



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**



San Francisco HS Compd., Nueva Ecija St.,  
Bago Bantay, Quezon City

July 27, 2011

**MEMORANDUM TO:**

Asst. Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Head Teachers and Teachers In-Charge

For the information and guidance of all concerned, attached is a copy of the letter of Ms. Esmeralda S. Cunanan, Executive Director, Philippine-American Educational Foundation (FULBRIGHT), dated July 15, 2011, re: announcement of acceptance of applications for advanced research and/or university lecturing awards in the United States for AY 2012-2013.

Immediate and wide dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

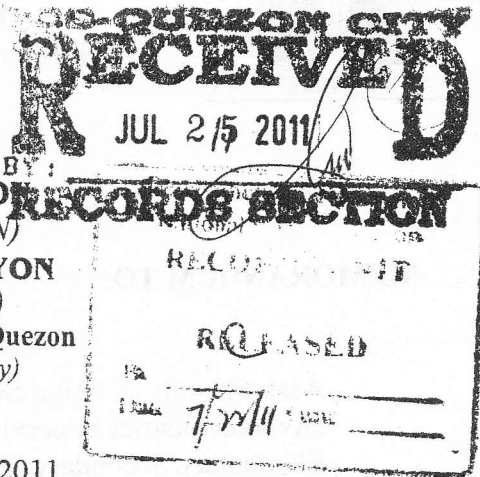
Incls.: as stated

Reference: DepEd-NCR Memorandum dated July 20, 2011

RAC/gsm



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)



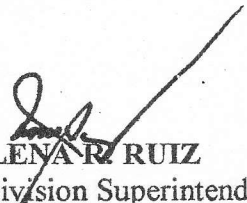
July 20, 2011

**Memorandum to-**

Schools Division Superintendents

Enclosed is a copy of a letter dated July 15, 2011 of the Executive Director, Philippine-American Educational Foundation (FULBRIGHT) , re.: announcement of acceptance of applications for advanced research and/or university lecturing awards in the United States for AY 2012-2013, for information and guidance of all concerned.

For inquiries, please contact tel. nos 812-5890, 812-0945/Fax 812-0822, website [www.fulbright@org.ph](http://www.fulbright@org.ph).

  
**ELENA R. RUIZ**  
Schools Division Superintendent  
Officer-In-Charge  
Office of the Regional Director

Cd/epm

July 15, 2011

Dr. Elena R. Ruiz  
OIC - Director IV, National Capital Region  
Department of Education  
Misamis Street, Bago Bantay  
Quezon City

Dear Dr. Ruiz:

I am pleased to inform you that the Philippine-American Educational Foundation (PAEF) will start accepting applications for advanced research and/or university lecturing awards in the United States for academic year 2012-2013. Completed applications from interested and qualified faculty and researchers from your institution must be received at the PAEF office on or before October 14, 2011.

Eligible fields are those related to Philippine literature and the arts, history, political and social sciences, economics, education, and environmental studies (see page vii for a complete listing of eligible fields). Grants are awarded for a period of three to five months.

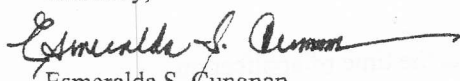
Candidates for the lecturing and/or research award should have the endorsement of pertinent departments of U.S. universities. Applicants who have contacts with their appropriate counterparts in U.S. educational institutions are encouraged to apply. Proposals may be for a combination of lecturing and research. Preference is given to those without recent experience in the United States. Grants are NOT for the purpose of attending conferences, visiting universities or organizations, nor completing doctoral dissertations.

The award covers international travel (budget economy-ONLY for the scholar), maintenance allowance, professional development allowance, a settling-in allowance, and limited medical insurance for the successful scholar. A modest monthly allowance will be provided for ONE dependent (subject to the availability of funds) provided the dependent stays at least 80% of the scholar's grant duration in the U.S. Dependents of selected applicants are responsible for their own J-2 visa application at the U.S. Embassy. Issuance or non-issuance of a non-immigrant visa is at the discretion of the consular affairs section of the U.S. Embassy.

