

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Washington, DC 20006-8510

[Link to Fulbright-Hays Seminars Abroad Program
Web Page](#)



**Fiscal Year 2016
APPLICATION FOR GRANTS UNDER THE
FULBRIGHT-HAYS SEMINARS PROGRAM**

**Form Approved
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CLOSING DATE: December 9, 2015

**FY 2016 APPLICATION FOR NEW AWARDS UNDER THE
FULBRIGHT-HAYS SEMINARS ABROAD (SA) PROGRAM
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Paperwork Reduction Act of 1995

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 four 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 and Foreign Language Education, U.S. Department of Education, 1990 K Street, NW - 6th Floor, Washington, DC 20006-8521.



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

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 abroad for U.S. educators for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries. For the Fiscal Year (FY) 2016 competition, we are offering seminars to India, Peru, and Senegal administered through the Fulbright Commissions, the African Studies National Resource Center (NRC) at Boston University, and the West African Research Center in Dakar.

We encourage interest in these programs from K-8 (elementary/middle) and 9-12 (secondary) teachers, eligible K-12 resource personnel, school administrators, postsecondary faculty members and administrators. Eligible applicants with limited opportunities to participate in short-term and travel abroad opportunities are also encouraged to apply.

We anticipate that the Fiscal Year 2016 competition will be very competitive. Therefore, please carefully read the application package and the Frequently Asked Questions for a comprehensive understanding of the SA Program. The instructions are detailed and there are a number of mandatory documents. We will screen all applications to ensure that all required documents are included. Please note that the FY 2016 competition will include one competitive preference priority. Applicants will receive up to **two** additional points if they meet any **one** of the following:

- K-12 teachers/administrators who work at schools identified as Title I or those eligible for the Federal Student Aid Teacher Loan Forgiveness Program;
- Faculty members who teach at Minority-Serving Institutions (as defined in the application package);
- Faculty members who teach at Community Colleges (as defined in this application package);
or
- New applicants (as defined in the application package).

Applications for the SA program must be submitted electronically using the G5 system, accessible through the Department's G5 site at: www.G5.gov. If you think you may need to obtain exception, you are urged to review the requirements closely as the requirements for obtaining an exception to the electronic submission have changed. Applications submitted late **will not be accepted**. **We suggest that you submit your application several days before December 9, 2015 by 4:30:00 p.m. Washington, D.C. time.** 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.

We encourage you to review the entire application package before preparing and submitting your application. Information on the SA program is accessible through the U.S. Department of Education Web site at:

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

We look forward to receiving your application and appreciate your efforts to promote excellence in international education. If you have any questions or require additional information, please contact Maria Chang, Program Officer for the SA program at 202-219-7001 or you may send an email to any of the SA program areas:

F-HSeminars2016Peru@ed.gov
F-HSeminars2016India@ed.gov
F-HSeminars2016Senegal@ed.gov

Sincerely,

/s/

Mohamed Abdel-Kader
Deputy Assistant Secretary
International and Foreign Language Education

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM BACKGROUND INFORMATION

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 provide short-term study and travel abroad for U.S. educators and administrators in the social sciences and humanities for the purpose of improving their understanding and knowledge of the peoples and cultures of other countries. Educators with limited or no study abroad experience are encouraged to apply. Upon their return, participants are expected to develop and disseminate a curriculum project and 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. Participants should plan accordingly.

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 United States and abroad.

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM 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 U.S. citizen or a permanent resident of the United States.
- 2) **Academic Preparation** - must hold at least a bachelor's degree from an accredited college or university.
- 3) **Professional Experience (K-12 applicants)** – Eligible elementary (K-5), middle (6-8) and secondary (9-12) school applicants must meet all of the following criteria:
 - a. Must have at least three years of full-time professional K-12 experience by the time of departure for the seminar; (Experience as a student teacher is not applicable toward the three years of required full-time experience);
 - b. Must be currently employed full-time (or its equivalent) in a teaching or administrative position at the level for which the candidate is applying; or
 - c. Must be currently employed full-time (or its equivalent) in a U.S. K-12 school system, Local Education Agency, State Education Agency, library, or museum.

Professional Experience (Postsecondary applicants) – Eligible applicants must meet all of the following criteria:

- a. Must have at least three years of full-time experience by the time of departure for the seminar;
- b. Must be currently employed full-time in a U.S. accredited institution of higher education, library, or museum.
- c. Must be currently employed full-time in a teaching or administrative position at the level for which the candidate is applying.

Note: Other examples of eligible K-12 or postsecondary professional experience include but are not limited to the following:

- Curriculum specialists
- Librarians
- Museum educators, media or resource specialists

- 4) **50% Rule** – Applications are accepted from K-12 and postsecondary educators who work in two half-time permanent positions in one or more schools or organizations, teaching or working at the same or similar academic levels. Applicants should indicate in the Curriculum Vitae (CV) their full or part-time status, including percent Full-Time Equivalent (FTE) for each position. If applicants are selected to participate in the Fulbright-Hays Seminar Abroad Program, they will be expected to provide documentation demonstrating that the two positions equal a full-time teaching position or related administrative responsibilities.
- 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 that reflects participant's readiness for travel.

- 6) **Suitability and Adaptability** – The applicant’s professional suitability and cross-cultural adaptability are assessed through the evaluation criteria, essay responses and letters of reference.
- 7) **Competitive Preference Priority** – Applications from any one of the following will receive **two** points:
 - a. K-12 teachers/administrators who work at schools identified as Title I or those eligible for the Federal Student Aid Teacher Loan Forgiveness Program (see links below).
 - b. Faculty members who teach at Minority-Serving Institutions (as defined in this application).
 - c. Faculty members who teach at Community Colleges (as defined in this application).
 - d. New applicants (as defined in this application).

Lists of K-12 Schools:

To search if your school is identified as a **Title I** school, please visit:

<http://nces.ed.gov/ccd/schoolsearch/>

To search if your school is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies** please visit:

<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school or educational service agency is located, not to the U.S. Department of Education. This information is located at:

<http://www2.ed.gov/about/contacts/state/index.html>

Lists of Minority-Serving Institution and Community Colleges:

To search if your institution of higher education is identified as a Minority-Serving Institution or Community College, please visit:

<https://nces.ed.gov/collegenavigator/>

Definitions:

Minority-Serving Institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of Title III, under part B of Title III, or under title V of the Higher Education Act of 1965, as amended (HEA).

Community College means an institution that meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor’s degrees (or an equivalent).

New applicant means any applicant who has not had substantial recent experience abroad, especially in the country to which they are applying. The Fulbright Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years prior to the deadline date for applications under this program. *Fulbright Board Program Polices Chapter 600; Program Authority: 22 U.S.C. 2452(b)(6).*

NOTE: In order to receive preference under this competitive preference priority, the applicant must identify one subpart and provide documentation supporting his or her claims.

Condition of Eligibility:

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

Please note that a seminar may be changed or cancelled due to availability of funds, quality of application, travel alerts, or for other reasons. Should this become necessary, applicants will be notified.

Note: The Department is not bound by any estimates in this notice.

Program Requirements:

Participants in the SA program must complete a project report which must be submitted to the Department of Education, and a curriculum project to be submitted to both the Department and the seminar's administering agency, no later than 90 days after the conclusion of the seminar.

**FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM
DESCRIPTION FOR PRIMARY LEVEL EDUCATORS K-8
(ELEMENTARY/MIDDLE)**

Peru

Seminar Title: *Exploring the indigenous heritage of Peru: its impact on education and current society*

Duration: Up to five weeks, exact dates to be determined (typically beginning in early July)

Participants: U.S. school teachers, administrators, and media resource specialists at the elementary/middle level (Kindergarten through 8th grade)

Program Content:

Peru is one of the Latin American countries which possesses a rich cultural heritage that has survived throughout history from pre-Columbian times to the present. This process has taken many forms and constitutes an excellent example of how a society is able to develop ways to adapt to changing economic, social and political circumstances while retaining its cultural identity.

Peru's national identity is the result of a long history of confrontation and accommodation between two different cultures. It has an indigenous civilization mainly concentrated in the Andes, with the strong participation of the Quechua group that established the advanced Inca culture and other significant indigenous groups such as the Aymara, Chimu, Nazca and Paracas. The result is a Creole culture inserted in a country rich in historical heritage with a complex mix of cultural developments that can be appreciated in its architecture, art, dance, food, language, literature and music.

The program will provide participants the opportunity to appreciate first-hand realities of present day Peru through a guided exploration of the country's history. It will include a cultural, political and social visit to southern Peru including a visit to Arequipa, Cusco, Madre de Dios and Puno, and Peru, the region where the most vibrant expressions of the country's heritage is found. The participants will invest their time visiting monumental sites, both in the urban areas and in nearby historical towns, and interacting with Peruvian specialists in education, history, art, architecture, economic and public policy to acquire an adequate insight of the challenges facing Peruvian culture in the third millennium.

The purpose of the seminar is to share with a group of U.S. educators a vision of modern Peru that takes into account its unique historical and cultural heritage. It is expected that at the end of the seminar, the participants will have a better understanding of Peru's cultural heritage that will enable them to enrich the educational curriculum they use in the United States.

"Contingent upon the availability of funds, quality of applications, travel alerts or identifiable concerns, seminar selection may be changed or canceled."

Note: The Department is not bound by any estimates in this notice.

**FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM
DESCRIPTION FOR SECONDARY LEVEL EDUCATORS (9-12)**

India

Seminar Title: *Sustainable Development and Social Change in India*

Dates: Pre-departure orientation: July 5-6, 2016 (may be subject to change)
Program in India: July 8 - August 12, 2016 (may be subject to change)

Participants: U.S. school teachers, librarians, media resource specialists, and administrators at the secondary level (9th through 12th grade)

Program Content:

“You have to decide whether development means affluence or whether development means peace, prosperity and happiness.” Sunderlal Bahuguna, activist, Gandhian and environmentalist.

India is the world's largest democracy and ranks among the fastest growing economies of the world. The urge for rapid economic growth in a country with a population of 1.25 billion to support is putting immense pressure on the environment and on natural resources. Many in India recognize the need to shift to a more sustainable development pattern, but this still remains a primary challenge and a daunting task. Despite its impressive economic growth, issues of social hierarchy, inequity, and poverty remain enormous challenges for this country of more than one billion people.

This seminar will provide a unique opportunity to U.S. secondary school educators to explore issues, challenges and strategies related to India’s developmental goals and to better understand the impact on local communities and on Indian society at large. The seminar will also help the educators to broaden their knowledge of India’s past, present and future socio-economic developmental strategies. It will put participants in direct contact with the social and economic realities of actual communities and of people working within them to address complex problems. The seminar will also expose the participants to the rich and diverse cultural heritage of the country.

The five week program will take participants to Delhi, Jaipur, Ahmedabad, Pune, Madurai, Kolkata, Varanasi and Agra* and provide them with a first-hand understanding of the various developmental models and strategies and the involvement of local communities. The program will include discussions/interactions with policymakers and planners, academicians, social workers and community members. The educators will visit government organizations and NGOs working in the areas of environmental protection, renewable energy, poverty eradication, women’s empowerment, education and other developmental issues, in both rural and urban settings. The program will allow the participants to pursue their individual academic interests and work on their respective curriculum projects.

* The final list of place may vary.

“Contingent upon the availability of funds, quality of applications, travel alerts or identifiable concerns, seminar selection may be changed or canceled.”

Note: The Department is not bound by any estimates in this notice.

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM DESCRIPTION FOR POSTSECONDARY EDUCATORS

Senegal

- Seminar Title:** *Religion and Diversity in West Africa*
- Dates:** Up to five weeks, exact dates to be determined
- Participants:** Faculty and administrators from U.S. community colleges, four-year public/private institutions in the fields of social sciences, arts, humanities, foreign languages, and area studies.

Program Content:

Conflict based on religious and social identity is widely regarded as a threat to stability in West Africa. Christianity, Islam, and indigenous religions come together in the region and compete for the hearts and minds of residents. The rapid expansion of Fundamentalist Christianity in many countries and the emergence of radical Islamic groups like Boko Haram have raised fears of expanding religious extremism and religiously based conflict. Each country in West Africa includes numerous ethnic groups with distinct languages, cultures, and traditions, and wars that have ravaged countries like Liberia, Sierra Leone, Côte d'Ivoire, Mali, and Guinea-Bissau in recent years have included ethnic, regional, religious, and racial components.

Senegal stands out as an example of a diverse country where relative social harmony prevails. A variety of Muslim brotherhoods have played historically important roles in Senegal, yet radical forms of Islam have not taken root. The Muslim majority coexists peacefully with a sizable Christian minority. Ethnic diversity usually serves as an important resource for Senegal rather than a source of conflict.

This seminar will explore religious and cultural diversity in West Africa. We will consider why religious and identity-based conflict has arisen in some countries, while focusing on the ways that Senegal has been able to maintain relative social harmony. The seminar will be based at the West African Research Center in Dakar. Academics, religious leaders, and activists from diverse disciplines and organizations will introduce the region's history, review the three main religious traditions, discuss the unique cultures of various ethnic groups, and explore the sources of social conflict and harmony. We will travel to Gorée, Saint-Louis, Touba, Djiloor and Toubacouta in Seereer Country and Ziguinchor and Cap Skirring in Casamance and visit mosques and churches, historic, cultural, and political sites, civil society groups, and universities.

Seminar participants will develop an understanding of the diversity that exists in West Africa, why it sometimes inspires conflict, and how it can be a social resource. The seminar will explore Senegal as a diverse society with peaceful ethnic and religious coexistence. Participants will gain particular insight into the expressions of Islam, Christianity, and indigenous religions and how they interact in the region as well as broad knowledge about the country of Senegal to integrate into their classes and share with their colleagues and communities.

“Contingent upon the availability of funds, quality of applications, travel alerts or identifiable concerns, seminar selection may be changed or canceled.”

Note: The Department is not bound by any estimates in this notice.

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM PRIMARY FIELDS FOR PARTICIPATION

The following is a list of the types of fields that educators are working in that may be eligible for SA participation.*

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
- Economics
- Ethnic & Cultural Studies
- Geography
- Health
- International Business
- International Relations
- Political Science
- Psychology
- Public Policy & Public Administration
- Social Work
- Sociology

* ***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.

IMPORTANT – PLEASE READ FIRST
U.S. Department of Education
G5 - Application Submission Procedures and Tips for Applicants

<http://www.G5.gov>

To facilitate your use of G5, 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 G5 -Application system will need to register first to access an application package. Forms in an application package are completed online and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you encounter difficulties, you may also contact the G5 helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application using G5 Application. Please note that there is a training module available on the G5 Home page (www.G5.gov) that details the registration and G5 application processes in detail for users new to G5. You can access this module under the Main Menu of the homepage and link to Online Training. Look for the training topic G5 for Applicants.

