Guidelines for Student Applicants

There are two parts to this application. The first section contains information and forms for the institution of higher education (IHE). The second section contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the US/ED’s G5 grant management system. This system may be accessed at www.G5.gov. Both the student and the institution must complete their portions of the application correctly and submit via G5. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Federal Register notice, and follow the instructions in order to submit a timely and complete application to US/ED.

The institution must appoint a Project Director. The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This person is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student’s advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution’s fellows, regardless of research topic or discipline.

A student should:

- Read the entire application package carefully.
- Contact his/her university’s Project Director as soon as possible, to inform him/her that he/she will be submitting an application, and to inquire about any internal deadlines.
- Register in the G5 system as a student, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays. Remind his/her reference writer of the internal deadline set by the institutional project director.
- Submit his/her completed application via the G5 e-Application system well in advance of the Closing Date. (It is a good idea for a student to contact the Project Director and let him/her know when the student has submitted his/her application)
- Confer with the Project Director before the Closing Date to ensure that all portions of the application were submitted successfully, and no changes need to be made.
- Prepare the required narrative, if the project involves Human Subjects Research and/or requires IRB approval, and submit the narrative to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the Instructions for ED Supplemental Information for SF 424. The student must then submit their narrative to their Project Director for uploading into the application.
- Upload a scanned copy of their transcript into G5 e-Application.

Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States. To help accomplish this objective the Doctoral Dissertation Research Abroad Program provides opportunities for scholars to conduct research overseas in the field of modern foreign languages and area studies.

For the purpose of these programs, area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

Research overseas means research outside the United States and its territories. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Federal Register notice.
For a complete description of the program, consult the US Department of Education Regulations 34 Code of Federal Regulations Part 662 found earlier in this application package.

Eligibility Requirements

To be eligible to receive a fellowship under the DDRA Program, a student must:

1. (a) Be a citizen of the United States; or 
   (b) Be a permanent resident of the United States*;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation, or plan to apply language skills (in world areas vital to US national security) and knowledge of these countries in the fields of government, international development, and various professions; and
4. Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.
5. Students may not accept certain grants (Fulbright US Student Program administered by IIE(FUSP), Boren, IREX, Japan Foundation) in the same fiscal year that they receive a US/ED Fulbright-Hays grant.
6. Student applicants who have received support for more than 6 months under the DDRA Program are not eligible to re-apply.

Special Note on FUSP grants: Under 34 CFR 662.22(b), no applicant may receive concurrently a grant from the FUSP and a grant from the Fulbright-Hays DDRA Fellowship Program. Once a candidate has accepted an award from FUSP and FUSP has expended funds on the student, the student is then ineligible for a grant under the Fulbright-Hays DDRA Fellowship Program. A student applying for a grant under the Fulbright-Hays DDRA Fellowship Program must indicate on DDRA Form 022, Item 23 if he/she has currently applied for a FUSP grant. If, at any point, the candidate accepts a FUSP award prior to being notified of the candidate’s status with the Fulbright-Hays DDRA Fellowship Program, the candidate should immediately notify the program contact person. If, after consultation with FUSP, we determine that FUSP has expended funds on the student (e.g., the candidate has attended the pre-departure orientation or was issued grant funds), the candidate will be deemed ineligible for an award under the Fulbright-Hays DDRA Fellowship Program at that time.

*Please note that for the Fiscal Year 2016 DDRA competition, we will only accept applications from students to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed. Additionally, US/ED will not approve travel to countries for which the U.S. Department of State has strongly urged private American citizens to depart immediately for reasons of personal security (i.e., “ordered departure”), or suspended its Fulbright program for the same reason. US/ED will not approve travel to countries under an “authorized departure” where the Ambassador has specifically requested Fulbright fellows to leave for security or health reasons.

Instructions for Students – U.S. Department of Education Fulbright-Hays Doctoral Dissertation Research Abroad Form 022:

In order that each individual applicant is properly evaluated in accordance with the published procedures, eligibility requirements, and evaluation criteria, each individual scholar applying for the Fulbright-Hays fellowship must complete this electronic form.

Item 1-4: Self-explanatory

Item 5: Select the name of the institution through which you are applying. If your institution does not appear on this drop-down list, please contact your institution’s grants/sponsored research office to inquire about a project director. Only institutions whose project directors have registered in G5 e-Application appear on this list. Please ensure that you choose the right campus (i.e., University of Texas at Austin, University of Texas at Brownsville, etc.). A student planning to conduct dissertation research must apply to the DDRA Program through the university in which he/she or she is enrolled in a doctoral program.