Enclosed are the information notice of the award competition and an application form. Additional forms and further information on the award may be obtained from the PAEF office at the 10<sup>th</sup> Floor, Ayala Life-FGU Center, 6811 Ayala Avenue, Makati City; Tels.: 812-5890, 812-0945/Fax: 812-0822. The application form can be photocopied and can be downloaded from the PAEF website [www.fulbright.org.ph](http://www.fulbright.org.ph).

Thank you for your continued support of the Fulbright program.

Sincerely,

  
Esmeralda S. Cunanan  
Executive Director

Enclosures.



**Advanced Research and University Lecturing  
Awards in the United States  
2012-2013**

Applications for advanced research and/or university lecturing projects for academic year 2012-2013 in the United States will be accepted by the Philippine-American Educational Foundation (PAEF) until October 14, 2011.

Grants are awarded for a period of three to five months.

**Eligible fields** are those related to Philippine literature and the arts, history, political and social sciences, economics, education, and the environmental sciences. (See the complete list of fields on page vii of the application form.)

Candidates for the lecturing award should have the endorsement of pertinent departments of U.S. universities. Applicants who have contacts with their appropriate counterparts in U.S. educational institutions are encouraged to apply. Proposals may be for a combination of lecturing and research. Preference is given to those without recent experience in the United States. Grants are not for the purpose of attending conferences, study tours, nor completing doctoral dissertations.

The award covers international travel, maintenance allowance, professional allowance, a settling-in-allowance, and limited medical insurance.

**ELIGIBILITY REQUIREMENTS**

- Filipino citizenship
- Doctoral degree or equivalent professional training or experience
- Proficiency in English appropriate to the proposed lecturing and/or research project to be carried out in the United States
- A detailed statement of proposed activity for research and/or lecturing in an American institution
- Certification of good health
- NBI clearance secured within six months at the time of application
- Biographical page of passport

**Contact Information:**

**Philippine-American Educational Foundation (PAEF)**  
10<sup>th</sup> Floor Ayala Life-FGU Center – Makati  
6811 Ayala Avenue, Makati City  
Tel. Nos. 812-0919; 812-0945  
Fax No. 812-0822  
E-mail address: [fulbright@fulbright.org.ph](mailto:fulbright@fulbright.org.ph)  
Website: [www.fulbright.org.ph](http://www.fulbright.org.ph)



# **NOTICE**

**Applicants interested in the  
2012-2013 Fulbright Advanced Research and  
University Lecturing Awards in the  
United States**

**can download the application form:**

**[www.fulbright.org.ph](http://www.fulbright.org.ph)**

***Application forms may also be photocopied.***



**2012-2013 Application  
for the  
Fulbright Scholar Program**

**Advanced Research and University Lecturing  
Awards in the United States**

*Sponsored by the United States Department of State  
Bureau of Educational and Cultural Affairs*

Administered in the United States by:  
Council for International Exchange of Scholars (CIES)  
and in the Philippines, by the  
Philippine-American Educational Foundation (PAEF)

*For more information, please contact:*

PAEF, 10<sup>th</sup> Floor Ayala Life – FGU Center  
5811 Ayala Avenue, Makati City 1226 Philippines  
Phone Numbers: 812 5890, 812 0945  
E-mail: [fulbright@fulbright.org.ph](mailto:fulbright@fulbright.org.ph)  
Website: [www.fulbright.org.ph](http://www.fulbright.org.ph)

# The Fulbright Program and General Requirements

## OVERVIEW OF THE FULBRIGHT SCHOLAR PROGRAM ADVANCED RESEARCH AND UNIVERSITY LECTURING AWARDS

The mission of the Fulbright Scholar Program is to increase mutual understanding between the people of the United States and people of other countries. It aims to provide educational exchange experiences to a maximum number of individuals not previously afforded such an opportunity. The experience should be of intrinsic value to the scholar, the recipient's home institution, its faculty and its students, as well as to the U.S. host institution. Fulbright Scholars serve as cultural ambassadors and should be prepared to speak about their countries, cultures and research to academic and community groups.

