

## GUIDE DE CANDIDATURE - PROGRAMME CHERCHEUR

### Instructions for French Candidates Completing the 2021-2022 Fulbright Visiting Scholar Program Application

Application Form: <https://apply.iie.org/fvsp2021/>

**Application deadline: February 1, 2021**

LATE APPLICATIONS CANNOT BE ACCEPTED.

Applicants may only apply for one Fulbright award per application cycle.

**Read the following instructions carefully before completing your application!**

#### CONTACT INFORMATION FOR FRENCH CANDIDATES



#### Commission Fulbright franco-américaine

**Website:** <https://fulbright-france.org/fr/bourses-fulbright-partenaires/programmes/chercheurs>

**Email:** Emily RESNIER [eresnier@fulbright-france.org](mailto:eresnier@fulbright-france.org)

**Email:** Lucille DELBECCHI [ldelbecchi@fulbright-france.org](mailto:ldelbecchi@fulbright-france.org)

*Please consult these instructions and the [FAQ](#) before contacting the Commission.*

*Please note that French candidates must complete the Fiche de synthèse linked on page 23 of this Guide and submit it with their online application under the “Additional Information – Country Specific Materials” section*

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## General Information

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](#), which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

### **Step 1: Learn requirements for submitting an application**

**Deadline dates and application requirements for a Fulbright grant vary from country to country. This Guide de candidature is for French citizens only. Please read the specific [program page](#), the [FAQ](#), and these instructions for the Programme Chercheur in France before starting an application.**

Select the Fulbright program to which you are applying : <https://fulbright-france.org/fr/bourses-fulbright-partenaires/programmes/chercheurs> then open the “**Quelles sont les conditions à remplir?**” section.

*Partner Foundation Grants:* With just one dossier, French candidates can apply simultaneously to a Fulbright grant as well as any partner foundation grants for which they are eligible (Fondation Monahan, Dotation Arthur Sachs). Please verify eligibility requirements in the “**A quelle(s) bourse(s) puis-je candidater?**” section.

You will need to indicate the grants you’re applying for in the “**Fiche de synthèse**” (link farther below) and upload it to your application under “Additional Documentation.” Note that the Arthur Sachs grant requires supplemental materials.

### **Step 2: Record user name and password in a safe place**

Your email address is your user name. When you create an account for this online application, record your password in a secure place. You can log in and out of the application as frequently as you like using your user name and password. If necessary, you can reset your password by clicking the “Forgot Your Password” link on the log-in page.

### **Step 3: Print this guide and complete the application**

Print this guide and refer to it step by step as you work.

You do not need to complete this application at one time. You can re-enter at any time to edit your application. **However, once you SUBMIT your application, you CANNOT make changes to it.**

Please submit all documents online in Slate. **NO MATERIALS WILL BE ACCEPTED OUTSIDE OF THE ONLINE APPLICATION PLATFORM. Please do not send any documents to the Franco-American Commission** unless explicitly asked to do so.

To complete your application correctly, please answer all questions completely and carefully. Review these additional tips:

- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.

- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes. Use abbreviations if necessary.
- Prepare required documents and save them in PDF format. It is highly recommended that to preserve any formatting and special characters in your documents, you upload them in PDF format.
- Some questions are “required.” They are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.

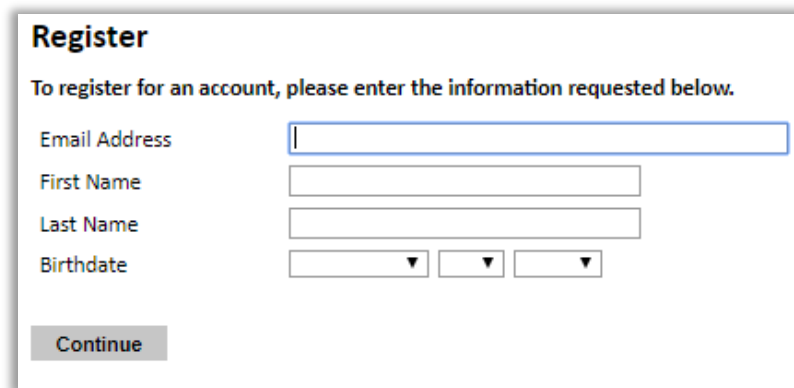
#### **Step 4: Submit the application**

Once you have entered all required information, including recommenders, review your application for errors. If all information is correct, submit your application. **Remember, once you submit you CANNOT make changes to your application.**

Your complete application, including recommendation letters, must be submitted online before **February 1, 2021 at 23h59**. As the website may be experiencing high traffic at this time, we strongly recommend submitting your application well before the deadline! Late applications will not be accepted.

