

2017-2018 Application for the Fulbright Scholar Program
Advanced Research and University Lecturing Awards in the United States

This text is specific for Portuguese candidates applying to a Fulbright grant and replaces the instructions available at the application's website. Please read this text carefully before starting your application.

THE FULBRIGHT PROGRAM

The flagship international educational exchange program sponsored by the U.S. government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and those of other countries. With this goal as a starting point, the Fulbright Program has provided more than 300,000 participants—chosen for their leadership potential—with the opportunity to observe each other's political, economic and cultural institutions, exchange ideas and embark on joint ventures of importance to the general welfare of the world's inhabitants.

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

Since the establishment of the Program, 46,800 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and more than 45,200 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year. Currently, the Program operates in approximately 155 countries worldwide.

The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost-sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The J. William Fulbright Foreign Scholarship Board (FFSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the Program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The United States Department of State, Bureau of Educational and Cultural Affairs, develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in some 50 countries that have executive agreements with the United States for continuing exchange programs, United States embassies in 90 other countries and a number of cooperating agencies in the United States.

Binational commissions and foundations propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview, and recommend to the FFSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

The Council for International Exchange of Scholars (CIES), under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES.

Council for International Exchange of Scholars

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The Fulbright Program and General Requirements

OVERVIEW OF THE FULBRIGHT SCHOLAR PROGRAM

The mission of the Fulbright Scholar Program is to increase mutual understanding between the people of the United States and people of other countries. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The Program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting friendships with colleagues in the United States; to develop collaborative research relationships with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States. Finally, for many faculty, the Fulbright Program offers an opportunity to pursue scholarly work without interruption. By doing research, guest lecturing, and pursuing other scholarly interests in a completely different environment, scholars return home personally invigorated and professionally stimulated.

NATURE OF GRANTS

Grant benefits vary according to the provisions of the program in each participating country. All Fulbright grants include limited accident and sickness benefits. Most awards provide international travel for the grantee to and from the host institution in the United States. About 70 percent of Fulbright grantees also receive maintenance grants provided by the U.S. Department of State or binational Fulbright Commissions and Foundations. Other scholars receive financial support from host institutions in the United States, private foundations or their home institutions or governments. Some also use personal funds to supplement their grants.

Grants should not be for periods of less than three months or more than 12 months, including extensions. Particular country or regional programs may have specific guidelines concerning the duration of grants and other special criteria that applicants should consider in their applications.

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute; and (9) violation of the policies of the J. William Fulbright Foreign Scholarship Board (FSB).

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period or (2) the grantee leaves the United States for more than two weeks without authorization of the Fulbright Commission or supervising agency.

ELIGIBILITY REQUIREMENTS FOR APPLICANTS

You must possess **all** of the following qualifications in order to be eligible unless specific exemptions are stated by the Portuguese Fulbright Commission.

- **Citizenship or permanent resident status qualifying you to hold a valid passport issued in the country in which the application is made.** Persons selected for a Fulbright grant will be required to submit a copy of their passport data page to the Portuguese Fulbright Commission. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both Portugal and the United States are also ineligible. Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. NOTE: Scholars and their dependents, who have held J visas with sponsorship of more than six

months are not eligible to reenter as J-1 researchers or lecturers for 12 months following the program sponsorship end date. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.

- **Doctoral degree or equivalent professional training or experience at the time of application.** For professionals and artists outside academe, recognized professional standing and substantial professional accomplishment is expected.
- **A detailed statement of proposed activity for research and/or lecturing at a U.S. institution.** The proposed project should contribute to the development of knowledge in your field and must be effectively investigated within a period of three to twelve months
- **Proficiency in English appropriate to the proposed lecturing and/or research project to be carried out in the United States.** Interviews will be conducted in English.
- **Sound physical and mental health.** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.