The program has provided thousands of scholars with the opportunity to establish professional contacts in their field and make long-lasting relationships with colleagues in the United States; to develop collaborative research undertakings with U.S. scholars; and to enhance their scholarly publications and other contributions with research conducted in the United States. Finally, for many faculty, the Fulbright program offers an opportunity to pursue scholarly work without interruption. By doing research, guest lecturing, and pursuing other scholarly interests in a completely different environment, scholars return home personally invigorated and professionally stimulated.

The Council for International Exchange of Scholars (CIES), under a cooperative agreement with the U.S. Department of State, administers the Fulbright Advanced Research and University Lecturing Program in the United States. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES.

## NATURE OF GRANTS

A Fulbright grant provides international travel for the grantee (only) to and from the host institution in the United States, a monthly maintenance allowance, a settling-in allowance, a modest in-transit allowance, limited accident and sickness insurance coverage, and a professional allowance. A modest allowance will be provided for one dependent, provided that said dependent will spend at least 80% of the grant period with the grantee.

Grants under the Fulbright Advanced Research and University Lecturing Program should not be for periods of less than three months or more than five months. Grants for either program should commence no earlier than late August of the year the candidate is notified or by the latest, February 15 of the following year. Grants cannot be renewed or extended.

A grant may be revoked, terminated, or suspended. Grounds for revocation or termination include, but are not limited to: (1) violation of any law of the United States or the home country; (2) any act likely to give offense to the United States; (3) failure to observe satisfactory academic or professional standards; (4) physical or mental incapacitation; (5) engaging in any unauthorized income-producing activity; (6) failure to comply with the grant's terms and conditions; (7) material misrepresentation made by any grantee in the application form or grant document; (8) conduct which may have the effect of bringing the U.S. Department of State or the Fulbright Program into disrepute; and (9) violation of the policies of the J. William Fulbright Foreign Scholarship Board (FSB).

A grant may be suspended if (1) the grantee ceases to carry out the project or academic program during the grant period or (2) the grantee leaves the United States for more than two weeks without authorization of the Fulbright Commission and CIES.

## ELIGIBILITY REQUIREMENTS FOR APPLICANTS

Applicants must possess all of the following qualifications in order to be eligible for an award.

- **Filipino citizenship.** Persons selected for a Fulbright grant will be required to submit a copy of their passport data page. Persons applying for or holding permanent residence in the United States are not eligible. Persons who are citizens of both the Philippines and the United States are also ineligible. Fulbright Scholars enter the United States on an Exchange Visitor (J-1) visa under a U.S. Department of State program and are subject to the two-year home-country residency requirement associated with the J-1 visa. **NOTE:** Scholars and their dependents who have held J visas and been physically present in the United States for six months or more are not eligible to reenter as J-1 researchers or lecturers for 12 months following departure from the United States. In addition, scholars who have previously held a J visa in the professor or research scholar category are not eligible for sponsorship again in those two categories for a period of 24 months following the program sponsorship end date.
- **Doctoral degree or equivalent professional training or experience at the time of application.** For professionals and artists outside academe, recognized professional standing and substantial professional accomplishment is expected.
- **A detailed statement of proposed activity for research and/or lecturing at a U.S. institution.** The proposed project should contribute to the development of knowledge in the scholar's field and must be effectively investigated within a period of three to five months in the United States.
- **Proficiency in English appropriate to the proposed lecturing and/or research project to be carried out in the United States.** Applicant must be proficient in written and spoken English.
- **Sound physical and mental health.** Those selected for a Fulbright grant are required to submit a Medical History and Examination Report before their grants can be finalized.
- **NBI Clearance.** Applicants should be able to submit an NBI clearance secured not earlier than six months prior to application.