## Creating Your Online Account

1. To start, click *Create an account*.
2. Enter your email address, first name, last name, and select your date of birth (Month-Date-Year) from the drop-down menus. **Your name must be entered exactly the way it appears (or will appear) on your passport.**



**Register**

To register for an account, please enter the information requested below.

Email Address

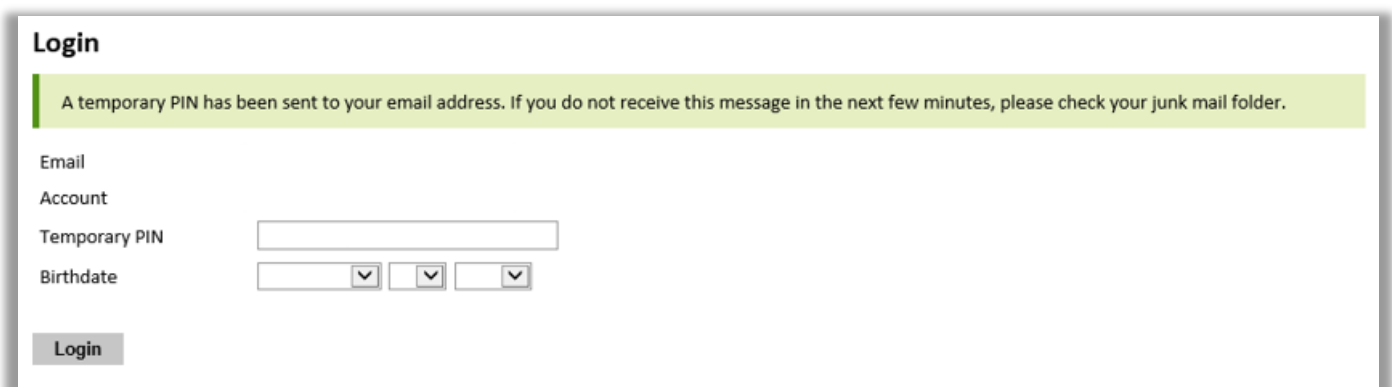
First Name

Last Name

Birthdate

**Note:** Use an email address that you check frequently and will be able to access for at least two years after submitting your application. This is the email address you will use to log in to your application account. We recommend you do NOT use a work email address if you will not have access to it during your grant in the U.S.

3. Click Continue. You will receive an email from [apply@iie.org](mailto:apply@iie.org) confirming that you have started the application. The email will include a temporary PIN. Follow the instructions in the email to activate your account using the temporary PIN.
4. You will be prompted to enter your pin and then create a password to complete login.



**Login**

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email  
Account

Temporary PIN

Birthdate

## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

5. Returning users: Click *Log in* and enter your email address and password. If you do not remember your password, click *Forgot your password?* and follow the resulting instructions.

## Managing Your Application

### EDITING YOUR APPLICATION PRIOR TO SUBMISSION

1. You may log in at any time to review and edit your application form, upload documents, and enter recommender information.
2. Remember to save your application after completing each page by pressing the *Continue* button at the bottom of each page.

**Note:** The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently.

### REVIEWING YOUR APPLICATION AFTER SUBMISSION

1. After you SUBMIT your application, you CANNOT make any changes.
2. You may continue to log in to your account to view the information you have submitted, save a PDF of your application form, and manage your recommenders.
3. You can manage your recommenders by clicking on the *Recommendations* section of the online application.

