

Archived Information

Access to the World and Its Languages

INTERNATIONAL EDUCATION PROGRAMS SERVICE

**Fulbright-Hays
SEMINARS ABROAD PROGRAM**

Fiscal Year 2010 Application Materials

CLOSING DATE: October 9, 2009



CFDA No. 84.018A

OMB No. 1840-0501

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U.S. Department of Education
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**Application for New Awards under the
Seminars Abroad (SA) Program
Table of Contents**

	Page
Dear Applicant Letter	2
Background Information	3
Primary Fields for Participation	5
e-Application Submission Procedures	7
Important Information for Applicants	11
Instructions for Fulbright-Hays Application Form	12
Application Form Part A	13
Technical Review Criteria	14
Essay Question #1 – Curriculum Vitae.....	15
Essay Question #2 – International Experience	16
Essay Question #3 – Demonstrated Need	17
Essay Question # 4 – Project Plan & Implementation	18
Reference Form B – 1	19
Reference Form B - 2.....	20
Reference Form B - 3.....	21
Supplemental Application Instructions.....	22
Assurances - Non Construction Programs	25
Certification Regarding Lobbying	27
Disclosure of Lobbying Activities	28
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion	30
Certification of Eligibility.....	31
Government Performance Results Act.....	32
Important Notice to Prospective Participants	33
Fulbright-Hays Seminars Abroad Terms & Conditions	34
Information on the Privacy Act.....	37
Application Checklist.....	38

Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Seminars Abroad (SA) Program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

The SA Program supports short-term study and travel seminars abroad for U.S. educators in the social sciences and humanities for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries.

This letter highlights a few items in the Fiscal Year (FY) 2010 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the SA Program is accessible at the U.S. Department of Education Web site at:

www.ed.gov/programs/iegpssap/index.html

The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures detailed in the SA application and qualify for one of the exceptions to the electronic submission requirement. The requirements for obtaining an exception to the electronic submission have changed. If you think you may need an exception you are urged to review the requirements promptly. Applications submitted late will not be accepted. **We suggest that you submit your application several days before the deadline date of October 9, 2009.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

A program officer is available to provide technical assistance if you have any questions after reviewing the application. Please refer to the introduction that follows for the names and telephone numbers of the contact persons.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

Alan J. Schiff
Acting Deputy Assistant Secretary
Higher Education Programs

BACKGROUND INFORMATION

The J. William Fulbright Foreign Scholarship Board

The J. William Fulbright Foreign Scholarship Board has the overall responsibility for managing the Fulbright Program worldwide. The Board is composed of twelve members drawn from academic, cultural and public life who are appointed by the President of the United States. Their job is to set and interpret policies related to the administration of the Fulbright Programs, to approve the final selection of all Fulbright grantees and participants, and to supervise the conduct of the program both in the U.S. and abroad.

The Seminars Abroad Program

The Seminars Abroad Program, authorized by the Mutual Educational and Cultural Exchange (Fulbright-Hays) Act of 1961, provides opportunities for qualified U.S. educators to participate in short-term seminars abroad mainly on topics in the social sciences, social studies and the humanities.

The purpose of the program is **to help U.S. educators/administrators in humanities, languages, and/or area studies** to enhance their international understanding and increase their knowledge of the people and culture of another country through study abroad. **This program is designed for educators with limited or no experience in the host country (ies).** Upon their return, participants are expected to share their broadened knowledge and understanding of the host country (ies) with students, colleagues, civic and professional organizations, and the public in their respective home communities.

All seminars are composed of a pre-arranged, structured academic phase and a group travel phase. Due to the group nature of the seminar and the requirement that participants attend all scheduled activities, participants will not have time to engage in extensive individual research. The seminars' schedules provide only a limited amount of free time for participants to gather information related to their individual curriculum projects or other projects related to their current teaching responsibilities.

