 characters including spaces. The remaining questions cannot be longer than 2000 or 3000 characters per essay including spaces. Please see the previous page for information on the recommended steps about enter text with character limits.
5. **Leave Authorization** – If you are applying for a project that takes place during the U.S. school year, you must have the school official who has responsibility for granting leave, typically the superintendent of your school system, complete the Leave Authorization form. This approval form must be printed in hard copy before submitting your application from the online system. The signed form must be returned to IIE via email at fulbrightdat@iie.org.
6. **References –** All references (not including the Leave Authorization form) should be submitted via the online application system. Please see the section REFERENCE INSTRUCTIONS below for more details.
7. **File Upload** – Applicants are required to submit certain documents as part of the application. Submit each required document as listed in the application before submitting your application.
8. **Submitting** – When you have completed the application to your satisfaction, you must go to the "Review and Submission" page. First, click "*Check Application*." If the system finds any errors, go to the necessary sections of the application to correct those errors, being sure to click "Save" to save your edits. Once all errors have been resolved, we recommend that you preview your application. The preview version will open as a PDF in a separate window, so make sure your pop-up blocker is turned off. Carefully read through everything to ensure that no mistakes have been made. **Once you have submitted your application, you will not be able to edit any information.** When you are satisfied with your application, read the "*Declaration*" carefully and click "*Submit Online Application*."
9. **Printing your Submitted Application –** You do not need to send a printed copy of your application to IIE or the partner organization (unless the partner organization requests this as part of their application process). We suggest that you print or save a copy of your completed application for your records as you will no longer have access to it once the deadline passes.

REFERENCE INSTRUCTIONS

Your application must include references from **three** (and only three) individuals who have known you in a professional capacity. **One of these references must be from your head school administrator (e.g., principal or headmaster)**. The other references can be from your department head/chair, colleague, etc.

References for all applicants must be submitted through the online application system. When you enter your reference's information and click "*Save and Send Email*," your reference will receive a system-generated email with his/her login information. Please think carefully about selecting your references and make sure to enter all information correctly before sending the email. Alert your references to look for the email, which will come from fulbrightdat@iie.org. As many email filters will divert this email to a spam quarantine box, we recommend that you ask the reference to add the fulbrightdat@iie.org email address to their 'safe senders' email list.

If your reference does not receive the email with their login information, you can log back into the application system **any time before submitting your application** and resend the email. Check the box next to their name and hit "*Re-Send Email*."

Notes about submission of reference forms:
- ❖ Please communicate with the individuals completing reference forms for you before entering their information into the application to alert them that the email with login information is coming. Because the reference login information will be sent via email, you must provide an email address for all references.
- ❖ Again, many email filters may route system-generated emails to a spam quarantine filter. We recommend that you ask your reference to add the fulbrightdat@iie.org email address to their 'safe senders' list.
- ❖ It is your responsibility to ensure that your references submit the online reference. Before submitting your application, follow-up with your references to ensure that they received the email with their login information.
- ❖ If your reference loses the automatically-generated email before completing the reference and you have not yet submitted your application, you can log back into your application, go to the "*References*" page, select the check box next to their name and click "*Re-Send Email*."
- ❖ All references must submit their comments in the online form; no supplemental reference letters will be accepted.

RE-APPLICANTS

Previous applicants are strongly encouraged to re-apply. The application for the Short-Term Program has changed since the 2016 program year so re-applicants must Create a New Application for the 2017 application cycle.

APPLICATION COMPLETION CHECKLIST

- ☐ Completed and submitted online application. This includes uploading all required documents (i.e. resume, transcripts) to the File Upload section in the online application.
- ☐ Leave Authorization form submitted via email to fulbrightdat@iie.org by the application deadline.
- ☐ Three (3) references submitted online by the application deadline.

Applicants must inform IIE of any changes to their application status including:

- ❖ Change of address, email or other contact information
- ❖ Change in employment, including termination, change of schools or change of position
- ❖ Change in teaching responsibilities
- ❖ Request to withdraw the application
- ❖ Change in school administration that may affect participation in the program

Submitted applications become the property of IIE and the Fulbright Program. No part of the application will be returned to the applicant.

If you have questions or need assistance, contact IIE at fulbrightdat@iie.org.