In addition, the following conditions are considered in the review and selection of candidates:

- Applicants will be considered without regard to race, religion, sex, age, and/or physical impairment.
- Preference is given to those without recent experience in the United States.
- Applicants who have previously received a grant under the Fulbright Program of more than two months are ineligible to apply for another grant within five years from the date of termination of the previous grant.
- Applicants should be representative and responsible citizens who can contribute to a full and fair picture of the Philippine culture and thereby contribute to understanding between the people of the United States and the Philippines. They should also demonstrate the cross-cultural sensitivity and flexibility needed to adjust successfully to life in the United States.

Grants are not for the principal purpose of

- attending conferences,
- completing doctoral dissertations,
- travel and consultation at multiple institutions,
- study tours, or
- doing speaking engagements or conducting workshops in universities other than your host institution.

## ARRANGEMENTS FOR AFFILIATION WITH A U.S. HOST INSTITUTION

One of the most important components of the Fulbright Advanced Research and University Lecturing Program is a formal affiliation at a U.S. university or research institution. In many cases, applicants are in contact with colleagues at U.S. institutions and have made preliminary plans for their own placements by securing a letter of invitation from the prospective host institution. However, if you are unable to make these preliminary contacts, you are strongly encouraged to identify two or three institutions that have appropriate facilities for the kind of project you wish to undertake and faculty specializing in your research interests, and make preliminary/initial contacts with these institutions. Please indicate the rationale for your preferences. CIES arranges or confirms affiliation with appropriate U.S. institutions. Selected applicants will be limited to one institutional affiliation.

When determining which institutions to include on your preferred list, do not limit yourself to only large research institutes and the most well-known U.S. universities. Consider listing other institutions such as community colleges, regional universities or Minority-Serving Institutions (which include Historically Black Colleges and Universities, Hispanic-Serving Institutions and Tribal Colleges and Universities). These institutions are often engaged in many dynamic areas of teaching and research.

Though many U.S. institutions may not have an international reputation, they often do have appropriate facilities for scholars to conduct research. Scholars placed in these smaller and less renowned institutions often are given greater attention than their colleagues who are affiliated with larger and more well-known universities.

If you have studied previously in the United States, you should avoid seeking affiliation at your U.S. alma mater. This is to ensure that you expand your contacts within the U.S. academic community.

The task of affiliation is substantially facilitated if you have a project that is clearly defined and well written. Prospective host institutions also want to be assured that you can conduct research in English.



# Preparing the Application

## FIRST STEPS

- **Planning ahead** -- Advanced planning will give you as much time as possible to put together a thoughtful and compelling application. Applicant review and final selection are based upon the actual application and accompanying materials. Your U.S. institutional affiliation will also be conducted based on the application and accompanying project statement.
- **Consulting with colleagues** -- You are encouraged to consult with current or former Fulbright Scholars from the Philippines or the United States. Fulbright alumni and current participants can provide valuable guidance in formulating a competitive project statement.

## GENERAL APPLICATION GUIDELINES

- At the time of application, you **must submit three (3) copies** of the following: (a) application form; (b) detailed project statement; (c) detailed curriculum vitae; (d) three references, (e) letter of invitation, if applicable, (f) photocopy of passport biographical page, if available, and (g) NBI clearance secured not earlier than six months prior to application. *Incomplete applications will not be considered.*
- To ensure correct completion of the application, **carefully read the detailed instructions** provided in these guidelines.
- All items **must be in English**.
- The entire application **must be typed or computer-generated**. Use the formatted font of the application form (10-point or larger type) on all parts of the application. Handwritten applications will **not** be accepted or considered.
- Responses to questions on the four-page application must fit on the pages on which the questions originally appear. **Do not attach additional pages** to answer these questions.
- An electronic version (Microsoft Word) of the application may be downloaded from the PAEF website, [www.fulbright.org.ph](http://www.fulbright.org.ph). If using an electronic version of the application, do not change the format of the forms, the pagination, the fonts, or the type size.
- Proofread the entire application before submitting it to PAEF. The **application should be free of grammatical and spelling errors**.
- **Treat the application as a unitary whole, with all parts reinforcing the project statement**. The flow should be orderly: your capabilities should be listed in the application, further documented in the curriculum vitae and confirmed in the references. Use the project statement to make the parts interact by referring to items in the curriculum vitae or research bibliography. Without being redundant or simplistic, you should make it easier for the reviewer to find the key pieces of information you wish to convey.
- Shortlisted applicants will be invited for interview.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

