Australian Applicant Instructions

for award categories:

Distinguished Chair

Scholar

Professional

Postdoctoral

Not Postgraduate

Postgraduate applicants please use the other instructions available on our website
https://www.fulbright.org.au/applicants/australian-applicants/

Application cycle **opens**: January 6, 2021 at 09:00 AEDT

Application cycle **closes:** July 6, 2021 at 23:59 AEST

Please read this document in full before commencing your application.

This document provides step-by-step instructions for Australians on how to complete the application correctly. Applicants are encouraged to print this document and keep it nearby as they complete the application.

- Applicants applying in this cycle, if successful, must commence their program between 1 July 2022– 30 June 2023, please consider this when planning your proposed program.
- Late applications will not be accepted.
- Please read the eligibility requirements on the website before commencing an application.
- Recommenders must submit their statements online before the application deadline above to be included in the application.
- All applications must be completed (using these instructions) via the online application portal.
- Please read this document in full to prepare the necessary documentation before commencing your application.
- Please review your completed application before submitting it, using the checklist provided to ensure all elements are included.

Table of Contents

General Information

The application is supported by all modern browsers. We recommend that you use a current version of [Google Chrome,](#) which supports Windows, Mac, and Linex platforms.

Prior to starting an application, please read the below information.

Step 1: Learn the requirements for submitting an application
Before you begin an application, please visit the Australian Fulbright website for comprehensive information on suitability, eligibility and application requirements for a Fulbright scholarship https://www.fulbright.org.au/applicants/australian-applicants/.

Step 2: Record user name and password in a safe place
Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like, using your user name and password. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

Step 3: Complete the application
You <u>do not</u> need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:
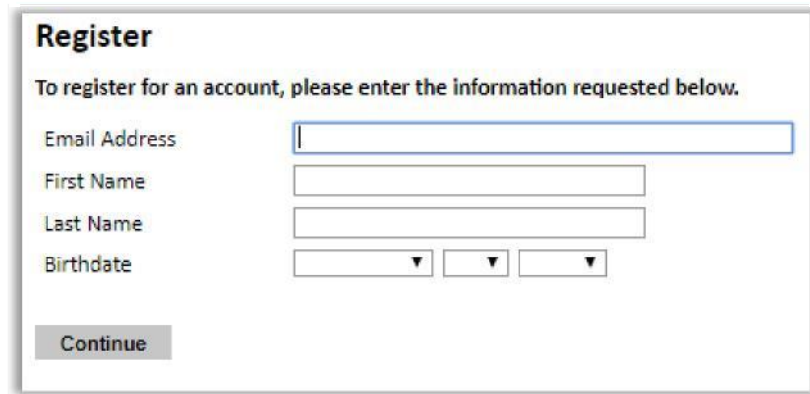- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

Step 4: Submit the application
Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. Once you submit you CANNOT make changes to your application.

Creating Your Online Account

1. Go to https://apply.iie.org/fvsp2022
2. Please read all instructions carefully before completing the application.
3. To start, click *Create an account*.

4. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

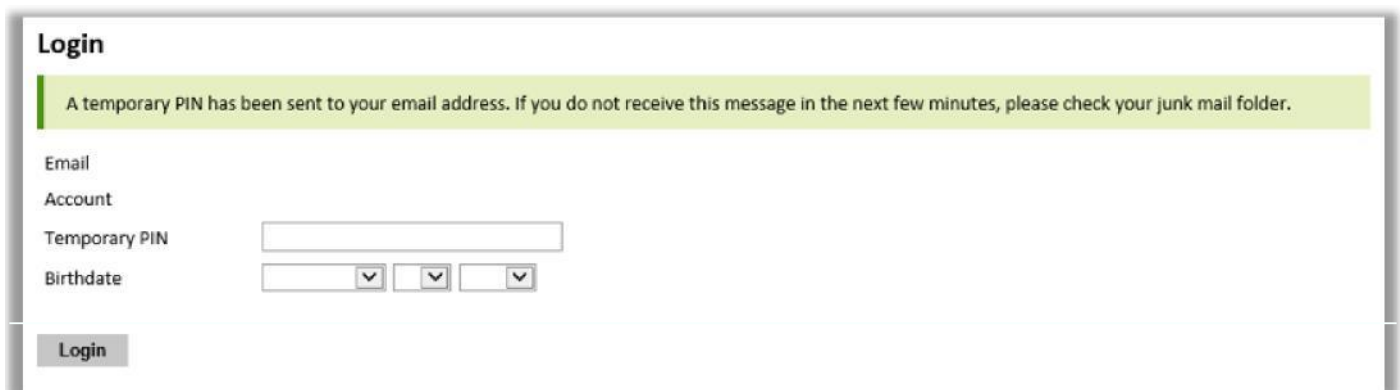To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

   Note: Use an email address that you will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

5. Click Continue. You will receive an email from apply@iie.org confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.