Items 6-7: Self-explanatory
**Item 8:** Indicate all countries in which you plan to conduct research with Fulbright-Hays Doctoral Dissertation Research Abroad support. If successful, these are the only countries you will be approved to conduct research in.

**Item 9:** Indicate all foreign languages to be used in your research during the fellowship period and obtain a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. If English or your native tongue is the language of research, you must list it here, but a Foreign Language Reference Form is not required. Though a reference form is not required, the G5 system mandates a form. For English only, please list yourself as the reference writer and submit the form. This will alleviate any technical problems with the form. Please see criteria 3 under Qualifications of the Applicant.

**Item 10:** Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as October 15, 2016, provided: a US/ED Grant Award Notification has been executed; travel has been approved; the appropriate research clearances and research visas have been secured by the individual scholar; and, if requested, human subject research clearance has been obtained. All research and travel must be completed by March 31, 2017. Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

**Item 11:** Indicate the date on which you were or will be advanced to candidacy for a doctoral degree. An applicant must be advanced to candidacy by the time his/her or her overseas research begins, but not necessarily at the time of application.

Note: Fellowships are from 6 to 12 *consecutive* months in the field. Fellows may not leave their research sites for the duration of the research period, except in cases of family or medical emergencies. Fellows have 18 months in which to schedule their research periods. Family events such as weddings or anniversaries, or academic events such as conferences or presentations, should be taken into account by the fellow when planning his or her research.

**Item 12:** Self-explanatory

**Item 13:** If resident alien, provide Alien Registration Number, country of birth, and previous citizenship. Please refer to the program's citizenship requirements in the program-specific regulations.

**Item 14:** Self-explanatory

**Item 15:** Note that doctoral candidates planning careers other than teaching are eligible to apply.

**Item 16:** Please list title of research project. Remember to take care when choosing the title. If successful, the review process is multi-layered.

**Item 17:** Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted as well as institutional and individual affiliations. Remember to take care when writing the abstract. If successful, the review process is multi-layered.

**Item 18:** Self-explanatory

**Item 19:** Indicate previous relevant foreign travel, period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

**Items 20-21:** Indicate whether you are in default on any U.S. Department of Education Student Financial Assistance loan, U.S. Department of Education grant or any other Federal loan.

**Item 22:** Indicate all previously held fellowships.

**Item 23:** Indicate current applications for other fellowships.

**Item 24:** Enter the name, address and telephone number of the physician or certified nurse practitioner, and the date of recent physical exam. This is to ensure that the applicant is physically capable of carrying out the proposed research project. Do not send a separate medical evaluation. Actual signatures may be requested at a later date.

**Item 25a:** List, starting with the airport closest to your address, all points of international travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested. All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers and should also include baggage fees. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Award Notification. Travel by sea also must be on a U.S. flag carrier. You will not be authorized to travel on grant funds until you have secured the appropriate "research" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution. (Note: please see Important Note Regarding Host Country Research Clearances). All travel paid for with grant funds must be in accordance with the *Fly America Act* (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available,

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*Important Note Regarding Host Country Research Clearances:*

All travel paid for with grant funds must be in accordance with the *Fly America Act* (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available.
regardless of cost. In cases of “code-share” tickets between an American and an overseas carrier, the name and flight number of the American carrier, rather than those of the overseas carrier, must be displayed on the airline tickets. Travel must be approved by the US/ED program officer before a fellow departs. No support for dependents' travel is provided.

**Item 25b:** Enter the maintenance stipend for all countries of research utilizing the information provided in the link to Fulbright-Hays Maintenance Allowances. Allowances from other than personal sources (e.g., fellowships) which duplicate benefits received under this program will be deducted from the fellowship. Adjustments will also be made in cases where other organizations assume all or part of a fellow's maintenance costs.

**Item 25c:** A dependent means any of the following individuals who will accompany you to your research site and for whom you will be providing over 50 percent support during the entire overseas research period:

a. Spouse of program participant; A student is considered married if the student was legally married in any domestic or foreign jurisdiction that recognizes the relationship as a valid marriage, regardless of where the couple resides. The Department has determined that any legal marriage that is recognized by the jurisdiction in which the marriage was celebrated will be recognized for DDRA program purposes without regard to whether the marriage is between persons of the same sex or opposite sex, and without regard to where the couple resides. It also applies to a student attending an institution located in a jurisdiction that recognizes same-sex marriage and in a jurisdiction (e.g., a state) that does not recognize same-sex marriage. Further, this determination applies only to marriages and does not apply to registered domestic partnerships, civil unions, or similar formal relationships recognized under state law. These definitions are found in United States v. Windsor, 570 U.S.

b. Children unmarried and under 21 years of age.

