

Application Materials and Forms:

The entire application must be submitted electronically. The only exception is for graduate transcripts. You must scan and/or upload copies of letters of affiliation from institutions or individuals in the country to which you are applying.

You will need one set of official transcripts for all graduate work.

Filling out the application

Please review the instructions available once you sign up for the application online, <http://e-grants.ed.gov>. READ [Frequently Asked Questions for Students](#), and [Instructions for Student Applicants](#) that are part of the online application package. (Word doc and PDF versions available through <http://www.ed.gov/programs/iegpsddrap/applicant.html>, but page numbers are not referenced in this document).

Points 1-5 concern the budget, Item 25 in the application:

1. Rates for all international travel estimates and excess baggage allowances should be based on commercial jet economy high season rates. They may be obtained from your travel agent or air carrier. **U.S. flag carriers must be used whenever possible and must conform to the Fly America Act.** This means travel from the States to the country of research must be by the most direct route on US carriers, even if this is the most expensive route. Foreign carriers can be used within the country of research. If there is no US carrier that flies directly there, or to the country of research via another country, you must go as far as possible on US carrier. Do not base your travel budget on student ticket prices; use standard economy high season rates. Requests for excess baggage allowance must be justified. **Be sure to ask about revalidation fees and figure those into your budget. DDRA only pays revalidation fees if they are in your travel budget. Ordinarily you cannot ticket a return flight 12 months in advance. Therefore, most of you will have to ticket as far out as possible, and then re-ticket once the actual return date can be booked. Hence the revalidation fees.** If you are awarded a grant, you may purchase either a round trip or two one way tickets, but a return ticket must be purchased at the same time. Travel must be direct, no stops along the way are allowed.

You may propose an itinerary from Madison **or** from your permanent address. If you are uncertain, use the departure point that will require the **greater** transportation cost. **It is essential that you include all cities in which you plan to conduct research when submitting the original itinerary and in listing the maintenance stipends.**

2. Compute the maintenance stipend for you and your dependents using the Fulbright-Hays Maintenance Allowances provided in the application, or use the link to Fulbright-Hays Maintenance Allowances on the web site. Unless you are **certain** that your project will require less than a year, we suggest that you apply for the maximum amount of time (12 months). The minimum period is 6 months. Please note that there may be some modification of these allowances at a later date. A dependent's allowance

may be claimed **if the individual accompanies the grantee to the research site and if the fellowship holder provides over 50 percent support during the entire research period.**

3. Funds for a project allowance **including local travel** must be included in your budget. Review the instructions for **Item 25d**, and list all anticipated allowable expenses. Particular attention will be paid to the justification for this allowance. Although the amount for the project allowance might be lowered by US/ED, it will never be increased over what you request, so **do not underestimate your needs**. You cannot charge hard equipment (computer, camera, recording equipment) to the grant.
4. The program will pay for health and accident insurance for you; you may request the cost of 13 months coverage for a 12 month study proposal. We suggest you budget **\$1000** for health and accident insurance. You must pay for any dependents' health insurance, this cannot be paid for out of grant funds. As of 2001 you are required by the U.W. Board of Regents to purchase an insurance plan through CISI; see http://www.bussvc.wisc.edu/risk_mgt/study_abroad.html for information; you would be enrolling as an individual, not as part of a formal group. This plan costs less than what we suggest you budget for.
5. Item 26: Enter your name and the date; Item 27, Advisor review: The name and date of your advisor should be entered after s/he has reviewed your budget and proposal. No signatures are required at this time, but could be required at a later date.
6. Item 29 Proposal: The text of your proposal is limited to **10 double-spaced pages of size 12 or larger font (no smaller than 10 pitch [characters per inch] with one inch margins**; you may append **2 extra pages** of bibliography to the 10 pages. The page specifications can be found in online under "Closing Date Notice." Acceptable fonts are also specified here. US Dept of Education will remove from the competition any application that does not conform to the format specifications or that exceeds page limits.

If you or your advisor have any concerns that your topic or methodology might be considered politically sensitive in the country of research, please ask the Fellowships Advisor to check with the Department of Education.

TO ACTIVATE AN AWARD, YOU WILL NEED TO ACQUIRE A RESEARCH VISA FOR EACH COUNTRY INVOLVED IN YOUR STUDY. IT IS TO YOUR ADVANTAGE TO FIND OUT EARLY ON WHAT THE PROCEDURE WILL ENTAIL.

7. Read the **selection criteria** under Information in the Closing Date notice online and address these points in your proposal. A copy of the Technical Review Form (which will be completed by members of the review panel for the Department of Education) is available online in the application materials under Documents and Instructions.

8. Human Subjects narrative: **This is required**; it is a narrative you write based on the “Human Subjects Clearance Narrative Instructions” under Documents and Instructions. This will have definitions of what types of research require human subjects clearance. Every grantee will be required to go through the appropriate IRB board on campus before grant money will be disbursed. You DO NOT need to go through human subjects clearance at this time. You DO have to submit to me in Word doc form (via email) a human subjects narrative. This can be short and to the best of your ability. No decisions to award or not award a grant will be based on this narrative. If you have already been through human subjects review on campus, please send me the Notice of Action electronically; this will suffice for the time being, but Human subjects clearance will still be required for the exact project described in your application proposal.

If you have any questions or problems completing this application (OTHER THAN problems with aspects of the electronic application; for these you must use the help desk for the e-grants system), contact the Fulbright Program Advisor, Dr. Erin Crawley in the Fellowships Office 328 Ingraham Hall, fellow@intl-institute.wisc.edu, 608-262-9632.