6. You will be prompted to enter your pin and then create a password to complete login.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	
Account	
Temporary PIN	
Birthdate	✔ ✔ ✔

Login

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password _____

New Password (again) _____

  ✖ At least one letter
  ✖ At least one capital letter
  ✖ At least one number
  ✖ Be at least 12 characters
  ✖ New passwords must match

[Set Password]

7. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the sent instructions. Ensure you click on the 2022 – 2023 cycle to start a new application.

Managing Your Application

Editing Your Application Prior to Submission

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.

2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

Reviewing Your Application After Submission

1. After you SUBMIT your application, you CANNOT make any changes.

2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.

3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

Letters of Recommendation

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.

2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.

3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions

These questions address essential program eligibility. All questions are required. **Please note that you are applying for the 2022-2023 academic year.**

1. Select the country (Australia) through which you are applying for the Fulbright grant from the dropdown menu.

2. Select the appropriate program year (2022-2023) from the dropdown menu.

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.

   a. Please note applicants cannot be U.S. citizens or dual U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.
   - Dual citizens between Australia and a country that is not the U.S., (i.e. the UK) are eligible.

4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
   a. These instructions are used for many countries associated with Fulbright, please visit the Australian-American Fulbright website to review the program eligibility requirements https://www.fulbright.org.au/applicants/australian-applicants/

5. Click *Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section

2. Note any country-specific and award-specific instructions for completing the rest of the application, including:

    a. Country website: https://www.fulbright.org.au/
    b. Deadline information
    c. Open application cycle
    d. Additional required materials

3. If prompted, you must select an Award before proceeding. **If you are applying for a Postdoctoral, Scholar, Professional or Distinguished Chair Award please select Scholar Award**

4. Click *Continue* to proceed to the next section

Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.

2. Select 'Yes' or 'No' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.

3. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information.

1. **Name:** Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

2. **Name on Previous Records:** If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).

3. **Biographical Information**: The birthdate that you used to create your account will automatically appear.

4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.

5. **Citizenship Information:** Select your country of citizenship and country of residence from the dropdown menus provided.

6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.

   a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

7. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. **Address:** Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live in Australia).
   a. Based on your country selection, the subsequent fields will change to match the address format of that country.
   b. Complete the remaining address fields. Do not use accents or special characters.
   c. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
      - If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
      - If you answer 'yes' to this question, proceed immediately to the next section.

3. **Telephone numbers:** Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
   a. To find the correct country code, click on the blue 'country code' link

4**. Email:** The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.
   Note: All system-generated emails and contact from the Commission will continue to go to your primary email address.

5. Entering emergency contact information is required, the individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in Australia.
   a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country
   b. At this stage you are not required to enter an emergency contact for the United States

6. Click *Continue* to save your responses and advance to the next section

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organisational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required. Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resume

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

- Education (universities attended, degrees earned, and dates received)
- Professional 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 your accomplishments in full.

Please note, copies of transcripts are not normally required, however for **postdoctoral applicants** who have recently submitted and had their thesis passed, but have not yet been conferred their PhD, please attach a letter from the head of department or school confirming that the thesis has passed examination.

1. **Curriculum Vitae/Resume**: Upload your curriculum vitae/resumé in PDF format that does not exceed six pages.
Note: If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

    a. Click *Browse*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*
    d. Click *Upload* to complete the file upload

Curriculum Vitae/Resume	Please upload a document that does not exceed six (6) pages.	Browse... No file selected.
		Upload

2. **Academic Background:** List all post-secondary educational institutions from which you have received a degree or academic credential. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.

    a. Click *Add Institution*
    b. Type in the name of the institution
    c. Choose the level of study (graduate or undergraduate) from the dropdown menu
    d. Select the country where the institution is located from the dropdown menu
    e. Enter the appropriate city and region/state
    f. Provide the website of the institution (optional)
    g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
    h. If relevant, provide the actual name of the degree or diploma (e.g., license)
    i. Enter the discipline in which this degree or diploma was earned
    j. Select the month and year of the date this degree was received (Month – Year format) from the drop-down menu. If a degree is in progress, list expected date of conferral for Date Degree Received.
    k. Click *Save*.

