FULBRIGHT SCHOLAR APPLICATION INSTRUCTIONS

For Canadian applicants to the Fulbright Visiting Scholar Program
Awards to be taken up in the 2026-2027 academic year

Competition opens May 15, 2025
Applications accepted until November 15, 2025

Application: https://apply.iie.org/fvsp2026

Read all instructions carefully before completing the application.
Applicants may only apply for one award per application cycle.
Applications are completed online and must be **submitted by 11:59pm on November 15, 2025.**

A complete listing of eligibility criteria and award conditions is available at www.fulbright.ca.
Key criteria for applicants are:
   a) Canadian citizenship
   b) NO U.S. Citizenship, Permanent Residency, or Birth
   c) Not living/residing, enrolled, or working, in the United States during the 2025-2026 academic year
   d) Terminal degree (Ph.D., LLM, MFA, etc.) or equivalent professional training or experience
   e) Proficiency in English appropriate to the project
Grantees must comply with all J. William Fulbright Foreign Scholarship Board (FFSB) policies
and all United States governmental regulations regarding visas, immigration, travel, and residence.
   All Fulbright grantees enter the United States under a J-1 Exchange Visitor Visa. In doing so they are subject to a two-year home-country physical presence requirement.

Helpful Tips

- Avoid using ALL CAPITAL LETTERS. Use upper and lower case (e.g. John Smith, **not** JOHN SMITH).
- Make sure that you spell your name correctly and in English; do not use diacritical markings.
- Use only alphanumeric characters in the data fields. Special characters and accents (ä, é, ç, ñ) may not input correctly.
- While the online application will provide instructions for a field/section, please remember that specific guidance is also provided in this application instructions package.
  Please read all instructions carefully.
- All fields in this application are to be completed in English.
- Check to make sure the information you added into the text boxes completely displays.
  For some text boxes, there is a character limit. Avoid using hard returns in text boxes.
  Some dialogue boxes may require you to scroll to the bottom to complete all fields.
- Some fields are "required." In other words, you will not be able to SUBMIT your application until all required items are completed. When you get to the **REVIEW** tab, your application will be checked for completeness. You will be prompted to enter the missing information.
- Take care to answer all questions to the best of your ability.
- To ensure your entries are saved, press the **CONTINUE** button at the bottom of each page.
- Supporting documents (*Project Statement, Curriculum Vitae, etc.*) should use a font size of at least 11pts.
- Once you SUBMIT your application, you can no longer make changes to it.

Contents

General Information

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

Before starting an application, please complete the following steps:

Step 1: Learn requirements for submitting an application
Before you begin an application, contact Fulbright Canada (info@fulbright.ca). This is the Fulbright Program Office in the country from which you are applying (Canada). Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found at: https://fulbrightscholars.org/.

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. If necessary, you can reset your password by clicking the "Forgot Your Password" link on the log-in page.

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.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:
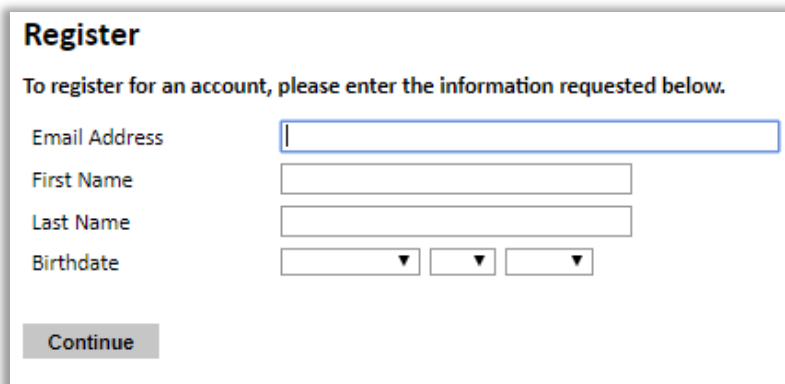
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, upload them in PDF format.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.