### Item 2. Category of Grant

- Check the appropriate box for the type of grant you are seeking: lecturing (L), research (R), or lecturing/research (L/R).  
(L): If the primary purpose of your project is to teach or team-teach at least a one full semester course. (Note: you will be required to submit course syllabi along with a confirmed invitation to lecture.)  
(R): If the primary purpose of your project is to conduct research. (Note: you will be required to submit a research bibliography.)  
(L/R): If your project will include significant portions of both lecturing and research as defined above (Note: you will be required to submit two project statements, course syllabi and a research bibliography.)

**Item 5. Full Name**

- Give your name exactly as it appears on your passport. This spelling will be used on all documents related to your grant and immigration paperwork.

**Item 8. U.S. Permanent Residency**

- If you have or are applying for U.S. permanent residency, you are **ineligible** for the Fulbright Program.

**Item 9. Date of Birth (Month/Day/Year)**

- Write out the name of the month (for example, February 1, 1957), rather than the numerical figure.

**Item 11. Current Position and Start Date, Department/Office, Institution**

- List the name of your department or office and home institution in English.

**Item 12. Academic Credentials**

- State the degree earned and its equivalency in English (Master's, Doctorate, etc.).

**Item 13. Significant Professional Accomplishments and Publications**

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write "See curriculum vitae." List accomplishments and publications as instructed below.
- List up to three principal publications with the title, publication date and publisher's name. (A complete listing of all publications should be included in your curriculum vitae.) Use the following format for bibliographic citation and distinguish between books and articles: for books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.
- For space consideration, separate each item with a semicolon or number rather than beginning a new line.

**Item 15. Project Title**

- The project title should succinctly describe the focus of the award activity (for example, "Evaluating Fundamental Tax Reforms in a Globalizing World" or "Crashworthiness and Rollover Stability of Heavy-Duty Tanker Trucks"). For lecturing/research awards, distinguish between both components, separating them with a semicolon.

**Item 16. Summary of Project Statement**

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research and/or lecturing activities should fit *within the space provided*. Do not attach additional pages.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement.

**Item 17. Proposed Program Length and Dates**

- Proposed program length should not be less than three months or more than five months. Proposed program dates should not begin earlier than August 15, 2012. The latest a program can commence is January 15, 2013.
- Indicate as precisely as possible the period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available to receive visiting scholars.

**Item 18. Major Academic Discipline**

- Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Economics	Linguistics
American History	Education	Mathematics
American Literature	Environmental Sciences	Music
American Studies	Film Studies	Political Science
Anthropology	Geography	Psychology
Archaeology	Geology	Public Administration
Architecture	History (non-U.S.)	Public/Global Health
Art	Information Sciences	Social Work
Art History	Journalism	Sociology
Communications	Language/Literature (non-U.S.)	TEFL/Applied Linguistics
Creative Writing	Law	Theater
Dance	Library Science	Urban Planning

**Item 19. Specialization(s)**

- List subfields within the broad academic discipline in which you specialize (for example, environmental law, history of modern cinema, class and ethnicity in politics, women and social policies in African societies, Chinese religion and philosophy).