PROGRAM GUIDELINES

Eligibility Requirements:

In accordance with the Policy Statements of the J. William Fulbright Foreign Scholarship Board, the basic eligibility requirements are:

1. Citizenship - must be a citizen of the United States or a permanent resident.
2. Academic Preparation - must hold at least a bachelor's degree from an accredited college or university.
3. Professional Experience - (1) must have at least 3 years of full-time experience - by the time of departure for the seminar; (2) must be currently employed full-time in a U.S. school system, institution of higher education, Local Education Agency, State Education Agency, library, or museum. Teaching as a graduate, teaching assistant or student teacher is not applicable toward the three years of required full-time

- professional experience; (3) must be currently employed full-time in a teaching position at the level for which the candidate is applying.
4. 50% Rule – Applications are accepted from those who teach two half-time permanent positions in two different institutions, teaching at the same or similar education levels. You must provide documentation that both positions add up to the equivalent of a full-time position.
 5. Health –The candidate must be physically and psychologically able to participate in all phases of the seminar. Award recipients must provide a physician’s statement to reflect participants’ readiness for travel.
 6. Suitability and Adaptability - The applicants’ suitability and adaptability are assessed through the evaluation criteria and letters of reference.

Curriculum Project and Final Report

Any applicant who has participated in the Fulbright-Hays Seminars Abroad or Group Projects Abroad program (s) and has not completed the program requirement of a curriculum project and final report will have their application deemed ineligible.

All applications are reviewed and evaluated according to their *first choice* unless an applicant is deemed ineligible for his or her first choice. **Applicants are encouraged to list a second choice when applying. If an applicant selects a second choice and does not discuss the selection in the essay questions, points will be deducted.**

If too few applications are received for a given seminar that seminar will be cancelled. Applicants who have selected a cancelled seminar as their first choice will be reviewed for their second choice, if the applicant lists a second choice. If they meet the qualifications for those seminars, they will be selected to participate in either their second choice.

If a seminar is cancelled, you will be considered for your second-country selection. However, you will not be given priority over an applicant who has listed that country as their first selection and has a competitive score. You will be evaluated with the entire grouping of applications, based on your second-choice selection and the score given by the reviewers.

Program Requirement

Participants in the SA program must complete a curriculum project, which must be submitted to the **Fulbright Commission or other agency administering the seminar and the Department of Education**, 90 days after the conclusion of the seminar.

Ineligibility Factor

Those individuals who have participated in the Fulbright-Hays Seminars Abroad Program, Group Projects Abroad Program or the Japan Fulbright Memorial Fund must wait two summers before they are eligible to participate a second time; i.e., those individuals who participated in a seminar or group project in 2008 or 2009 are not yet eligible to reapply.

Primary Fields for Participation

**This list is not exhaustive. It is intended to provide applicants with a general idea of the kinds of fields/disciplines where there is a major focus in the Seminars Abroad Program.*

ARTS and HUMANITIES

- Archaeology
- Area Studies
- Art History
- Classics
- Comparative Literature
- Creative Writing
- English Language & Literature
- English as Second Language (ESL)
- Folklore, Folklife
- Foreign Languages & Literature
- History
- Less Commonly Taught Languages
- Linguistics
- Music Performance, Theory, Composition, & Literature
- Philosophy
- Religion
- Speech, Rhetoric, & Debate
- Studio Arts & Photography
- Television, Film, & Cinematography
- Theater Arts, Playwriting, Screenwriting, Acting, & Dance

SOCIAL SCIENCES

- Anthropology
- Communications & Media
- Computer Science
- Economics
- Environmental Science
- Ethnic & Cultural Studies
- Financial Theory
- Geography
- Health
- International Business
- International Relations

- Political Science
- Psychology
- Public Policy & Public Administration
- Social Work
- Sociology

Disciplines for which there is not a primary focus

- Accounting
- Counseling
- Engineering
- Math (Calculus, Trigonometry, Algebra, Statistics)
- Science (Biology, Chemistry, Physics)

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
e-Application Submission Procedures and Tips for
Applicants
<http://e-grants.ed.gov>

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department's of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - Add Application Package to your Start Page. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - Begin the Application. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - Fill out Forms. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - Upload File(s) for Narrative Responses. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - Verify Information/Print Application. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 - Submit your Application. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page). Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

Other Submission Tips

SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 on the deadline date, the e-Application system will not accept it.