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-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

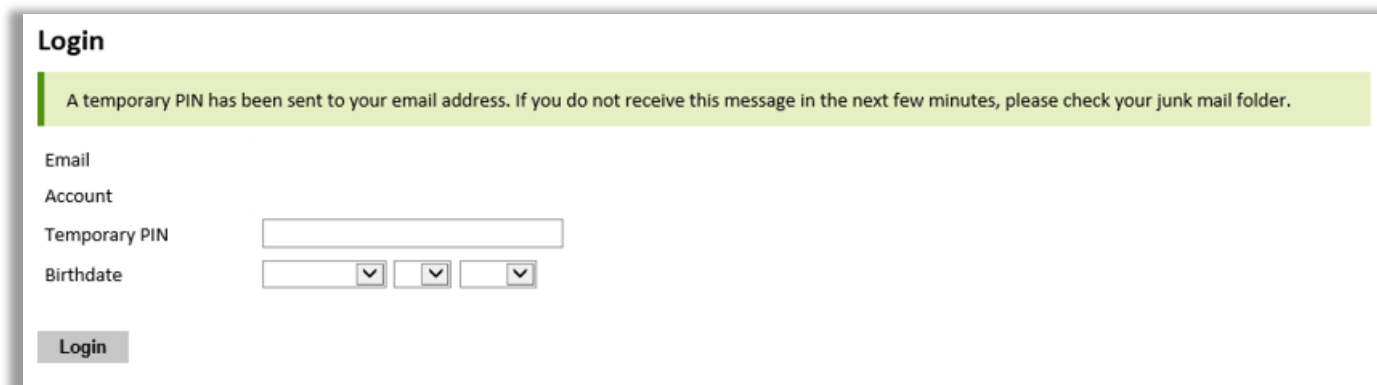To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

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 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.

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	
Account	
Temporary PIN	
Birthdate	⌄ ⌄ ⌄

Login

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

✖ At least one letter
✖ At least one capital letter
✖ At least one number
✖ Be at least 12 characters
✖ New passwords must match

Set Password

5. Returning users: Click *Login* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

Managing Your Application

EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

   Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation and language evaluations may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

Preliminary Questions

These questions address essential program eligibility. All questions are required.

1. Select the country through which you are applying for the Fulbright grant from the dropdown menu.
   *Select **"Canada"**. Selecting any other country will send your application to the Fulbright office in that country and Fulbright Canada will not receive it. If the Fulbright Canada office does not receive your application, it cannot be reviewed or considered for a Canada-U.S. Fulbright award.*

2. Select the appropriate program year from the dropdown menu. *Select **"2026-2027"**.*

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'Yes' or 'No' to indicate your response.
   *If you are a U.S. Citizen, or you have or are applying for U.S. Permanent Residency, you are **not** eligible for a Fulbright award from Canada to the United States.*
   Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.

4. Select 'Yes' or 'No' to indicate if you have resided in the United States for five or more consecutive years during the past six years.
   Note: the Fulbright Canada office considers eight months to be a full year.

5. Select 'Yes' or 'No' to indicate if will be residing in the United at the time of your proposed grant start date.

6. Select 'Yes', 'No', or 'Unsure' to indicate if you are aware and meet all program eligibility

requirements.

Review the [program eligibility requirements](#) before proceeding.
Please email info@fulbright.ca to contact the Fulbright Canada office.

7. Carefully review the IIE Data Privacy statement and Safeguarding guidelines. Indicate your acceptance of the data privacy terms by selecting 'Yes' or 'No'.

8. Click *Save and Continue* to save your responses and advance to the next section.

Country Information

1. Review all information in this section!

2. Note the **Contact Information** for Fulbright Canada.
    Fulbright Canada website: www.fulbright.ca

3. Note the **Program Information** for the scholar programs at Fulbright Canada.
    Ensure the Current Application Competition Year is "2026-2027"
    Deadline Information: November 15th, 2025

4. **Select** an Award.
    This is the primary award to which you are applying.
    You may indicate Alternate Awards in the Project Proposal section.
    You can Select/Change Award at any time until you SUBMIT your application.

5. *Note if **Supplemental Forms** are available.*

6. Click *Continue* to proceed to the next section.

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. **Name:**
   Enter your name exactly as it appears on your passport.
   Note the field for a preferred or casual name (e.g. Alex instead of Alexander).