If you already have a username and password for G5 use them to login. If you have access to more than one G5 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 G5 modules. In order to update your registration for additional G5 modules, click the appropriate tab on the top of the screen and provide the requested information.

The site is viewed best using Internet Explorer 5.5 or higher. To register for a G5 account, please follow these steps:

Submission Procedures:

Step 1. Register in G5 to access the electronic application package. If you are a new user, you will need to register to use G5.

- From the [G5 Portal Page](#), click on the Sign Up button for non-ED employees. The User Registration Screen displays.
- Click the button to the right of the ED Employee/ED Contractor field to display the employee/contractor options. Select the “no” list option. Enter all required information as noted by red asterisks (*).
- Click the continue button to proceed to the user registration agreement. Select the agree button to accept the terms of the user agreement, and then the Submit button. **Note:** If you do not agree, then you may not complete the registration process. The system displays a message indicating that the system will send a notification to your email address.
- The system sends a message with a link to activate your account. Clicking the link

takes you to the Account Activation screen. Click the **Agree** option to accept the activation terms.

- Click on the Submit button to initiate your activation. Read the EDCAPS Security memorandum with the subject “G5 User ID and Password” and click the **Continue >** button. The next Account Activation screen will require you to complete the password, security question and security answer. Fill out the required fields and press the Continue button to move to the summary information.
- Click the **Activate** button to activate your account and save your password and security information. The system displays a message indicating that the account has been activated. You will now need to log into G5 where you will be taken to the My Profile page where you should select your role for access. In the Availability Types field, select “Applicant” from the list and Continue. Proceed through the next screen and Submit. You will then receive an email with the G5 link. Your applicant role may take a few minutes to activate.

Step 2. Add Application Package to your Start Page. From your Home Page, go to Grant Setup and click on “Package Submission.” Select the package for which you wish to apply and click on the “Initiate New Application” button. In the future, the package will now appear when you click on “Package Submission” or after using the “Click Here to view my Applications” link under “Quick View” on your Home Page.

Step 3. Begin the Application. After going to the Application Package, click on the “Modify Application” button. This brings you to a page where you will see all of the application's forms and narratives listed.

Step 4. Fill out Forms. Select the form you would like to complete and click on the “Edit Form” button 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 5. Upload File(s) for Narrative Responses. When prompted to attach narrative documents to application forms, enter the title of the document, and then Select the “Upload” button. Next, 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) and/or completing the form. Please note for file uploads, **we accept .pdf files only.**

Step 6. Verify Information/Submit your Application. Verify your information is correct and complete before submitting. After all forms are completed, click on the “Continue” button at the bottom of your application and click the “Submit” button. At the top of the page you will see a confirmation message stating that your application was successfully submitted and providing you with your application number. You will also receive an e-mail to confirm that your application was received, and it will include your 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 **December 9, 2015** for applications. G5 Application will not accept your application if you try to submit it after 4:30:00 on December 9, 2015 the deadline date.]

Step 7. Printing Your Completed Application. You have the option to print each form at any time by clicking on the “View Form” button after selecting the appropriate form to print. After submission of your application, you have the option to print a complete G5 package

in PDF. From the Application Packages tab you will notice that your application status has changed from Draft to Submitted. To locate the PDF of your application, select the package radio button and click the “Modify Application” button. Then select the “Click Here to view the PDF Package” in the upper right hand corner of the page under the Package Information section.

NOTE: For more detailed information on submitting an Application, please see the **User Guide**. The Online Training can be found under the main menu at <http://www.G5.gov>.

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 type detailed in the application instructions (.pdf). 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 G5.

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. **G-5 Application will not accept your application if you try to submit your application after 4:30:00 p.m. Washington, D.C. time on the deadline date.**

- 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 this 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 this 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.
- 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. 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 this notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through G5 because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to G5; and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.
 - If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date.
 - If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Maria Chang, U.S. Department of Education, 1990 K Street NW, Room 6099, Washington, D.C. 20006. FAX: (202) 502-7675 or (202) 502-7860.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice:

a. Submission of Paper Applications by Mail

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before **the deadline date**, to the Department at the following address:

**U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.018A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260**

You must show proof of mailing consisting of one of the following:

- 1) A legibly dated U.S. Postal Service postmark
- 2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
- 3) A dated shipping label, invoice, or receipt from a commercial carrier.
- 4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- 1) A private metered postmark
- 2) A mail receipt that is not dated by the U.S. Postal Service

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

b. Submission of Paper Applications by Hand Delivery

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.018A)
550 12th Street, SW.
Room 7039, Potomac Center Plaza
Washington, DC 20202-4260**

8:00 a.m. and 4:30 p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department—

- 1) You must indicate on the envelope and—if not provided by the Department—in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- 2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

**FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM
CONTACT INFORMATION FOR APPLICANTS**

For answers to programmatic questions,
please contact the Seminars Abroad Program Officer:

Maria Chang
(202) 219-7001
maria.chang@ed.gov

If you have questions that are about a particular seminar,
please send your questions to the seminar-specific mailbox:

F-HSeminars2016Peru@ed.gov
F-HSeminars2016India@ed.gov
F-HSeminars2016Senegal@ed.gov

For answers to technical questions on the G5 application system,
please contact the G5 Help Desk:

Hours of Operation: 8:00 AM to 6:00 p.m., Monday - Friday, EST,
except on Federal holidays

Toll-Free: 1-888-336-8930
TTY: 800-877-8339
Local: 202-401-6238
Email: edcaps.user@ed.gov

PLEASE NOTE:

ALL APPLICANTS WILL BE NOTIFIED OF THE RESULTS OF THE COMPETITION

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM INSTRUCTIONS FOR THE APPLICATION FORM

1) Applicant's Basic Data

- a. Enter name: LAST, FIRST, M.I.
- b. Select personal title
- c. Enter permanent address
- d. Enter phone number (the best number at which to reach you)
- e. Enter date of birth: MM-DD-YYYY
- f. Enter city and state or city and country
- g. Enter your email address
- h. **Elementary/Middle and Secondary Applicants (K-12)** - Please select either elementary/middle or secondary education if you teach or administer at the K-12 level.
- i. **Postsecondary Education Applicants** - Please select postsecondary education if you teach or administer at a two- or four- year public/private institution of higher education.
- j. U.S. Citizen/Permanent Resident: Please select YES or NO
- k. Indicate Veteran's Status.
- l. Please enter the name: LAST, FIRST, M.I., telephone and home address of the person who should be contacted in case of an emergency.

2) Preference for Fulbright-Hays Awards

Preference will be given to qualified candidates who have not had substantial recent experience abroad, especially in the country to which they are applying. The Fulbright Foreign Scholarship Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years.

3) Present Employment

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

Select the type of school or institution of higher education at which you are currently teaching, if applicable. Please select all that are applicable. If none of these apply, check "Not Applicable" or "N/A". The definitions for these are included below:

- a. Please enter the start date for your current position, the name of the institution/school, the complete address for the institution/school, telephone number (including extension), fax number, and work e-mail. If you have more than one or a joint position, please list the first position on the "Application Information" form under 3A and make sure to list both positions on your Curriculum Vitae.
- b. Please select the appropriate academic level taught/administered.

