FULBRIGHT JUNIOR FACULTY DEVELOPMENT PROGRAM
Instructions for Completing the
2020-2021 Application

Application: https://apply.iie.org/jfdp
Read all instructions carefully before completing the application.
Applicants may only apply for one award per application cycle.

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.

Prior to starting an application, please complete the following steps:

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Step 1: Learn requirements for submitting an application
Before you begin an application, contact the Fulbright Program Office in the country from which you are applying. Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply: https://www.fulbright-jordan.org/

Step 2: Record username and password in a safe place
Your email address is your username. 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 username 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:
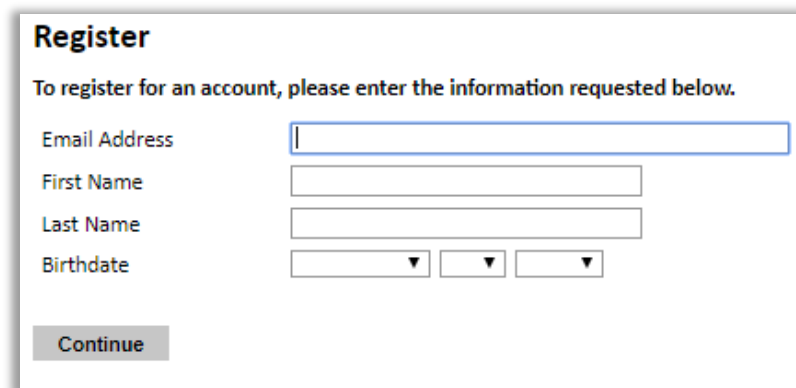- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you 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

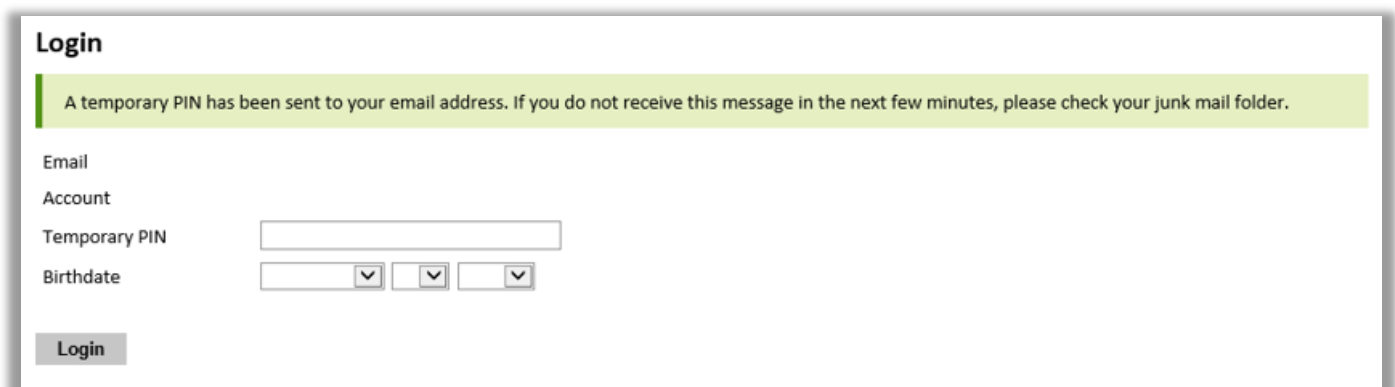To register for an account, please enter the information requested below.

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 *Log in* 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. You may register the names and contact information of your referees online, on your online application, and then your referees will receive instructions from the system on how to complete these forms. Or;

2. You can send the "Letter of Reference Form" by e-mail to your referees who should fill it out, print and sign it and then either mail, courier, or hand-deliver, in a sealed envelope to our P. O. Box. Or, your referee may scan (PDF or JPG format) and transmit their letter of recommendation via E-mail to the Fulbright Commission at **info@fulbright.org.jo**

Please Note: Submitted letters of recommendation are confidential documents and may not be viewed or retrieved by the applicant at any stage.

Preliminary Questions

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

Preliminary Questions

Questions marked with an asterisk (*) are required of all applicants for submission.

Through which program country are you applying?*

[dropdown]

To which academic year are you applying?*

[dropdown]

Do you hold or are you applying for:*
 a) U.S. citizenship;
 c) Dual citizenship with the U.S.; or
 b) U.S. permanent residency?
 ○ Yes
 ○ No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?*
 ○ Yes
 ○ No
 ○ Unsure

[Continue]

Home
Welcome
Preliminary Questions

1. Select the country through which you are applying for the Fulbright grant **in Jordan** from the dropdown menu.

2. Select the appropriate program year from the dropdown menu which is (2020-21)

3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.

   a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Junior Faculty Development Program/Fulbright Visiting Scholar Program for Iraq.