- 2) If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

- 3) Dial-Up Internet Connections - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters

including in the file names) could result in difficulties opening and processing a submitted application.

3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

IMPORTANT INFORMATION FOR APPLICANTS

To access an electronic copy of the application please go to our website:
www.ed.gov/programs/iegpssap/index.html

For answers to program related questions please contact the program officers:

Program Officer (Primary Program Contact)

Carly Borgmeier

202-502-7691

carly.borgmeier@ed.gov

Program Officer

Tanyelle Richardson

202-502-7626

tanyelle.richardson@ed.gov

Program Analyst

Michelle Ward

202-502-7623

michelle.ward@ed.gov

PLEASE NOTE:

ALL APPLICANTS WILL BE NOTIFIED OF THE RESULTS OF THE COMPETITION
NO EARLIER THAN LATE **MARCH**

INSTRUCTIONS FOR FULBRIGHT-HAYS APPLICATION FORM

1. Applicant's Basic Data

- A. Enter name: LAST, FIRST, M.I.
- B. Select one form of address
- C. Enter permanent address
- D. Enter home phone number- please do not list cell phone unless that is your only non-work telephone
- E. Enter date of birth: MM-DD-19YY
- F. Please enter city and state or city and country
- G. Enter your non-work email
- H. Please select at least one country. You may wish to select a second country, but it is not required. If you select more than one country it must be within the same educational cluster. If you select one country from elementary education, the second one, if you select a second one, must also come from elementary education. You cannot select a country from a different education cluster.
- I. **Elementary Education Cluster (K-6)** - Please select one or more of the countries listed for elementary education if you teach or administer in an elementary school.
Secondary Education Cluster (7-12) - Please select one or more of the countries listed for secondary education if you teach or administer in a secondary school. If you are a middle school or junior high school teacher or administrator who teaches any of the grades between 7th and 12th, you should select a country or countries from this cluster.
Postsecondary Education Cluster - Please select one of the three countries listed for postsecondary education. If you teach or administer at a two or four year public/private institution, you can select this option.
- J. U.S. Citizen/Permanent Resident: Please select YES or NO
- K. Respond only if Veteran's Status applies to you
- L. Please enter the name: LAST, FIRST, M.I., telephone and home address of the person our office should contact should an emergency arise.

2. Previous Fulbright-Hays or Fulbright Memorial Fund

If you participated in Fulbright-Hays in 2008, you are not eligible to apply again. If you participated in a Fulbright Memorial Fund in the spring of 2008 or earlier you are now eligible to apply. Please see the Frequently Asked Questions (FAQs) for more information on this topic.

3. Present Employment

Please enter the number of years in present position (current location). Check full time or part time.

Please enter the start date for your current position, the name of the institution, complete address for the institution, telephone number, including extension, fax number, and work email. If you have more than one or a joint position please list the first half on the form and list both on your CV.

Please select the appropriate academic level taught/administered.

**U.S. Department of Education
Washington, DC 20006**

APPLICATION FOR FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM
(P.L. 87-256, as amended)

PART A. APPLICATION INFORMATION

FORM APPROVED
OMB NO. 1840-0501
EXPIRATION DATE:

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 1840-0501. The time required to complete this information collection is estimated to average three hours per response, including the time to review instruction, 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 estimate 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 International Education and Graduate Programs Service, U.S. Department of Education, 1990 K Street, NW – 6th Floor, Washington, DC 20006-8521.