### LETTERS OF RECOMMENDATION

1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application.
2. Letters of recommendation may be submitted before or after you submit the application.
3. If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.
4. **It is your responsibility to ensure that your recommenders submit their letters before the application deadline (February 1).**

## Preliminary Questions

These questions address essential program eligibility. All questions are required.

[Home](#)  
[Welcome](#)  
**Preliminary Questions**

### Preliminary Questions

Questions marked with an asterisk (\*) are required of all applicants for submission.

Through which program country are you applying?\*

To which academic year are you applying?\*

Do you hold or are you applying for:\*

a) U.S. citizenship;  
c) Dual citizenship with the U.S.; or  
b) U.S. permanent residency?

☐ Yes  
☐ No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?\*

☐ Yes  
☐ No  
☐ Unsure

**Continue**



1. Select **France** from the dropdown menu as the country through which you are applying. **If you do not select France, we will not receive your application.** Reminder: only French citizens, and EU citizens with a permanent work contract in France, are eligible for a Fulbright grant through France.

2. Select 2021-2022 as the program year from the dropdown menu. **If you do not select 2021-2022, we will not receive your application.**
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
  - a. Applicants cannot be U.S. citizens or permanent residents of the U.S. to participate in the Fulbright Visiting Scholar Program.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
  - a. Please review the program eligibility requirements for the country through which you are applying before proceeding.
5. Click *Continue* to save your responses and advance to the next section.



## Country Information

1. Please select the Fulbright award to which you are applying and review eligibility criteria:
  - Programme Chercheur National
  - Programme Chercheur Grand-Est
  - Programme Chercheur Nouvelle-Aquitaine
  - Programme Chercheur Hauts-de-France
2. Click Continue to proceed to the next section

## Data Privacy

3. Carefully review the Data Privacy information. If prompted, indicate your acceptance of data privacy terms by selecting 'yes' or 'no'.
4. Click *Continue* to proceed to the next section

## Personal Information

1. Enter your name exactly as it appears on your passport. Only enter a preferred name if it is DIFFERENT than your legal name (e.g. Alex instead of Alexander).
2. If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. The birthdate that you used to create your account will automatically appear.
4. Enter your city of birth, country of birth, sex (as it appears or will appear on your passport or travel document), preferred gender identity, marital status, and number of dependents.
5. Select your country of citizenship and country of residence from the dropdown menus provided.
6. **Please indicate any additional countries in which you hold citizenship.** It is not necessary to enter a national identification number.
  - a. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
7. Click *Continue* to save your responses and advance to the next section.

## Contact Information

1. Select the country where you live from the dropdown list first when entering your permanent address (i.e. physical address where you live).
  - a. Based on your country selection, the subsequent fields will change to match the address format of that country.
  - b. Complete the remaining address fields. Do not use accents or special characters.
2. Select 'yes' or 'no' to indicate if your current mailing address (i.e. the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
  - a. If you answer 'no,' then a second address section will appear where you may enter your mailing address information.
  - b. If you answer 'yes' to this question, proceed immediately to the next section.
3. Enter your contact numbers as appropriate. Include the country code. If the field turns red, please review the numbers that you have entered to look for any errors.
  - a. To find the correct country code, click on the blue 'country code' link
4. The email address used to create your account will appear in the primary email address field and will not be editable. You may provide an Alternate/Secondary Email that can be used to contact you if Fulbright Program officers cannot reach you via your primary email address.

**Note:** All system-generated emails will continue to go to your primary email address.
5. Entering emergency contact information is not required unless directed by the country-specific instructions. If you would like to provide emergency contacts in your home country, please enter the appropriate information. The individuals you list may be contacted in the event of an emergency while you are participating in grant activities, including any required travel for interviews in your home country.
  - a. When entering the address, choose the country that corresponds to your emergency contacts' address first and the following fields will update to match the address format of the selected country.
6. Click *Continue* to save your responses and advance to the next section

## Academic & Professional Information

Prepare and upload documents in PDF format as required (\*). Note any page limits and ensure your documents do not exceed page limits.

### Curriculum Vitae/Resume

1. Upload your curriculum vitae/resumé **in PDF format that does not exceed six (6) pages**.

**Note:** If your file exceeds 6 pages, an error message will appear on the Review page and will prevent submission of your application.