2. **Name on Previous Records:**
   If your name is recorded differently on any previous records, list it in this section (e.g. maiden name).

3. **Biographical Information:**
   The birthdate that you used to create your account will automatically appear.
   If this date is incorrect, you may correct it now.
   Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), marital status, and limitations that require accommodation, if any.

4. **Citizenship Information:**
   Select your country of citizenship, additional countries in which you hold citizenship, and country of residence from the dropdown menus provided.
   If applicable, enter your national identification number and any additional countries in which you hold citizenship.
   To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

5. Click *Save and Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information.

1. **Addresses:**
   Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
   Based on your country selection, the subsequent fields will change to match the address format of that country.
   Complete the remaining address fields. Do not use accents or special characters.

   Select 'Yes' or 'No' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
   If you answer 'Yes' to this question, proceed immediately to the next section.
   If you answer 'No,' then a second address section will appear where you may enter your mailing address.

2. **Telephone Numbers:**
   Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
   To find the correct country code, click on the blue 'country code' link.

3. **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.

4. **Emergency Contact Information in Your Home Country:**
   Please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities.
   When entering the address, choose the country that corresponds to your emergency contacts' address first, and the following fields will update to match the address format of the selected country.

5. **Emergency Contact Information in the United States (Not Required):**
   This information is **NOT** required for applicants from Canada.
   If you would like to provide emergency contacts, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities. You can leave this section blank if you do not have contacts in the United States. You will have the opportunity to update this information in the future.
   When entering the address, choose the country that corresponds to your emergency contacts' address first, and the following fields will update to match the address format of the selected country.

6. Click *Save and Continue* to save your responses and advance to the next section.

Academic & Professional Information

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé in PDF format that does not exceed six (6) pages.
    Note: If your file exceeds six pages, an error message will appear on the Review page and will prevent submission of your application.
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*
    d. To remove the selected file click *Choose File* then click *Cancel*

Curriculum Vitae/Resume	Please upload a document that does not exceed six (6) pages.	Choose File	No file chosen

Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential in **reverse chronological order**. You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
    a. Click *Add New Academic Background*
    b. Enter the name of the institution
    c. Choose the level of study (graduate or undergraduate) from the dropdown menu
    d. Select the country where the institution is located from the dropdown menu
    e. Enter the appropriate city and region/state
    f. Provide the website of the institution (optional)
    g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor's degree)
    h. If relevant, provide the actual name of the degree or diploma (e.g., license)
    i. Select the date (Month-Year format) that you received your degree from this institution
        If a degree is in progress, list expected end date
    j. Click *Save*

3. To add additional entries for post-secondary educational institutions, click *Add New Academic Background* and follow the instructions above.

Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Professional Profile* under Position Title
   a. Choose the role which most closely corresponds to your current role from the dropdown menu
   b. Select 'Yes' or 'No' to indicate if you are an independent/unaffiliated scholar
      If you select 'Yes', you will be prompted to enter your current address under the Institution Address section
   c. Enter your current position title (e.g. Director, Assistant Director, etc.)
   d. Enter the name of the institution and, if relevant, the department where you are currently employed
   e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
   f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, province/state/region, and postal code as applicable
   g. Click *Save*

5. If you have more than one current position, click *Add Professional Profile* and follow the instructions above.

6. List your most significant professional accomplishments, honours and awards, and up to three significant publications in the text box.
    a. List no more than five accomplishments, honours, or awards
    b. Separate each entry with a semicolon (;)
    c. 700-character limit

Organizational Memberships

7. List up to four professional memberships in cultural, educational, and professional organizations.
    a. Select the number of Organizational Memberships you would like to add (up to four)
    b. Enter the name of the organization
    c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
    d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
        If you are still an active member, leave the End Date blank.

Organizational Memberships	
List up to four professional memberships in cultural, educational, and professional organizations.	
Please select how many Organizational Memberships you would like to add. *	
2 ⌄	
Organizational Membership 1	**Organizational Membership 2**
Organization *	Organization *
[ ]	[ ]
If you held an elective office, list this in your Role.	If you held an elective office, list this in your Role.
Role *	Role *
[ ]	[ ]
Start Date *	Start Date *
[⌄] [⌄]	[⌄] [⌄]
If you are still an active member, leave the End Date blank.	If you are still an active member, leave the End Date blank.
End Date	End Date
[⌄] [⌄]	[⌄] [⌄]

Letter of Support from Home Institution (Not Required)

8. **NOT Required.** Information that you provide in this section will NOT be referenced when processing your application.
   Should you be selected for an award, you may be contacted for additional information.