1. Applicant's Basic Data (please print or type)

A. Name: _____ **B. Mr. Mrs. Ms. Dr.**
(Last) (First) (M.I.)

C. Home Address: _____
(Number and Street including Apt. #)

(City) (State) (Zip Code)

D. Home Telephone: _____ **E. Date of Birth:** __ - __ - 19__ **F. Place of Birth:** _____

G. Home email: _____

H. Seminar Preference Elementary Education	Seminar Preference Secondary Education	Seminary Preference Postsecondary Education	I. US Citizen/ Permanent Resident <small>Please Circle YES NO</small>
First Choice	First Choice	First Choice	J. Veteran's Status <input type="radio"/>
Second Choice (optional)	Second Choice (optional)	Second Choice (optional)	

K. Emergency Contact

Name: _____ **Telephone:** _____
(Last) (First) (M.I.)

Home Address: _____
(Number and Street including Apt. #)

(City) (State) (Zip Code)

2. Previous Fulbright- Hays or Fulbright Memorial Fund

Title of Grant/Award	Host Country	Date of Award (month/year)
_____	_____	_____

3. Present Employment

Number of years in present position _____ **Full Time** _____ **Part Time** _____

A. Position/Title Date of Employment: __ __ __

Name of Institution/School: _____
 Address _____

Telephone Number: _____ Fax Number: _____ Work E-mail: _____

Academic Level Taught (Please check the appropriate academic level)

Elementary School _____ Middle School _____ Secondary School _____

Postsecondary (2yr.) _____ Postsecondary (4yr.) _____

Curriculum Specialist _____ Other: _____

Technical Review Criteria

You will be evaluated by the following selection criteria.
Please complete the following pages to the best of your ability.

1. Curriculum Vitae	15 points
2. International Experience	15 points
3. Demonstrated Need	30 points
4. Project plan and implementation	30 points
5. References	10 points
Total	100 points

Evaluation Criterion: Curriculum Vitae: This section is worth 15 points.

1. PLEASE INCLUDE A COPY OF YOUR Curriculum Vitae (C.V). Your c.v. should contain the following pieces of information: current position, previous experience, professional initiatives, honors, awards, and involvement in educational/professional organizations, and impact in and beyond the classroom. Please be sure to include your passport information: Name as it appears on your passport, date of issue, date of expiration, and place of issue. Please limit your CV to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered.

Evaluation Criterion: International Experience: This section is worth 15 points.

2. PLEASE COMMENT ON YOUR ABILITY TO LEARN FROM INTERNATIONAL AND/OR INTERCULTURAL EXPERIENCES THAT YOU HAVE HAD. Please limit your essay to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered. **All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.** (Relevant background includes travel, formal study, demonstrated ability to adapt to/with new cultures- Does not have to be an overseas experience.)

Evaluation Criterion: Demonstrated Need: This section is worth 30 points.

3. EXPLAIN YOUR NEED FOR THIS OVERSEAS EXPERIENCE AND WHY YOU WANT TO PARTICIPATE IN THE SEMINAR (S) YOU SELECTED. Indicate why you require greater knowledge of the host country (ies) by traveling overseas. Include a discussion on what aspects of the society (ies) you are interested in learning about. You must demonstrate a direct connection between the seminar and your current teaching and/or administrative responsibilities. Please limit your essay to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered. ***All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.***

PLEASE ADDRESS BOTH COUNTRY CHOICES

Points will be deducted for not discussing countries listed on Applicant Information Page

Evaluation Criterion: Project plan and implementation: This section is worth 30 points.

4. DESCRIBE HOW YOU PLAN TO INCORPORATE THE SEMINAR EXPERIENCE INTO YOUR PROFESSIONAL WORK TO ENHANCE INTERNATIONAL, INTERCULTURAL UNDERSTANDING. (such as teaching, curriculum development, and outreach activities). Please limit your essay to no more than three pages. Any piece of the essay that exceeds the three page limit will not be considered. ***All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.***

PLEASE ADDRESS BOTH COUNTRY CHOICES

Points will be deducted for not discussing countries listed on Applicant Information Page

5. Reference Forms- Part 1
Evaluation Criterion: This section is worth 10 points.

Applicant Name: _____

First Country Choice: _____

Suitability and adaptability for participation in a seminar abroad.