NB : **Médecins** - nous vous recommandons d'indiquer l'impact factor des revues dans lesquelles vous avez publié, ainsi que votre score SIGAPS des 4 dernières années (si disponible dans votre spécialité).

- a. Click *Choose File (Parcourir)*
- b. Locate and select the file that you previously saved to your computer
- c. Click *Open*
- d. Click *Upload* to complete the file upload

Curriculum Vitae/Resume	Please upload a PDF document that does not exceed six (6) pages.	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="Upload"/>

### Academic Background

2. List all higher educational institutions (post baccalauréat) from which you have received a degree or academic credential. **PLEASE DO NOT TRANSLATE THEIR NAMES.** You MUST include any education institutions you are currently attending (even if you have not yet completed your educational program) and estimated date of graduation/completion.
  - a. Click *Add Institution*
  - b. Type in the name of the institution
  - c. Choose the level of study (graduate or undergraduate) from the dropdown menu
  - d. Select the country where the institution is located from the dropdown menu
  - e. Enter the appropriate city and region/state
  - f. Provide the website of the institution (optional)

- g. Select the U.S. equivalent of the degree or diploma earned (e.g., BA – bachelor’s degree)
- h. **Please also provide the actual name of the degree or diploma** (e.g., licence, doctorat, etc.)
- i. Enter the discipline in which this degree or diploma was earned
- j. Select the month and year of the date this degree was received (Month – Year format) from the dropdown menu
  - If a degree is in progress, list expected date of conferral for Date Degree Received.
- k. Click **Save**.

**Educational Institution**

Institution\*

Level of Study\*  ▼

**Institution Location (all address fields are required)\***

Country  United States ▼

City

State  Select State ▼

Website

Name of Diploma or Degree Equivalent\*  ▼

Actual Name of Degree or Diploma

Discipline\*

Date Degree Received\*  ▼  ▼

If a degree is in progress, list expected date of conferral for Date Degree Received.

3. To add additional entries for post-secondary educational institutions, click *Add Institution* and follow the bulleted instructions above.

## Current Professional Profile

4. List your current professional affiliation or employer by clicking *Add Experience* under Position Title
  - a. Choose the role which most closely corresponds to your current role from the dropdown menu
  - b. If you are an independent/unaffiliated scholar, check the box underneath the Current

Role field. The Institution Name and Department Name fields will disappear after the box is checked

- c. Enter your current position title (e.g. Professor, Assistant Director, etc.)
- d. Enter the name of the institution and, if relevant, the department where you are currently employed
- e. Enter the start and end dates for the position you entered (Month-Year format). If you are currently employed in this role, leave the End Date fields blank.
- f. Select the country where your current place of employment is located from the dropdown menu. Enter in the street address, city, state/region, and post code as applicable
- g. Click *Save*

**Professional Experience**

Current Role\*

☐ I am an independent/unaffiliated scholar.

Position Title

Institution Name\*

Department Name

If you are currently employed, please leave the End Date field blank.

Start Date

End Date

**Institution Address**

Country\*

Street Address\*

City\*

State/Region\*

Postal Code\*

Save

Cancel

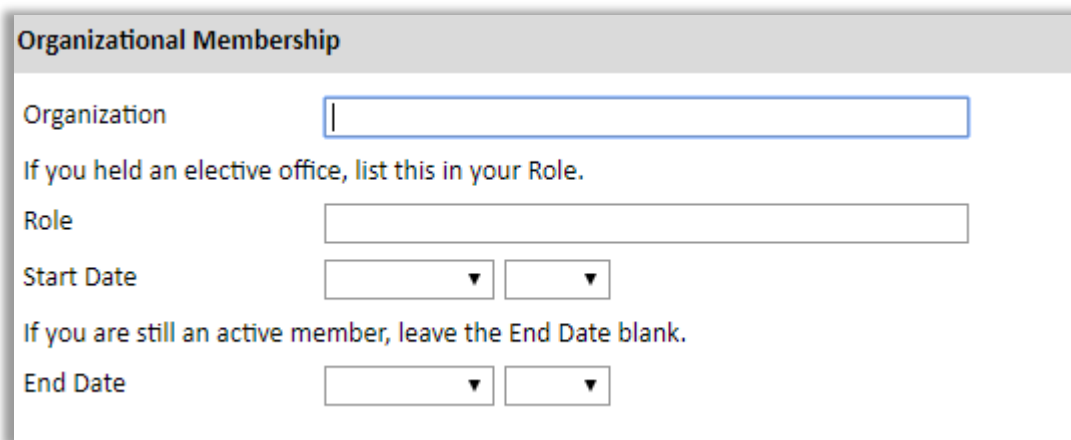
5. If you have more than one current position, click *Add Experience* and follow the instructions