Experience Abroad

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
   a. Click *Add New Experience Abroad*
   b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
   c. Select the start and end dates (Month-Year format) of your travel/residency
   d. Enter the purpose of your travel abroad
   e. Click *Save*

Experience Abroad

Please note: We are requesting a list of experience abroad only for the past ten years.

Country *
Start date: *
End date: *
Purpose of Travel Abroad: *

10. If you have more than one trip abroad to enter, click *Add New Experience Abroad* again, and follow the instructions until all entries have been saved.

11. Select 'Yes' or 'No' to indicate if you have previously entered the United States on a J-1 or J-2 visa
    If 'Yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019.

Previous DS-2019(s)
Click here to see a sample DS-2019.

Please upload a copy of your previous DS-2019(s).
Choose File   No file chosen

*If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with Fulbright Canada to confirm you are eligible to apply for the program at this time.

Previous Fulbright Grant(s)

12. Select 'Yes' or 'No' to indicate if you have previously been awarded a Fulbright grant.

    If 'Yes', you are required to list the grant(s):

    a. Select the number of Previous Fulbright Grants you would like to list from the dropdown menu.

    b. The number of awards will appear depending on your answer.

    c. Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)

    d. If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field.

    e. Select the academic year that corresponds to the year in which you received the Fulbright grant.

    f. Repeat steps *c – e* for the rest of the previous Fulbright awards, if applicable.

13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another Fulbright award in the text box.
    Please note that before final approval by the FFSB, Fulbright Canada will be asked to provide some rationale for recommending your application over awards to other qualified candidates.
    Use this text box to prepare a short justification (1 or 2 paragraphs) to support a repeat Fulbright award. Your justification should include information about: your previous award; how this award may be a different experience; your special skills; how this award would be beneficial to you, the host, and/or the field; and any other factors that support a repeat Fulbright award.

14. Click *Save and Continue* to save your responses and advance to the next section.

Language Skills

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the dropdown menu provided.

English Language Proficiency

2. If your native language is not English, a section collecting your English language proficiency will appear.
Rate your English language proficiency in Reading, Writing, and Speaking.
Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

Additional Language Skills

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.

4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking.
Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

5. Click *Save and Continue* to save your responses and advance to the next section.

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement.
Plagiarism in any part of your application will result in your disqualification from participating in the Fulbright Visiting Scholar Program.
Plagiarism will be understood to include any of the following:
Presenting wording, statistics or concepts as your own which should be attributed to someone else or to publications (online or offline). This includes, but is not limited to:
   - *Copying the exact wording of a written source (with or without citation)*
   - *Presenting material with alterations in wording (with or without citation)*
   - *Paraphrasing the content of a source without citation*

It is expected that your project proposal will be your own work and writing, clearly citing secondary sources when describing the academic work and writing of others (including one's own previously published work). Any sources used in the construction of your responses must be clearly cited in your project statement and bibliography.

Some US universities and colleges have developed and published policies on the use of generative artificial intelligence (GenAI) on applications for admission or affiliation with their institution. Some institutions may scan applications for the use of language produced by GenAI. While individual institutional policies range widely and policy responses from US universities will continue to evolve, copying language/content produced by GenAI directly into your application may negatively impact admission or affiliation decisions.

2. Indicate your understanding of the consequences of plagiarism by selecting, 'Yes' or 'No'.

3. Click *Save and Continue* to save your response and advance to the next section.

Project Proposal

This section collects information about your proposed project.
1. Select the category of grant for which you are applying.
   The category of grant is provided in the Award Information section of the Country Information page.
   a. If you select Research, you must upload a Bibliography
   b. If you select Teaching/Research, you must upload a Bibliography and Course Syllabus
   c. If you select Teaching, you must upload a Course Syllabus

Project Statement

2. **Project Title:**
   Concisely describe the focus of your proposed activity (up to 15 words).
   Must be in English.
   Written in AP style: no abbreviations, not all caps, all words of four or more letters should be capitalized.