4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.

   a. Please review the program eligibility requirements for the country through which you are applying before proceeding.

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

Country Information

1. Review all information in this section!

2. Note any country-specific and award-specific instructions for completing the rest of the application, including:

   a. Contact Information; : https://www.fulbright-jordan.org/
   b. Deadline information: **Dec. 12, 2019**
   c. Open application cycle: **Now open**
   d. Additional required materials: **Please check the link above**

3. You must select a cohort discipline before proceeding.

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

Data Privacy

1. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.

2. 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. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).

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

3. The birthdate that you used to create your account will automatically appear. If you entered this date incorrectly during your account creation, you may correct it now.

4. Enter your city of birth and select country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, and marital status from the dropdown menus provided.

5. Select your country of citizenship and country of residence from the dropdown menus provided.

6. If applicable, enter your national identification number and any additional countries in which you hold citizenship.

   a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.

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

Contact Information

Enter all required contact information. Please review the Fulbright Commission in Jordan guidance to determine whether you must provide additional information.

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

2. 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.*
    a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
    b. If you answer 'yes' to this question, proceed immediately to the next question.

3. 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.
    a. To find the correct country code, click on the blue 'country code' link.

4. 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.

5. Click *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, awards and recognitions, and experience abroad.

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 (6) 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. Click *Upload* to complete the file upload

Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. 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 Institution*
   b. Type in 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. Enter the discipline in which this degree or diploma was earned
   j. Select the month and year of start and end dates (Month – Year format) that you attended this institution
      - If a degree is in progress, list expected end date of academic program
   k. Select the date (Month-Year format) that you received your degree from this institution
      - If a degree is in progress, list expected date of conferral in this field
   l. Click *Save*.

Educational Institution

Institution* [   ]

Level of Study* [▼]

Institution Location (all address fields are required)*

Country [United States   ▼]

City [   ]

State [Select State   ▼]

Website [   ]

Name of Diploma or Degree Equivalent* [▼]

Actual Name of Degree or Diploma [   ]

Discipline* [   ]

Enrolled From [▼] [▼]

Enrolled To [▼] [▼]

Date Degree Received [▼] [▼]

If a degree is in progress, list expected date of conferral for Date Degree Received.

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

Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Experience* under Position Title.
   a. Choose the role which most closely corresponds to your current role from the dropdown menu
   b. Enter your current position title (e.g. Director, Assistant Director, etc.) or type of work (e.g. accounting)
   c. Enter the name of your employer
   d. Select 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
   e. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable and click *Save*.

Professional Experience

Current Role*	[dropdown]
Position Title/Type of Work	[text field]
Employer Name*	[text field]

If you are currently employed, please leave the End Date field blank.

Start Date	[dropdown] [dropdown]
End Date	[dropdown] [dropdown]

Employer Address

Street Address*	[text field]
City*	[text field]
State/Region*	[text field]
Postal Code*	[text field]
Country*	[dropdown]

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

Experience Abroad

6. List any travel, study or residency you have had abroad (in any country other than your own) exceeding three (3) months, during the last five years. This can include time overseas for education, research, business, vacation, etc.
   a. Click *Add New*
   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 you travel/residency
   d. Enter the purpose of your travel abroad
   e. Click *Save*

Experience Abroad

Country*   [dropdown ▼]
Start date:*   [dropdown ▼] [dropdown ▼]
End date:*   [dropdown ▼] [dropdown ▼]
Purpose of Travel Abroad:*   [text field]

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

8. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa

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

9. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
    a. If 'yes', you are required to list the grant(s):
        ▪ Click *Add Grant*
        ▪ Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
        ▪ If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
        ▪ Select the academic year that corresponds to the year in which you received the Fulbright grant
        ▪ Click *Save*

Previous Fulbright Grants

Award Type*   [dropdown ▼]
Previous Grant Year*   [dropdown ▼]

10. Click *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

If your native language is not English, a section collecting your English language proficiency will appear.

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

Study Plan

1. Please select the most appropriate major academic discipline and primary specialization from the drop down box provided.