In addition, you should note the following conditions affecting review and selection of candidates:

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants who have previously received a scholar grant under the Fulbright Program of more than two months are ineligible to apply for another grant within five years from the date of termination of the previous grant, unless an exception has been granted.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the culture of their own countries and thereby contribute to understanding between the people of the United States and their country. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Grants are not for the principal purpose of

- attending conferences
- completing doctoral dissertations
- travel and consultation at multiple institutions, or
- clinical medical research involving patient contact*

[***Note to medical doctors:** The U.S. Department of State has designated the Educational Commission for Foreign Medical Graduates (ECFMG) as the sole agency authorized to sponsor alien physicians for internship, residency and specialized clinical training in the United States. Fulbright grantees cannot simultaneously be sponsored by ECFMG; therefore, proposals for medical research involving clinical training, patient care or patient contact cannot be approved under the Fulbright Program.]

APPLICATION AND REVIEW PROCESS

- You must submit your application by the deadline set by the Portuguese Fulbright Commission.
- Initial screening and endorsement of a scholar's application are done by the Portuguese Fulbright Commission.
- The application is then forwarded to CIES and the U.S. Department of State by the Portuguese Fulbright Commission. Final selection for all grants is made by the J. William Fulbright Foreign Scholarship Board.
- You will be notified by the Portuguese Fulbright Commission if you are selected, based on the timeline set by that organization. Before a grant can be confirmed, a Medical History and Examination Report is required and will be reviewed by appropriate personnel.
- It is the policy of the J. William Fulbright Foreign Scholarship Board not to give to individual applicants, to others inquiring on their behalf, or to the public generally, the specific reasons for selection or non-selection of applicants for awards under the program, to the extent not required to do so as a matter of law.

- You should not plan to arrive any earlier than August of the year you are notified. You must complete projects on or before December 31 of the year following notification of selection.

ARRANGEMENTS FOR AFFILIATION WITH A U.S. HOST INSTITUTION

One of the most important components of the Fulbright Scholar Program is a formal affiliation at a U.S. university or research institution. Applicants should be in contact with colleagues at U.S. institutions and make preliminary plans for their own placements by securing a letter of invitation from the prospective host institution.

When contacting institutions, do not limit yourself to only large research institutes and the most well-known U.S. universities. Consider listing other institutions such as community colleges, regional universities or Minority-Serving Institutions (which include Historically Black Colleges and Universities, Hispanic-Serving Institutions and Tribal Colleges and Universities). These institutions are often engaged in many dynamic areas of teaching and research. Though many U.S. institutions may not have an international reputation, they often do have appropriate facilities for scholars to conduct research. Scholars placed in these smaller and less well-known institutions often are given greater attention than their colleagues who are affiliated with larger and more well-known universities.

If you have studied previously in the United States, you should avoid seeking affiliation at your U.S. alma mater. This is to ensure that you expand your contacts within the U.S. academic community.

The task of affiliation is substantially facilitated if you have a project that is clearly defined and well written, as prospective host institutions also want to be assured that you can conduct research in English.

Preparing the Application

FIRST STEPS

- **Planning ahead**—Advance planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials.
- **Consulting with colleagues**—You are encouraged to consult with current or former Fulbright Scholars from your own country or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

GENERAL APPLICATION GUIDELINES

- At the time of application, you must submit the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three reference letters and (e) letter of invitation.

The application form is available at <https://apply.embark.com/student/fulbright/scholars/>, where candidates must start by creating an account with a login and password.

- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be submitted online**. Use 10-point or larger font on all parts of the application.
- Responses to questions on application must adhere to established character limits. **You may not attach additional pages** to answer these questions.
- Proofread the entire application before submitting it. The **application should be free of grammatical and spelling errors**.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement**. The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without

being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Preliminary 1a. *U.S. Permanent Residency*

- If you have or are applying for U.S. permanent residency, you are ineligible for the Fulbright Program.

Preliminary 1b. *Home Country*

- Country from which you are applying for a Fulbright Scholar grant.

Preliminary 2. *Category of Grant*

- Select the appropriate value from the pull down menu for the type of grant you are seeking: lecturing, research or lecturing/research.

Lecturing: If the primary purpose of your project is to teach or team-teach at least one full semester course. (Note: You will be required to submit course syllabi along with a confirmed invitation to lecture.)