PART A. Application Information

(INFORMATIONAL PURPOSES ONLY)

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

a. **Name:** _____

b. **Title:** *(select one)* **Mr.** **Mrs.** **Ms.** **Dr.**

c. **Home Address:** _____
City: _____
State: _____
Zip Code: *(Zip + 4)* _____
Country: _____

d. **Home Telephone:** _____
(please do not list a cellphone number here)
Ext: _____

e. **Date of Birth** _____

f. **Place of Birth:** _____
(please enter city and state or city and country)

g. **Home Email:** _____

h. **Seminar Preference:** _____
(For guidance on selecting a country, please refer to the Seminar Country Description document included under Documents and Instructions.)

i. **U.S. Citizen:** *(select one)* **YES** **NO**
Permanent Resident: *(select one if not a U.S. citizen)* **YES** **NO**

j. **Veteran's Status:** **YES** **NO**
(select one)
If yes, honorably discharged? *(select one)* **YES** **NO**

k. **Education:** *(select* **B.A./B.S.** **M.A./M.S.** **Doctoral** **Other**

Name of Institution/School:

Address:

City, State, Zip Code:

Telephone Number:

Ext:

E-mail: *(please list your work email here)*

b. Academic Level Taught:
(select one or more)

-
- | | |
|--|--|
| Elementary School (K-5th) | Middle School (6th-8th) |
| Secondary School (9th-12th) | Postsecondary (2yr.) |
| Postsecondary (4yr.) | Curriculum |
| Other | |

**FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM
SAMPLE TECHNICAL REVIEW FORM**

(INFORMATIONAL PURPOSES ONLY)

You will be evaluated by the following selection criteria.

Name of Applicant:

Criteria	Maximum Points	Points Assigned
1. Curriculum Vitae (C.V.)	10 points	
2. International/Intercultural Experience Essay	20 points	
3. Demonstrated Need Essay	30 points	
4. Project Plan and Implementation Essay	30 points	
5. Two References	10 points	
6. Competitive Preference Priority (If Eligible)*	2 points	
Total Points**	102	

**Maximum without Priority –100:*

***Grand Total Maximum with Priorities – 102*

The following pages are an example of an annotated Technical Review Form. The information provided is for guidance to assist you in completing your application. The official Technical Review Form is the G5 version.

Criterion 1 - Curriculum Vitae (C.V.)

(INFORMATIONAL PURPOSES ONLY)

Criterion 1 - Curriculum Vitae (C.V.): The C.V. explains strengths as a teacher and/or administrator and highlights the impact the applicant has made on students, the school, the curriculum, and/or the community. A strong C.V. would consist of information about: 1) current teaching and/or administrative position; 2) previous teaching or administrative experience; 3) professional initiatives; 4) honors; 5) awards; and 6) involvement in educational/professional organizations. The C.V. should be as specific and detailed as possible, and include descriptions of relevant event/involvement, purpose of event/involvement, and degree of involvement in professional organizations and professional initiatives. **The C.V. should follow these page guidelines: 8.5" X 11" on one side only with one inch margins at the top, bottom, and both sides and portrait orientation. Any part of the C.V. that exceeds the three page limit will not be considered.**

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-3
ADEQUATE	4-6
GOOD	7-8
EXCELLENT	9-10
POINTS AWARDED	

Criterion 2 - International/Intercultural Experience

(INFORMATIONAL PURPOSES ONLY)

Criterion 2 - International/Intercultural Experience: The essay illustrates the applicant's interest and/or experience related to interacting with people from diverse cultures, whether domestically (in the United States), abroad, or both. Additionally, the essay reflects the applicant's knowledge and understanding acquired from these experiences and its impact on him/her and/or classroom. Also, the essay describes applicant's ability to learn from international and/or intercultural experiences and to adapt to new cultures both at home and abroad. Relevant experience does not have to be overseas. A strong essay could discuss the following: 1) purpose of previous travel/intercultural experience in the U.S.; 2) experiences that influenced teaching, curriculum, and/or professional career; 3) impact of how previous experiences prepared him/her to participate in the seminar; 4) passion for intercultural experience; 5) intercultural competencies gained or hope to gain. Please be specific and detailed in your answer. *All essays must be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only with one inch margins at the top, bottom, and both sides and portrait orientation.*

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-8
ADEQUATE	9-15
GOOD	16-18
EXCELLENT	19-20
POINTS AWARDED	

Criterion 3 – Demonstrated Need

(INFORMATIONAL PURPOSES ONLY)

Criterion 3 – Demonstrated Need: The essay illustrates the applicant’s ability to demonstrate his/her need for the seminar. In this section, applicant addresses the connection between the seminar and his/her current teaching and/or administrative responsibilities. A strong essay highlights the following: 1) needs of students, school, and/or community; 2) gaps in curriculum and/or professional development; 3) intercultural competencies, which include values and skills, that need to be taught to K-12 and postsecondary students; 4) concepts and conceptual issues related to global perspectives; 5) benefits of participating in the seminar for students, school, community, and/or professional career. Please be specific and detailed in your answer. *All essays must be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. A page is 8.5” X 11” on one side only with one inch margins at the top, bottom, and both sides and portrait orientation.*

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-8
ADEQUATE	9-22
GOOD	23-26
EXCELLENT	27-30
POINTS AWARDED	

Criterion 4 – Project Plan and Implementation

(INFORMATIONAL PURPOSES ONLY)

Criterion 4 – Project Plan and Implementation: The essay illustrates the applicant’s ability to incorporate the seminar experience into his/her professional work to enhance the audience’s international/intercultural understanding. The essay should discuss outlines for a curriculum development project as well as classroom and outreach strategies. A strong essay could address the following: 1) innovative ways to evaluate students’ global competence, critical thinking skills, and tangible learning outcomes; 2) formative or summative assessments aligned with curriculum standards; 3) concrete and specific activities and/or tools used in the classroom, school, and/or community; 4) elaborate plan of operation and dissemination efforts. Please be specific and provide details *All essays must be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. A page is 8.5” X 11” on one side only with one inch margins at the top, bottom, and both sides and portrait orientation.*

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-8
ADEQUATE	9-22
GOOD	23-26
EXCELLENT	27-30
POINTS AWARDED	

Criterion 5 - References

(INFORMATIONAL PURPOSES ONLY)

Criterion 5 - References: Two letters of reference are required and should reflect the applicant's suitability for the seminar program. Items to consider include the following: 1) knowledge of the field; 2) ability to work with colleagues; 3) ability to communicate effectively; 4) adaptability; 5) leadership; 6) resourcefulness; 7) impact in and beyond the classroom; 8) ability to work and travel in a group setting; 9) impression that will be made abroad as an U.S. citizen; 10) ability to exercise good judgment. Please remember that the applicant is responsible for securing a letter of reference from a supervisor. If this is not part of the package, please inform your program contact. If letters of reference are missing, the applicant may not be awarded the maximum score per our guidance:

- **Missing 1 letter of reference:** automatically deduct five (5) points and then rank the other letter as the reviewer deems appropriate
- **Missing 2 letters of reference:** must enter a score of zero (0)

Scoring Rubric

NOT ADDRESSED	0 POINTS
INADEQUATE	1-3
ADEQUATE	4-6
GOOD	7-8
EXCELLENT	9-10
POINTS AWARDED	

SAMPLE EVALUATION REFERENCE FORM FOR APPLICANT PART B.2

Applicant Name: _____

Country Choice: _____

Name of Reference: _____

Position Title & Institution: _____

Number of year(s) supervising the applicant: _____

Is the applicant a full time teacher, administrator, faculty, or staff member?
(select one)

YES	NO
------------	-----------

The referee must be sure to close the letter with his/her full contact information and connection to the applicant.

