

Fulbright-Hays Faculty Research Abroad (FRA) Program Internal Guidelines

Award and Eligibility

The Department of Education's (DoED) Fulbright-Hays Faculty Research Abroad (FRA) Award supports research abroad in modern foreign languages and area studies. This program is entirely different from the Fulbright Program that is administered by the Institute for International Education (IIE) and supported by the Department of State. All interested faculty must meet the following eligibility requirements in order to apply:

- Be a citizen, national or permanent resident of the U.S.;
- Employed by an institution of higher education;
- 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;
- Proposes research relevant to his or her modern foreign language or area studies specialization, which is not dissertation research for a doctoral degree;
- Possesses sufficient foreign language skills to carry out the proposed research project;
- Must be in "Non-Western Area Studies;"
- Not applying to conduct research in a Western European country, unless the proposed research is in non-western studies but at an institute or archive in Western Europe that specializes in such studies.

Expenses Covered by the Award:

- Roundtrip airfare expenses to and from the residence of the fellow and the country or countries of research;
- Maintenance stipend for the fellow related to his or her academic year salary;
- An allowance for research-related expenses overseas, such as books, copying, tuition and affiliation fees, local travel and other incidental expenses.

Preparing your Application

The Fulbright-Hays application must be submitted on-line via the DoED's application portal at <http://e-grants.ed.gov>. Due to unanticipated system delays and/or overwhelming traffic, we strongly advise beginning the application as early as possible. Moreover, application submission must be coordinated with our Office of Sponsored Programs (OSP), who will require at least one full week to review the application and supporting materials.

Once you are certain that you wish to participate in the competition, please do the following:

- E-mail Maria Snyder at GSASGrants@georgetown.edu with your full name, departmental affiliation(s), the title of your research project, and the country or countries you wish to visit to conduct field research.
- Go to <http://e-grants.ed.gov> and create an account. You will not be able to view the application without first establishing an account.
- Be cognoscente of the Graduate School's internal deadline, which is normally two to three weeks in advance of the DoED's submission deadline.

Application Components:

- **Curriculum Vitae:** Your curriculum vitae may be in a bullet point or narrative format. Page limit not specified, although we would recommend a 3-page maximum.
- **Electronic Language Reference for each language of research:** Be sure to e-mail your language reference forms to each of your testers as soon as you access the e-grants.ed.gov application system. It is the applicant's responsibility to arrange for the language evaluation to be done by an individual with expertise in the language, preferably a faculty member in the languages.
- **Electronic Institutional Support Statement:** Be sure to e-mail your Institutional Support Statement to your referee as soon as you access the e-grants.ed.gov application system. If possible, we highly recommend having her/him submit their letter by the Graduate School's internal deadline rather than the DoEd's application deadline. **It is your responsibility to confirm that the letter has been submitted.**
- **Health Statement:** You will need to schedule a health visit/physical with your health provider before you submit an application. Before your visit, print out a copy of the health statement section (from the on-line application) and then have your physician/nurse practitioner confirm your health status and sign the form. The information should then be placed into the on-line application, and the original signed form submitted to the Graduate School **before** your application is submitted to the DoEd via the e-grants.ed.gov system. We will keep the signed health statement on file in the event you receive the award.
- **International Travel/Excess Baggage:** To estimate the cost of your international travel, you should consult a variety of resources such as: on-line consolidators (such as Expedia.com, Travelocity.com, etc.), U.S. airline carrier web sites, your own personal travel agent (if applicable), or [West End Travel](http://www.georgetown.edu/finaff/procure/vendor_info/West_End_Travel/west_end.htm) (http://www.georgetown.edu/finaff/procure/vendor_info/West_End_Travel/west_end.htm), the University's preferred travel agency. Be sure to request the round trip commercial high season rate, not the "cheapest possible rate." When scheduling your flight, please be cognoscente of the "Fly America Act," which mandates that all federal employees or individuals sponsored by federal grants must use a U.S. carrier or affiliated international partner while traveling on federal government business and/or using federal funds. Moreover, it further stipulates that you select the least expensive, coach fare available. You also will need to make allowances for excess baggage, which is best done in consultation with a travel agent or airline company; or estimate based on your needs, while keeping in mind that in past years 50 lbs. of excess baggage has been considered standard by the DoEd.