Research: If the primary purpose of your project is to conduct research. (Note: You will be required to submit a research bibliography.)

Lecturing/Research: If your project will include significant portions of both lecturing and research as defined above (Note: You will be required to outline both activities in your project statement, as well as submit course syllabi and a research bibliography.)

Online Application Instructions

Personal Information 1. *Home Country*

- This will auto-populate from the selection you made during your application registration.

Personal Information 2. *Category of Grant*

- This will auto-populate from the selection you made during your application registration.

Personal Information 3. *Title*

- Select the most appropriate title from the drop-down menu.

Personal Information 4. *Family Name, First Name, Middle Name*

- **Enter your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant and immigration paperwork.

Personal Information 5. *Gender*

- Select your gender from the drop-down menu.

Personal Information 6. *Country of Citizenship*

- Select the country in which you hold primary citizenship from the drop-down menu.

Personal Information 7. *Country of Legal Residence*

- Select the country in which you legally reside from the drop-down menu.

Personal Information 8. *U.S. Permanent Residency*

- This will auto-populate from the selection you made during your application registration and cannot be changed.

Personal Information 9. *Date of Birth (Month/Day/Year)*

- Select the name of birth month, day and year from the drop-down menus.

Personal Information 10. *City/Country of Birth*

- Enter your city of birth in English.
- Select your country of birth from the drop-down menu.

Employment Information 11. *Current Position and Start Date, Department/Office, Institution*

- Select your current position title from the drop-down menu. *If you do not find your position title, please select Other and type your title in the Other text box in English.*
- List the name of your department or office, city, and province/state **in English**.
- Select your Institution using the *Search Institution* link. *If you do not find your institution, please select Other and type your institution name in the Other text box in English.*

Academic Credentials 12. *Academic Credentials*

- State the degree earned and its equivalency in English (Ph.D., Doctorate, Masters, etc.). Include only your highest terminal degree(s) here.
- Select your Institution using the *Search Institution* link. *If you do not find your institution, please select Other and type your institution name in the Other text box in English.*
- Select country, discipline, name of diploma/degree, date received from the drop-down menus.

Academic Credentials 13. *Significant Professional Accomplishments and Publications*

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write “See curriculum vitae.” List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher’s name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. 700 Character limit.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line.

Academic Credentials 14. *Previous Fulbright Scholar Grant(s)*

- Include only Fulbright Scholar grants awarded through CIES (Visiting Fulbright Scholar Program). If you have received any other award through the Fulbright Program (such as Fulbright Student or Fulbright-Hays grants), include this experience in ‘**Professional Travel 20**’ below. Please also see the Notes on Eligibility regarding previous Fulbright grants.

Project Details 15. *Project Title*

- The project title should succinctly describe the focus of the award activity (for example, “Evaluating Fundamental Tax Reforms in a Globalizing World” or “Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks”).
- For lecturing/research awards, distinguish between both components, separating them with a semicolon.

Project Details 16. *Summary of Project Statement*

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research and/or lecturing activities should fit *within the space provided*. 700 Character limit.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.

Project Details 17. *Proposed Program Length and Dates*

- Consult with the Portuguese Fulbright Commission regarding country-specific minimum and maximum grant lengths.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S.

academic year (September through May), when your U.S. colleagues are more likely to be available.

Project Details 18. *Major Academic Discipline*

- Select one discipline from the drop-down menu that best describes your Fulbright project.

Project Details 19. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

Professional Information 20. *Professional Travel and/or Residence Abroad During the Last Five Years*

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

Professional Information 21. *Professional Memberships*

- List the four most relevant cultural, educational, and professional organizations that you have belonged to.

References 22. *Identification of Referees*

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See “Reference Reports” on page XII for more detailed information.
- References must be completed in English.

English Proficiency 23. *Self-Assessment of English Proficiency*

- Indicate your personal assessment of your level of competence in English.