PART B-1. SUPERVISOR REFERENCE FORM FOR APPLICANT

Is the applicant a full time teacher, administrator, faculty, or staff member? Yes No

Please draft a letter responding to the following criteria for the applicant:

- Knowledge of specific field
- Ability to work with colleagues, including those with differing views, and or different backgrounds
- Ability to communicate effectively
- Adaptability
- Leadership
- Resourcefulness
- Impact, in and beyond the classroom
- Ability to work and travel in a group setting
- Impression which will be made abroad as a US citizen
- Ability to exercise sound judgment

Additional comments on the applicants' professional competence, experience, accomplishments, and personal qualities. Also, indicate any limitations.

Please be sure to close the letter with your full contact information and connection to the applicant.

Use Additional page if necessary.

Reference Forms- Part 2

Applicant Name: _____

First Country Choice: _____

PART B-2. REFERENCE FORM FOR APPLICANT

Please draft a letter responding to the following criteria for the applicant:

- Knowledge of specific field
- Ability to work with colleagues, including those with differing views, and or different backgrounds
- Ability to communicate effectively
- Adaptability
- Leadership
- Resourcefulness
- Impact, in and beyond the classroom
- Ability to work and travel in a group setting
- Impression which will be made abroad as a US citizen
- Ability to exercise sound judgment

Please be sure to close the letter with your full contact information and connection to the applicant.

Use additional page if necessary.

Reference Forms- Part 3

Applicant Name: _____

First Country Choice: _____

PART B-3. REFERENCE FORM FOR APPLICANT

Please draft a letter responding to the following criteria for the applicant:

Knowledge of specific field

Ability to work with colleagues, including those with differing views, and or different backgrounds

Ability to communicate effectively

Adaptability

Leadership

Resourcefulness

Impact, in and beyond the classroom

Ability to work and travel in a group setting

Impression which will be made abroad as a US citizen

Ability to exercise sound judgment

Please be sure to close the letter with your full contact information and connection to the applicant.

Use additional page if necessary.

SUPPLEMENTAL APPLICATION INSTRUCTIONS FOR FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM

Essay Questions: Please note that highly evaluated statements reflect careful thought and preparation. They directly answer each element of the question and provide illustrative details and/or examples. Statements that are brief, general, and/or incomplete responses to questions suggest to reviewers a lack of thoughtfulness and seriousness, and often a candidate's lack of suitability for the program.

Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.

Essay Question 1

Please attach a curriculum vitae (CV) - see the section below that describes what to include in the response. Please fill out the sections that apply to you. Do not write in narrative form, bulleted is fine. CV should not exceed 3 pages.

Sample Curriculum Vitae Template

CONTACT INFORMATION (for home and work)

Name
Address
Telephone
Cell Phone
Email

PERSONAL INFORMATION

Date of Birth
Place of Birth
U.S. Citizenship
Permanent Resident
Gender

PASSPORT INFORMATION

Name- As it appears on your passport
Date of Issue
Date of Expiration
Place of Issue

- The US Department of Education is not responsible for procuring or assisting in any of the processes involved in the acquisition of passports and/or visas. It is up to the individual applicant to complete and submit all the required paperwork to the appropriate office, embassy and or consulate. It is also not the responsibility of the US Department of Education to cover the costs of any of these processes. Should the applicant fail to have the required documents prior to travel that will prohibit the individual from participating in the program.
- If you do not currently have a passport please apply for one as soon as possible and write "passport application in process". We are using this information to verify that you have or are in the process of obtaining a passport **prior** to the program begins.

EMPLOYMENT HISTORY

List in chronological order, beginning with the most recent, including position details and dates.
Work History- Please be sure to list subjects taught and/or administered and what at grade levels
Academic Positions
Research and Training

EDUCATION

Include dates, majors, and details of degrees, training and certification
University
Graduate School
Post-Doctoral Training

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations

AWARDS & HONORS

PUBLICATIONS & BOOKS

PROFESSIONAL MEMBERSHIPS, including leadership roles, active projects in each, if applicable

OTHER INTERESTS

Essay Question 2

Please discuss your interest in and experience with interacting with other cultures, either domestically in the United States and/or abroad. Address what you have learned from these experiences. Essay should not exceed 3 pages. If you have selected a seminar that includes more than one country you must write about all in your response.