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

Use additional page if necessary.

THIS FORM IS SUBJECT TO RELEASE, ON REQUEST, TO THE APPLICANT

Criterion 6 – Competitive Preference Priority (If Eligible)

(INFORMATIONAL PURPOSES ONLY)

Criterion 6 – Competitive Preference Priority (If Eligible): Applications from any one of the following will receive two points:

- a. Kindergarten through 12th grade teachers or administrators who work at schools identified as Title I or those that meet the criteria identified in section 465(a)(2)(A) if the Higher Education Act of 1965, as amended (see links below).
- b. Faculty members who teach at Minority-Serving Institutions (as defined in this application).
- c. Faculty members who teach at Community Colleges (as defined in this application).
- d. New applicants (as defined in this application)

Lists of K-12 Schools:

To search if your school is identified as a **Title I** school, please visit:
<http://nces.ed.gov/ccd/schoolsearch/>

To search if your school is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies** please visit:
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school or educational service agency is located, not to the U.S. Department of Education. This information is located at <http://www2.ed.gov/about/contacts/state/index.html>

Lists of Minority-Serving Institution and Community Colleges:

To search if your institution of higher education is identified as a Minority-Serving Institution or Community College, please visit: <https://nces.ed.gov/collegenavigator/>

Definitions:

Minority-Serving Institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of Title III, under part B of Title III, or under title V of the Higher Education Act of 1965, as amended (HEA).

Community College means an institution that meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent).

New applicant means means any applicant who have not had substantial recent experience abroad, especially in the country to which they are applying. The Fulbright Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years prior to the deadline date for applications under this program. *Fulbright Board Program Polices Chapter 600; Program Authority: 22 U.S.C. 2452(b)(6).*

NOTE: In order to receive preference under this competitive preference priority, the applicant must identify one subpart that he or she believes he or she meets and provide documentation supporting his or her claims.

Scoring Rubric

INELIGIBLE 0 POINTS

ELIGIBLE 2 POINTS

POINTS AWARDED

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM SUPPLEMENTAL APPLICATION INSTRUCTIONS

Essay Questions: Please note that highly rated statements are those that reflect thoughtful responses. 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 preparation for the program.

All essays must be written in Times New Roman, Courier, Courier New, or Arial, 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation.

Please note for file uploads, we accept .pdf files only. If you are using Word 2007, please save your document in an earlier version of Word before uploading into G5.

I. Professional Suitability (Curriculum Vitae – 10 Points)

Please attach a C.V. in any standard format not to exceed three (3) pages. See the section below that describes what to include in the response. Fill out the sections that apply to you. Do not write in narrative form.

Sample C.V. Template

CONTACT INFORMATION (for home and work)

Name

Address

Primary Phone Number Additional Phone Number E-mail

EDUCATION

Include dates, majors, and details of degrees, training and certification

Postsecondary studies

Graduate studies Post-Doctoral Training

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 at what grade levels.

NOTE: 50% RULE

Applications are accepted from those who work in two half-time permanent positions in the same or in one or more schools or organizations, teaching or working at the same or similar academic levels.

Applicants should indicate in the C.V.s their full or part-time status, including full-time equivalent percent for each position. If applicants are selected to participate in the Fulbright-Hays Seminars Abroad Program, they will be expected to provide documentation demonstrating that the two positions equal full-time teaching or related administrative position responsibilities.

PERSONAL INFORMATION

Date of Birth Place of Birth

U.S. Citizenship or Permanent Residency Gender

PASSPORT INFORMATION

Name (as it appears on your passport)

Date of Issue

Date of Expiration

Place of Issue

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, it 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 start.

PROFESSIONAL QUALIFICATIONS

Certifications and Accreditations

AWARDS & HONORS

PUBLICATIONS & BOOKS

PROFESSIONAL MEMBERSHIPS

Leadership roles, active projects in each, if applicable

OTHER INTERESTS

II. Essay Question 1: International and/or Intercultural Experience (20 Points)

Describe your interest and/or experience related to interacting with people from diverse cultures, whether domestically (in the United States), abroad, or both. Additionally, discuss your knowledge and understanding acquired from these experiences and its impact on you and/or classroom. Also, demonstrate your ability to learn from international and/or intercultural experiences and to adapt to new cultures both at home and abroad. Relevant experience does not have to be overseas. A strong essay could discuss the following: 1) purpose of previous travel/intercultural experience in the U.S.; 2) experiences that influenced teaching, curriculum, and/or professional career; 3) impact of how previous experiences prepared him/her to participate in the seminar; 4) passion for intercultural experience; 5) intercultural competencies gained or hope to gain. ***All essays must be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with one inch margins at the top, bottom, and both sides and portrait orientation.*** The essay cannot exceed three (3) pages.

III. Essay Question 2: Demonstrated Need (30 Points)

Provide a sound rationale for your selection of the host country. Discuss your objectives for the seminar abroad experience and how they might enhance your professional knowledge and capability in your current position. Please make sure that you show a direct connection between the seminar/country and you. A strong essay could address the following: 1) needs of

students, school, and/or community; 2) gaps in curriculum and/or professional development; 3) intercultural competencies, which include values and skills, that need to be taught to K-12 and/or postsecondary students; 4) concepts and conceptual issues related to global perspectives; 5) benefits of participating in the seminar for students, school, community, and/or professional career. Please be specific and provide details. ***All essays must be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with one inch margins at the top, bottom, and both sides and portrait orientation.*** The essay cannot exceed three (3) pages.

IV. Essay Question 3: Project Plan and Implementation (30 Points)

Participants in the SA program must complete a curriculum project and/or report, which must be submitted to the **Fulbright Commission or other agency administering the seminar and the U.S. Department of Education**, no later than 90 days after the conclusion of the seminar.

Discuss your plan to develop and implement the required curriculum or program development project in your classroom and/or institution. Describe what it is and how it will be implemented in your position as an educator or administrator. Discuss how it might affect your students, colleagues, and community.

Since each participant is required to conduct outreach activities after participation in the program, discussing specifics of what you would plan in this section is suggested. It is strongly recommended that each participant presents more than one outreach activity. Please make explicit the connection between the seminar/country and your current professional responsibility. A strong essay could address the following: 1) innovative ways to evaluate students' global competence, critical thinking skills, and tangible learning outcomes; 2) formative or summative assessments aligned with curriculum standards; 3) concrete and specific activities and/or tools used in classroom, school, and/or community; 4) elaborate plan of operation and dissemination efforts. Please be specific and provide details. ***All essays must be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. A page is 8.5" X 11" on one side only and with one inch margins at the top, bottom, and both sides and portrait orientation.*** This essay cannot exceed three (3) pages.

V. Letters of Reference (10 Points)

The letters of reference should address the following: knowledge of the field, ability to work with colleagues, ability to communicate effectively, adaptability to cross-cultural settings, 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. **Be sure that each reference closes the letter with full contact information and connection to the applicant.**

The first letter (B-1) **must** come from a **current** supervisor. The second letter (B-2) may come from a current or previous colleague who is familiar with you and your work. A previous supervisor may submit a letter of reference for B-2 (the second letter of reference) but not B-1. Both letters of reference must be received by the application deadline date. No exceptions will be made. Each applicant must take responsibility for ensuring that the individuals they have contacted to submit references on their behalf have completed and submitted their forms to the appropriate place by the deadline date. If the application is missing one or both references, but is otherwise complete, it will be reviewed as is and points will be deducted accordingly. If there are any questions or concerns about whether your letters have been

submitted properly, please contact the G5 Help Desk (and it is strongly suggested not to wait until the last day to do this).