above.

6. List your most significant professional accomplishments, honors and awards, and up to three significant publications in the text box.
  - a. List no more than five accomplishments, honors, or awards
  - b. Separate each entry with a semicolon (;)
  - c. 700-character limit

## Organizational Memberships

7. List up to four professional memberships in cultural, educational, and professional organizations.
  - a. Click *Add Organization*
  - b. Enter the name of the organization
  - c. If you held an elective office in the organization, enter the name of your role (e.g., Treasurer)
  - d. Enter the start and end dates (Month-Year format) that correspond with your membership in this organization.
    - If you are still an active member, leave the End Date blank.
  - e. Click *Save*



The screenshot shows a form titled "Organizational Membership" with a light gray header. Below the header, there are several input fields and instructions. The "Organization" field is a text box with a blue border. Below it, a note says "If you held an elective office, list this in your Role." followed by a "Role" text box. The "Start Date" field consists of two dropdown menus for month and year. Below that, another note says "If you are still an active member, leave the End Date blank." followed by the "End Date" field, also consisting of two dropdown menus for month and year.

## Letter of Support from Home Institution

8. **OPTIONAL.** We **do not require** a Letter of Support from your home institution in France. You do not have to include anything here.

Letter of Support

Please upload any letters of support/leave from your home institution.

Choose File

No file chosen

Upload

## Experience Abroad

9. Please list any professional travel and/or residence abroad **exceeding three (3) months** during the last six years:

Experience Abroad	
Country*	<input type="text"/>
Start date:*	<input type="text"/> <input type="text"/>
End date:*	<input type="text"/> <input type="text"/>
Purpose of Travel Abroad:*	<input type="text"/>

10. If you have more than one trip abroad to enter, click *Add New* again, and follow the bulleted instructions until all entries have been saved.

11. Select 'yes' or 'no' to indicate if you have previously entered the United States on a J-1 or J-2 visa.

- a. **If 'yes', you are required to select the J category of sponsorship from the list and upload a copy of your previous DS-2019 certificate.**

Previous DS-2019(s)

Please upload a copy of your previous DS-2019(s).

Choose File

No file chosen

Upload

*\*If you have participated in a J-1 or J-2 visa exchange program in the Professor or Research Scholar categories, please check with your Fulbright Office to confirm you are eligible to apply for the program at this time.*

12. Select 'yes' or 'no' to indicate if you have previously been awarded a Fulbright grant.
- a. If 'yes', you are required to list the grant(s):



**Previous Fulbright Grants**

Award Type\*

Previous Grant Year\*

13. If you are applying for another Fulbright Scholar Opportunity, please provide justification as to why you should be considered for another award in the text box.
14. Click *Continue* to save your responses and advance to the next section

## **Language Skills**

This section collects information about your native language, English language skills, and any additional languages that are relevant to your project proposal.

1. Select your native language from the dropdown menu provided.

### **English Language Proficiency**

If your native language is not English, a section collecting your English language proficiency will appear.

2. Rate your English language proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.

### **Additional Language Skills**

3. Select the number of additional languages that you would like to include that may be of use for your project or study plans.
4. Select the language you are reporting from the dropdown menu and rate your proficiency in Reading, Writing, and Speaking. Select Native, Advanced, Intermediate, Beginner or No Ability from the dropdown menus as appropriate.
5. Click *Continue* to save your responses and advance to the next section

## Project Proposal and Invitation Letter (Required)

1. Select **“Research”** as the category of grant for which you are applying, then enter your project title and a very brief summary.

