

OMB No. 1840-0005
Exp. Date 07/31/2010

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 35 hours for the student respondent and 40 hours for the project director per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: DDRA Program, IEPS/OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., (1990 K Street, N.W. 6th Floor) Washington, DC 20202-4651.

Guidelines for Students

There are two parts to this application. The first section contains information and forms for the institution of higher education (institution). The second section contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the U.S. Department of Education's (US/ED) e-Application system. This system may be accessed at <http://e-grants.ed.gov>. Both the student and the institution must complete their portions of the application correctly and submit via e-Application. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Closing Date Notice, and follow the instructions in order to submit a timely and complete application to US/ED.

The institution must appoint a Project Director. The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This person is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

A student should:

- Read the entire application package carefully.
- Contact his/her university's Project Director as soon as possible, to inform him/her that he/she will be submitting an application.
- Register in the e-Application system as a student, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays. Remind his/her reference writer of the internal deadline set by the institutional project director.
- Submit his/her completed application via the e-Application system well in advance of the Closing Date. (It is a good idea for a student to contact the Project Director and let him/her know when the student has submitted his/her application)
- Confer with the Project Director before the Closing Date to ensure that all portions of the application were submitted successfully, and no changes need to be made.

- 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 Closing Date. The instructions regarding Human Subjects Research are located in the Instructions for ED Supplemental Information for SF 424 on page 95 of this application booklet.
- Obtain an official copy of his/her graduate transcripts and deliver it to the Project Director before the Closing Date.

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 Doctoral Dissertation 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 and its territories. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date contained in this application.

For a complete description of the program, consult the US Department of Education Regulations 34 Code of Federal Regulations Part 662.

Eligibility Requirements

To be eligible to receive a fellowship under the DDRA Program, a student must:

1. (a) Be a citizen of the United States; or
(b) Be a permanent resident of the United States;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation, or who plan to apply language skills (in world areas vital to US national security) and knowledge of these countries in the fields of government, international development, and various professions; and
4. Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

Note: Students may not accept certain grants in the same fiscal year that they receive a US/ED Fulbright-Hays grant. If a student accepts both a US/ED Fulbright-Hays grant and another grant, it may be necessary for the student to choose which grant to accept, or to negotiate a cost-sharing arrangement, so that funding is not duplicated. Student applicants who have received support for more than 6 months under the DDRA Program are not eligible to re-apply.

Instructions for Students - Fulbright-Hays Application Form

In order that each individual applicant is properly evaluated in accordance with the published procedures, eligibility requirements, and evaluation criteria, each individual scholar applying for the Fulbright-Hays fellowship must complete this electronic form.

Item 1-4: Self-explanatory

Item 5: Select the name of the institution through which you are applying. If your institution does not appear on this drop-down list, please contact your project director. Only institutions whose project directors have registered in e-Application appear on this list. Please ensure that you choose the right

campus (i.e., University of Texas at Austin, University of Texas at Brownsville, etc.). A student planning to conduct dissertation research must apply to the DDRA Program through the university in which he/she or she is enrolled in a doctoral program.

Items 6-7: Self-explanatory

Item 8: Indicate all countries in which you plan to conduct research with Fulbright-Hays Doctoral Dissertation Research Abroad support. If successful, these are the only countries you will be approved to conduct research in.

Item 9: Indicate all the foreign languages to be used in your research during the fellowship period and obtain a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. If English is the language of research, you must list it here, but a Foreign Language Reference Form is not required. Please see criteria 3 under Qualifications of the Applicant.

Item 10: Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as July 1 for students, provided: a US/ED Grant Award Notification has been executed; travel has been approved; the appropriate research clearances and research visas have been secured by the individual scholar; and, if requested, human subjects research clearance has been obtained. All research and travel must be completed by December 31 of the year following the year in which the grant is made.

Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

Item 11: Indicate the date on which you were or will be advanced to candidacy for a doctoral degree. An applicant must be advanced to candidacy by the time his/her or her overseas research begins, but not necessarily at the time of application.

Note: Fellowships are from 6 to 12 *consecutive* months in the field. Fellows may not leave their research sites for the duration of the research period, except in cases of family or medical emergencies. Fellows have 18 months in which to schedule their research periods. Family events such as weddings or anniversaries, or academic events such as conferences or presentations, should be taken into account by the fellow when planning his or her research.

Item 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 in the program-specific regulations.

Item 14: Self-explanatory

Item 15: Note that doctoral candidates planning careers other than teaching are eligible to apply.

Item 16: Self-explanatory

Item 17: Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted as well as institutional and individual affiliations.

Item 18: Self-explanatory

Item 19: 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 20-21: Indicate whether you are in default on any U.S. Department of Education Student Financial Assistance loan, U.S. Department of Education grant or any other Federal loan.

Item 22: Indicate all previously held fellowships.

Item 23: Indicate current applications for other fellowships. (Note: please see **Important Note Regarding Host Country Research Clearances** on Page 51)

Item 24: Enter the name, address and telephone number of the physician or certified nurse practitioner, and the date of recent physical exam. This is to ensure that the applicant is physically capable of carrying out the proposed research project. Do not send a separate medical evaluation.

Actual signatures may be requested at a later date.

