2023 FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD (DDRA) COMPETITION AT THE UNIVERSITY OF WISCONSIN-MADISON

Application Materials and Forms:

==The entire application must be submitted electronically by the campus deadline, 10:00am, Wednesday, April 26, 2023. You must upload transcripts (graduate are required, undergrad accepted, if you need to demonstrate more extensive area studies work). You must upload copies of letters of affiliation from institutions or individuals in the country to which you are applying.==

Filling out the application

Please review the instructions available once you sign up for the application online, www.g5.gov.

READ:

- Technical Review Form
- Guidelines for Student Applicants
- Fulbright-Hays Maintenance Allowances
- DDRA Checklist
- and G5 e-Application Procedures and Tips

…that are part of the online application package in addition to the campus instruction documents.

The start and end dates of the 18-month grant period are 10/01/2023-03/31/2025 – for 2023 awards, however, no travel will be allowed or should be proposed starting prior to January 1, 2024.

You should use the Technical Review that is provided with the application material when putting together your proposal. This shows you point values for the different sections of your application and how reviewers are being asked to assess your project. Make sure you address all the questions in the Quality of Proposed Project section of the Technical Review in your proposal. It is recommended that you structure your proposal to follow the order of the questions in that section.

Review the *Guidelines for Student Applicants*. This is one of the application documents available in PDF in the G5 system. It has very important information about putting together the application and answers many questions. There is also an FAQ section.

Points 1-4 concern the budget in your application:

1. Rates for all international travel estimates and excess baggage allowances should be based on commercial jet economy high season rates. **US flag carriers must be used whenever possible and must conform to the Fly America Act**. This means travel from the States to the country of research must be by the most direct route on US carriers, even if this is the most expensive route. Foreign carriers can be used within the country of research. If there is no US carrier that flies directly there, or to the country of research via another country, you must go as far as possible on US carrier. Do not base your travel budget on student ticket prices; use standard economy high season rates. Requests for excess baggage allowance must be justified. **Be sure to ask about rebooking fees and figure those into your budget. Ordinarily you cannot ticket a return flight 12 months in advance. Therefore, many of you will have to ticket as far out as possible, and then re-ticket once the actual return date can be booked, hence the rebooking fees.** Travel must be direct, no stops along the way are allowed. **You should include all cities through which you will be traveling to reach your research site. For a multi-country proposal, the flight from one country to the other should be part of this itinerary. In-country travel will be accounted for in the project allowance.** You may propose an itinerary from Madison **or** from your permanent address. If you are uncertain, use the departure point that will require the **greater** transportation cost.

2. Compute the maintenance stipend for you (and any dependents) using the Fulbright-Hays Maintenance Allowances on the application web site. You may apply for a period of 6-12 months abroad during the 18-month grant period (October 1, 2023 – March 31, 2025). Apply **only** for the time abroad that you will take should you receive the award. **Reductions in time abroad are rare and only for safety and security reasons**. A dependent's allowance may be claimed **if the individual accompanies the grantee to the research site and if the fellowship holder provides over 50 percent support during the entire research period.** If you will be doing research in different cities and the maintenance stipends differ, think carefully about how much time you are likely to need in each place and if uncertain, budget more time in the more expensive city. You can reduce time in a location or increase time, but your maintenance stipend will not be increased, only reduced in relation to where you will be. Talk to me about this if you have any questions!

3. Funds for a project allowance **including local travel** must be included in your budget. Review the instructions and list all anticipated allowable expenses. Particular attention will be paid to the justification for this allowance. Although the amount for the project allowance might be lowered by US/ED, it will never be increased over what you request; **do not underestimate your needs**. You **cannot** charge hard equipment (computer, camera, recording equipment), software, tutoring, research assistants, translation or transcription expenses. If you have any questions about allowable expenses, ask Mark Lilleleht in the IRIS Awards Office.

4. The program will pay for health and accident insurance for you; you may request the cost of 13 months coverage for a 12-month study proposal. We suggest you budget **$1000** for health and accident insurance. You must pay for any dependents' health insurance, this cannot be paid for out of grant funds. As of 2001 you are required by the UW Board of Regents to purchase an insurance plan through CISI. Student grantees will receive more information about this requirement.

5. The name and date of your advisor should be entered after s/he has reviewed your budget and proposal. No signatures are required at this time but could be required at a later date.

6. Curriculum vitae: Pay attention to the discussion of the CV under Guidelines for Students in the e-application. You can tailor your CV to address evaluation criteria in the Technical Review that focus on the qualifications of the individual applicant.

7. Proposal: The text of your proposal is limited to **10 double-spaced pages of size 12 or larger font with one-inch margins**; you should also submit a **2-page bibliography** with same formatting requirements (though single-spaced bibliographies have been accepted in past years). The page specifications can be found online in the DDRA's listing in the Federal Register. Acceptable fonts are also specified here. US Dept of Education will remove from the competition any application that does not conform to the format specifications or that exceeds page limits. NOTE: You cannot use ANY special or non-English characters in any form or document.

8. Read the **selection criteria** in the Federal Register notice posted online.

9. Letters of reference: You will need 3 letters of recommendation and a foreign language reference form (as appropriate) as part of your application. You will have access to these reference forms **only once you have saved a draft of your application that includes your name, institution, country/ies of research, and language/s.** Also note that once you submit your application letter writers will be locked out of the system. Do NOT submit your application until all references have been submitted. This also makes it imperative that your referees submit their references well prior to the campus deadline.

10. Human Subjects narrative: **This is required of ALL applicants, whether or not you will be working with human subjects. I**t is a narrative you write based on the "Human Subjects Clearance Narrative Instructions" under Documents and Instructions. This will have definitions of what types of research require human subjects clearance. Every grantee will be required to go through the appropriate IRB board on campus before grant money will be disbursed. **You DO NOT need to go through human subjects clearance at this time. You DO have to submit to me (via email, as a pdf) a human subjects narrative.** No decisions to award or not award a grant will be based on this narrative. If you have already been through human subjects review on campus, please send me the IRB notice electronically; this will suffice for the time being, but human subjects clearance will still be required for the exact project described in your application proposal. **If your project will not require IRB, send me a sentence to this effect as a pdf via email**. Include your name, email address, and name and date of award – "Fulbright-Hays DDRA 20xx Human Subjects Narrative" as the header of the file you send.

11. Attachment A, available online @ https://iris.wisc.edu/funding/students/ddra/: Please review, complete, sign, and send as a PDF to uwfulbright@wisc.edu.

To activate an award, you will need to acquire the appropriate visa for each country involved in your study. Find out early on what that procedure will entail.

If you have any questions or problems with the application contact the Fulbright Program Advisor, Mark Lilleleht, the UW-Madison Fulbright Coordinator, 328 Ingraham Hall, uwfulbright@wisc.edu, 608.265.6070.