Note: Dependents must accompany the researcher for the entire research period in order to be eligible for an allowance. Enter the dependents' allowance by referring to the Fulbright-Hays Maintenance Allowances.

**Item 25d:** Compute and justify in detail your needs for this allowance that may include expenses such as books, copying, hard drives, travel within host countries, affiliation fees, etc. This allowance does not cover any visa fees, passport expenses, including photographs, equipment costs (laptops, digital cameras, recorders, etc.), research or transcription assistants, language tutoring, tuition or fees that might be required by the American grantee institution, or medical expenses such as malaria pills or vaccinations.

**Item 25e:** The Department of Education will include sufficient funds to enable an institution to purchase basic health and accident insurance for each student fellowship recipient only. The university may use its discretion whether to use a university-contracted carrier or a student-contracted carrier. Compute the amount requested utilizing group rates of university-contracted carriers for coverage overseas. The amount requested for insurance must be prorated to reflect only the student’s time in the field.

**Item 25f:** Fixed $100 administrative fee paid to institution.

**Item 25g:** This will be the sum of 25a-f.

**Item 26-27:** Self-explanatory

**Item 28:** The curriculum vita must be uploaded into the G5 e-Application system. It should address those previously cited evaluation criteria focused on the qualifications of the individual applicant. You should list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar.

**Item 29:**

1. The application narrative must be uploaded as an attachment into the G5 e-Application system. **Please note the page limitations specified in the Federal Register notice.** You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. It is advised that the applicant review the Technical Review Form provided and write their narrative in a way that answers all questions thoroughly. Do not leave out answers for any questions. Please note that in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted. You may also wish to consider the following factors when developing your narrative:

   a. Host country political sensitivities and interests

   b. Host country visa requirements (it is recommended that applicants review host country visa requirements before applying)
c. Feasibility of research
d. Safety and security concerns
e. The use of English that can readily be understood by well-educated non-specialists.

Awards are not made to applicants planning to conduct research on topics that are determined to be politically sensitive or unfeasible by the U.S. Embassy or Fulbright Commission in the host country. It should also be noted that the U.S. Department of Education will not submit to the host country "dummy" proposals (i.e., proposals that do not accurately reflect the research purpose in the hope of avoiding difficulties with host country acceptance of the proposal).

When writing the narrative students should have a well-thought out hypothesis; use well-defined terms and variables. The proposed research should be based on solid reasoning and previous research. It should pose a specific research question with a predicted outcome and a reasonable scope given the time to completion.

2. The bibliography must be uploaded as an attachment into the G5 grant management system. Please note the page limitations specified in the Federal Register notice.

3. Host country supporting materials must be uploaded as an attachment into the G5 e-Application system. Host country supporting materials refers to letters of invitation, affiliation, etc. Though not required for the application, this information only serves to strengthen an application. All host country supporting materials must be combined into one document for uploading into the G5 e-Application system.

4. Transcripts must be uploaded as an attachment into the G5 e-Application system. All transcripts must be combined into one document for uploading into the G5 e-Application system.

5. Please note the following tips related to attaching images of transcripts to your application: Make a copy of the original file before continuing.
   a. Crop the image using any standard image editing tool and remove any unnecessary portions of the picture.
   b. Change the overall pixel dimensions to go smaller either by “Image Size,” “Resize,” or “Resample”. Try to make the image dimension closer to 640 x 480 pixel (approximately 4 x 7 image size). This will make the image smaller and easy for sharing.
   c. After sizing the image, be sure to do a Save As so you don’t overwrite your original file. Save the image as a JPEG or JPG file.
   d. When choosing the compression level, keep quality in the medium to high range. You may want to target a file size of 30 to 100 KB per image. Try not to exceed 100 KB per image.
   e. Once the images have been resized and saved as JPEG/JPG format, they will have a small size compared to the original files. Use these new images to create the final document in PDF format.

Instructions for Fulbright-Hays Foreign Language Reference Form

The language reference form, which is required for this program, should be completed by a specialist in the language. Student applicants must initiate an e-mail to their referring specialists via the G5 e-Application system. Upon receipt of this e-mail, the reference will be able to access the G5 e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student’s application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via G5 e-Application. Do not submit your references directly to US/ED, as they will not be accepted or included with your application. Please remind your reference writer to submit the form by the internal deadline set by your institutional Project Director. The G5 e-Application system will not accept submission from web/email accounts and servers not located in the United States.

A completed reference for each language listed in item 9 of the Fulbright-Hays Foreign Language Reference Form must be submitted.