**Item 20. Professional Travel and/or Residence Abroad During the Last Five Years**

- List the most relevant professional travel and/or residence abroad during the last five years.
- Be sure to include residence in the United States during the last five years. If you entered the United States on a J visa, please indicate the J category (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of your previous DS-2019, if available.

**Item 22. Identification of Referees**

- List the names and contact information of three persons from whom you have requested a letter of reference.
- See "Reference Reports" on *page xi* for more detailed information about your reference reports.

**Item 23. Self -Assessment of English Proficiency**

- Indicate your personal assessment of your level of competence in English.

**Item 24. Preferred Host Institution**

- If you have already made arrangements with a U.S. host institution, you must attach a copy of your letter of invitation to your application. Non-academic affiliations, while sometimes possible, require additional review by the J. William Fulbright Scholarship Board (FSB), and approval is not always granted.
- If you are expecting a letter of invitation that has not yet arrived, indicate the date you expect it to arrive. Upon receipt, forward the invitation to PAEF immediately.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *detailed reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Insofar as possible, your preferences will be followed, although no assurance can be given of placement at the institutions you suggest.
- **PLEASE NOTE:** The Council for International Exchange of Scholars (CIES) can make affiliation arrangements for scholars from the Philippines. Scholars, however, are strongly advised to make preliminary arrangements for their placement.
- Applicants are encouraged to propose an academic program that will require only one affiliation for the duration of your grant. CIES advises against dual or multiple affiliations.

#### Item 27. Civil Status

- Choose from the following options: *divorced, married, separated, single or widowed.*

#### Item 28. Dependents

- Please list all dependents (defined as spouse and unmarried children under the age of 21) who will accompany you on your grant. **List names as they appear on their passports.** If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you, please list them on the application and keep PAEF informed of any changes. Those selected for a Fulbright grant will be required to submit copies of accompanying dependents' passport data pages and information about any residence in the United States for the 12 months immediately preceding the grant start date to the PAEF office to facilitate the issuance of forms required for visa application. Dependents who are U.S. citizens will not be issued J-2 visas and must travel on a U.S. passport. A modest allowance will be provided for one dependent, provided that said dependent will spend at least 80% of the grant period with the grantee in the United States.
- Note: The Certificate of Eligibility (DS-2019) alone does not guarantee that a visa will be issued. That decision is made by the Consular Affairs Section of the U.S. Embassy. Also, PAEF J-1 visa assistance is extended **ONLY** to the scholar.

#### Item 29. Alternate Funding

- Please list all non-Fulbright funding you expect to receive during your grant (sabbatical funding or other paid leave from your university, other grants, personal savings, etc.). Please list funding amounts in U.S. dollars and attach supporting documentation.

### THE 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.
- Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate, to your proposed research. For a lecturing proposal, attach sample course syllabi of no more than 10 pages for courses you propose to teach or have taught.

#### Format

- The project statement itself must be three to five single-spaced typed pages. **Do not exceed the page limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name and the project title at the top of page one. At the top of each subsequent page, type your name.
- 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.

### GUIDELINES FOR A RESEARCH OR PROGRAM AND CURRICULUM DEVELOPMENT PROJECT

- **Background:** Introduce the research topic. Place the project in 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.



- **Significance:** Explain the importance of the project for the field, our country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in the Philippines (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 our country and elsewhere.
- **Justification for Residence in the United States for the Proposed Project:** Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.
- **Duration:** Explain how the project can be completed within the time period proposed.
- **English Proficiency:** Describe your schooling in English, use of English and level of competence in speaking, reading and writing.
- **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.

## GUIDELINES FOR A LECTURING PROPOSAL

- **Teaching Experience:** Describe the range of courses you have taught, including the teaching methods used. Indicate your involvement, if any, in curriculum planning, thesis guidance and administrative responsibilities. Explain how your experience will be relevant to your proposed teaching in the United States.
- **Proposed Teaching:** Explain what you propose to teach in the United States.
- **English Proficiency:** Describe your schooling in English, use of English and level of competence in lecturing and speaking, reading and writing.
- **Expected Outcomes:** Indicate what effect you expect the opportunity to have on your teaching or professional work in your institution (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.