Essay Question 3

Please discuss why you require greater knowledge of the host countries. Please also discuss what aspects of the culture you are interested in learning more about. Please make sure that you make a direct connection between the seminar (s) you have selected and your current position. Please discuss each of the seminars you have selected; points may be deducted if a seminar is selected on the first page and it is not discussed in this essay. Essay should not exceed 3 pages. If you have selected a seminar that includes more than one country you must write about all in your response. Failure to do so will make you less competitive.

Essay Question 4

Please discuss your plan to implement the required curriculum project. How will it be used in your position as an educator? How will it affect your students, colleagues, and community? Please make sure that you make a direct connection between the seminar (s) you have selected and your current position. Please discuss each of the seminars you have selected; points may be deducted if a seminar is selected on the first page and it is not discussed in this essay. Essay should not exceed 3 pages. . If you have selected a seminar that includes more than one country you must write about both in your response.

REMINDER: All essays must be written in Times New Roman, 12 point font, double-spaced and 1 inch margins.

Letters of Reference

The letters of reference should address the following: knowledge of the field, ability to work with colleagues, ability to communicate effectively, adaptability, leadership, resourcefulness, impact in and beyond the classroom, ability to work and travel in a group setting, impression that will be made abroad as a U.S. citizen and ability to exercise good judgment. **Please be sure that each reference closes the letter with full contact information and connection to the applicant.**

One letter (B-1) must come from a supervisor. The other two letters (B-2 and B-3) should come from colleagues that are familiar with you and your work. In the e-Application system you submit the name and email address of the people you would like to have write letters of reference. Please alert those same people that they will be receiving an email from the US Department of Education (OCFO EDCAPS). Once you submit the names and emails for the people who will write the letters please keep in contact with them to make sure that they are completed. In e-Application, you will know this if the box beside the reference letter on the application cover page has a check in it- if there is nothing or if there is a capital **R** in the box, the form has not been completed and submitted by the person or people to whom they were sent.

We do not accept reference letters or applications via by mail, email or fax.

Terms and Conditions

Please note that by submitting this electronic application you are agreeing to all aspects of the Terms and Conditions.

Should you have any programmatic questions, please do not hesitate to contact the program officer.

Should you have any technical issues or questions, please do not hesitate to contact the e-Application helpdesk.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization	
Printed Name of Authorized Representative	Printed Title of Authorized Representative
Signature	Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: a. bid/offer/application ____ b. initial award c. post-award	Report Type: a. initial filing ____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier _____, if Known: Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



Certification of Eligibility for Federal Assistance in Certain Programs

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:

A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:

1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:

- Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
- Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
- State Student Incentive Grant Program (SSIG) 20 U.S.C. 1070c, et seq.);
- Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
- Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
- Federal Stafford Loan Program, Federal Supplemental Loans for Students [SLS], Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
- William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et. seq.);
- Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
- Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
- Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134l);
- Patricia Roberts Harris Fellowship Program (20 U.S.C. 1134d-1134g);
- Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
- Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
- Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
- Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
- Law Enforcement Education Program (42 U.S.C. 3775);
- Indian Fellowship Program (29 U.S.C. 774(b));
- Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);

OR

B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

(Signature)

(Date)

(Typed or Printed Name)

Name or number of ED program under which this certification is being made: **FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM**

The Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the United States. The Department's goals, as listed in the plan, are:

- Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by No Child Left Behind Act.*
- Goal 2: Encourage more rigorous and advance coursework to improve the academic performance of our middle and high school students.*
- Goal3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3.

OMB No. 1840-0562
Exp. 08/31/2009

**IMPORTANT NOTICE
TO PROSPECTIVE PARTICIPANTS
IN U.S. DEPARTMENT OF EDUCATION
CONTRACT AND GRANT PROGRAMS**

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be
Rejected without any consideration whatever.