Special Note on Language Acquisition

If an applicant is a native speaker or a heritage language speaker, this should be reflected in the application. The term native speaker means a person who has spoken the language in question from earliest childhood and remains fluent in that language. The term “heritage” speaker is used to refer to a student who is raised in a home where a non-English language is spoken, who speaks or merely understands the heritage language, and who is to some degree bilingual in English and the heritage language, but lacks native level fluency in writing, speaking, and understanding in that language. In most cases, the heritage speaker will have attended schools in which the principal language of instruction is English rather than the language spoken at home.
Applicants who self-identify as a heritage speaker will be evaluated according to their proficiency scores in the application. We recommend that students list their language acquisition status in their CV to clarify their status (native speaker, non-native speaker, heritage speaker). It is the student’s responsibility to ensure their language acquisition status is clear in the application. During the review process, if the language learner status is not clear in the application, the reviewers will score as they feel appropriate based on the information provided.

Please be aware that in our regulations under §662.21 (c)(3), native speakers are not eligible for points (Criterion 3 under “Qualifications of the Applicant”). Heritage speakers may be eligible for up to 10 points, provided that (1) self identifies as a heritage language speaker; (2) the applicant provides information on their primary and secondary education location and primary language of instruction; (2) additionally the applicant must be rated by their Foreign Language Referee as advanced or expert level in language proficiency scores. The reasoning behind this scoring is that the DDRA program is intended to enhance the foreign language competence of individuals trained in American schools, and the criterion gives greater emphasis to having acquired a foreign language and would encourage students to acquire an additional foreign language.

Instructions for Fulbright-Hays Graduate Student Reference Form
One of the three personal references must be obtained from the student's dissertation advisor. Student applicants must initiate an e-mail to their references via the G5 e-Application. Upon receipt of this e-mail, the reference will be able to access the G5 e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student’s application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via the G5 e-Application. Do not submit your references directly to US/ED as they will not be accepted or included with your application. Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director. The G5 e-Application will not accept submission from web/email accounts and servers not located in the United States. As a precaution, the applicant may want to instruct the referee to send the project director an email with a copy of the reference letter and form.

You must check with your project director to determine if your institution will be submitting all applications via G5, as required in the Federal Register, or if it has been granted a waiver from that requirement. All of the institution’s applications must be submitted in the same format.

Upon submittal via G5 e-Application, students’ applications will become available to their university’s Project Director for review and transmittal to the U.S. Department of Education. Only the Project Director is able to submit the application to the U.S. Department of Education. A completed student application should contain the items specified below:

- Fulbright-Hays DDRA Application Form #022
- Curriculum vita
- Application narrative
- Application bibliography
- One Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referring specialist via G5 e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via G5 e-Application
- Transcripts (Graduate transcripts are required. Undergraduate transcripts are recommended to demonstrate the student’s language and area studies experience.)
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to G5 e-Application. Letters of affiliation may not be mailed.

Important Note Regarding Host Country Research Clearances
When Fulbright Commissions or other overseas organizations apply for host country clearance for a DDRA fellow’s project, US/ED expects that the organization will use the proposal submitted to USED by that fellow for the DDRA competition. It is not acceptable to “transfer” clearances from a project submitted under one program's competition to a project submitted under another program's competition, in order to expedite clearance. The project that we fund must be the one submitted to US/ED that was reviewed and scored by US/ED peer reviewers according to the DDRA program’s
selection criteria, and has undergone US/ED review procedures. This review process is the basis of US/ED funding decisions, which are approved by officials throughout the Department. US/ED understands that the proposals that students submit for other programs may be "basically" the same, but we simply do not have the ability to verify this. The proposals for other programs often have different page limits, requirements and selection criteria, resulting in an application that is really quite different from what was submitted to US/ED. US/ED can only be responsible for funding the projects submitted under the DDRA program.

US/ED urges fellows to begin the clearance process as soon as possible, and to understand that they may have to be flexible with regard to when they begin their research.

**Important Note Regarding Host Country Visa Requirements**

It is the applicant’s responsibility to ensure that the research they propose can actually be carried out under the visa issued by the host country. Visa requirements change often and it is the applicant’s responsibility to ensure the research proposes meets the requirements/limitations of the visa. Students should review the host country visa requirements BEFORE submitting their application.
Frequently Asked Questions for Student Applicants

Q1. Can a student apply independently of his/her university?
A1. No. Eligible applicants are institutions of higher education in the U.S. The student’s application must be submitted to his/her university and transmitted to US/ED via G5 e-Application by the university’s Project Director.