3. **Brief Summary of Project Proposal:**
   Provide a concise overview that easily allows a non-specialist to appreciate the significance of the project and any potential contributions to the field. This abstract is meant to serve as a brief summary of your more detailed project statement.
   Maximum of 700 characters. Use only Roman characters.
   Remember, you can prepare the text in another document, then copy and paste into this field.

4. **Project Statement Uploader:**
   Upload a PDF document of three (3) to five (5) pages.
   NOTE: A list of references will be uploaded separately in the Bibliography (next).
   *Please see the **Additional Guidance** provided later in this document.*
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*

Bibliography

5. If you selected Research or Teaching/Research in the grant category section, you will be prompted and required to upload a Bibliography of one (1) to three (3) pages of references relevant to the proposed research. This document should be in PDF format. Upload this document by following the instructions above.

Course Syllabi

6. If you selected Teaching/Research or Teaching in the grant category section, you will be prompted and required to upload up to ten (10) pages of sample syllabi. This document should be in PDF format. Upload this document by following the instructions above.
    *Please see the **Additional Guidance** provided later in this document.*

Academic Discipline

7. Select the most appropriate academic discipline for your project from the dropdown menu.

8. Select the most appropriate primary specialization from the dropdown menu.

9. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
    Some academic fields will ask you if you would like to upload portfolio materials as part of your application. Select 'Yes' or 'No' as appropriate.
    If you select 'Yes,' you will be directed to upload your materials in the Portfolio Section (it will appear once you click Save and Continue). Please follow the upload instructions listed.

Intended Grant Period

10. Select your proposed grant length (in months) from the dropdown menu.
    The grant length is provided in the Award Information section of the Country Information page.

11. Enter your proposed grant start and grant end dates (Month-Day-Year format).
    These dates should align with the guidance in the Award Information section of the Country Information page.
    All awards must be taken up during the 2025-2026 academic year.

Host Institutional Affiliation(s)

12. Indicate whether you have made affiliation arrangements with a U.S. Host Institution by selecting 'Yes' or 'No'.
    Traditional Scholar Award: you are required to arrange your own affiliation – select 'Yes'.
    Research Chair Award: you are **NOT** required to arrange your own affiliation – select 'No'.
    You are encouraged to contact the host institution(s) to discuss research interests.

    If 'Yes', add the Host Institution(s) you have contacted.
    a. Select the number of host institutions contacted
    b. Enter Institution Name
    c. Enter Prefix, Name, and Contact Information of the person at the Institution who will be your primary contact
    d. Enter the address of the Institution
    e. Indicate whether you have received a letter of invitation
    f. Upload the Letter of Invitation (if available) in the next section

If 'No', list your Host Institution preferences in order of priority
    a. Select the number of preferred host institutions
    b. Enter Institution Name
    c. Enter Prefix, Name, and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
    d. Enter the address of the Institution
    e. If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
    f. Enter a reason for the suggested affiliation
    g. You will not be prompted to provide a Letter of Invitation. Skip to *Alternate Awards*.

Letter of Invitation

13. Upload Letter(s) of Invitation or other correspondence regarding affiliation.
    *Please see the **Additional Guidance** provided later in this document. Please ensure the Letter of Invitation complies with the [checklist of Letter of Invitation Components](#) provided in the application.*
    a. Click *Choose File*
    b. Locate and select the file that you previously saved to your computer
    c. Click *Open*

Alternate Awards

14. Indicate whether you wish to be considered for Alternate Awards by selecting 'Yes' or 'No'.
    If you select 'Yes,' you may enter the names of Alternate Awards and their corresponding Host Institutions. Up to three alternates recommended.

15. Click *Save and Continue* to save your responses and advance to the next section.

Grant and Travel Plans

This section is set up to gather information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents. Please note that most of these sections are not required for applicants from Canada.

Financial Information (Not Required)

NOT REQUIRED. Information that you provide in this section will not be referenced when processing your application.
Should you be selected for an award, you may be contacted for additional information.