Educational Institution

Institution*	
Level of Study*	▼

Institution Location (all address fields are required)*

Country	United States ▼
City	
State	Select State ▼

Website	
Name of Diploma or Degree Equivalent*	▼
Actual Name of Degree or Diploma	
Discipline*	
Date Degree Received*	▼ ▼

If a degree is in progress, list expected date of conferral for Date Degree Received.

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

4. **Current Professional Profile:** List your current professional affiliation or employer and any relevant previous professional experience by clicking *Add Experience* under Position Title.

a. Choose the role which most closely corresponds to your current role from the dropdown menu
b. If you are an independent/unaffiliated scholar, check the box underneath the Current Role field. The Institution Name and Department Name fields will disappear after the box is checked
c. Enter your current position title (e.g. Director, Assistant Director, etc.)
d. Enter the name of the institution and, if relevant, the department where you are currently employed
e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable
g. Click *Save*

Professional Experience

Current Role* [▼]

☐ I am an independent/unaffiliated scholar.

Position Title [   ]

Institution Name* [   ]

Department Name [   ]

If you are currently employed, please leave the End Date field blank.

Start Date [▼] [▼]

End Date [▼] [▼]

Institution Address

Country* [▼]

Street Address* [   ]

City* [   ]

State/Region* [   ]

Postal Code* [   ]

[Save] [Cancel]

5. If you have more than one current position and/or relevant previous professional experience, click *Add Experience* and follow the instructions above.

6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
    a. List no more than five accomplishments, honors, or awards

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b. Separate each entry with a semicolon (;)
c. 700-character limit

7. **Organizational Memberships:** List up to four professional memberships in cultural, educational, and professional organizations.

    a. Click *Add Organization*
    b. Enter the name of the organization
    c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
    d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization, if you are still an active member, leave the End Date blank.
    e. Click *Save*

Organizational Membership

Organization

If you held an elective office, list this in your Role.

Role

Start Date

If you are still an active member, leave the End Date blank.

End Date

8. **Letter of Support from Home Institution** <u>**This is not a required field for Australian applicants:**</u> upload a PDF file of your letter of support/confirmation of leave from your home institution, confirming your ability to participate in a Fulbright award.

    a. Click *Browse*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*
    d. Click *Upload* to complete the file upload

As directed in your country-specific instructions, please upload a letter of support/leave from your home institution, confirming your ability to participate in a Fulbright award.

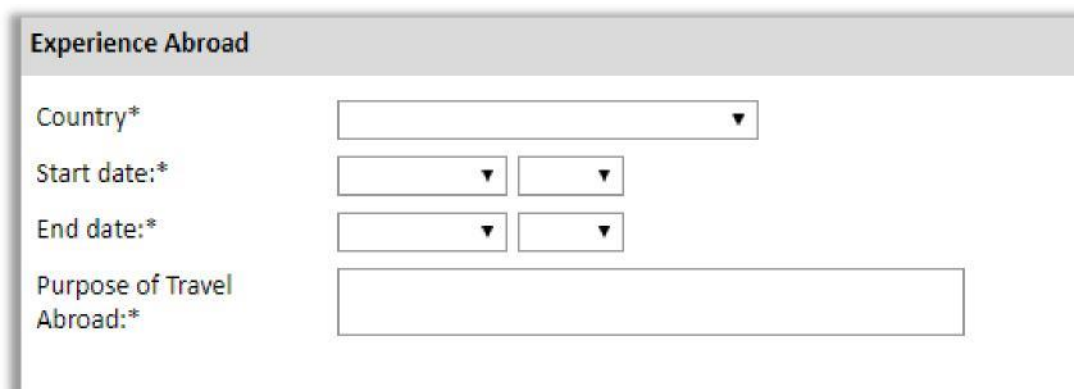Letter of Support   Please upload any letters of support/leave from your home institution.   Browse...   No file selected.
    Upload

Experience Abroad

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
    a. Click *Add New*

b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
c. Select the start and end dates (Month-Year format) of you travel/residency
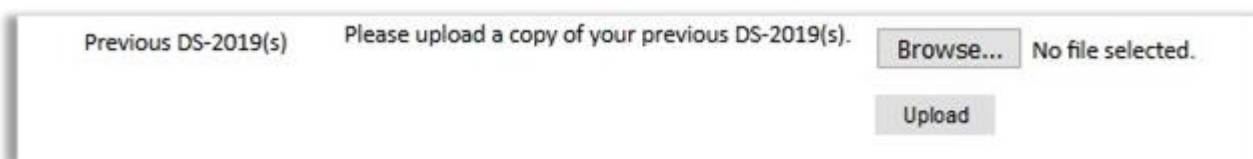d. Enter the purpose of your travel abroad
e. Click *Save*

10. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.

11. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa

    a. If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019

    If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories in the last two years, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.

12. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant. a. If 'yes', you are required to list the grant(s):
    - Click *Add Grant*
    - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
    - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
    - Select the academic year that corresponds to the year in which you received the Fulbright grant
    - Click *Save*

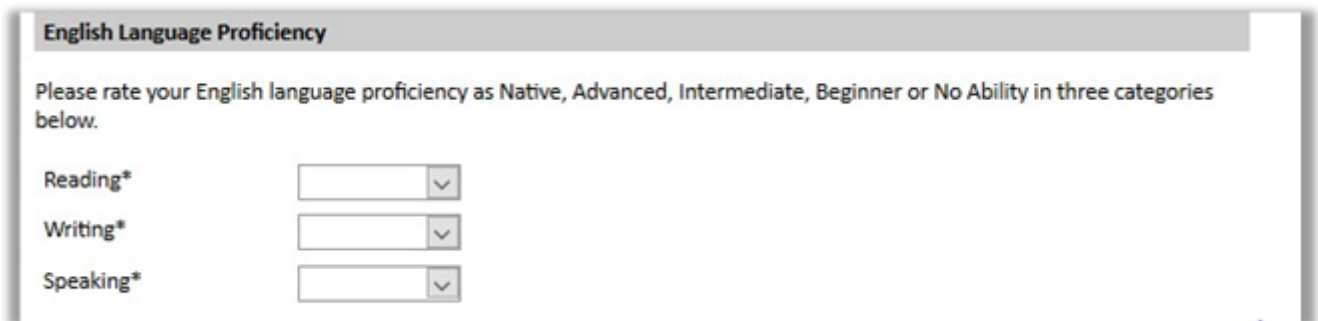| Previous Fulbright Grants		
Award Type*		▼
Previous Grant Year*	▼	

13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.

14. Click *Continue* to save your responses and advance to the next section
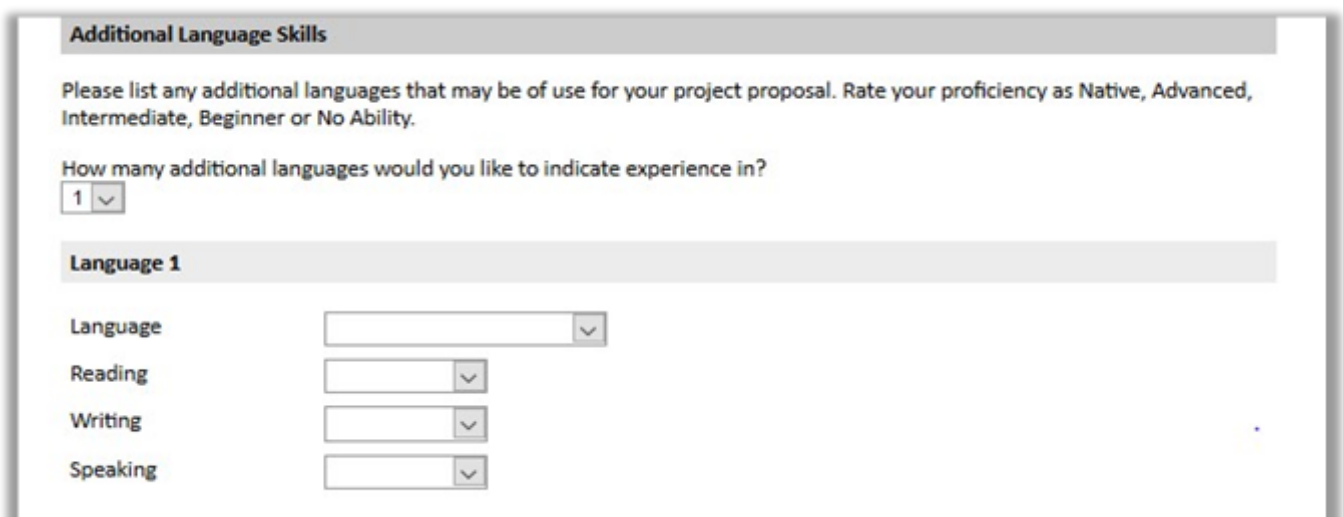
Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. **Native Language:** Select your native language from the dropdown menu provided.

2. **English Language Proficiency**: If your native language is not English, a section collecting your English language proficiency will appear.