**NOTE:** For Lecturing and Research Proposals, clearly define the two components of your proposed program (i.e., lecturing component, research component).

## Content Recommendations

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

- Type 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 the Philippines 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? To whom? 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, etc., indicate that you have discussed your plans with PAEF and your prospective host, if known, in order 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 endeavor 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 endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.
- Do not stress how a Fulbright grant will benefit only 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 endeavor.

### 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 go 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.
- Do not use excessive jargon. Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

### THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned, and dates received)
- 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 honors, 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 display more completely your accomplishments.

### SUPPLEMENTAL MATERIALS

#### Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, contact PAEF to arrange for its late submission.

#### Bibliography

- For research proposals, provide a list of one to three pages of references relevant to the proposed research.

### Course Syllabi

- For lecturing proposals, provide up to 10 pages of sample syllabi for courses you propose to teach or have taught.

For combined lecturing and research proposals, submit a three-page bibliography and course syllabi.

### REFERENCE REPORTS

Candid, frank reference reports or letters of reference help reviewers place your research or lecturing proposal within your home institution's current conditions and plans for growth. References also provide evidence of your reputation within your discipline. The Reference Report Form in the application packet suggests qualifications that your referees should address.

- You must submit three references. **Do not submit more than three references.**
- A copy of the statement of proposed activity should be given to each referee.
- References should be from 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.
- References can come from your home institution, but at least one of the references 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 reference letters should be from your previous institution.
- Choose your referees carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- 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.
- References must be written in or translated into English.
- Reference letters should be attached to the Reference Report Forms provided for this purpose and should be sent by the evaluators directly to PAEF.
- It is your responsibility to ensure that reference reports are submitted by the deadline.

### Application Period

The 2012-13 Fulbright Scholar Program is open from July 11 to October 14, 2011

All completed applications must be received (not postmarked) by PAEF on or before **14 October 2011**.





## FULBRIGHT SCHOLAR PROGRAM

### 2012-2013 Advanced Research and University Lecturing

(Please do not change the font size specified, and do not hand write. Answers must fit in the space provided.)

ATTACH HERE A PHOTOGRAPH  
TAKEN WITHIN THE

PAST 6 MONTHS.

(Make sure your full name is  
written on the back for  
identification should the  
photograph become accidentally  
detached.)

1. Home country:

2. Category of grant: L ☐ R ☐ L/R ☐

3. Title: DR. ☐ MR. ☐ MS. ☐

4. Gender: MALE ☐ FEMALE ☐

5. Name of applicant: (As it appears or will appear on your passport.)

Family

First

Middle

6. Country(ies) of citizenship:

7. Country of legal residence:

8. Do you have or are you applying for U.S. permanent residency (for example, a green card)? YES ☐ NO ☐

9. Date of birth: ,  
month day year

10. Place of birth:  
city, country

11. Current position and start date:

job title of current position

start date of current position (month/year)

Department/office, institution:

Complete mailing address:

Phone:

Fax:

Mobile:

E-mail:

12. Academic credentials: (degrees – list three highest degrees; begin with the most recent.)

NAME/LOCATION OF INSTITUTION	FIELD OF STUDY	NAME OF DEGREE OR DIPLOMA	DATE RECEIVED
			/
			/
			/

13. Most significant professional accomplishments, honors and awards, and up to three significant publications:

14. Previous Fulbright grants: (If yes, list most recent first; specify whether student or scholar grant and dates.)

15. Project title:

16. Brief summary of project statement: (Please limit your statement to the space provided.)

NAME OF APPLICANT:

**PROGRAM / PROFESSIONAL INFORMATION**

17. Number of months required for project:

Date (month/day/year) you expect to a. depart from the Philippines:

b. begin your project:

c. leave the United States:

18. Major academic discipline: (must select from list on page vii of instructions)

19. Specialization(s): (List sub-fields within the academic discipline; for lecturing awards, list topics on which you would be willing to lecture.)