Passport/Travel Document

1. Upload a copy of the biographical page of your passport by selecting *Choose File*.
   Passports must be valid for at least six months past your proposed exchanged end date.
   Should you get a new passport, please send a copy to Fulbright Canada (info@fulbright.ca).

Accompanying Dependents (Not Required)

NOT REQUIRED. Information that you provide in this section will not be referenced when processing your application.
Should you be selected for an award, you may be contacted for additional information.

2. Click *Save and Continue* to save your responses and advance to the next section.

Additional Information

Additional Documentation

Country-Specific Materials: Not Required

Supplemental materials: Not Required

Additional Documentation: Use to upload additional documentation in support of your application.

Outreach Survey

Please complete the Outreach Survey.

Outreach Lecturing Fund Topics

Should you received a Fulbright Visiting Scholar award, you will be eligible to be hosted through the Outreach Lecturing Fund (OLF) during your exchange visit. Please review the details outlined in the application and the OLF webpage. If you are interested in being hosted as an OLF, fill in the text box with broad topics of your expertise to help campuses understand what public or community events you would be interested in.

Click *Save and Continue* to save your responses and advance to the next section.
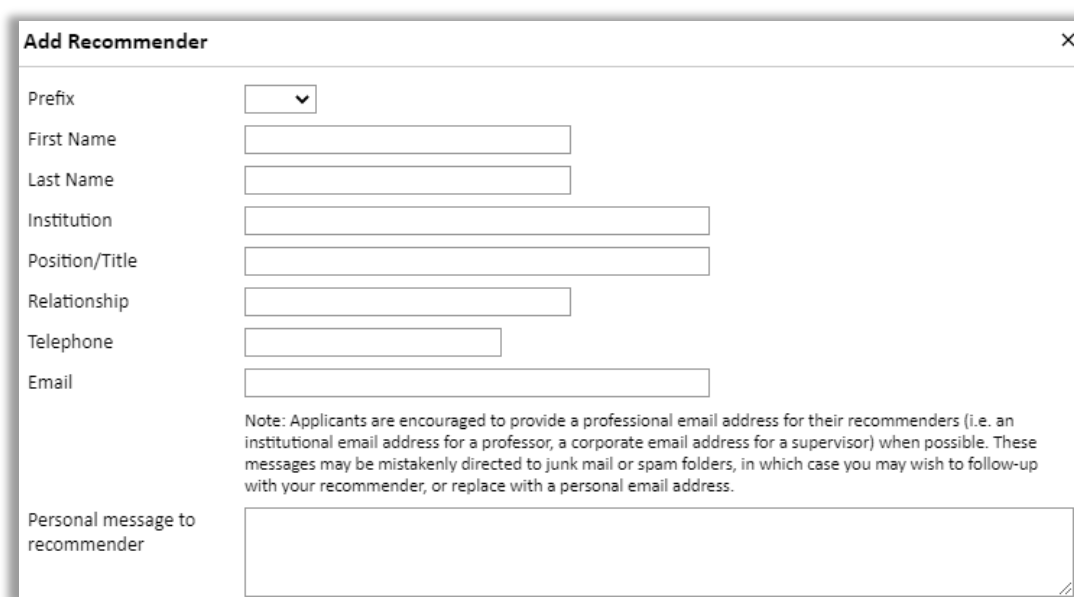
Recommendations

Use this section to register your recommenders. Applicants for Fulbright Canada scholar awards require three (3) recommenders.

*Please see the **Additional Guidance** provided later in this document.*

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:

3. Use the personal message to remind your recommender to submit by November 15th
4. Ensure you are using the correct display name to be shared with your recommender
5. Click *Send to Recommender* to generate an automatic email to your recommender
6. Once sent, you will have the option to Edit Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual

7. Click *Continue* to save your responses and advance to the next section.

Signature

1. Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

In place of your signature, please type your full legal name:

Confirm

2. Click *Confirm* to continue to the next page.

Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES.

NOTE: Once you SUBMIT your application, you can no longer make changes to it.

Click Submit Application

You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.

Additional Guidance

This section provides additional guidance you may use for your Project Statement, Curriculum Vitae, Letters of Invitation, and Recommendations.