In the G5 application system, you submit the name and e-mail address for the individuals you would like to have write letters of reference. Before entering their contact information in the system, make sure you place a formal request with the person who will be writing your letter. It is the responsibility of the applicant to follow-up with their respective referees. Additionally, **please alert those same people that they will be receiving an automatically generated e-mail from the U.S. Department of Education** (OCFO EDCAPS). If the e-mail is not in their inbox, make sure that they check their spam or junk mail folders. Once you submit the names and e-mail addresses for the people who will write the letters, please keep in contact with them to make sure that they complete this before the deadline of the application. In G5, you will know this because the system informs you when the e-mail has been sent and when their application form is completed.

We do not accept reference letters or applications by mail, e-mail or fax. Our office only accepts letters of reference submitted via the G5 electronic application.

VI. Competitive Preference Priority (Two Points)

Applications from any one of the following will receive two points :

- a. Kindergarten through 12th grade teachers or administrators who work at schools identified as Title I or those that meet the criteria identified in section 465(a)(2)(A) of the Higher Education Act of 1965, as amended (see links below).
- b. Faculty members who teach at Minority-Serving Institutions (as defined in this application).
- c. Faculty members who teach at Community Colleges (as defined in this application).
- d. New applicants (as defined in this application)

Lists of K-12 Schools:

To search if your school is identified as a **Title I** school, please visit:
<http://nces.ed.gov/ccd/schoolsearch/>

To search if your school is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies** please visit:
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school or educational service agency is located, not to the U.S. Department of Education. This information is located at <http://www2.ed.gov/about/contacts/state/index.html>

Lists of Minority-Serving Institution and Community Colleges:

To search if your institution of higher education is identified as a Minority-Serving Institution or Community College, please visit: <https://nces.ed.gov/collegenavigator/>

Definitions:

Minority-Serving Institution means an institution that is eligible to receive assistance

under sections 316 through 320 of part A of Title III, under part B of Title III, or under title V of the Higher Education Act of 1965, as amended (HEA).

Community College means an institution that meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent).

New applicant means any applicant who have not had substantial recent experience abroad, especially in the country to which they are applying. The Fulbright Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years prior to the deadline date for applications under this program. *Program Authority: 22 U.S.C. 2452(b)(6).*

NOTE: In order to receive preference under this competitive preference priority, the applicant must identify one subpart that he or she believes he or she meets and provide documentation supporting his or her claims.

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM INSTRUCTIONS FOR 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 to cross-cultural settings, 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. **Be sure that each reference closes the letter with full contact information and connection to the applicant.**

The first letter (B-1) **must** come from a **current** supervisor. The second letter (B-2) may come from a current or previous colleague who is familiar with you and your work. A previous supervisor may submit a letter of reference for B-2 (the second letter of reference) but not B-1.

In the G5 application system, you submit the name and e-mail address for the individuals you would like to have write letters of reference. Before entering their contact information in the system, make sure you place a formal request with the person who will be writing your letter. It is the responsibility of the applicant to follow-up with their respective referees. Additionally, **please alert those same people that they will be receiving an automatically generated e-mail from the U.S. Department of Education (OCFO EDCAPS)**. If the e-mail is not in their inbox, make sure that they check their spam or junk mail folders. Once you submit the names and e-mail addresses for the people who will write the letters, please keep in contact with them to make sure that they complete this before the deadline of the application. In G5, you will know this because the system informs you when the e-mail has been sent and when their application form is completed.

It is strongly suggested that you begin this step of the application process immediately. Both letters of reference **MUST** be submitted before the applicant submits his/her part of the application package in order for them to be included together. The letters must also be submitted by the same deadline as the rest of the application package. If the deadline is approaching and the letters will not be submitted on time, an applicant can still submit his/her application, but points will be deducted for the missing letter(s). **We do not accept reference letters or applications by mail, e-mail or fax. Our office only accepts letters of reference submitted via the G5 electronic application.**

Should you encounter any issues with submitting letters of reference in G5, contact the G5 Help Desk at 1-888-336-8930. When they are experiencing a high call rate, it may take them up to 24 hours to respond. The Program Office cannot help with issues related to G5. They can assist you with program-related questions.

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 and/or bar the participant from any future seminars.

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 (such as travel delays, long flights or bus rides, sharing a room with an unknown person, etc.), 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 up to **\$600.00** as a cost share to help defray 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. The participant's insurance **must include emergency evacuation and repatriation of remains coverage**. If participant's current health insurance does not cover these two items specifically, he or she is required to purchase insurance with this coverage. Participants may opt to purchase it through the United States Department of State (DOS) or some other group carrier. The program staff can provide additional information on this when it is the appropriate time to consider purchasing. The cost of insurance through the DOS for the previous year ranged from \$52 to \$203 per person per month. The participant must provide documentation to the Program Officer that he/she has obtained this insurance.
- **Participants are required to complete one curriculum project that is relevant to their home school's or home institution's 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 the 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.) It is strongly suggested that each participant organizes multiple outreach

activities.

- **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.

**FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM
REVOCATION 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.

To be signed and submitted if offered the fellowship award

Signature of Applicant

Date

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM FREQUENTLY ASKED QUESTIONS

Eligibility and Pre-Award Issues:

I teach in an American school abroad. Am I eligible?

Yes. Only educators working at official U.S. Embassy or Department of Defense schools may apply. Educators teaching in non-federal sponsored programs or schools abroad are not eligible to apply.

Which disciplines are eligible for the program?

Elementary, middle, high school, postsecondary educators and administrators are eligible to apply, if a program is available at that level. In addition, curriculum specialists, librarians, museum educators, and media or resource specialists may apply, if they have responsibility for curriculum in these fields. Please see "Eligible Fields" for a listing. For 2016, we have three seminars being offered at the K-8th, 9th-12th, and college level.

I am a Kindergarten teacher. Am I eligible to apply?

Yes. Kindergarten teachers are eligible to apply for elementary level seminars.

I am a middle school teacher. Am I eligible for the elementary or secondary seminars?

Educators working at the middle school level or at middle schools should apply based on the following definition: **elementary/middle is K-8** and **secondary is 9-12**.

I graduated from college last year and am in my first year of teaching. Am I eligible to apply?

No. Program requirements state that an applicant must have at least three years of full-time professional experience prior to participating in a seminar. An applicant in his or her third year of professional full-time teaching may apply for a seminar to take place the following summer. Part-time work or teaching as a graduate or teaching assistant or a student teacher is not applicable toward the three years.

Are colleagues from the same school or institution allowed to apply to the same country seminar?

Yes. An applicant may apply to any country seminar for which she or he is eligible. However, it should be noted that the Seminars Abroad program is meant to have a multiplier effect in that the information learned and benefits gained from participating in a given seminar are meant to be shared not only with students and classrooms, but also the school or institution and community at large. It is in the program's best interest to select the most highly qualified candidates who will provide extensive outreach as a whole nationwide.

I currently teach at two half-time permanent positions at two different institutions. Am I eligible?

Yes. However, the applicant must provide information in the CV section of the application that both positions add up to the equivalent of a full-time position.

Are there limits on the number of times that an individual can apply to the Seminars Abroad

Program?

No. As long as an applicant is eligible, there are no limits to the number of times that an individual may apply.

