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Tips on writing the project proposal & the C.V.

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Tips on writing the Curriculum Vitae

-- The c.v. is NOT a resume or curriculum vitae in the traditional sense. Instead, it is a personal/intellectual biography, written in narrative form, that should give the screening committee(s) a clear picture of who you are as an individual. Keep in mind that there is no standard "blueprint" for a successful c.v., so candidates are free to craft their statements however they see fit, and include any information that they wish in order to give the best sense of how they came to be the person that they are, and how they developed their current (intellectual) interests and goals.

-- Candidates who may have had a period of poor academic performance may also choose to address the reason(s) for this in their c.v. This may help to offset any doubts that might be raised by a subpar semester or academic year, as reflected on the transcript.

Tips on writing the "Statement of Proposed Research or Study"

It is important that applicants have adequate formal training for the study that they wish to pursue and that their language skills be commensurate with the requirements of the project.

Graduating seniors generally will be expected to attend regular university lectures, but they should describe the study programs they wish to follow in terms as specific as possible. They should not expect close academic supervision and should be prepared to supplement lectures with independent work.

Graduate students, as well advanced degree candidates proposing research for theses and dissertations, will be expected to work independently without close supervision, .

Ph.D. candidates should indicate when they expect to complete preliminary or comprehensive examinations and whether their project statements have been accepted or approved as dissertation proposals.

Candidates in the creative and performing arts should submit projects indicating their reasons for selecting a particular country, the form their work will take and the results they hope to obtain.

Before you begin....

The best proposals begin with good ideas. Start by putting your ideas on paper,

and list the goals and objectives of your project. Share your ideas with your Fulbright Program Adviser, your academic adviser and professional colleagues in your field. As you work on your proposal, consider the following questions and remember your audience. Avoid discipline-specific jargon. The individuals reading your proposal prefer you get to the point about the "who, what, when, where, why and how" of the project. In a direct and persuasive manner address the following:

1. With whom do you propose to work?
2. What do you propose to do? What is exciting, new or unique about your project? What contribution will the project make to the Fulbright objective of promoting cross-cultural interaction and mutual understanding?
3. When will you carry out your study or research? Include a timeline.
4. Where do you propose to conduct your study or research? Why is it important to go abroad to carry out your project?
5. Why do you want to do it? What is important or significant about the project?
6. How will you carry out your work? All students should discuss methodology and goals in their statements. How will it help further your academic or professional development?

Is the project feasible...

You must also demonstrate that the research strategy is feasible, including its time frame.

How will the culture and politics of the host country impact your work?

How do the resources of the host country support your project? Will you have access to the documents/equipment necessary for successful completion of your project?

If employing methodological techniques such as extensive interviewing and the use of questionnaires, how will you get / locate your subjects? Have you received approval for your questionnaire? Have you received all of the necessary permissions from local authorities? Is your language facility adequate? If not, how will you accomplish your work?

In other words, if there could be any question regarding the feasibility of your project or your background or ability to conduct the project, address the issue directly. Enrolled students are urged to consult professors in their major fields and their FPAs about the feasibility of their proposed projects. At-large applicants should consult qualified persons in their fields.

Teaching Assistantship Applications

Students applying for teaching assistant positions are not expected to present extensive research plans. Rather, they should describe for the reviewers:

1. Why they would like to undertake a teaching assistant assignment.
2. What their qualifications are and what experiences they have had which relate to the overseas assignment.

3. How they expect to benefit from the assignment and what use they will make of the experience upon their return to the U.S.

4. What use they will make of their time outside the classroom. (Most TAs work no more than 20 hours per week.)

What about affiliation...

Refer to the Country Summary for specific considerations regarding affiliation.

Unless it is explicitly stated otherwise in the Country Summary (i.e., some countries will arrange for grantee placements/affiliations), grantees are expected to make their own arrangements for an affiliation(s) in the host country. Even if it is not specifically mentioned in the Country Summary, applicants should discuss their intentions regarding their affiliation in the proposal.

The affiliation can be an academic institution, a research institute, a non-profit organization and/or individuals at any one of these or other type of relevant agencies. In some cases, particularly in the arts, the affiliation may be a person such as a writer, musician, or artist or an arts organization or foundation. Applicants should pay special attention to the requirement in some countries to attend/affiliate with an academic institution.

Many countries prefer that students have made contact with potential affiliations in the host country prior to submitting the application.

Include documentation of contacts with potential affiliations with the application. This could be of a letter of invitation from the host institution/organization/individual indicating research support or that access to facilities is available to the applicant; or, it could be a letter indicating that the institution provides courses in the applicant's areas of study. The level and type of support provided by the affiliation may vary. Letters of affiliation address activities specific to the applicant's proposal.