

PLEASE NOTE: The US Department of Education has announced the Fulbright-Hays program for academic year 2015-2016. For all eligible students who wish to apply, the campus deadline is Friday, April 10, 2015, when all application materials must be submitted electronically, including references and transcripts.

**FULBRIGHT-HAYS DOCTORAL DISSERTATION
RESEARCH ABROAD PROGRAM (DDRA) 2015-2016
US DEPARTMENT OF EDUCATION**

ELECTRONIC APPLICATION IS REQUIRED. APPLICATION MATERIALS ARE AVAILABLE IN AN ELECTRONIC VERSION AT: <http://www.g5.gov>.

TO BE NOTED: NO APPLICATION WILL BE CONSIDERED VALID UNLESS IT IS SUBMITTED BY THE AUTHORIZED PERSON, CYNTHIA VERBA, AS PART OF A COMPLETE INSTITUTIONAL APPLICATION PACKAGE FOR HARVARD UNIVERSITY, CONTAINING ALL INDIVIDUAL APPLICATIONS.

ALSO TO BE NOTED: DDRA AUTOMATICALLY DISQUALIFIES APPLICANTS WHO FAIL TO FOLLOW EXACT INSTRUCTIONS ON APPLICATION ITEMS. BE SURE TO PAY ATTENTION TO FORMATTING REQUIREMENTS, INCLUDING PAGE LIMITS, MARGINS, FONT, PITCH, ETC.

Campus Deadline for electronic submission to GSAS Fellowships Office: Friday, April 10, 2015. That is the deadline for all application materials, including electronic references and transcripts.

PROCEDURES FOR CANDIDATES IN APPLYING

The following are the steps in the application process:

1. If you meet the eligibility and other criteria described below, you are ready to apply. Once again, the application is at: <http://e-grants.ed.gov/>.
2. As noted above, you must apply electronically, and submit all materials by the designated deadline. Be sure to make this deadline even if references are still missing (more on missing letters below).
3. The completed application requires the following materials:
 - a) An electronic application form which includes a project description and a curriculum vitae. Again, be sure to follow all instructions, with special attention to formatting the proposal essay and bibliography.
 - b) An electronic Foreign Language Reference form for each language that you list on the application form as a language of research.
 - c) Three electronic Graduate Student Reference forms, one of which is from the dissertation

advisor. Also to be done electronically.

- d) A budget proposal as part of your electronic application (see details below).
- e) Graduate transcripts, now uploaded and submitted electronically, along with the other application materials. Undergraduate transcripts are not required, but recommended.

ON REFERENCES: It is strongly suggested that you contact your recommenders and language evaluators in person and explain that you are applying and that there is a process whereby they will submit electronically. Once you have completed the application form and your portion of the reference forms, this will generate an email and a link to your referees that will allow them to complete the form; this needs to be done prior to the campus deadline in order for applicants to make the deadline. Even if there are missing references, you must submit all materials that you do have by the campus deadline. Subsequently, when you have checked with your referees and learned that they are ready to submit, you must make a request to Cynthia Verba to unsubmit. That is the only way the late letters can be incorporated into the application. You can also tell referees that if they are unsuccessful with electronic submission they can use the e-grants HELPDESK, if needed, 888-336-8930.

4. More details on the project description: As noted, the project description should address all the selection criteria cited above concerning the proposed project; it works on a point system, so be sure to include every item under selection criteria. In addition, the wording should give consideration to host country sensitivities and interests. Also bear in mind that the evaluation process involves non-specialists as well as specialists, and that it is important to use language that can be readily understood by well-educated non-specialists. In addition, it is important to make it clear if the DDRA project is only a part of your dissertation topic as a whole. For example, if your whole project entails a comparison between the US and the developing country for which you are applying for a DDRA, then make that point at the very start, giving the overall topic, and stating how your DDRA plans in the developing country will fit into the whole. Also make it clear that the US portion of the research is underway or has been completed (or state the specific plans when you will address the US portion), and that you need to go abroad for this essential aspect of your topic.

5. The curriculum vitae should be brief and address the criteria cited above on the qualifications of the applicant. It should include relevant course work, fellowships and honors received, and any publications or other items which could give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in your proposal, and overall promise as a teacher and/or research scholar.