Are there limits on the number of times that an individual can participate in the Seminars Abroad Program?

Preference will be given to qualified candidates who have not had substantial recent experience abroad, especially in the country to which they are applying. The Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years.

What is a Competitive Preference Priority?

A competitive preference priority enables the Department to award additional points to applications that propose specific activities that the Department wishes to promote and support. Competitive preference priorities are defined in 34 CFR 75.105(c)(2)(i). For Fiscal Year 2016, applications from any one of the following will receive two points:

- a. Kindergarten through 12th grade teachers or administrators who work at schools identified as Title I or those that meet the criteria identified in section 465(a)(2)(A) of the Higher Education Act of 1965, as amended (see links below).
- b. Faculty members who teach at Minority-Serving Institutions (as defined in this application).
- c. Faculty members who teach at Community Colleges (as defined in this application).
- d. New applicants (as defined in this application)

Lists of K-12 Schools:

To search if your school is identified as a **Title I** school, please visit:
<http://nces.ed.gov/ccd/schoolsearch/>

To search if your school is eligible to participate in **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies** please visit:
<https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>

* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school or educational service agency is located, not to the U.S. Department of Education. This information is located at <http://www2.ed.gov/about/contacts/state/index.html>

Lists of Minority-Serving Institution and Community Colleges:

To search if your institution of higher education is identified as a Minority-Serving Institution or Community College, please visit: <https://nces.ed.gov/collegenavigator/>

Definitions:

Minority-Serving Institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of Title III, under part B of Title III, or under title V of the Higher Education Act of 1965, as amended (HEA).

Community College means an institution that meets the definition in section 312(f) of the

HEA (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent).

New applicant means any applicant who have not had substantial recent experience abroad, especially in the country to which they are applying. The Fulbright Board defines substantial recent experience as study, teaching, research or employment for a period aggregating more than an academic year (nine months) during the past five years prior to the deadline date for applications under this program. *Program Authority: 22 U.S.C. 2452(b)(6)*.

NOTE: In order to receive preference under this competitive preference priority, the applicant must identify one subpart that he or she believes he or she meets and provide documentation supporting his or her claims.

Application Process:

Can I apply for countries not listed in the application package?

No. An applicant may only apply for the country seminars that are offered during a given year. The list of countries or country pairs and the educational level at which these are offered changes on a yearly basis. Please consult the current year's application package and eligibility criteria.

What should be included on the curriculum vitae?

The C.V. should contain the following information: current position, a listing of subjects taught, number of hours per week, number of students per class, previous experience, professional initiatives, honors, awards, and involvement in educational and/or professional organizations. The program does not require an extensive listing of publications, lectures, and presentations, but a sampling of work that is relevant to the application. Please be sure to include your passport information: name as it appears on your passport; date of issue; date of expiration; passport number; and place of issue; or state that your passport issuance is in progress, if this is the case. This section can be submitted in the standard C.V. format. Please limit your CV to no more than three pages. If working in more than one part-time position, please indicate that both positions add up to the equivalent of a full-time position.

I do not have a passport; do I need one to apply?

It is recommended that all applicants have a valid passport. (Passports must be valid for a period of at least 6 months after the end of the program to which applicants are applying. Valid passports also should contain 6 double blank pages.) Having a passport is not a requirement to apply, but having one is helpful to speed up the processes associated with participation in the program. We do ask for the information inside the application. Having this information speeds up the processes for visas and related documents. 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. Not all countries require visas before arrival, for those countries that do have such a requirement, 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, he or she will be prohibited from participating in the program.

What do you ask the people writing the letters of reference to write about?

The letter that is written should address each of the following areas: (1) knowledge of a specific field; (2) ability to work with colleagues, including those with differing views, and/or different

backgrounds; (3) ability to communicate effectively; (4) adaptability, leadership, resourcefulness, and impact, both in and beyond the classroom; (5) ability to work and travel in a group setting; (6) impression which will be made abroad as a United States citizen; and (7) ability to exercise sound judgment. **It is the applicant's responsibility to ensure that the letters are received by the closing date of the program.**

How should the reference forms and statements be submitted?

The two letters of reference, including one from an immediate supervisor, should be submitted electronically according to online application instructions. Our office only accepts letters of reference submitted via the G5 e-application system. Our office does not accept letters sent via mail, fax or e-mail.

Is there a separate deadline for reference forms?

No. All letters of reference must be received by the application deadline date. No exceptions will be made. Each applicant must take responsibility for ensuring that the individuals they have contacted to submit references on their behalf have completed and submitted their forms to the appropriate place by the deadline date. If the application is missing one or more references, but is otherwise complete, it will be reviewed as is and points will be deducted accordingly. G5 will allow the applicant to submit regardless of whether the referees have completed the reference forms.

Can a referee submit a reference after I have submitted my part of the application?

Referees cannot submit references after the applicant has submitted his/her application. Prior to the applicant submitting his/her application, the reference forms will have a "Sent to Referee" or "Complete" if the referee has submitted his/her reference form before the applicant has submitted his/her application. **We encourage all applicants to work directly with their referees to ensure all references are submitted before the application closing date.** If a referee tries to submit their reference after the applicant submits his/her application, the referee will receive an error message that his/her reference form is no longer valid.

If an application is incomplete, will the Department of Education notify the applicant?

Yes. However, notification will happen only after the review process has been completed and too late for the applicant to send in supplemental materials. Each applicant must take responsibility for ensuring that his or her application is complete and submitted by the deadline date.

What expenses will the program pay for and what will I be expected to provide?

Participants may expect to have the following expenses paid for by the program: round-trip economy airfare to and from their home base; room and board for the length of the seminar; and program-related travel and other program-related expenses within the host country(ies). Participants should be prepared to pay for the following: up to **\$600.00**, which is a cost share to help defray pre-departure orientation costs; passport and visa fees; inoculations; gifts for host country presenters and schools; short-term overseas insurance coverage; books and other curriculum materials; and personal expenses such as laundry, phone calls, souvenirs and postage.

Where will I stay during the overseas seminar?

Accommodations will be provided by the administering agency (in most cases, the host country Fulbright Commission) at mid-range hotels during the majority of the program. In some cases, university housing or one- to three-day home stays with host country families will be arranged. Participants should be prepared to share a room throughout the duration of the seminar.

Is there an age limit? Can I apply to the program after I retire?

There is no age limit for participating in the program; however, an applicant must hold a full-time teaching or administering position to apply. In addition, the program is designed for educators who plan to disseminate and incorporate information learned in their classroom and educational environments for several years after the seminar ends. A successful participant must also provide documentation that testifies to his or her current sound physical and mental health to participate in the seminar, based on a recent physical examination conducted within six months of the seminar departure.

Are younger educators at a disadvantage in the competition?

No. The Seminars Abroad Program is interested in selecting applicants who can best address the various selection criteria. These may include educators new to the field with little to no travel experience and/or those who have a wealth of professional and international expertise.

Am I required to list two seminar preferences?

This is **not** necessary. However, the program encourages applicants to list as many country seminar preferences as they are interested in and can build a strong case for in their application. If two preferences are listed, the applicant must discuss all country seminar choices in their essays. For 2016, there will be three seminars for different grade levels: elementary/middle kindergarten - 8th grade), secondary (9th - 12th grade), and college (community colleges, 4-year private/public institutions of higher education).

How will participants be selected?