The rules, including the deadline for applying for each grant, are published individually in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
550 12th Street, S.W.
Room 7041
Washington, DC 20202-4260

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you. ED FORM 5348, 8/92

2010 FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM TERMS AND CONDITIONS OF THE AWARD

Participants in the Seminars Abroad Program must comply with all terms and conditions of the award and directions from program staff. If a participant fails to comply with these terms and conditions and any additional directions, the U.S. Department of Education may terminate the grant, require the participant to repay the government for any funds spent to support the participant or bar the participant from any future seminars.

By accepting this award, the participant agrees to comply with all laws of the United States and the host country.

The participant agrees not to engage in any activities that are likely to give offense to the host country or to bring the United States into disrepute.

By accepting this award, the participant agrees to attend and participate in all seminar activities.

- Seminar activities are very intensive and *attendance at all activities is required*. Being joined by dependents, relatives, or friends in the host country during the period of the seminar is not permitted.
- By accepting this award, the participant is agreeing that he/she is willing to endure certain discomforts that may arise, and that he or she is able to keep up with the high pace of the program.
- The candidate must be physically and psychologically able to participate in all phases of the seminar. Award recipients must provide a physician's statement to reflect participants' readiness for travel.
- Participants are required to contribute **\$450.00** as a cost share to help defer the costs of the seminar program.
- Participants are responsible for additional expenses which may include the following:
 - passport and visa fees
 - inoculations
 - the purchasing of gifts to bring for any visits during the seminar
 - charges for telephone calls and/or faxing to the overseas administering agency during the pre-departure period
 - the purchasing of books/curriculum materials during the seminar
 - personal expenditures.
- All seminar participants are required to have health insurance that is valid in the host country (ies). The participant's insurance **must include emergency evacuation and repatriation of remains coverage**. If participant's current health insurance is not valid, he or she is required to purchase insurance through the United States Department of State (DOS) or some other group carrier. The cost of insurance through the DOS for the previous year ranged from \$52 to \$203 per person per month.
- **Participants are required to complete one curriculum project that is relevant to institutions' use.** The project will be facilitated by the U.S. Department of Education's administering agency in the host country (ies), and is due within 90 days of the seminar end date. **This curriculum project must be submitted to both the U.S. Department of Education and the administering agency in their host country.**
- Participants are required to share their curriculum projects with colleagues and conduct outreach activities in their schools, institutions, and communities upon return to the U.S.

(Participants will be asked to submit a detailed dissemination report on how this was accomplished.)

- **Participants are required to complete an evaluation of the seminar using an online evaluation form provided by the U.S. Department of Education.**
- Travel must be taken in accordance with the ticket issued by the overseas administering agency.
- All announced seminars are subject to the availability of Federal funds and the cooperation of foreign nations. Seminars could be cancelled or changed due to a decrease in funding, situations in the host countries, or too few applications received.
- The U.S. Department of Education is not responsible for procuring or assisting in any of the processes involved in the acquisition of passports and/or visas. It is up to the individual applicant to complete and submit all the required paperwork to the appropriate office, embassy and/or consulate. It is also not the responsibility of the U.S. Department of Education to cover the costs of any of these processes. Should the applicant fail to have the required documents prior to travel, they will be prohibited from participating in the program.

By submitting the application electronically, the applicant is agreeing to all terms and conditions listed above.

THE J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD **STATEMENT OF THE RIGHTS AND RESPONSIBILITIES OF AMERICAN GRANTEES**

“Grants under the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act), involve certain obligations and responsibilities on the part of each grantee. A person accepting such a grant is not by virtue thereof an official or employee of the Department of State or other agency of the Government of the United States of America, or of an agency of the government of the host country.

Grantees are private citizens, retaining the rights of citizens to the personal and intellectual freedom generally accepted under the United States constitutional system and by the educational community.

The J. William Fulbright Foreign Scholarship Board believes, however, the individual grantees are responsible for protecting the nonpolitical character of the program during their grants. They should be aware that their public political statements or activity while abroad may, in certain circumstances, draw into the political arena an educational exchange program that has been characterized since its inception, as free and nonpolitical.