Q2. How does a student find information about his/her Project Director?
A2: A student should check the list of Project Directors included in this application package. If a university has submitted applications for DDRA funding in any of the previous DDRA competitions, the name(s) of the Project Director(s) might be on the list. If an institution does not appear on the list, it may be necessary for that university’s administration to appoint a Project Director, and ensure that he/she registers in the G5 e-Application system. Do not assume that an institution listed in the drop down list in G5 e-Application has a registered Project Director for the DDRA program. Please check the “Registered Project Director” list provided in the application for this information.

Q3. What is the role of the student’s academic advisor?
A3. The student’s advisor will continue to serve as his/her mentor regarding the academic details of his/her research. Any changes to the student’s research plans as proposed in the application will require the advisor’s written approval. The advisor should not serve as the student’s Project Director. There can be only one current Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution’s fellows, regardless of research topic or discipline.

Q4. What is the process for completing the G5 e-Application?
A4. There are two primary sections to G5 e-Application – the student’s individual section and the Project Director section. When the student submits his/her application via the G5 e-Application system, it is transmitted to his/her university’s Project Director for review and submission to US/ED. Student applicants are not able to transmit their applications directly to US/ED. The Project Director is responsible for reviewing each student’s individual application and submitting all student applications as a single form, including the required federal forms, to US/ED. Included in this submission are the graduate and language reference forms that were transmitted to the Project Director by the references. Only the Project Director can submit an application to US/ED.

Q5. When should a student submit his/her application?
A5. The Project Director determines the institutional deadline by which all sections of the application must be submitted. It is the responsibility of the student to ensure that the graduate and language references are submitted by references no later than the institutions’ deadline which is determined by the Project Director.

Q6. What is the difference between the institutional deadline and the official Federal Register notice Inviting Applications (NIA)?
A6. The Project Director has authority to determine an institutional deadline to ensure that he/she receives all of the components of the application before the official closing date in the Federal Register notice. The Project Director may not submit an e-Application to US/ED after the published transmittal deadline.

Q7. How will a student know that his/her Project Director has access to his/her application?
A7. After the student submits his/her application via the G5 e-Application system, he/she will receive an email notification noting that his/her application has been received by the Project Director at his/her university. If he/she does not receive this email, the student should immediately contact the Help Desk. The Project Director will be copied on the email notification.
Q8. *How does a student know that the Project Director has submitted his/her application to US/ED?*
A8. Only the Project Director will receive a notification email once the application has been successfully transmitted to US/ED. The student will not receive an email notification and must check with his/her institution’s Project Director to determine whether the institutional application has been successfully submitted.

Q9. *Can transcripts be uploaded electronically, or must they still be submitted in paper format?*
A9. Students must scan all transcripts and upload into the G5 e-Application. Only one upload is allowed, so all transcripts must be scanned and combined into one document. Transcripts obtained electronically must have all security features disabled. Failure to disable all security features may result in the inability of the panel reviewers to access the document as part of the official application process.

Q10. *Should student applicants include their undergraduate transcripts?*
A10. Yes, US/ED recommends that undergraduate transcripts are included with the student’s application to demonstrate the applicant’s language and area studies academic experience. Undergraduate transcripts should be combined with the graduate transcripts and uploaded into the G5 e-Application.

Q11. *Should student applicants list their language and area studies course work in their CV?*
A11. Yes. A list of language and area studies courses in the student’s CV helps the panel reviewers to rate and score your academic qualifications and to determine if the applicant meets the eligibility requirements.

Q12. *May a student apply for support to go to more than one country?*
A12. Yes. A student may propose research in multiple countries. Please be aware that a copy of all principal and alternate candidate applications will be sent to the Fulbright Commission or American Embassy in each host country to be reviewed for political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each proposed country.

Q13. *Even though the DDRA Program doesn’t fund proposals that focus on Western European topics, may a student go to Western Europe to consult or research human or material resources on a non-Western European topic not available in the U.S.?*
A13. Yes.

Q14. *Are U.S. citizens enrolled at foreign institutions eligible for the DDRA program?*
A14. No. Only U.S. institutions of higher education are eligible to apply to the DDRA program.

Q15. *How important is the page limit cited in the Federal Register notice?*
A15. The page limit is extremely important. If the student’s application narrative exceeds the page limit, the application will be disqualified and will not be reviewed for funding. Please adhere strictly to all of the guidelines in the Federal Register notice.

Q16. *Should students include endnotes, footnotes or a bibliography?*
A16. Endnotes, footnotes or a bibliography will certainly strengthen an application. However, footnotes and endnotes will be included with the application narrative and bibliography and is subject to the page limit restrictions specified in the NIA.

Q17. *What if a student proposes to use a much less commonly taught language and cannot find someone to evaluate him/her?*
A17. The applicant should make every effort to find someone to evaluate their language proficiency. An application will be significantly less competitive if a language reference form is not included.