Participants will be selected based on their responses to the selection criteria described in the application package. Preference may be given to applicants who have **not** already received a Fulbright- Hays award. Applications will be evaluated and scored by a technical review panel of international education experts and former Seminars Abroad participants. Their recommendations are forwarded to various levels at the U.S. Department of Education, including the Secretary's office, for approval. Final selection for the program is made by the J. William Fulbright Foreign Scholarship Board, which takes into account the recommendations of the U.S. Department of Education, availability of funds, and other program requirements.

When will I be notified whether or not I have been selected?

Notifications will take place via email in early summer of 2016.

If I move or change my e-mail after submitting my application, should I send you address updates?

Yes. Please send any changes of address, e-mail, or position to the program office contact so that your file may be updated.

Post-Award Issues and Participant Requirements:

May I request copies of my reviewer's comments?

This is not necessary. Reviewers' comments are automatically sent to all applicants, regardless of their successful or unsuccessful status, with their notification letters from the Department. If an application is determined to be ineligible during the pre-screening process, it will not be reviewed through the panel review process. A letter explaining the reason for being found ineligible will be

sent instead.

Is short-term overseas insurance required?

Yes. All participants, once selected and notified, are required to send documentation of specific kinds of insurance coverage during the seminar period. If this coverage is not already included in an individual's personal insurance plan, they will be required to purchase it independently. Failure to obtain insurance could prohibit participation in the program.

Do I need to obtain a physical examination?

Yes. All participants, once selected and notified, must provide documentation of physical and psychological health that will enable each individual to participate fully in all phases of the seminar. Our office also needs to be notified of any change in your medical condition prior to departure.

Can I take my family or significant others with me?

No. Seminars are short-term and require intense group travel and participation.

Do I have to attend the pre-departure orientation?

Yes, it is mandatory for all participants (there are no exceptions). A pre-departure orientation (PDO) session lasting one to three days will be arranged in the United States prior to international departures. All participants are required to attend. The program will provide flights or other transportation to and from the PDO site and, in most cases, room and board.

What are my responsibilities as a participant with the Fulbright-Hays Seminars Abroad Program?

Participants must read, sign, and agree to abide by the program "Terms and Conditions of the Award" document contained in the application materials. They are required to complete and submit a curriculum project to the Department of Education and the administering agency 90 days after the seminar end date. In addition, participants are required to use their curriculum projects in their classrooms, share them with colleagues, and conduct outreach activities in their schools, institutions, and communities as well as professional and/or academic organizations upon return to the United States. Finally, each participant must complete an electronic evaluation of the seminar for U.S. Department of Education purposes.

Will I receive academic credit for participation?

The U.S. Department of Education does not offer academic credit to participants in the Fulbright-Hays Seminars Abroad Program.

Can I publish the curriculum project that I create?

There are no restrictions on a participant publishing materials created as part of their Seminars Abroad experience. However, these materials must also be made available to the general public at no charge either through a Web site or other means.

Contacting Fulbright-Hay Seminars Staff:

Who do I contact with questions about the Fulbright-Hays Seminars?

Maria Chang

Telephone: (202) 219-7001

E-mail: maria.chang@ed.gov

If you have questions that are seminar specific, please send your questions to the seminar specific mailbox:

F-HSeminars2016Peru@ed.gov

F-HSeminars2016India@ed.gov

F-HSeminars2016Senegal@ed.gov

Who do I contact with questions about the technical aspects of working on and submitting the e-application?

G5 Help Desk

Hours Of Operation: 8:00 AM to 6:00 PM, Monday-Friday, EST, except on Federal holidays

Toll-Free: 1-888-336-8930

TTY: 800-877-8339

Local: 202-401-6238

E-mail: edcaps.user@ed.gov

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM HINTS FOR PREPARING A COMPETITIVE APPLICATION

- Plan ahead. Producing a strong application takes time and careful effort.
- Double check that you are applying to the appropriate seminar based on the educational level at which you work (elementary/middle, secondary, postsecondary).
- Be sure to check the eligibility requirements (if uncertain, contact program officer).
- The program does not lend itself to those who wish to apply in pairs or groups. This is an application process for individuals.
- Make sure your C.V. clearly explains your job responsibilities, including the specific courses and grade levels that you teach.
- Focus on illustrating your leadership qualities through specific examples of professional and community activities.
- Emphasize the nature of your active membership and involvement vs. simply listing organizations.
- Include any awards, honors or publications, especially at the district, regional, or national levels. If necessary, explain briefly.
- In the essays, show a clear connection between your professional responsibilities and the country seminar choices and, although of lesser importance, the seminar themes. Explain where the country and/or theme of the seminar fit into the unit(s) and course(s) for which you have responsibility.
- The curriculum project is very important. Be sure to consider this and write about a proposed project in the essay. A strong applicant should have a definite, but flexible, plan of how to implement learning experiences into their classrooms and communities.
- Consider what your outreach and dissemination plan will be (for the classroom, colleagues, community, district, and other educational arenas) and detail proposed activities in the application essays.
- Be sure to follow up with individuals who are providing references on your behalf so that their information is submitted by the application submission deadline.
- Students should be the ultimate beneficiaries of a Seminars Abroad experience. Be sure to discuss in your application how your participation in a seminar would benefit them directly.
- Proofread!
- Re-read each application question and then re-check your responses to ensure you have addressed in a specific manner all of the seminar objectives as given in each section.
- Have a trusted colleague or friend review your application materials and offer feedback.
- It is not unusual for an applicant's initial attempts to be unsuccessful. Please review the readers' comments and consider re-applying if this is the case.
- The essays should be no longer than three pages.
- A page is 8.5" X 11" on one side only and with 1 inch margins at the top, bottom, and both sides and portrait orientation.
- We require All essays to be written in Times New Roman, Courier, Courier New, or Arial, Calibri or Cambria 12 point font or larger, and double-spaced. Do not single space your essays. Double spacing is acceptable.

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM 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).

FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM 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.

- Complete Part A Form
- Curriculum Vitae (C.V.)
 - 50% Rule - Applications are accepted from those who work in two half-time permanent positions in two different schools or organizations, teaching or working at the same or similar academic levels. Applicants should indicate in the CVs their full or part-time status, including percent Full-Time Equivalent for each position. IF applicants are selected to participate in the Fulbright-Hays Seminar Abroad Program seminar, they will be expected to provide documentation demonstrating that the two positions equal full-time teaching or related administrative position responsibilities.
- International Experience Essay (maximum 3 pages)
- Demonstrated Need Essay (maximum 3 pages)
- Project Plan and Implementation Essay (maximum 3 pages)
- Competitive Preference Priority
 - If you believe you are eligible, please upload a PDF document from the following websites:
 - To search eligible **Title I** schools - <http://nces.ed.gov/ccd/schoolsearch/>
 - To search eligible **Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies** - <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>
 - To search eligible **Minority-Serving Institutions and Community Colleges** - <https://nces.ed.gov/collegenavigator/>
- Two reference letters (one from current supervisor and second from a colleague)

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 G5 Web site (<http://www.g5.gov>) by 4:30:00 p.m. Washington, D.C. time on the deadline date. The regular hours of operation of the G5 Web site are posted in this chart (note that the times listed are in Washington, DC time). Any modifications to these hours are posted on the G5 Web site.

G5 Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Unavailable from 08:00 PM – 11:59 PM	Unavailable from 12:00 AM – 5:59 AM	Available 24 hours	Unavailable from 09:00 PM – 11:59 PM	Unavailable from 12:00 AM – 5:59 AM	Available 24 hours	Available 24 hours