



## **FULBRIGHT SLOVAK SCHOLAR PROGRAM**

Instructions for Completing the Fulbright Slovak Scholar Program Application

**J. William Fulbright Commission for Educational Exchange in the Slovak Republic supervises and administers the Fulbright Program for Slovak citizens.**

Office Contact Information:

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### **General Information**

The application is supported by all modern browsers. We highly recommend that you use a current version of Google Chrome or Firefox, which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

#### **Step 1: Learn requirements for submitting an application**

Before you begin an application, we recommend to contact the J. William Fulbright Commission in the Slovak Republic regarding country requirements.

#### **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.

#### **Step 3: Complete the application**

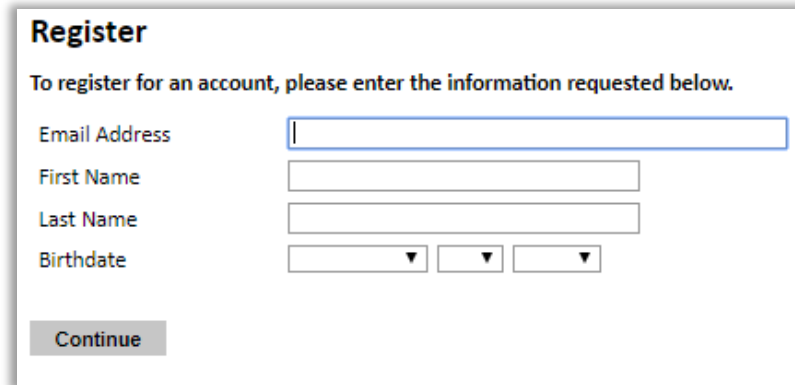
You do not need to complete this application at one time. You can re-enter at any time to edit your application. However, once you SUBMIT your application, **you CANNOT** make changes to it.

#### **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. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Day-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



The image shows a registration form titled "Register". Below the title is the instruction: "To register for an account, please enter the information requested below." The form contains four input fields: "Email Address" (a single wide text box), "First Name" (a text box), "Last Name" (a text box), and "Birthdate" (three separate dropdown menus for month, day, and year). At the bottom of the form is a "Continue" button.

**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.

3. Click Continue. You will receive an email from [apply@iie.org](mailto: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.
4. You will be prompted to enter your pin and then create a password to complete login.
5. 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 resulting instructions.

## **INSTRUCTIONS FOR COMPLETING THE “FULBRIGHT VISITING SCHOLAR PROGRAM 2024-2025” APPLICATION FORM (selected items)**

Please, read the instructions carefully before completing each item!

Before starting to complete the application, please note that one of the crucial application requirements is Slovak citizenship. Permanent residency in the Slovak Republic and affiliation with the Slovak institution(s) is preferred. The Fulbright Scholar grants are designated for PhD holders and advanced scholars and professionals with substantial experience.

### **Read the Welcome Section carefully**

We would like to stress the following:

- Do not use diacritics.
- You can log in and out of the application as frequently as you like.
- Requirements of the Slovak Fulbright Commission are mandatory for Slovak candidates.

Please, read the Fulbright Policy Guidelines. The guidelines related to the Fulbright Slovak Scholar Program are under Chapter 700 “Lecturers and Research Scholar from partner Countries”.

### **Section: Preliminary Questions**

Country Applying From:

Slovak Republic

Academic Year:

Select 2024-2025. Please note, that the deadline to submit the application is **October 17, 2023 (23:59 CET)**

U.S. Permanent Residency:

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

Program eligibility requirements for Slovak Republic:

If you are not sure that you meet all eligibility requirements, please, contact the office of the Slovak Fulbright Commission ([dasa@fulbright.sk](mailto:dasa@fulbright.sk), +421-919-496-191)

IIE Data Privacy Consent for Applicants in IIE-Managed Programs

Please, read the provided Program Privacy Statement carefully.

### **Section: Country Information**

Please, do not hesitate to contact the Slovak Fulbright Commission with all questions that might arise during the process of completing the application.

In the “Award Information” section choose the “Fulbright Slovak Scholar Program” as Current Award.

### **Section: Personal Information**

Name: Enter your name exactly as it appears on your passport. Do not use diacritical marks.

Country of Citizenship: Slovak Republic

Country of Permanent Residence: preference will be given to candidates with permanent residence in the Slovak Republic.

### **Section: Contact Information**

Be sure to indicate your current mailing address if different from the permanent address in the SR.

#### 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 will continue to go to your primary email address.

#### Emergency contact:

Please, include the information on your emergency contact in the SR.

### **Section: Academic & Professional Information**

#### Curriculum Vitae:

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

Note: If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

#### Academic Background:

Please, enter the highest degree you have earned as the first one. Include only post-secondary institutions (Bc, BA, Mgr/Ing, MA, PhD, etc.)

#### Current Professional Profile & Most significant Professional Accomplishment, Honors and Awards and up to Three Publications:

Please, indicate the name of your employer as accurate as possible. List the name of your department/office and home institution in English.

Professional accomplishment may include teaching and research awards, compositions and exhibitions, etc. List up to three significant publications with title, date and publisher's name. A comprehensive listing of significant publications should be included in your curriculum vitae.