Q18. *Should Letters of Affiliation from overseas host institutions or organizations be included in an application?*
A18. Yes. Letters of Affiliation are helpful to the panel to review an application. Students must upload the letters into the G5 e-Application system and submit them as “Host Country Supporting Materials”. Only one “Host Country Supporting Materials” document may be uploaded, so all letters must be scanned as one document. Letters or references sent in the mail will not be included with the student’s application.

Q19. Do the provisions of the “Fly America Act” apply to this program? Does it benefit a student’s application to request a lower amount, if he/she can find a cheaper non-U.S. carrier airfare?

A19. All travel must comply with the Fly America Act. International travel budget estimates should be based on jet economy high season rates on U.S. Flag carriers where available. Reviewers do not evaluate a student’s budget request as part of the application review process.

Q20. What if a student is planning to get married after he/she applies, or is expecting a baby? Is he/she eligible for a dependent’s allowance?

A20. Availability of funds and the date of the marriage or birth will determine whether an allowance can be awarded. Funds will not be available after September 30, 2016.

Q21. What signatures are required for G5 e-Application?

A22. No signatures are necessary for the student’s application at the time of application submittal. However, signatures from a student’s doctor/nurse practitioner and advisor may be requested at a later date.

Q23. Whom should the student contact in the event of technical problems with G5 e-Application (e.g., problems accessing the form)?

A23. If the student experiences any technical difficulties, he/she should contact the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-855-333-2807, local 202-401-6238) Monday-Friday from 8:00 a.m. to 6:00 p.m. EST time.

Q24. If the student has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?

A24. The student’s first point of contact is always the institutional Project Director. The Project Director may then contact the US/ED program office at ddra@ed.gov, if further clarification is needed.

Q25. When will students be notified whether or not they have been selected?

A25. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Please contact the Project Director for institutional notification deadlines.

Q26. When are fellowships activated?

A26. A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met; human subject research clearance, if required, has been given by the student’s institution and US/ED reviewer; and travel approval has been obtained by the Project Director from US/ED. The GAN will specify the performance and budget periods. All research must be completed during these periods. The performance and budget period for the FY 2016 fellows begins October 1, 2016.

Q27. If a student relocates after submitting his/her application, should he/she send US/ED address updates?

A27. No. The Project Director is the first point of contact for students. Students must provide any changes and update to application information to the Project Directors.

Q28. May the university accept the award on a student’s behalf if the student is overseas during the notification period?
A28. Yes. If the student has not received a fellowship that duplicates the DDRA award benefits, the university can accept an award on the student’s behalf. The student should leave a letter with the Project Director authorizing acceptance of the award on his/her behalf.

Q29. **Must a fellow apply for his/her own visa and research clearance?**
A29. Yes. Fellows are advised to contact the host country’s Fulbright Commissions and U.S. embassies for guidance on obtaining appropriate visas and clearances.

Q30. **May a student request copies of his/her application’s panel reviewers’ comments?**
A30. All panel reviewers’ comments will be sent to the institutional Project Director upon announcement of the awards. Students should contact their Project Director to request a copy.

Q31. **If a student’s research project requires Institutional Review Board (IRB) approval what information needs to be provided in the DDRA application?**
A31. Student applicants submit a completed Human Subjects Narrative. IRB approval is not needed at the time of application, however, a narrative must be submitted to the Project Director for uploading into the final application. The instructions for completing the narrative are in the ED Supplemental Form to the SF 424.

Q32. **Am I eligible to apply for a DDRA fellowship if my language of research is English or my heritage language?**
A32. Yes. Students whose language of research is English or their heritage language are eligible to apply for a DDRA fellowship. However, only applicants who are using languages other than English or a native language are eligible to receive points under the “Qualifications of the Applicant” section criterion #3. Applicants using English or their native language should review Item 3 under “Qualifications of the Applicant” on the technical review form. [Please see section on “Special Note on Language Acquisition” regarding language acquisition information for applicants.]

Q33. **May I request funds for hotel, lodging or per diem expenses?**
A33. No. The maintenance amount awarded is based on the cities/regions and the research period spent in the approved area and should cover the lodging and other living expenses of the fellow. Therefore, DDRA funds will not be awarded for hotel stays nor for per diem expenses during the same research period when a maintenance allowance is awarded.

Q34. **May permanent residents of Russia apply to Russia as one of the research sites?**
A34. For the Fiscal Year 2016 DDRA competition, we will only accept applications from students to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.