PROJECT STATEMENT

The project statement is the most important component of the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient; it is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five single-sided pages.

You should take great care in writing a clear and detailed description of the project that you intend to pursue. For all types of awards, you must demonstrate that residence in the United States is essential for your project, that knowledge in a particular area of learning will be advanced, and that plans have been made for the dissemination of the results in both Canada and the United States. Clearly show your project's relation to the study of the United States or the relationship between Canada and the United States and demonstrate the way in which mutual understanding between the two countries will be enhanced (i.e. development of long-term institutional linkages, relevance to contemporary public policy debate, shared knowledge in a particular area of research, etc.).

FORMAT
- The project statement consists of no more than five single-spaced pages.
- Use a font size of at least 11pts.
- Begin the project statement with your name, country and the project title at the top of page one.
- Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.
    - *Background*: Introduce the research topic. Place the project in an academic or professional context by referring to major works by others on the subject.
    - *Objectives*: Clearly define the aims of the project.
    - *Methodology*: Describe the project. Explain the approach, methods, and plan you will use (for example, interviews, library or archival research, or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative. Outline the expected timeline for completion of your project. Explain the choice of institutional affiliation(s).
    - *Significance*: Explain the importance of the project for the field, your home country, and your own professional development. Indicate what effect you expect the opportunity 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 your home country and elsewhere.
    - *Justification* for Residence in the United States for the Proposed Project: Indicate why it is necessary to conduct the research onsite in the United States.
    - *Duration*: Explain how the project can be completed within the time period proposed.
    - *Other*: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.
- Including irrelevant or extraneous material may divert attention from the project statement.

ADDITIONAL CONTENT RECOMMENDATIONS

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and Fulbright staff and can assist you in preparing a more competitive and ultimately successful Fulbright application.

- Submit a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the applicant's purpose and intent.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? How will you use what you learned upon your return, professionally and personally?
- Discuss any preparatory steps you have taken or will take before starting your grant. For example, if you plan to bring samples of plants, chemicals, human tissue, etc., indicate the steps taken to determine what clearance and approval processes are needed.
- Connect your past experience to what you are preparing to do if you receive an award. Explain the project's significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- **Do not assume** that your suitability for the project is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past experience and current scholarly endeavours. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- **Do not stress** only how a Fulbright grant will benefit you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Be specific in describing your previous work and in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavour.

STYLE RECOMMENDATIONS

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important, and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements (document should not exceed six pages). When composing a curriculum vitae, it is important to include:

- Education (universities attended, degrees earned, and dates received)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars, and consultations
- Membership and activities in professional associations
- Professional honours, awards and fellowships
- Community service

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

LETTERS OF INVITATION

Letters of invitation should be on institutional letterhead and signed by a person with the appropriate authority. There are no specific requirements for such letters, unless specified in the award description. The letter should indicate:

- your name and current position - possibly a qualifier based on your selection as a Fulbright scholar
- the activities for which you are being invited by the host *(research at an institution, special lecturing needs, etc.)*
- the period of time for which you are invited
- the department/group which is inviting you and the resources that will become be available to you
- a description of the host's interest in the applicant's project and how it will benefit the host institution.

Invitations do not ensure selection for an award.
Scanned copies should be uploaded to the application.
If an invitation arrives after the application deadline, contact Fulbright Canada to arrange for its late submission.

RECOMMENDATIONS

Candid, frank letters of reference help reviewers place proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline.
The automatic notification sent to your recommenders will suggest qualifications they should address.

- You must register three recommenders. Do not register more than three.
- Please provide your recommenders a copy of your project statement.
- Recommenders should be people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- Recommenders can come from your home institution, but at least one of the recommenders should be from a colleague in your field outside your home institution.
- If you have recently moved to a new home institution, one of the recommenders should be from your previous institution.
- Choose your recommenders carefully and contact them early. Their recommendations should accompany your application as it could otherwise be weakened by an insufficient number of recommenders.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- Recommendations should be written in or translated into English.
- Recommendations should be submitted through the online application system by the application deadline.
- It is your responsibility to ensure that your recommendations are submitted by the deadline.