20. Professional travel and/or residence abroad during the last five years: (List countries, dates and purpose of activity.)

If you have entered the United States on a J-1 or J-2 visa, please list the J category of sponsorship (professor, research scholar, student, specialist, short-term scholar, etc.) and provide copies of previous DS-2019 forms if available.

21. Cultural, educational and professional societies of which you are a member:

22. Identification of referees: (List the name, title, mailing and e-mail addresses, and telephone and fax numbers of three persons from whom you have requested a letter of reference. These colleagues should know your work, and at least one should be from outside your home institution.)

(1)

(2)

(3)

23. Self-assessment of English proficiency: (excellent, good or fair)

Reading:

Writing:

Speaking:

NAME OF APPLICANT:

### INSTITUTIONAL AFFILIATION PREFERENCES

24. Preferred host institution(s): (If you have made arrangements for affiliation with a U.S. host institution, provide the following information and attach your letter of invitation. If you have not made arrangements for affiliation, you are strongly encouraged to identify three preferences in order of priority and begin the process of establishing affiliation with your preferred host institutions. Be sure to give detailed reasons for each choice, and confirm that these universities offer programs in your field of interest.)

(1) Professor, Department, Phone, Fax and E-mail

Institution and Institutional Address

Is a letter of invitation attached? YES ☐ NO ☐

If you have not obtained a letter of invitation, provide reasons for suggested affiliation:

Initial contact made: ☐ (date: / / )

No contact has been made: ☐

Letter of invitation expected: ☐ by: / / (date)

(2) Professor, Department, Phone, Fax and E-mail

Institution and Institutional Address

Is a letter of invitation attached? YES ☐ NO ☐

If you have not obtained a letter of invitation, provide reasons for suggested affiliation:

Initial contact made: ☐ (date: / / )

No contact has been made: ☐

Letter of invitation expected: ☐ by: / / (date)

(3) Professor, Department, Phone, Fax and E-mail

Institution and Institutional Address

Is a letter of invitation attached? YES ☐ NO ☐

If you have not obtained a letter of invitation, provide reasons for suggested affiliation:

Initial contact made: ☐ (date: / / )

No contact has been made: ☐

Letter of invitation expected: ☐ by: / / (date)





**FULBRIGHT SCHOLAR PROGRAM**  
**2012-2013 Advanced Research and University Lecturing**

**REFERENCE REPORT**

*Applicant should complete Part I and then give this form to the referee with the project statement.*

**PART I**

Name of Applicant	Name of Referee
Position	Position
Department	Department
Institution	Institution
City/Country	City/Country

Number of Months Required for Project:

**PROJECT SUMMARY:** *(Detailed project statement should be given to the referee before Part II is completed.)*

**PART II**

The referee should attach a typed letter on institutional letterhead addressing the items below and return it with this form to PAEF at the address provided. The reference must be written in or translated into English and must be received by the deadline indicated below. Applications cannot be reviewed without reference reports.

1. How long and in what capacity have you known the applicant?
2. Please discuss the applicant's qualifications and the merits of the proposal by commenting on the following:
  - (a) applicant's credentials, potential and record of academic or professional accomplishments
  - (b) significance of proposal to the field
  - (c) importance of project to our country
  - (d) relevance of applicant's previous research and training to proposed project
3. Please address the applicant's cross-cultural adaptability and flexibility.

SIGNATURE OF REFEREE

DATE:

**PART III**

Return completed report to: **PHILIPPINE-AMERICAN EDUCATIONAL FOUNDATION**  
10<sup>TH</sup> Floor Ayala Life – FGU Center  
6811 Ayala Avenue, Makati City 1226  
Philippines

No later than: **14 OCTOBER 2011**