National Fellowships Program at JHU
Fulbright Study/Research Grant
2019 Applicant’s Timeline & Checklist

Here are the websites you’ll need to refer to frequently as you use this checklist:
NFP's Fulbright Study/Research Grant Page
NFP's Additional Guidelines for the Fulbright Arts/Academic Grant
http://us.fulbrightonline.org

Eligibility Checklist

Fulbright applicants must:

☐ be a U.S. citizen at the time of application. Permanent residents are not eligible.

☐ have a BA/BS/BM degree or the equivalent before the start of the grant. (Even for grants that begin in the winter or spring, i.e. Jan–March, the undergraduate degree must be conferred by the previous August.) The earliest point of application is typically the fall of your undergraduate senior year. In the creative and performing arts, four years of professional study and/or experience meets the basic eligibility requirement. You may hold a JD degree at the time of application, but not a PhD.

☐ be in good health. Grantees will be required to submit a satisfactory Medical Certificate of Health from a physician.

☐ meet all host country requirements for Fulbright Study/Research Grants, which are found under the Countries section on the Fulbright website. Please review these very carefully. They include specifications about desired qualifications (field of study, level of study, language abilities, etc.) and about dual citizenship and current/previous residence in the country.

The Timeline

April–May 2019 (initial phase):

☐ Attend a Fulbright Info Session on campus. See the NFP’s website for the schedule.

☐ Once you decide to apply for a Fulbright, contact the NFP to be added to our Fulbright SR Applicants’ Blackboard site (please indicate if you are a PhD student in your email). This site is our platform for communicating with you, disseminating materials, and collecting your drafts.

☐ Start talking to peers, faculty, and other contacts to gather ideas about what your project might be, how to find contacts in the host country, what academic programs you might look at, etc.
☐ Determine a short list of possible host countries where you can carry out your project, or if possible make an initial country choice. You may need to be strategic in your choice of country; see the “Preliminary Considerations” section of Additional Guidelines for more details.

☐ Go to the Host Country Eligibility Checklist under “Getting Started” on the Blackboard page. Download and carefully complete the checklist for each potential host country to ensure that you and your project meet all the specifics and requirements (candidate profile, length, and timing of academic year, previous/current residence, etc.) of the countries that interest you.

☐ Complete a brief intent form from Blackboard and upload it to the “Fulbright Intent Form” submission box in Step 1—the sooner the better, though it must be completed before May 12th. The NFP advisors will then contact you for a one-on-one meeting to discuss your Fulbright application.

April–May 2019 (after you’ve decided on a country and project):

☐ Begin actively seeking a contact/affiliate institution in the host country. After determining your country choice, this is often the most time-consuming step. Get started early. See the “Letter(s) of Affiliation” section of Additional Guidelines and “Finding an Affiliate Professor” in Step 2 on Blackboard for advice on how to find an affiliation.

Potential Affiliates:

1.

2.

3.

4.

5.

☐ Contact your three potential reference writers to secure their initial agreement to submit their recommendation by the internal campus deadline of 23 August 2019. Discuss what materials they would like to see and at what point before they write their letters of recommendation. See the “Letters of Recommendation” section of Additional Guidelines for more information.

Reference 1:

Reference 2:

Reference 3:

☐ Contact your foreign language evaluator. It may make sense to complete the language evaluation at the end of the spring semester rather than later in the summer when faculty may
be off campus, unless you plan on summer study to address language gaps. See the “Language Evaluation” section of Additional Guidelines and the Fulbright website for information and forms.

Evaluator:

☐ Review the Language Self-Evaluation Form and make plans to address any language gaps, possibly with summer study.

☐ View the portfolio of previous applications while still on campus, in the Study Abroad Office (4B Levering, during regular walk-in hours, 2:00-3:30pm, M-F) or in the NFP office in Shriver 14 (during office hours or by appointment).

☐ Attend a Fulbright Essay Workshop via webinar in May or June. This is mandatory for all JHU Fulbright applicants. See the Fulbright S/R Applicants’ Blackboard site (Step 2) for the schedule.

June 2019:

☐ If you haven’t done so already, finalize your country choice and continue working to identify contact/affiliate institution.

☐ Begin a draft of the Statement of Grant Purpose (SOP). Remember to refer to your intent form, the essay workshop handout, the SOP checklist & other essay writing tools available under Step 2 in Blackboard, and the SOP section of the Additional Guidelines to help you think about some of the central questions you must address in the essay.

☐ Order PDF transcripts from all post-secondary, credit-granting institutions that you have attended (not only those from which you’ve graduated). Your transcripts can be unofficial copies. (You upload transcripts yourself directly to your online application, so working with PDFs makes this easier.)