6. The budget proposal should provide figures that are as precise as possible in each of the requested categories. The amount you ask for will not influence whether or not you receive a grant. It is important to ask for the full amount that you will need, as it is almost impossible to get an increase at a later date. Indeed, it is best to estimate on the high side, as long as you provide full documentation explaining your figures. **This is especially the case concerning your flight ticket, as the Fly America Act requires that you use American carriers**

whenever possible, even if the flight is more expensive than non-American carrier options. (For example, if you plan to travel at peak time, be sure to find out if that will be more costly, and then to explain that in your travel budget estimate.)

7. The following is a check-list as you make a final review of your budget proposal:

- a) Under International Travel, is your itinerary complete? Even if you only need four days or two weeks in a particular country, be sure to put it in your budget. (You must also justify it as part of your project description.) After the contract is written, research sites are almost never added.
- b) Under Maintenance Stipend, have you calculated maintenance allowance using the monthly rates given in the application instructions?
- c) Under Project Allowance, are there affiliation or tuition fees? (Oxford, Tokyo, and other universities now impose considerable charges even for short-term use of libraries.) Are there other project expenses - i.e., books, copying, informants, tutoring, translating and interpreting fees, tape, film, and travel within host countries? You will need to compute and justify project needs in detail on a separate piece of paper attached to your budget.
- d) Finally, for Insurance, if you are using Harvard Blue Cross-Blue Shield insurance and also want to maintain Harvard health service, have you asked your financial aid officer what the cost will be for the year in question? These costs may rise, and you should not simply give last year's figure.

8. The following are some suggestions for preparing your application materials:

- a) Start working on your proposal as early as possible; get feed-back from colleagues, professors.
 - b) For advice on your proposal from the Fulbright administrator, Cynthia Verba, make an appointment by phoning (617) 495-1814.
- But first look at her publication, *Scholarly Pursuits*, available at the GSAS fellowships web site; it contains samples of winning proposals and written advice on proposal writing. It is also available in hard copy at the GSAS Fellowships Office, Smith Center, 3rd floor.

THE FOLLOWING IS THE FELLOWSHIP DESCRIPTION.

PURPOSE

The DDRA Program is designed to contribute to the development and improvement of the study of modern languages and area studies in the US by providing opportunities for scholars to conduct research abroad. The concept of area studies is defined as a comprehensive or multi-disciplinary approach focused on a specific world area or country. It may include all major world areas with the exception of Western Europe. The program is for those who intend a career in teaching and research. (Note: In contrast to the Cultural Exchange Fulbright (administered by the Institute of International Education and funded by the U.S. Information Agency), which is limited to a stay in a single country, the DDRA program is designed for stays in one or more

countries.) A Western European country may be included as one of the stays, if archival work or other research needs related to the non-Western project warrant such a stay. Under the Program, the Secretary of the US Department of Education awards fellowships, through institutions of higher education, to PhD candidates who are proposing to conduct dissertation research abroad in the fields cited above.

ELIGIBILITY

Requirements are the following:

1. A citizen or national of the US; or a permanent resident of the US, with evidence from the Immigration and Naturalization Service to this effect.
2. A graduate student in good standing who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in area studies and modern foreign languages.
3. Plan a teaching career in the US upon graduation.
4. Possess adequate skills in the language(s) necessary to carry out the dissertation research project.

SELECTION CRITERIA

BELOW YOU WILL SEE THAT THE CRITERIA ARE JUDGED BY A POINT SYSTEM. THE OMISSION OF ANY OF THE FOLLOWING ITEMS WILL CAUSE YOU TO LOSE POINTS. SEE IN PARTICULAR ITEM G, WHICH CONCERNS PLANS TO SHARE RESULTS, WHERE APPLICANTS OFTEN LOSE POINTS BECAUSE THEY ARE NOT SPECIFIC ENOUGH.

The following are the principal criteria DDRA uses in judging candidates, including the point system designated below:

1. Concerning the Proposed Project: (maximum 45 points)
 - a) The project should be original; the problems, questions, hypotheses should be well formulated.
 - b) The project should demonstrate adequate knowledge of related research.
 - c) The methodology should be specifically described, sound, and appropriate to the project.
 - d) The proposal should demonstrate knowledge and utilization of resources pertinent to the project in the US.
 - e) The project's location in the proposed foreign country(ies) should be necessary to the successful completion of the project.