English Language Proficiency

Please rate your English language proficiency as Native, Advanced, Intermediate, Beginner or No Ability in three categories below.

Reading*

Writing*

Speaking*

- Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

3. **Additional Skills:** Select the number of additional languages that you would like to include that may be of use for your project or study plans.

- Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

Please list any additional languages that may be of use for your project proposal. Rate your proficiency as Native, Advanced, Intermediate, Beginner or No Ability.

How many additional languages would you like to indicate experience in?

1

Language 1

Language

Reading

Writing

Speaking

4. Click *Continue* to save your responses and advance to the next section.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.

Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.

Plagiarism will be understood to include any of the following:

Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:

- Copying the exact wording of a written source
- Presenting material with alterations in wording
- Paraphrasing the content of a source without citation

It is expected that your responses to all questions in the following application will be your own work and writing, with clear citation of secondary sources if describing academic work and the writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited.

2. Click *Continue* to save your responses and advance to the next section.

3. Click *Continue* to save your responses and advance to the next section

Project Proposal

This section collects information about your proposed project. <u>Australian applicants are **NOT** required to submit any additional documentation</u>.

1. Select the category of grant for which you are applying.
   a. If you select Research, you must upload a Bibliography This is not a required field
   b. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus. This is not a required field
   c. If you select Teaching, you must upload a Course Syllabus This is not a required field

If the application won't let you proceed without uploading these documents, please upload a blank page.

2. **Project Statement:** Enter your Project Title in the Project Title field. The project title must be in English. Make sure it is written in AP style: no abbreviations, not all caps; all words of four or more letters should be capitalized, no Oxford commas.

3. **Brief Summary of Project Proposal**: Enter a summary of your Project Proposal in the text box (maximum of 700 characters)

4. **Project Statement Uploader:**

Project Statement*	Please upload a project statement/statement of purpose as detailed above.		Browse...
		Upload	

Upload a detailed project statement of three (3) to five (5) pages in PDF format. There is no template for a successful project statement as each project is unique. Applicants are encouraged to have someone outside of their area of specialization read their project proposal for clarity, formatting and specificity as well as general proof reading.

<u>Technical proposals should be articulated in clear, easy to understand language, as proposals may be evaluated by a wide range of subject experts.</u>

   a. Click *Browse*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

5. **Bibliography**: If requested, upload a Bibliography of one (1) to three (3) pages of references in PDF format following the instructions above.

6. **Course Syllabi:** If requested, upload Course Syllabi of up to ten (10) pages in PDF format following the bulleted instructions above.

7. **Academic Discipline**:

    a. Select the most appropriate academic discipline for your project from the dropdown menu.
    b. Select the most appropriate primary specialization from the dropdown menu.
    c. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
- Some fields will ask you if you'd like to upload portfolio materials as part of your application. Select 'yes' or 'no'
- If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.

8. **Intended Grant Period**: Select your proposed grant length (in months) from the dropdown menu.
    a. Enter your proposed grant start and end dates (Month-Day-Year format)

9. **Institutional Affiliation**: Australian applicants are required to have made affiliation arrangements with a U.S. host institution and must upload a letter of invitation.

    a. Host letter of Invitation
- Host letters should be provided by your host institution contact, ideally the relevant department/faculty head or direct supervisor during your proposed program
- Host letters should be typed on an institutional letterhead and signed
- The host letter should contain the proposed academic year
- Host letters do not ensure selection for an award
- Host letters are not accepted after the application deadline

    b. Add the Host Institution by selecting *Add Institution*
- Enter Institution Name
- Enter Name and Contact Information of the person at the Institution who will be your primary contact
- Enter the address of the Institution
- Indicate whether you have received a letter of invitation
- Click *Save*
- Upload the Letter of Invitation (if available) by clicking *Browse*, locate and select the file from your computer, click *Open* and click *Upload*

10. Click *Continue* to save your responses and advance to the next section

Grant and Travel Plans

Please note: Completing your financial information is not required for Australian applicants at this stage. Uploading a copy of your passport is required.

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents.

1. **Financial Information:** Select 'yes' or 'no' to indicate if you have other sources of financial support during your Fulbright grant

    a. If 'yes', select the number of other sources of funding you expect to receive
        - Enter Source Description (e.g., NSF grant)
        - Estimated Amount (in U.S. dollars)
        - The Other Funds Total field will automatically update based on the amounts provided above
        - Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Browse*, select the relevant file and click *Upload*.

Financial Information

Please refer to the country-specific instructions to determine whether you are required to complete this section. If required, please outline any financial support you may receive during your Fulbright grant.

Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?