**Project Proposal**

All fields marked with an asterisk (\*) are required of all applicants for submission. Please review country-specific guidance to determine whether unmarked fields are required.

To which category of grant are you applying?\*

☒ Research

☐ Teaching/Research

☐ Teaching

2. Next, please provide a detailed **Project Statement of three (3) to five (5) pages in PDF format.**

**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.

Please keep in mind that the evaluators will have many applications to read. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in **3 to 5 pages** on plain, white paper with each page numbered. Illustrations should be readable when printed in black and white.

**Format:** Begin the project statement with your name; country and the project title at the top of page one. At the top of each subsequent page, type your name and country.

Plases do not exceed the page limit of the proposal (3 to 5 pages). Including irrelevant or extraneous material may divert attention from the project statement.

As an indication, we suggest including the following points in your proposal:

**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, your home country and your own professional development. Indicate what effect you expect the opportunity to have on your teaching or professional work in your home country. Describe briefly the expected impact of your participation on your home institution, community or professional field. *Il est conseillé d'évoquer l'intérêt franco-américain du projet et les retombées potentielles pour les deux laboratoires et/ou établissements.*

**Evaluation and Dissemination:** Describe plans for assessment and distribution of research results in your home country and elsewhere.

**Justification for Residence in the United States:** 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.

3. Upload a Bibliography in PDF format of one (1) to three (3) pages of references relevant to the proposed research project
4. Select the most appropriate academic discipline for your project from the dropdown menu.
5. Select the most appropriate primary specialization from the dropdown menu.
6. Enter a brief description of the area of the field in which you plan to specialize/conduct research in the United States in the text box.
  - a. Some fields will ask you if you'd like to upload portfolio materials as part of your application (music, dance, fine arts, performance, etc). This is completely **optional**.
  - b. If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
7. Select your proposed grant length (in months) from the dropdown menu.
8. Enter your proposed grant start and end dates (Month-Day-Year format)

**Attention : Les séjours doivent impérativement débuter entre août 2021 et mai 2022.** Les mobilités qui commencent avant le 1er août 2021 ou après le 1er mai 2022 ne peuvent pas être acceptées.



9. **Institutional Affiliation: French candidates are required to arrange an affiliation with an American university or public research center before applying! Please select 'Yes' and provide a letter of invitation from your proposed host.** The letter should be as detailed as possible and include your provisional dates of stay.

If your letter will arrive after the application deadline, please attach the communications you've had with your host in anticipation of the invitation. The official invitation letter should be forwarded by email

to the Commission Fulbright franco-américaine as soon as possible.

We strongly encourage affiliating with just **one** institution. If the project you propose requires affiliation with more than one institution, please justify and indicate the approximate length of time needed at each. **We advise against dual or multiple affiliations unless absolutely necessary.**

**Institutional Affiliation**

Refer to your country-specific instructions to determine whether an institutional affiliation and letter of invitation are required at the time of application.

Have you made arrangements for affiliation with a U.S. host institution?

☒ Yes  
☐ No

**Host Institution Affiliation(s)**

Click "Add Institution" to provide information on the institution with which you have arranged an affiliation, as well as the faculty member or campus host with whom you have been in contact.

**Institution Name**

[Add Institution](#)

**Letter of Invitation**

Letters of invitation should be typed on institutional letterhead and signed. The letter should also contain the proposed academic year. Please note that invitations do not ensure selection for an award.

If an invitation arrives after the application deadline, contact the Fulbright organization in your home country to arrange for its submission.

**Letter of Invitation**

Please upload a signed letter of invitation on institutional letterhead.

Parcourir...

Aucun fichier sélectionné.