- f) The applicant should have made preparations to establish research contacts and affiliations abroad.
- g) The proposal should reflect the intent to share the results of the research with host country scholars and officials and the American scholarly community. **NOTE: This counts for 10 points, so you need to give a clear plan and provide specific details, not only on how you will share your completed dissertation, but also how you will share results while the work is in progress, with special attention to sharing results with the host country. You can talk of participating in seminars or conferences while you are there, as well as upon return to the US, and mention plans to submit journal articles or convert the completed dissertation into a book manuscript. Ideally, you can name individual scholars in your research country with whom you have established contact or plan to do so in order to discuss results while they are in progress. You can also mention libraries or archives to which you will provide a copy of your completed dissertation, or other appropriate institutions in your research country. In addition, you can cite your favorite venues for sharing scholarly works online, such as a blog.**
- h) The proposal should reflect guidance and supervision on the part of the dissertation advisor or committee throughout all stages, including the development of the project, understanding of research conditions abroad, and actual research in the field.
- i) The project should be capable of completion within the fellowship period.

2. Qualifications of the Applicant: (maximum 45 points)

- a) The applicant's academic record should be excellent and relevant to the proposed project.
- b) The applicant should possess adequate foreign language skills to carry out the proposed project. **Please note: You can submit as many language evaluation forms as you wish, and you in fact get credit points for every language that you know and for which you submit an evaluation, as long as the language is involved in your project, even indirectly.**
- c) The applicant should have the ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience.

3. Priorities: (maximum 10 points)

The project should serve program priorities in the field of area studies and modern languages - priorities which will be announced in each year's notice of the competition and in the application package. These priorities relate to: certain world areas, countries, academic disciplines, languages, or combinations of any of these categories. **For those working on early periods, such as medieval or renaissance projects, be sure to emphasize its relevance to an understanding the area of the world that your project will help to illuminate, since there is a common assumption that "area studies" pertains to more current issues.**

Also Note: Host country sensitivities and interests will be considered as well.

TENURE

A fellowship is for a period of not fewer than six nor more than twelve months; it may not be renewed. During that period a fellow must devote full time to research on the approved topic. A

fellow may not engage in gainful employment.

STIPEND

The stipend includes the following:

1. Travel expenses - round-trip jet economy, to and from the permanent or current residence of the fellow to the host country of research, **on American carriers only, unless none exists for some leg of your journey.**
2. A maintenance allowance based on the cost of living in the host country(ies) for the fellow and his or her accompanying dependents. (Note: “Dependent” is defined as any of the following individuals who accompany the program participant to his or her research or training site if the individual will receive more than 50% of his or her support from the participant during the fellowship period: spouse, children of participant or spouse’s children who are unmarried and under 21, the participant’s or spouse’s mother or father if the mother or father is incapable of self-support.)
3. An allowance for research-related expenses overseas such as books, copying, tuition and affiliation fees, local travel, and other incidental expenses.
4. Health and accident insurance premiums.

RESEARCH ACTIVITIES INVOLVING HUMAN SUBJECTS

Research projects that deal with human subjects where there might be even a slight element of risk to the subjects must be reviewed by the Harvard Committee on the Use of Human Subjects, the FAS Institutional Review Board (IRB). The review procedure is kept fairly simple and swift in border-line cases, which would probably apply to most student projects. Information about the committee, its fairly broad definition of “risk,” its meeting schedules, and the committee application form can be found on the Web at <http://www.fas.harvard.edu/~research> by following the link on the use of human subjects.

You should start the Harvard approval process as early as possible, and when you receive a decision, you must submit a copy of the decision notice to Cynthia Verba on the designated campus application deadline, doing so via e-mail. If you have not yet received a notice by the campus deadline, you must still e-mail Cynthia on the deadline and tell her that the ruling is still pending; and if you have neglected to start the approval process, you must inform Cynthia of this via e-mail on the campus deadline and then begin the process immediately. (In some cases, you will be notified that your project warrants the approval process even if you have not determined this on your own.)

[Note that applicants from the School of Public Health must use their school’s review committee and that committee should forward the results to Pam Baker Webber, (617) 495-9840.]

STAGES IN SELECTION

The Secretary of the US Department of Education makes a preliminary selection with the advice of:

- 1) Panels of US academic specialists in modern foreign languages and area studies.
- 2) Binational commissions and/or US diplomatic missions in the proposed country(ies) of research.
- 3) All selections by the Secretary are subject to review and final approval by the Board of Foreign Scholarships.

Final results, hopefully will be announced in time for the next academic year, although no notification date has been announced.