2. Enter your major field of study from the drop down menu.

3. Enter your specialization/sub-field of study from the drop down menu.

4. Describe the area of the field in your plan to specialize in the United States

5. Describe your future plans

Plagiarism Agreement

Please review the entire plagiarism agreement featured on the application. By indicating 'Yes' in the question below, you are acknowledging that you understand both what actions constitute plagiarism in this application, and the consequences resulting from any plagiarism found in your submission.

Study Plan Content

The study plan 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 study plan 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. Submit a detailed study plan of no more than five single-spaced pages (3,500 words) addressing the following points:

• Explain how participation in the program will benefit not only you, but also others (students, department, and administrators) at your university.

• Which elements of faculty development and/or academic capacity building do you hope to concentrate on during your grant? (e.g. curriculum development, assessment, educational leadership, educational administration, academic governance, use of technology in the classroom, new methods/research tools in your field, etc.) Explain why.

• How do you plan to implement what you learn through participation in the program upon your return home?

• Explain the specializations or research interests within your broader academic field that you would like to explore through collaboration with U.S. faculty during your grant.

• What do you aspire to learn about American society and culture? Similarly, which aspects of your own culture, history, and background do you wish to share with American faculty and others in the community where you will be living?

Format

- Do not exceed the character limit of the proposal. Including irrelevant or extraneous material may divert attention from the study plan.
- Begin the study plan with your name, country and the discipline-based cohort to which you are applying at the top of page one. At the top of each subsequent page, type your name and country to ensure each page is associated with the study plan.
- Organize your proposal in order of the following points detailed within the study plan section of the application.
- Upload a copy of your study plan.
  - Click Choose File
  - Locate and select the file that you previously saved to your computer
  - Click Open and click Upload to complete the file upload
- Please upload the study plan

TOEFL Report

1. If available, upload a copy of your TOEFL score report.
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

Passport/Travel Document

2. If required, upload a copy of your passport or travel document.
   a. Click *Choose File*
   b. Locate and select the file that you previously saved to your computer
   c. Click *Open*
   d. Click *Upload* to complete the file upload

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

Additional Information

Use this section to upload any required additional documentation per your country-specific guidance.

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

Recommendations

Use this section to register your recommenders. Refer to your country-specific instructions for details on the required number of recommenders.

There are several ways through which your recommenders may submit your recommendation letters:

- You may register the names and contact information of your referees online, on your online application. 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.

- You can send the "Letter of Reference Form" available on our website, by e-mail to your referees who should fill it out, print and sign it and then either mail or courier or hand-deliver, in a sealed envelope to our P. O. Box:

  Binational Fulbright Commission
  P.O. Box 850215
  (19, Mahdi bin Barakah Street – Shmeisani)
  Amman 11185, Jordan

- Or, your referee may scan (PDF or JPG format) and transmit their letter of recommendation via E-mail to the Fulbright Commission at **info@fulbright.org.jo**

Please Note: Submitted letters of recommendation are confidential documents and may not be viewed or retrieved by the applicant at any stage.

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

Add Recommender

Prefix	[▼]
First Name	[ ]
Last Name	[ ]
Institution	[ ]
Position/Title	[ ]
Relationship	[ ]
Telephone	[ ]
Email	[ ]

Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible

Personal message to recommender

[   ]

You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.

Send To Recommender   Cancel

3. Click *Send to Recommender* to generate automatic email to recommender.
4. Click *Continue* to save your responses and advance to the next section.
5. 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.

Edit Recommender

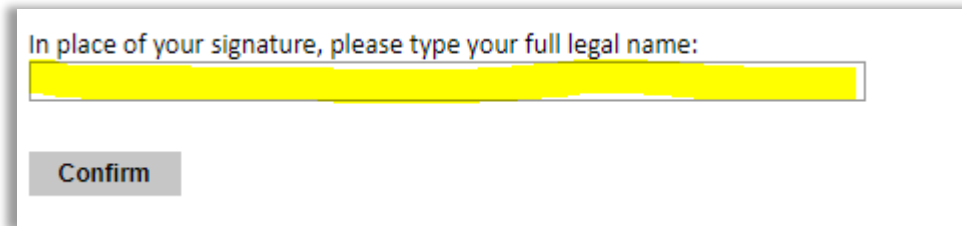|	
Prefix	▼
First Name	
Last Name	
Institution	
Position/Title	
Relationship	
Telephone	
Email	
Personal message to recommender	
Status	**Sent to recommender** on **12/20 at 11:18 AM**

Save   Send Reminder   Exclude   Cancel

Reference Materials Waiver

1. Select 'yes' or 'no' to indicate whether you waive your right to review the information contained in the evaluations submitted by recommenders on your behalf.

Signature

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

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.