Item 25a: List, starting with the airport closest to your address, all points of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested.

All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers and should also include baggage fees. 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 Award Notification. 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" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution.

All travel paid for with grant funds must be in accordance with the **Fly America Act** (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available, regardless of cost. In cases of "code-share" tickets between an American and an overseas carrier, the name and flight number of the American carrier, rather than those of the overseas carrier, must be displayed on the airline tickets. Travel must be approved by the Education Program Staff, US/ED before a fellow departs. No support for dependents' travel is provided.

Item 25b: Enter the maintenance stipend for all countries of research utilizing the information provided in the link to **Fulbright-Hays Maintenance Allowances**. Allowances from other than personal sources (e.g. fellowships) which duplicate benefits received under this program will be deducted from the fellowship. Adjustments will also be made in cases where other organizations assume all or part of a fellow's maintenance costs.

Item 25c: A dependent means any of the following individuals who will accompany you to your research site and for whom you will be providing over 50 percent support during the entire overseas research period:

a. spouse of program participant ; The word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife. These definitions are found in 1 USC Section 7, commonly known as the "Defense of Marriage Act" and apply to all federal programs; or

b. children unmarried and under 21 years of age.

Note: Dependents must accompany the researcher for the entire research period in order to be eligible for an allowance.

Enter the dependents' allowance by referring to the **Fulbright-Hays Maintenance Allowances**.

Item 25d: Compute and justify in detail your needs for this allowance that may include expenses such as books, copying, tapes, film, travel within host countries, affiliation fees, etc.

This allowance does not cover any visa fees, expenses of passports including photographs, equipment costs (laptops, digital cameras, recorders, etc.), research or transcription assistants, language tutoring, tuition or fees that might be required by the American grantee institution, or medical expenses such as malaria pills or vaccinations.

Item 25e: The Department of Education will include sufficient funds to enable an institution to purchase basic health and accident insurance for each student fellowship recipient only. The university may use its discretion whether to use a university-contracted carrier or a student-contracted carrier. Compute the amount requested utilizing group rates of university-contracted carriers for coverage overseas. The amount requested for insurance must be prorated to reflect only the student's time in the field.

Item 25f: Fixed \$100 administrative fee paid to institution.

Item 25g: This will be the sum of 25a-f.

Item 26-27: Self-explanatory

Item 28: The curriculum vita must be uploaded into the e-Application system. It 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 29: The application narrative must be uploaded as an attachment into the e-Application system. **Please note the page limitations specified in the Closing Date Notice.**

You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. It is advised that the applicant review the Technical Review Form provided and write their narrative in a way that answers all questions thoroughly. Do not leave out answers for any questions. Please note 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 narrative:

- a. Host country political sensitivities and interests
- b. Feasibility of research
- c. Safety and security concerns
- d. The use of English that 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 or unfeasible by the US Embassy or Fulbright Commission in the host country. It should also be noted that the U.S. Department of Education will not submit to the host country "dummy" proposals (i.e., proposals that do not accurately reflect the research purpose in the hope of avoiding difficulties with host country acceptance of the proposal).

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. Student applicants must initiate an e-mail to their referring specialists via the e-Application system. Upon receipt of this e-mail, the reference will be able to access the e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via e-Application. Do not submit your references directly to US/ED, as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director.**

A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted.

Instructions for Fulbright-Hays Graduate Student Reference Form

One of the three personal references must be obtained from the student's dissertation advisor. Student applicants must initiate an e-mail to their references via the e-Application system. Upon receipt of this e-mail, the reference will be able to access the e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for

transmittal to US/ED via e-Application. Do not submit your references directly to US/ED as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director.**

Instructions for Assembly, Duplication and Transmission

You must check with your institution to determine if your institution will be submitting all applications via e-Grants, 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.

Upon submittal via e-Application, students' applications will become available to their university's Project Director for review and transmittal to the U.S. Department of Education. **Only the Project Director is able to submit the application to the U.S. Department of Education.** A completed student application should contain the items specified below:

- Fulbright-Hays DDRA Application Form
- Curriculum vita
- Application narrative
- Application bibliography
- One Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referring specialist via e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via e-Application
- Graduate Transcripts submitted to your Project Director
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to e-Application. **LETTERS OF AFFILIATION MAY NOT BE MAILED.**

A complete institutional application to the DDRA Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs* (SF 424B); *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the US/ED via e-Application, in accordance with the guidelines published in the Closing Date Notice. University Project Directors must mail transcripts separately to: DDRA Program, U.S.

Department of Education, 1990 K St., NW, 6th floor, Washington, DC 20006-8521. Transcripts must be postmarked by the deadline date. **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.**

Important Note Regarding Host Country Research Clearances

When Fulbright Commissions or other overseas organizations apply for host country clearance for a DDRA fellow's project, US/ED expects that the organization will use the proposal submitted to USED by that fellow for the DDRA 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 US/ED that was reviewed and scored by US/ED peer reviewers according to the DDRA program's selection criteria, and has undergone US/ED review procedures. This review process is the basis of

US/ED funding decisions, which are approved by officials throughout the Department. US/ED understands that the proposals that students 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 US/ED. US/ED can only be responsible for funding the projects submitted under the DDRA program.

US/ED urges fellows 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.