#### Letter of Support from Home Institution:

**Not required.**

#### Experience Abroad:

Please, be sure that you have included all your abroad stays related to your professional life. Specially, do not forget to mention your previous stay in the U.S., if applicable. If you have participated in Work and Travel Program, you do not have to provide the respective DS-2019's copy.

### **Section: Language Skills**

### English Language Proficiency:

Indicate your personal assessment of your English language skills. No test is required. However, if you have completed an English language test in the past, please, upload the results in the "Additional Information" Section.

### **Section: Plagiarism Agreement**

Read this section carefully and indicate your answer. Please, be aware that plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Slovak Scholar Program.

### **Section: Project Proposal**

To which category of grant are you applying:

You can apply in 3 categories:

- research,
- teaching or
- combination of both.

If applying for Research/Teaching or Teaching category, we require to include proposed course(s) name and syllabi you have agreed on with your host institution.

Project title: should briefly describe the focus of the award activity (for example: "Evaluating Fundamental Tax Reform in a Globalizing World").

### Brief Summary of Project Proposal:

Rationale 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. (Keep the given number of maximum 700 characters).

### **Project Statement:**

The project statement is the most important component of the Fulbright application. It should be three to five single-spaced pages (3,500 words). We recommend to organize your proposal in order of the following points and use them as headings for sections of text in your statement. These points are an indication. You do not have to follow them in this order but should make sure to address them.

#### *Background/Introduction:*

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

#### *Objectives:*

Clearly, in detail, define the aims of the project. Your project proposal will be reviewed by peers in the field, so do not afraid to be too specific.

#### *Methodology:*

Describe the project. Explain the approach, methods, timeline 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 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 the Slovak Republic and elsewhere, if applicable.

*Justification for Residence in the U.S. for the Proposed Project:*

Indicate why it is necessary for the accomplishment of the project to be conducted in the U.S.

*English Proficiency:*

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

When writing the project statement, please, bear in mind:

- The "rule of 4W" – *what* (what do you want to focus on, what are your objectives/goals), *where* (why the proposed host institution is suitable for your research/teaching, why have you chosen this particular institution), *why* (why is that pursuing this research/teaching important to you, your home and host institution), *with what result* (what will be the benefit for the Slovak Republic after your return back home, what will you use this experience/results).
- Comprehensiveness – you should be as specific as possible and when describing your objectives/goals, however, you should be able to describe your goals in a way that even non-expert would understand them.

Course Syllabi

We require that you provide (preliminary) courses syllabi that you agreed on with the host institution, if applying for Teaching or combination of Teaching/Research category.

Academic Discipline:

When applying in a field of Arts, please, include your portfolio materials.

Intended Grant Period:

Candidates from the Slovak Republic can propose a grant length from **three to six months**. Indicate as precisely as possible the period during which you intend to carry out your proposed program in the U.S. It is recommended that you plan your program during the U.S. academic year (typically from September through May), when your U.S. colleagues are more likely to be available. The length of the stay should reflect the time that is needed for the proposed project to be realized in the U.S. The precise dates of the scholar visit may be changed after nomination for the grant.

Institutional Affiliation:

We do require our candidates to arrange their affiliation during the time of submitting the application.

Please, indicate only one institution (as accurate as possible) and provide us with invitation letter from the respective institution. Applications without invitation letter will not be accepted. If you would like to conduct your research/ lecture stay at more than one institution, please, contact the Slovak Fulbright Commission.

#### Letter of Invitation:

Letter of invitation should be typed on institutional letterhead and signed an administrative officer of the institution who has the authority to approve official affiliations (Provost, Dean, Department Chair, or similar). The letter may include more than one signatory.

There is no special format for the Letter of Invitation. However, it should specify:

- name of applicant,
- country of origin,
- research/lecture activity (topic/title) related to the proposed project during the grant period at the host institution,
- exact dates (might be changed when nominated for the scholarship),
- expected projected outcomes. It has to reflect both the existing and planned cooperation in the future,
- nature of in-person activities,
- facilities available to the candidate during their stay, such as access to a library, office desk etc.,
- whether the scholar would be expected to cover any affiliation fees that may be required.

#### **Section: Grant & Travel Plans**

##### Financial Information:

Not required.

##### Passport:

Please, upload current bio-data page of your passport and of all your dependents. If the passport is about to expire, you can still upload it and provide us with the new one if you will be selected for the Program.

##### Accompanying Dependents:

Please, indicate all your accompanying dependents (defined as spouse and unmarried children under the age of 21) you would like to travel with you for at least 80% of your stay. The Commission will assist you in obtaining J-2 visa for all of them. If available, provide us with the scanned copies of passports of all dependents. You can do so in the following Additional Information Section – additional documentation.

#### **Section: Additional Information**

Neither Country-specific materials, nor Supplemental Materials are required. Additional documentations – please, upload the dependents' passport here (if applicable).

Please, fill out the Outreach Survey.

#### **Section: Recommendations**

List the names and contact information of three persons from whom you have requested a letter of reference. By registering the respective persons, you enable them to send the letters

of reference directly to the online application system. They will receive a notification email with instruction how to write or upload the recommendation. The letter is confidential. We strongly recommend to ask for letters of reference online. It is your responsibility to ensure that reference reports are submitted by the application deadline (October 17, 2023).