Upload

10. Click *Continue* to save your responses and advance to the next section

## Grant and Travel Plans

1. Select 'yes' or 'no' to indicate if you will have other sources of financial support during your mobility
  - a. If 'yes', select the number of other sources of funding you expect to receive
    - Enter Source Description (e.g., salary from home institution in France, other grant)
    - Estimated Amount (in U.S. dollars)
    - The Other Funds Total field will automatically update based on the amounts provided above
    - If possible, upload any supporting documentation
2. Indicate if you are planning to apply for other sources of funding to supplement the Fulbright grant award in the text box (700 character limit). Include the course and amount for all funding.
3. **Please upload a copy of your passport.** If you are currently in the process of obtaining or renewing your passport, please indicate whether you have started this procedure and submit the corresponding documentation (if possible, an appointment confirmation or *récépissé de dépôt d'une demande*)
4. **Please select the number of dependents you intend to have accompany you the U.S.** (select 0 if you do not have dependents or if your dependents will not accompany you the U.S.)

**Note :** The Fulbright program can sponsor dependent visas for a grantee's married spouse and children under the age of 21. The PACS is not recognized in the United States.

  - a. Enter required information for each dependent, including relationship to you, name, date of birth, sex, country of citizenship, previously held U.S. J-1 or J-2 visa, and intended length of stay in the U.S.
5. Click *Continue* to save your responses and advance to the next section

## Additional Information (Required)

### Country Specific Materials:



Download the *Fiche de synthèse* (Word) by clicking [here](https://fulbright-france.org/sites/default/files/documents/france_country_specific_materials_2021_chercheurs.doc) ([https://fulbright-france.org/sites/default/files/documents/france\\_country\\_specific\\_materials\\_2021\\_chercheurs.doc](https://fulbright-france.org/sites/default/files/documents/france_country_specific_materials_2021_chercheurs.doc)) complete the form in French, then submit it as a PDF under the Country Specific Materials section of the application.

**This is a mandatory part of your application**

### Supplemental Materials:



**ARTHUR SACHS GRANT:** Candidates applying for the Arthur Sachs grant (Harvard) must provide a **handwritten** *autoportrait* in French (2 pages). Documents longer than 2 pages will not be accepted. This is a completely free creation and there are no additional instructions.

Please **do not** submit your *autoportrait* via the application portal - we ask that you email a scanned version (pdf) to the following addresses before February 2: [eresnier@fulbright-france.org](mailto:eresnier@fulbright-france.org) and [ldelbecchi@fulbright-france.org](mailto:ldelbecchi@fulbright-france.org)

Complete the Outreach Survey.

Click *Continue* to save your responses and advance to the next section

## Recommendations

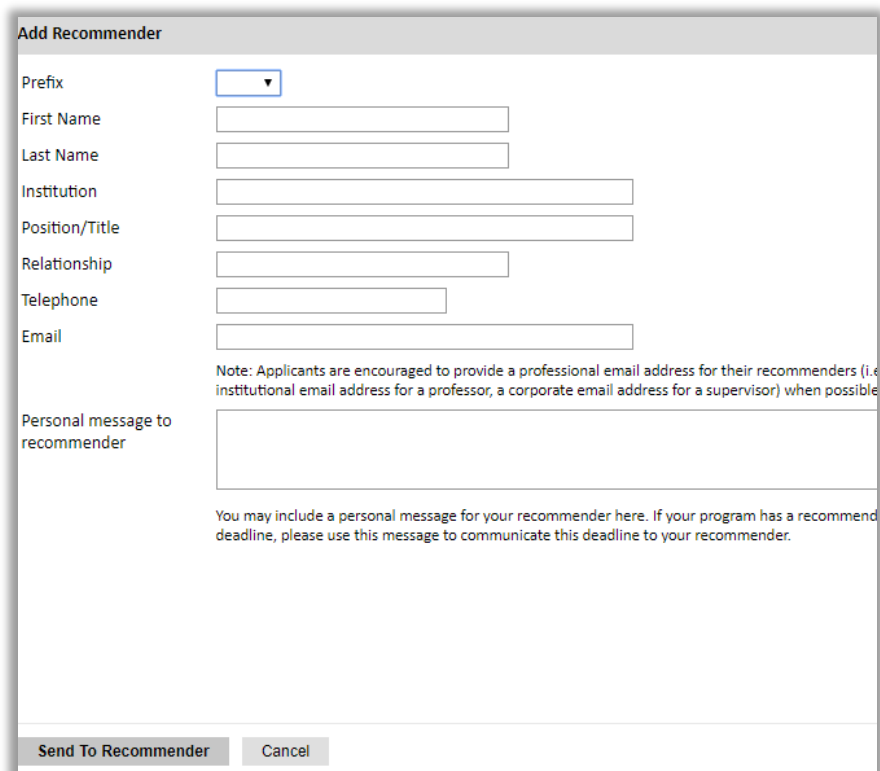
We accept letters in **English or French**.