- **Maintenance and Dependent's Allowance:** Refer to the charts in the on-line application package to determine the respective allowances, per country, for yourself and your dependents. In doing so, please bear in mind that **you can request dependent allowance only if the individual(s)--spouse or child--will be with you for the full duration of your research abroad**; if at any point they are not, you must forfeit your right to these funds.
- **Project Allowance:** Be sure to make a generous but reasonable estimate of your expenses in the categories indicated. If you request money for tuition abroad, it is your responsibility to determine what the tuition is; however, the program does not cover payment of tuition in the U.S.
- **Project Description and Bibliography:** The project description should be no more than 10 pages (8.5" x 11" and no more than 1" margins on all sides) in length, double-spaced and single-sided, and the bibliography to the equivalent of no more than two pages (8.5" x 11" and no more than 1" margins on all sides) double-spaced and single-sided. Charts, tables, figures, graphs, titles, headings, foot- and end-notes, quotations, bibliography, and captions. Moreover, the DoED also strongly advises that you use a 10-point font for charts, tables, figures, graphs, footnotes and endnotes; and adhere to a 12-point (or larger) font for the project description and bibliography. Acceptable fonts include Times New Roman, Courier, Courier New, or Arial. **If you deviate from these requirements, your application will be denied.** In writing up your project description, bear in mind the evaluation criteria outlined below and included in the official application on the Federal Register:
 - Quality of the Proposed Project (Maximum of 60 points, 10 points each):
 1. The statement of major hypotheses to be tested or questions to be examined and the description and justification of the research methods to be used.
 2. The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the discipline.
 3. The preliminary research already completed in the U.S. and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries.
 4. The justification for overseas field research, and preparations to establish appropriate and sufficient research contacts and affiliations abroad.
 5. The applicant's plans to share the results of the research in progress with scholars and officials of the host country or countries and the American scholarly community;
 6. The objectives of the project regarding the sponsoring institution's plans for developing or strengthening, or both, curricula in modern foreign language and area studies.
 - Qualifications of the Applicant (Maximum of 40 points, 10 points each):
 1. The overall strength of the applicant's academic record (teaching, research, contributions, professional association activities).
 2. The applicant's excellence as a teacher or researcher, or both, in her or his area or areas of specialization.

3. The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers.
4. The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's previous overseas experience, or documentation provided by the sponsoring institution, or both.

The reviewers will be evaluating your application based on the above criteria. Therefore, we strongly recommend that you address these issues in a clear and succinct manner.

- **Research Permissions and Invitations for Host Institutional Support:** It is important that you secure letters of invitation (e-mails are acceptable) from any host institutions, archives or libraries before you finalize your application. The DoED will want to know that you have this support, and it is strongly recommended that you make note of these affiliations in your project description. Moreover, if you are successful with the application, you will need to provide proof of the invitations/permissions before travel funds can be released.
- **Administrative Fee:** An administrative fee of \$100 will be provided to the Graduate School for administration of the award.

Materials to Submit to the Graduate School by the Campus Deadline

- A hard copy of your application materials: we strongly recommend that you meet with us to go over your application materials, particularly the narrative (project description) and curriculum vitae. We are happy to do this well in advance of the internal deadline, but would ask that you 1) let us know well in advance that you would like us to review the narrative, and 2) manage your time accordingly to accommodate any additional edits and/or system delays. Once you have completed your e-Application (e-grants.ed.gov) in its entirety and are comfortable with your narrative (project description), submit it to the "Project Director" via the e-grants.ed.gov system; this will release your application to the Graduate School, which will allow us to review it before submitting it to the DoED. Once the application is submitted to us for review, you will be unable to access it again without permission from the Department of Education.
- Make sure your referees and language testers have submitted their respective materials via the e-grants.ed.gov system by the Graduate School's internal deadline.
- Have completed your original copy of the "Health Statement" signed by a physician or nurse practitioner. This will be kept in your file in the event you are awarded funding.

Complete information regarding the Fulbright-Hays FRA Program can be found on the [DoED site](http://www.ed.gov) (www.ed.gov).