☐ First deadline: June 18th at 9:00 am
Due to the “June 18: Statement of Grant Purpose and References Chart” submission box in Step 2 on the Fulbright SR Applicants’ Blackboard site as one continuous Word document:

1. Draft of 2-page single-spaced SOP.
2. “First Deadline References and SOP Checklist” document on Blackboard. On the chart, you will provide basic information about your 3 references + foreign language evaluator (if applicable), including the date for your language evaluation. On the checklist, you will confirm that you have included all the necessary elements in your SOP.

The NFP will contact your references directly in early July with additional instructions, so make certain that everyone you list on the chart has already agreed to write a letter of recommendation.

Also required for the June 18th deadline:

☐ Register on the Fulbright Online Application system. You do not have to provide any information initially beyond your name, email, and birthdate. We ask that you select “Johns
Hopkins University, MD” under the “Select School or At Large” election in the “Award Information” section as soon as you are registered.

☐ Meet one-on-one (in person or virtually) with the NFP advisors to discuss their feedback on your first deadline materials, including your references. After your references and foreign language evaluator(s) are confirmed, register them on the [Fulbright Online Application system](http://fulbrightonlineapplication.com).

July 2019:

☐ Revise SOP using the feedback from the NFP provide on your drafts. Resubmit each draft to the “Essay Drafts” submission box in Step 3 on Blackboard for additional feedback by the individual deadlines we set for you.

☐ Study proposal applicants continue revising the PS. Submit further drafts to the “PS Drafts“ submission box in Step 4 on Blackboard following the individual deadlines set by the NFP advisors.

☐ Research proposal applicants begin working on PS. As the NFP advisors provide feedback on your SOP, they will let you know when to upload your first personal statement to the “PS Drafts” submission box in Step 4 on Blackboard. Submit further drafts following the individual deadlines set by the NFP advisors.

The last three checklist items are deceptively short. The core of your Fulbright application is a strong SOP and a PS that is reflective, i.e., that you spend a lot of time thinking about. Don’t overlook the importance of writing numerous drafts (5+), and showing these drafts to not only NFP advisors, but also your mentors and peers. You will be revising your essays in June, throughout July, and into August.

☐ Obtain letter(s) of affiliation. You upload this as a PDF to the online application.

☐ Work on two of the short answer questions on the Fulbright online application, under Program Information: “Host Country Engagement” and “Plans upon Return to US.” When you have firm drafts, upload them in a Word document to the "Short Answers + Final Edits" submission box in Step 5 on Blackboard for feedback.

☐ In consultation with the NFP advisors, identify the right time to solicit feedback from your references and affiliate professor. This will give you additional feedback and will help them to write stronger letters of recommendation/affiliation.

August 2019:

☐ Complete the Language Self-Evaluation Form.

☐ Once you are putting the finishing touches on your SOP, complete the short answer question on the Fulbright application, under Program Information: “Abstract/Summary of Proposal.” When you have a firm draft, upload it to the "Short Answers + Final Edits” submission box in Step 5 on Blackboard for feedback.
☐ Finish working on and polishing PS, SOP, and short answers, using feedback from the NFP to revise. Upload drafts to the "Short Answers + Final Edits" submission box in Step 5 on Blackboard for a final round of feedback.

☐ **First campus deadline: August 23rd at 9:00 am**
All applicant materials (see the complete list in Step 5 on Blackboard) must be submitted online using the Fulbright Online Application system. Please note that your application will automatically be sent to the NFP, not to the Fulbright office.

Arts candidates must also submit their supplementary materials. Specifications for the required supplementary materials vary based on the artistic field of study.

**Also required for the August 23rd deadline:**
Complete the short answer question (100 words max.) about how you will continue building your country knowledge. Upload it to the "Country Question Paragraph” submission box in Step 6 on Blackboard.

Your recommendations and language evaluation(s) are due on the first campus deadline as well. Check that they have been submitted to The Fulbright Online Application.

**September 2019:**

☐ **Campus panel discussions** (exact days/times to be determined). Every applicant must participate in a panel discussion with the campus Fulbright Committee. Skype discussions are possible for applicants not on campus. After the interview, your online application will be unsubmitted back to you so that you can make final changes to it based on the interview committee’s feedback.

☐ Applicants make final revisions to materials and submit final drafts to the “Final Drafts” submission box in Step 7 on Blackboard for feedback.

**October 2019:**

☐ **Second campus deadline: October 3rd at 9:00 am**
Your complete application must be submitted online again using the Fulbright Online Application. Arts applicants should also submit their revised supplementary materials to The Fulbright Online Application by this deadline. The NFP will access your application to add the campus evaluation before the official deadline.

☐ **Official deadline: October 8th**
The NFP completes the submission of your final application.

**January 2020:**

☐ Semi-finalists announced. Their applications are sent on to host countries for screening. Please note that some countries will interview semi-finalists via Skype or phone. Contact the NFP immediately should you get an interview.
☐ Semi-finalists should follow all directions for additional action, if applicable, as specified in the email from the IIE.

March–April 2020:

☐ Results (winners, alternates, rejections) announced country by country from early March through late-April.