- ⦿ Yes
- ◯ No

How many other sources of funding do you expect to receive?

[1 ▾]

Please specify all amounts in U.S. dollars. Please enter total amounts for the expected grant period, rather than monthly amounts.

Source Description 1	[ ]
Estimated Amount 1	[ ]
Other Funds Total ($)	[0]

Financial Support Documentation

Financial Support Documentation — Please upload relevant documentation of any financial support you expect to receive.   [Browse...] No file selected.

[Upload]

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    b. **Additional Grants:** Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700-character limit). Include the course and amount for all funding.

2. **Passport/Travel Document:** Upload a copy of your passport or travel document by selecting *Browse* **This is Required**

3. **Accompanying Dependents:** Select the number of dependents you intend to have accompany you the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)

    a. If you select 1 or more, you will be prompted to enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.

4. Click *Continue* to save your responses and advance to the next section.

Additional Information

This section allows you to upload additional documentation in support of your application, you may need to combine related documents into one PDF if you have multiple documents to upload.

Please note that all requirements for Australian applicants are listed in this form. There is no need to consult with the Fulbright Commission for any additional materials necessary.

The Personal Statement

- It is a requirement of the Australian Commission that you attach a one-page narrative giving a picture of yourself as an individual.

- This statement should outline your personal history, influences on your intellectual development, the educational and cultural opportunities to which you have been exposed, and the ways in which these experiences have impacted you. Also include your special interests and abilities, career plans and life goals etc. **It should not be a record of facts already listed on the application or an elaboration of your statement of proposed study.**

Checklist and Declaration – Required
Attached to this PDF as **Appendix 2**, please complete and upload.

Sponsored Award Statement/s

- Please complete and attach a *Sponsored Award Statement* if applicable (per **Appendix 1**: Award Catalogue- Fulbright Future, State/Territory awards, Monash, and RMIT Fellowship awards)

Creative/Performing Arts Applicants

- Supplementary material must be included with the application to demonstrate excellence and achievement in your chosen field. Please visit the Fulbright website for instructions on what to provide.

- Please provide these items to the Commission directly via email: fulbright@fulbright.org.au with the subject line *'(SURNAME), (First name) – Arts Application - attachments'*

Complete the Outreach Survey

Click *Continue* to save your responses and advance to the next section

Recommendations

It is **<u>strongly recommended</u>** that you have three letters of recommendation submitted on your behalf. Letters of recommendation are an extremely important aspect of your application; an application will be considered incomplete without *at least two* letters of recommendation. Your recommenders must complete the forms online and submit electronically.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application. **Late recommender reports cannot be accepted.**
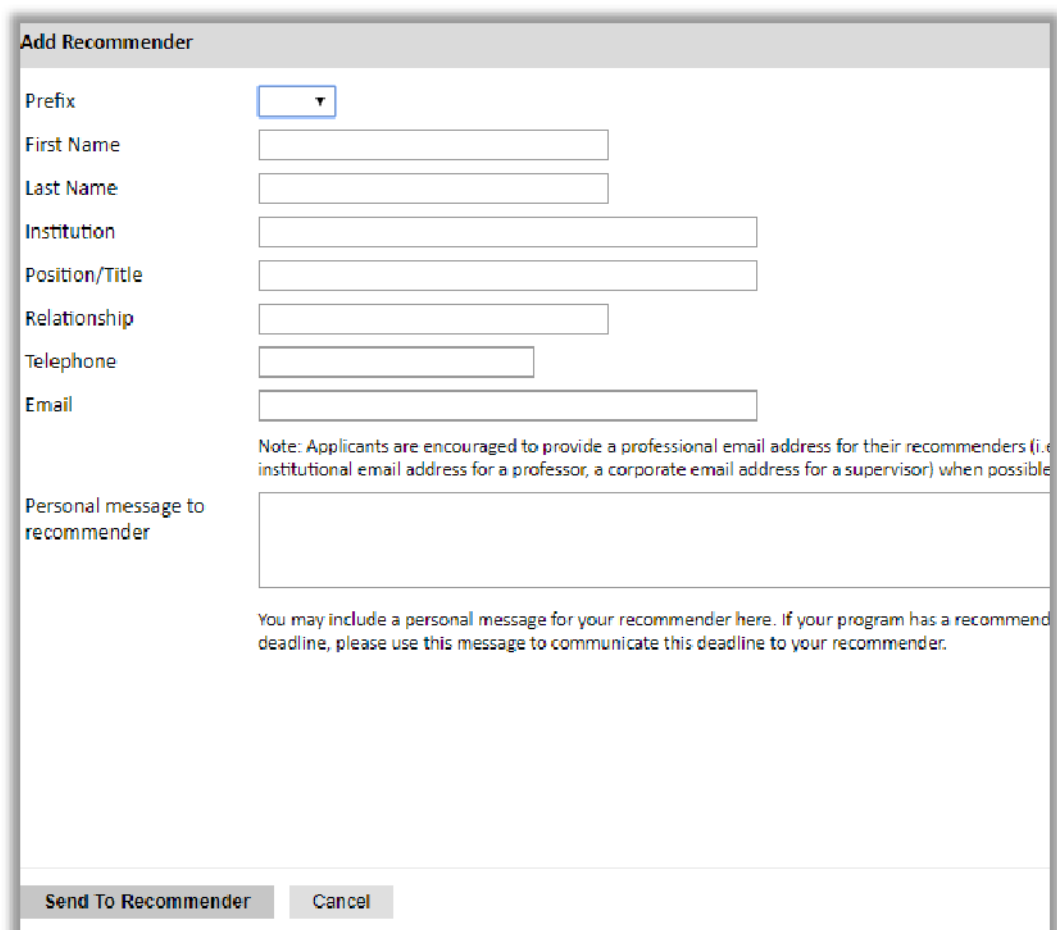
Data Privacy:
Please note that the **Data Privacy Terms and Conditions** and **Reference Materials Waiver** boxes must be filled out in order for your recommender request to be sent. This can be found in the left sidebar Data Privacy tab.

