



## NOTICE TO REFEREES

### 2022 FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD (DDRA) COMPETITION AT THE UNIVERSITY OF WISCONSIN-MADISON

*Notice regarding submission deadline for letters of recommendation and language evaluations in support of student applicants to the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Program from the UW-Madison's Fulbright-Hays Project Director, Mark Lilleht:*

Letters of recommendation and language evaluations must be submitted electronically **before the campus deadline in order for your student to submit their complete application** by the campus deadline.

There are no exceptions to the campus deadline. A student who does not submit a complete electronic application by 10:00am, Monday, April 4, 2022 will not have their application forwarded to the U.S. Department of Education.

**You will receive an email generated by the Department of Education's G5 application with instructions, a link, and log-in credentials inviting you to submit your recommendation in support of the student's application.**

The Closing Date that is listed in the email you received from the G5 application system is the **institutional deadline** and is later than the campus deadline. Submit prior to the campus deadline. There is no exception to the requirement that the letter be submitted electronically; this is a federal requirement.

NOTE: Do not use any special or non-English characters anywhere in your letter or file name. If you are submitting a letter while abroad, you will need to do so via a VPN or virtual private network connection. [www.g5.gov](http://www.g5.gov) is a federal website and will not accept anything from a non-U.S. IP address.

### **G5 WEB SITE HOURS OF OPERATION AND HOTLINE (HELP DESK) INFO:**

Faculty and students must contact the G5 Hotline/Help Desk with technical problems. UW staff cannot help with technical problems related to the G5 application system.

Please note that the g5.gov site for the application system is NOT available 24/7. Hours of operation (in Eastern Standard Time) for the G5 website are posted on its homepage: <https://www.g5.gov/g5/home>.

Help is available through e-mail or by calling the G5 Hotline:

- Hours of Operation: 8:00am - 6:00pm EST, Monday - Friday, except on federal holidays
- Toll-Free: 888-336-8930
- TTY: 800-877-8339
- Local: 202-401-6238
- Email: [edcaps.user@ed.gov](mailto:edcaps.user@ed.gov)