Further, it should be recognized that American citizens who make political statements abroad or who engage in activities with political connotations may thereby become involved in the domestic political processes of their host country even when they wish only to express agreement or disagreement with U.S. Government policy. Grantees should be aware that such activities are incompatible with the objectives of the program and that they are responsible for exercising discretion and judgment in all of their actions, both public and private.”

REVOCAION OR TERMINATION OF THE AWARD

Upon the recommendation of the bi-national commission, overseas posts, and the Secretary of Education, the J. William Fulbright Foreign Scholarship Board may terminate your award.

“Grounds for revocation may include but are not limited to: (1) violations of the laws of the United States or of the host country; (2) misconduct; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) acts likely to give offense to the host country; and/or (6) engaging in political or unauthorized income-producing activities; or other activities which in the discretion of the Foreign Scholarships Board and the Department are inconsistent with the best interests of the program.”

CERTIFICATION

I certify that the information I provided on this application is correct to the best of my ability and that I agree to the terms and conditions of the award if selected.

Signature of Applicant

Date

INFORMATION ON THE PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: (1) The Department is authorized to collect information to implement the Fulbright-Hays Seminars Abroad Program/Bilateral Projects under the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256; 75 Stat. 527) and Section 4 of Executive Order 11034. In accordance with this authority, the Office receives and maintains personal information on applicants for use in processing applications and selecting participants. (2) The principle purpose for collecting this information is to administer the program, including use by program staff and field readers to determine eligibility and suitability for participation in a seminar abroad and use by program staff to ensure compliance with program requirements. (3) The information may be disclosed to third parties such as the U.S. embassies, agencies that the Department has authorized to assist in administering the seminars including binational commissions, the J. William Fulbright Foreign Scholarship Board, and in some cases foreign governments for use in issuing visas.

Disclosure may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual. If the Department or an employee of the Department is involved in litigation, the Department may send your information to the Department of Justice, a court, adjudicative body, or potential witness provided such disclosure is compatible with the purpose for which the information was requested. Disclosure may also be made to the Department of Justice for the purpose of obtaining its advice as to whether particular records are required to be disclosed under the Freedom of Information Act. When the appropriate office of Ed determines that an individual or an organization is qualified to carry out specific research, that official may disclose information to that researcher solely for the purpose of carrying out the research. When ED contracts with a private firm for the purpose of administering the seminar(s), relevant records will be disclosed to the contractor. The contractor shall be required to maintain Privacy Act safeguards with respect to such records. Information may be disclosed to any Federal, State, local or foreign agency or public authority responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation where the information is relevant to any enforcement, regulatory, investigative, or prospective responsibility with the receiving entity's jurisdiction. Information may be disclosed in response to a subpoena issued by a Federal agency having the power to subpoena records or other Federal agencies. (4) You are not required to submit the information requested in this application, however the information will be used in the processing and evaluation of applications; and the effects of not providing all or any part of the requested information may delay the process or make it impossible to process an application (disclosure of your social security number is voluntary; failure to disclose such a number will not result in the denial of any right, benefit or privilege to which an individual is entitled).

Seminars Abroad FY 2010 Application Checklist

Use This Checklist While Preparing Your Application.

All items listed on this checklist are required. The list is organized in the same manner that the submitted application should be organized.

- ✓ Online Application completed
- ✓ Curriculum Vitae (CV)
- ✓ International Experience Essay (maximum 3 pages)
- ✓ Demonstrated Need Essay (maximum 3 pages)
- ✓ Project Plan Essay (maximum 3 pages)
- ✓ Reference from current supervisor
- ✓ Two references from colleagues

It is the responsibility of the applicant to ensure that all documents are uploaded correctly. Please be sure that all documents are accessible before you submit your application.

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30:00 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web **site**.

Attention: For additional information on e-grants, including the requirements for requesting a waiver, please consult the Notice of Closing Date published in the Federal Register and contained in this application packet.