Preferred Host Institution(s) 24. *Preferred Host Institution(s)*

- Portuguese applicants must have arranged an affiliation with a U.S. host institution and must attach a copy of the letter of appointment to the application, on page 7 of the application, Letter of Invitation. Non-academic affiliations, while sometimes possible, require additional FFSB review, and approval is not always granted.

25. *Home mailing address*

Candidates must provide a cell phone number.

PLEASE NOTE:

CIES strongly encourages affiliating with one institution for the duration of your grant period. If the academic program you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. CIES advises against dual or multiple affiliations unless absolutely necessary.

Contact/Family Information 25. *Home Mailing Address*

- Enter your Home mailing address.
- Select the country from the drop-down menu.

Contact/Family Information 26. *Emergency Contact Information*

- Enter contact information in the case of an emergency.
- Select the country from the drop-down menu.

Contact/Family Information 27. *Marital Status*

- Select the appropriate value from the pull-down menu.

Accompanying Dependents/Family Members 28. Dependents

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** *If your dependent(s) have previously entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship ([professor, research, scholar, student, specialist, short-term scholar) and provide copies of their previous DS-2019 and attach all accompanying dependents' passports in the document upload section.*
- If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep the Fulbright Commission informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependent's passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to their local Fulbright Commission in order to confirm eligibility and facilitate the issuance of forms required for visa application. Dependents who are U.S. citizens will not be issued J-2 visas and must travel on a U.S. passport.

Note: Visa eligibility alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy.

Alternate Funding 29. Alternate Funding

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, personal savings, etc.). Please list funding amounts in U.S. dollars and attach your supporting documentation/financial support statement in the document upload section.

Survey 30.

- Please mark the check box and, if necessary, type in the text field how you learned about the Fulbright Scholar Program.

Survey 31.

- Please select from the drop-down menu.

Survey 32.

- Please select all that apply from the drop-down menu.

Physical Impairment 33. Physical Impairment

- This information is gathered for statistical purposes and to ensure appropriate placement and accommodations. The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin or physical impairment.

THE PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words)

Format

- The project statement itself must be three to five single-spaced typed pages. **Do not exceed the character limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.

- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

Background: Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance: Explain the importance of the project for the field, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. (For example: new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

English Proficiency: Describe your schooling in English, use of English and level of competence in speaking, reading and writing.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

FOR A LECTURING PROPOSAL

Teaching Experience: Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.

Proposed Teaching: Explain what you propose to teach in the United States.

English Proficiency: Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.

Expected Outcomes: Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country (for example, new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues). Describe briefly the expected impact of your participation on your home institution, community or professional field.

Content

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and CIES staff that can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.

- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate that you have discussed your plans with the U.S. Embassy and your prospective host, if known, in order to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

Style

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned and dates received)
- positions held
- courses taught and other services provided to students and the home institution
- publications (provide full citations and list them starting with the most recent)
- other professional activities, such as workshops, seminars and consultations
- membership and activities in professional associations
- professional honors, awards and fellowships
- community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, you should expand upon these topics to display more completely your accomplishments.

SUPPLEMENTAL MATERIALS

Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- Letters of invitation must be received by the application deadline.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research.

Course Syllabi

For lecturing proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught.

Grant Rules and Guidelines

If you are called to an interview, you'll be required to bring your identity card and one signed copy of the Grant Rules and Guidelines corresponding to the grant you are applying to. This document is available at the Fulbright Commission's web site – www.fulbright.pt;

Transcripts or diplomas of your degrees

Please provide copies of your transcripts or diplomas.

Additional materials not uploaded in the application, should be sent in pdf format by e-mail to the Fulbright Commission (plemos@fulbright.pt). Please send one pdf per document and all the pages of each document in the same pdf.

REFERENCE REPORTS

Candid, frank reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit three references. Do not submit more than three references.
- A copy of the project statement should be given to each referee.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- References can come from your home institution, but at least one of the references should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be submitted through the online application system.
- Hand-written letters will not be accepted.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

Please send your questions about the application process by email to plemos@fulbright.pt.

Please note that applications that are not complete by October 31, 2016 will not be considered.