Q35. **What if my research location is not approved for travel by the U.S. Department of State Fulbright Programs?**
A35. US/ED will not approve travel to countries for which the U.S. Department of State has strongly urged private American citizens to depart immediately for reasons of personal security (i.e., “ordered departure”), or suspended its Fulbright program for the same reason. US/ED will not approve travel to countries under an “authorized departure” where the Ambassador has specifically requested Fulbright fellows to leave for security or health reasons. For up-to-date information on travel warnings, please consult the U.S. Department of State travel warnings and consular information sheets at [http://travel.state.gov/](http://travel.state.gov/).

Q36. **Can I have two Fulbright Fellowships (i.e., DDRA and U.S. Department of State Fulbright US Student Program (FUSP) at the same time?)**
No. Under 34 CFR 662.22(b), no applicant may receive concurrently a grant from the FUSP and a grant from the Fulbright-Hays DDRA Fellowship Program.

**Q37. Can I accept an FUSP award and then pay back the program if I want to accept the DDRA award?**

Once a candidate has accepted an award from FUSP and FUSP has expended funds on the student, the student is then ineligible for a grant under the Fulbright-Hays DDRA Fellowship Program. A student applying for a grant under the Fulbright-Hays DDRA Fellowship Program must indicate on the application if the student has currently applied for a FUSP grant. If, at any point, the candidate accepts a FUSP award prior to being notified of the candidate’s status with the Fulbright-Hays DDRA Fellowship Program, the candidate should immediately notify the program contact person. If, after consultation with FUSP, we determine that FUSP has expended funds on the student (e.g., the candidate has attended the pre-departure orientation or was issued grant funds), the candidate will be deemed ineligible for an award under the Fulbright-Hays DDRA Fellowship Program at that time.

Please note that this is a change in policy from previous years and there will be no flexibility on this issue. Likewise, it is understood that, should the candidate apply to both the FUSP and DDRA programs, he/she will be in similar communications with both offices on his/her status.
# Fulbright-Hays Doctoral Dissertation Research Abroad Program

**Form 022**

1. **Last Name, First, Middle**

2. **Date of Birth**

3. **Country of Birth**

4. **Gender**
   - [ ] M
   - [ ] F

5. **Name of US Institution of Higher Education**

6. **Major Academic Discipline**

7. **Language and Area Studies Specialization - Check One Area Only**
   - [ ] Africa • AF
   - [ ] Near East • NE
   - [ ] Western Hemisphere • WH
   - [ ] South Asia • SA
   - [ ] Central/Eastern Europe and Eurasia • CEE
   - [ ] Southeast Asia • SEA
   - [ ] East Asia • EA

8. **Country(ies) of Research**

9. **Language(s) of Research**

10. **Dates of Proposed Research**

11. **Tentative Date Advanced to Candidacy**

12. **Current Address, Phone & E-Mail**

13. **Citizenship**
   - [ ] United States
   - [ ] Resident Alien
   - [ ] Alien Registration No. _______________________

14. **Veteran's Status**
   - [ ] Yes
   - [ ] No

15. **Career Goal**
   - [ ] Teaching
   - [ ] Other

16. **Proposed Dissertation Title**

17. **Dissertation Abstract (no more than 120 words)**
18. Name(s) of Accompanying Dependent(s) | Relationship | Age

19. Previous Overseas Travel

20. Grant Refunds Due  | ☐ Yes  | ☐ No | 21. Default on Loans  | ☐ Yes  | ☐ No

22. Previously Awarded Fellowships
- Group Projects Abroad (GPA)
- Jacob Javits
- Other (please specify) ____________________
- Title VI FLAS
- State Dept. / IIE Fulbright

23. Current Application for Other Fellowships
- Group Projects Abroad (GPA)
- Int'l Research and Exchanges Board (IREX)
- Jacob Javits
- NSEP / Academy for Educational Development
- Social Science Research Council (SSRC)
- Title VI FLAS
- State Dept. / IIE Fulbright
- Other (please specify) ____________________

24. Certification
List date of physical. Enter the name of the physician or certified nurse who can testify that the candidate named in this application is physically and psychologically able to carry out all phases of the project as described in this proposal.

Name of Physician or Certified Nurse Practitioner | Address | Telephone No.