Tips on recommendations:
- Please provide your recommenders with a copy of your project statement.

- Recommendations 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.

- We recommend that you not ask someone for a letter of recommendation 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.

- Recommendations can come from your home institution, however, we suggest that at least one of them be from a colleague in your field outside your home institution.

- If you have recently moved to a new home institution, you may elect to have one of your recommenders be from your previous institution.

- Choose your recommenders carefully and contact them early. The letters of recommendation need to accompany the application. One single letter of recommendation will not be accepted, the minimum number of recommendations is 2.

- Recommendations must be written in or translated into English.

- It is your responsibility to ensure that recommendation reports are submitted by the deadline.

Adding Recommenders:

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:

Add Recommender

Prefix	[▼]
First Name	[ ]
Last Name	[ ]
Institution	[ ]
Position/Title	[ ]
Relationship	[ ]
Telephone	[ ]
Email	[ ]

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

[   ]

You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.

Send To Recommender   Cancel
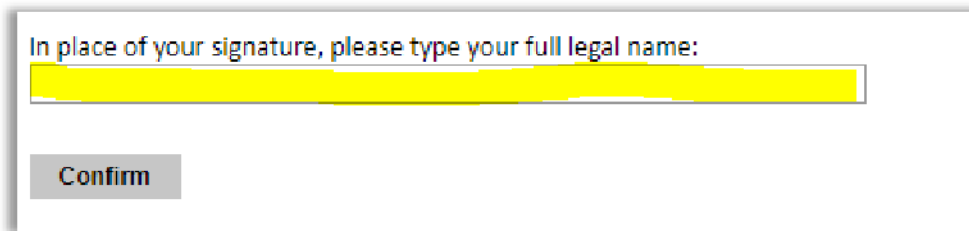
Inviting Recommenders:

1. Click *Send to Recommender* to generate automatic email to recommender
2. Click *Continue* to save your responses and advance to the next section
3. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Edit Recommender

Prefix	▼
First Name	
Last Name	
Institution	
Position/Title	
Relationship	
Telephone	
Email	
Personal message to recommender	
Status	Sent to recommender on 12/20 at 11:18 AM

Save   Send Reminder   Exclude   Cancel

Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- Before you can submit your application electronically, your application will be reviewed for completeness. If there is missing data, you will be prompted to correct it. **However**, **the system will not evaluate your additional documents** e.g. your personal statement, award statement etc. – **please ensure these supplementary documents are attached before submitting.**

- If no errors appear, then your application is ready for submission.

- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

- Review and print your application for your records.

- Please note that you must submit all required support documents electronically by the application deadline. **No material will be accepted after this date.**

REVIEW ALL RESPONSES. CLICK SUBMIT.

