



Institute for Regional and International Studies
UNIVERSITY OF WISCONSIN-MADISON

**2017 FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD (DDRA) COMPETITION
AT THE UNIVERSITY OF WISCONSIN-MADISON**

Application Materials and Forms:

The entire application must be submitted electronically by the campus deadline, 9:00am, Monday, March 13. You must upload transcripts (graduate are required, undergrad accepted, if you need to demonstrate more extensive area studies work). You must upload copies of letters of affiliation from institutions or individuals in the country to which you are applying.

Filling out the application

Please review the instructions available once you sign up for the application online, www.g5.gov.

READ:

- Guidelines for Students
- Frequently Asked Questions
- Instructions for Student Applicants
- and G5 e-Application Submission Tips

...that are part of the online application package in addition to the campus instruction documents.

The start and end dates of the 18 month grant period are 10/01/2017-03/31/2019.

You should use the Technical Review that is provided with the application material when putting together your proposal. This shows you point values for the different sections of your application and how reviewers are being asked to assess your project. Make sure you address all the questions in the Quality of Proposed Project section of the Technical Review in your proposal. It is recommended that you structure your proposal to follow the order of the questions in that section.

Review the *Guidelines for Student Applicants*. This is in the application document available in PDF and word at <https://www2.ed.gov/programs/iegpsddrap/applicant.html> and in the G5 system. It has very important information about putting together the application and answers many questions. There is also an FAQ section.

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Points 1-4 concern the budget, Item 25 in the application forms:

1. Rates for all international travel estimates and excess baggage allowances should be based on commercial jet economy high season rates. They may be obtained from your travel agent or air carrier. **U.S. flag carriers must be used whenever possible and must conform to the Fly America Act.** This means travel from the States to the country of research must be by the most direct route on US carriers, even if this is the most expensive route. Foreign carriers can be used within the country of research. If there is no US carrier that flies directly there, or to the country of research via another country, you must go as far as possible on US carrier. Do not base your travel budget on student ticket prices; use standard economy high season rates. Requests for excess baggage allowance must be justified. **Be sure to ask about revalidation fees and figure those into your budget. DDRA only pays revalidation fees if they are in your travel budget. Ordinarily you cannot ticket a return flight 12 months in advance. Therefore, most of you will have to ticket as far out as possible, and then re-ticket once the actual return date can be booked, hence the revalidation fees.** If you are awarded a grant, you may purchase either a round trip or two one way tickets, but a return ticket must be purchased at the same time. Travel must be direct, no stops along the way are allowed. **You should include all cities through which you will be traveling to reach your research site. For a multi-country proposal, the flight from one country to the other should be part of this itinerary. In country travel will be accounted for in the project allowance.**

You may propose an itinerary from Madison **or** from your permanent address. If you are uncertain, use the departure point that will require the **greater** transportation cost.

2. Compute the maintenance stipend for you (and your dependents) using the Fulbright-Hays Maintenance Allowances on the application web site. Unless you are **certain** that your project will require less than a year, we suggest that you apply for the maximum amount of time (12 months). The minimum period is 6 months. Please note that there may be some modification of these allowances at a later date. A dependent's allowance may be claimed **if the individual accompanies the grantee to the research site and if the fellowship holder provides over 50 percent support during the entire research period.** If you will be doing research in different cities and the maintenance stipends differ, think carefully about how much time you are likely to need in each place and if uncertain, budget more time in the more expensive city. You can reduce time in a location or increase time, but your maintenance stipend will not be increased, only reduced in relation to where you will be. Talk to me about this, if you have any questions!
3. Funds for a project allowance **including local travel** must be included in your budget. Review the instructions for **Item 25d**, and list all anticipated allowable expenses. Particular attention will be paid to the justification for this allowance. Although the amount for the project allowance might be lowered by US/ED, it will never be increased over what you request, so **do not underestimate your needs.** You **cannot** charge hard equipment (computer, camera, recording equipment), software, tutoring, research assistants, translation or transcription expenses. If you have any questions about allowable expenses, ask me.
4. The program will pay for health and accident insurance for you; you may request the cost of 13 months coverage for a 12 month study proposal. We suggest you budget **\$1000** for health and accident insurance. You must pay for any dependents' health insurance, this cannot be paid for

out of grant funds. As of 2001 you are required by the U.W. Board of Regents to purchase an insurance plan through CISI. Student grantees will receive more information about this requirement.

5. Item 26: Enter your name and the date; Item 27, Advisor review: The name and date of your advisor should be entered after s/he has reviewed your budget and proposal. No signatures are required at this time, but could be required at a later date.
6. Item 28 CV: Pay attention to the discussion of the CV under Guidelines for Students in the e-application. You can tailor your CV to address evaluation criteria in the Technical Review that focus on the qualifications of the individual applicant.
7. Item 29 Proposal: The text of your proposal is limited to **10 double-spaced pages of size 12 or larger font (no smaller than 10 pitch [characters per inch]) with one inch margins**; you may append **2 extra pages** of bibliography to the 10 pages with same formatting requirements. The page specifications can be found online under "Closing Date Notice." Acceptable fonts are also specified here. US Dept of Education will remove from the competition any application that does not conform to the format specifications or that exceeds page limits. NOTE: You cannot use ANY special or non-English characters in any form or document.
8. Read the **selection criteria** under Information in the Closing Date notice online.
9. Human Subjects narrative: **This is required if you think you may need human subjects clearance**; it is a narrative you write based on the "Human Subjects Clearance Narrative Instructions" under Documents and Instructions. This will have definitions of what types of research require human subjects clearance. Every grantee will be required to go through the appropriate IRB board on campus before grant money will be disbursed. **You DO NOT need to go through human subjects clearance at this time. You DO have to submit to me in Word doc (.doc) form (via email) a human subjects narrative.** No decisions to award or not award a grant will be based on this narrative. If you have already been through human subjects review on campus, please send me the IRB notice electronically; this will suffice for the time being, but Human subjects clearance will still be required for the exact project described in your application proposal. **If your project will not require IRB, send me a sentence to this effect as a .doc form via email.**
10. Attachment A (from the fellowships DDRA <http://fellowships.international.wisc.edu/fulbright-hays-doctoral-dissertation-research-abroad/>): Please sign and send me either a hard copy or as a PDF.

To activate an award, you will need to acquire the appropriate visa for each country involved in your study. Find out early on what that procedure will entail.

If you have any questions or problems completing this application (OTHER THAN problems with aspects of the electronic application; for these you must use the help desk for the G5.gov system), contact the Fulbright Program Advisor, Mark Lilleht in the IRIS Awards Office, 328 Ingraham Hall, awards@iris.wisc.edu, 608.265.6070.