For Official US/ED Use Only - do not write in the section below
25. **Budget Request**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>a. International Travel and Baggage</td>
<td>$</td>
</tr>
<tr>
<td>Jet travel for the itinerary:</td>
<td></td>
</tr>
<tr>
<td>b. Maintenance Allowance</td>
<td>$</td>
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<tr>
<td>City and Country</td>
<td>No. of Months</td>
</tr>
<tr>
<td>c. Dependent(s) Allowance</td>
<td>$</td>
</tr>
<tr>
<td>1st Dependent</td>
<td>No. of Months</td>
</tr>
<tr>
<td>Additional Dependents</td>
<td>No. of Months</td>
</tr>
<tr>
<td>d. Project Allowance</td>
<td>$</td>
</tr>
<tr>
<td>e. Health and Accident Insurance (for fellow only)</td>
<td>$</td>
</tr>
<tr>
<td>f. Administrative Fee to US Applicant Institution</td>
<td>$100</td>
</tr>
<tr>
<td>g. Total</td>
<td>$</td>
</tr>
</tbody>
</table>

26. **Student Certification**

I certify that all information provided on this form is correct to the best of my knowledge.

Name of Applicant

Date

27. **Advisor Review**

Date of advisor’s review of application.

Name of Dissertation Advisor

Date
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Curriculum Vita</td>
<td></td>
</tr>
<tr>
<td>29. Project Description</td>
<td>(Application Narrative May Not Exceed the Page Limit as Described in the Federal Register.)</td>
</tr>
<tr>
<td>Bibliography</td>
<td></td>
</tr>
<tr>
<td>Host Country Supporting Materials</td>
<td>(Only one document may be uploaded. Please combine all materials into one document for uploading.)</td>
</tr>
<tr>
<td>Unofficial Transcript(s)</td>
<td>(Only one document may be uploaded. Please combine all materials into one document for uploading.)</td>
</tr>
</tbody>
</table>
### FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM

**U.S. DEPARTMENT OF EDUCATION**  
WASHINGTON, DC  20006-8521

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Applicant</th>
<th>Name of Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Countries of Research</td>
<td></td>
<td>Language</td>
</tr>
<tr>
<td>Proposed Project or Dissertation Title</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be completed by a college/university language teacher and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

**Speaking and Listening (check one)**
- [ ] Unable to function in the spoken language
- [ ] Able to satisfy basic survival needs and maintain very simple conversation on familiar topics
- [ ] Able to satisfy routine social demands and limited work requirements
- [ ] Able to participate effectively in most formal and informal conversations on practical and social topics and on professional topics in restricted contexts
- [ ] Able to use the language fluently and accurately on all levels pertinent to professional needs
- [ ] Use of the language is functionally equivalent to a well-educated native speaker

**Reading (check one)**
- [ ] No practical ability to read the language
- [ ] Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript
- [ ] Sufficient comprehension to read simple, authentic texts on subjects within a familiar context
- [ ] Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects, as well as technical material
- [ ] Able to read fluently and accurately all styles and forms of the language pertinent to professional needs, including all materials in one's special field
- [ ] Reading proficiency is functionally equivalent to a well-educated native speaker

**Writing (check one)**
- [ ] No functional ability in writing
- [ ] Sufficient control of the writing system to meet limited demands
- [ ] Sufficient control of the writing system to meet most survival needs and limited social demands
- [ ] Ability to write with some precision and in some detail about most common topics
- [ ] Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics
- [ ] Writing proficiency is equal to that of a well-educated native speaker

**Please indicate briefly how your evaluation was determined (e.g. two years of coursework, a test, etc.).**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position or Title</th>
<th>University</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
Fulbright-Hays Graduate Student Reference Form
U.S. Department of Education
WASHINGTON, DC 20006-8521

<table>
<thead>
<tr>
<th>Name of Individual Applicant</th>
<th>Name of Institution</th>
</tr>
</thead>
</table>

<table>
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</thead>
</table>

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</thead>
</table>

To be completed by referee and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

1. How long and in what capacity have you known the applicant?
2. Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:

<table>
<thead>
<tr>
<th>Below Average (lowest 40%)</th>
<th>Average (mid 20%)</th>
<th>Above Average (next 15%)</th>
<th>Very Good (next 10%)</th>
<th>Outstanding (next 10%)</th>
<th>Exceptional (highest 5%)</th>
<th>Inadequate opportunity to observe</th>
</tr>
</thead>
</table>

A. General knowledge
B. Knowledge in chosen field
C. Motivation and seriousness of purpose
D. Ability to plan and carry out research
E. Ability to express thoughts in speech and writing
F. Ability to withstand stress
G. Self-reliance and independence
H. Ability to make sound judgments
I. Potential for future growth in chosen field
J. Ability to communicate with people
K. Impression to be made abroad

3. On an extra 8-1/2" X 11" sheet, please comment specifically on the feasibility of the applicant's project in terms of resources available abroad, ability of the applicant to carry out the project in the allotted time, linguistic preparation for the proposed plan, the candidate's ability to adapt to a different cultural environment, and any other factors which you believe may have a bearing on the candidate's successful experience overseas. Also indicate your opinion as to the merit or validity of the project itself.

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