Appendix 1: 2021 Australian Scholar Award Catalogue

Please indicate in your application:	Award	Supplementary Statement
One of the following **general award categories**:	Fulbright Postdoctoral Scholarship	No additional statement required
	Fulbright Scholar Award ('Senior'/'Professional'/'Distinguished Chair')	
Please indicate in your application checklist any of the **sponsored awards** you would like to be considered for *in addition to* the general award:	Fulbright Indigenous Scholarship	No additional statement required
	Fulbright Scholar (Funded by Florida Polytechnic)	No additional statement required
	Fulbright Scholar (Wyoming)	No additional statement required
	Fulbright Future Scholarship	Outline how your research is innovative and has the potential for significant impact for Australia.
	Fulbright Northern Territory State Scholarship	Outline how your proposed research or study will benefit the state. Please note state awards for NSW, QLD, SA and VIC are for postgraduate applicants only and therefore not listed here. To be eligible for state awards you must reside in the state/territory.
	Fulbright Tasmania State Scholarship	
	Fulbright Australian Capital Territory Scholarship	
	Fulbright Postdoctoral Scholarship Sponsored by Monash University	Outline how your research will address the grand challenges of our age and help strengthen the Australian bilateral relationship with the U.S.
	Fulbright Postdoctoral Scholarship (Vice Chancellor's Fellowship) Sponsored by RMIT University	Outline how your research aligns with one or more of RMIT's Enabling Capability Platforms and will contribute to solving critical global problems. Address the award requirements in your project proposal, no additional statement required
	Fulbright Professional Scholarship in Business/Industry (Coral Sea)	
	Fulbright Professional Scholarship in Non-Profit Leadership	
	Fulbright Professional Scholarship in Vocational Education and Training	
	Fulbright Senior Scholarship Sponsored by Kansas State University	Outline how your proposed research or study addresses the award requirements. Note: All applications require an invitation letter, signed by the Kansas State University faculty host and his/her department head/chair.
	Fulbright Distinguished Chair In Agriculture And Life Sciences Sponsored by Kansas State University	

Please check eligibility requirements per award on www.fulbright.org.au. Applications missing supplementary documentation will be deemed ineligible

AUSTRALIAN SCHOLAR/POSTDOCTORAL APPLICANT CHECKLIST

Please complete and upload as an additional document in your application (if you don't tick any awards you will be considered as a **Generalist**)

I am applying as a: Postdoc   Scholar

Postdoctoral Applications Only
Postdoctoral Scholarship sponsored by Monash University
Award statement has been completed (next page) or is attached
RMIT Postdoctoral Vice Chancellor's Fellowship
Award statement has been completed (next page) or is attached
Postdoctoral & Scholar Applicants
Future Scholarship Award - *Impact statement has been completed (next page) or attached*
Indigenous Scholarship Award
Professional Scholarship in Non-Profit Leadership Award
Professional Scholarship in Vocational Education and Training Award
State Award - *State Award statement has been completed (next page) or attached and I understand that I must be currently living/working in the state/territory to be considered*   **ACT   TAS   NT**
Scholar Applicants Only
Professional Coral Sea (Business/Industry) Scholarship Award
Professional Scholarship Award in Alliance Studies
U of Wyoming – *a letter of invitation from the sponsoring institution is attached*
Florida Polytechnic - *a letter of invitation from the sponsoring institution is attached*
Kansas State U - *a letter of invitation from the sponsoring institution is attached*
Distinguished Chair in Agriculture and Life Studies Award – *a letter of invitation from the sponsoring institution is attached*
General Eligibility Requirements
I am an Australian Citizen and do not hold dual U.S. citizenship
I understand I can only travel on a J1 visa scholarship
I understand that providing false information in my application may disqualify me from Fulbright awards

Signature: Date:

Statement/s

Fulbright Future Impact Statement - How will your research have a positive impact on the health, livelihoods, and prosperity of Australians? How will you aim to create, contribute to, or otherwise enhance Australian-American bilateral research collaborations?

(Under 500 words, see our **website** for more eligibility information)

Fulbright State/Territory Scholarship (ACT/NT/TAS only) - How will your research broaden your professional, educational and cultural horizons and benefit your local community? Please highlight the relevance and importance of your research to your home state/territory and your connection to your state/territory.

(Under 500 words, see our **website** for more information)

AUSTRALIAN SCHOLAR/POSTDOCTORAL APPLICANT CHECKLIST

Statement/s

Monash Postdoctoral Award Statement - How will your research address the grand challenges of our age and help strengthen the Australian bilateral relationship with the U.S.?

(Under 500 words, see our **website** for more information)

RMIT Postdoctoral Vice Chancellor's Fellowship Statement- How will your research align with one or more of RMIT's Enabling Capability Platforms and contribute to solving critical global problems? Please clearly identify an academic school or research team that your research fits into.

(Under 500 words, see our **website** for more information)