

**Timeline and Process for:  
Core Fulbright U.S. Scholar Program  
(Deadline: August 1)**

**General Information**

**Overview:** <http://www.cies.org/program/core-fulbright-us-scholar-program>

**Eligibility:** <http://www.cies.org/eligibility>

**Review criteria:** <http://www.cies.org/review-criteria>

**Application guidelines:** <http://www.cies.org/application-guidelines>

**Application login:** <http://www.cies.org/application-login>

**Required letters of support:** 3

**Required Application Materials:** Application form, project statement, CV, bibliography, invitation letter, and course syllabi and supplementary materials if applicable. The applicant also must request letters from three references (at least one outside home institution), register the references (online), and complete the language proficiency sections as applicable.

**Developmental leave:** An expedited faculty development leave (FDL) procedure will be used when faculty receive one of the targeted external awards that is recognized by AAU/CMUP/THECB and is supported by internal incentives. This procedure is described here: <http://www.depts.ttu.edu/vpr/award-ops/downloads/FinalExFDLprocedure.pdf>

**Awarded funds:** A Fulbright Award is paid directly to the faculty member and does not go through TTU.

**Institutional Review Board:** Relevant IRB approval must be obtained from the applicant's home institution before research can be started.

**Previous Fulbright Scholars:** It is recommended that applicants talk to TTU faculty who have been successful (e.g., Dennis Arnett, Paul Pare, Kelly Phelan, Roman Taraban, Aliza Wong,).

## **General Timeline: Fulbright Core US Scholar Program**

**September 8:** Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing Fulbright Awards.

**January 15:** Provost sends reminder announcement of Fulbright awards

**As early as possible:** Applicant notifies department chairperson of the desire to apply for an award, and for a developmental leave. Chairperson will notify and get approval from the appropriate dean.

**Approximately February 1:** The Fulbright Commission announces awards on the CIES website:  
<http://www.cies.org/us-scholar-programs>.

**February:** Applicants should locate Fulbright opportunities and potential host institutions. Applicants request letters of support from the sponsoring host institution.

**March/ April:** After a letter of support is received from the host institution, the applicant will ask the appropriate associate dean to write a letter of support from TTU.

**March/April:** Applicant contacts possible letter writers to ask if they are willing to write strong supporting letters, and instructs them to submit the letter no later than one week before the agency deadline. Applicant provides letter writers with a CV, project proposal to be submitted to Fulbright and a one-page summary of accomplishments. For those who agree, applicant sends the letter writers links to awards program and criteria, instructions for submission of letter, and a request to notify applicant when letter is submitted. Applicant should track these letters until submitted, with reminders to the writers two weeks and one week before the agency deadline.

**April/May:** Applicant creates an account and completes the application online at  
<http://www.cies.org/application-login>.

**July 18:** Applicant reminds letter writers to submit letters.

**July 25:** All reference letters are due to online system. Applicant tracks submissions until complete. If needed, applicant sends letter writers reminders to submit letters by agency deadline.

**August 1, Agency Deadline:** All materials have been submitted to the agency. Applicant sends an electronic or paper copy of the application to the Office of Research Services (ORS). ORS enters information into Cayuse to create a permanent institutional record of the application. Applicant also sends ORS a statement expressing intention to apply for a faculty development leave if the award is conferred.