Letters of reference are an extremely important element of your application. Please register exactly three (3) recommenders and invite them to submit a confidential reference letter online on your behalf.

Once you register your recommenders, they will each receive an automatic email with a personalized link and instructions for submitting their letter. You can track the status of your recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

**All three reference letters must be submitted online before February 1, 2021. It is your responsibility to ensure that your recommenders submit their letters before the deadline! Reference letters submitted after the deadline cannot be taken into account.**

1. Click *Add Recommender*
2. Complete all fields in the pop-up form:



The screenshot shows a pop-up window titled "Add Recommender". It contains the following fields and elements:

- Prefix:** A dropdown menu.
- First Name:** A text input field.
- Last Name:** A text input field.
- Institution:** A text input field.
- Position/Title:** A text input field.
- Relationship:** A text input field.
- Telephone:** A text input field.
- Email:** A text input field.
- Note:** A small text block stating: "Note: Applicants are encouraged to provide a professional email address for their recommenders (i.e. institutional email address for a professor, a corporate email address for a supervisor) when possible."
- Personal message to recommender:** A large text area for a message.
- Footer:** Two buttons, "Send To Recommender" and "Cancel".

3. Click *Send to Recommender* to generate automatic email to recommender



4. Click *Continue* to save your responses and advance to the next section
5. Once sent, you will have the option to **edit each recommender's information** if they have not yet started progress on their response:
  - **Send Reminder** → Resend the automatic email with instructions on submitting their recommendation
  - **Exclude** → Remove the recommender and replace with another individual

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

Personal message to recommender

Status

Sent to recommender on 12/20 at 11:18 AM

Save

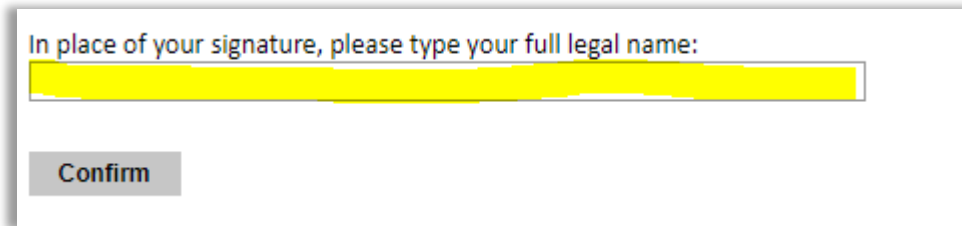
Send Reminder

Exclude

Cancel

## Signature

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box:

A screenshot of a web form for signature. It features a text input field with the placeholder text "In place of your signature, please type your full legal name:". Below the input field is a grey button labeled "Confirm".

In place of your signature, please type your full legal name:

Confirm

Click *Confirm* to continue to the next page.

## Review

The application will review the responses entered and will display any incomplete questions and required attachments that are missing.

**Note :** the platform will not indicate if “country specific” materials are missing (such as the Fiche de synthèse and invitation letter). **Be sure to include the completed Fiche de synthèse and an Invitation Letter with your online application.**

- If no errors appear, then your application is ready for submission.
- If any errors appear, correct or complete these sections and return to the Review section to determine if your application is ready for submission.

REVIEW ALL RESPONSES. CLICK SUBMIT.

**REMEMBER, ONCE YOUR APPLICATION HAS BEEN SUBMITTED YOU CAN NO LONGER MAKE CHANGES.**

## Selection Process

Note : The Fulbright selection process is separate from the selection processes for our partner foundations.



Eligible applications are first evaluated by experts in the appropriate field, then reviewed in a preselection committee. The Commission will notify all candidates of the results of this first step of selection in March.

Candidates selected for an interview will receive a convocation notice by email. Interviews for the Programme Chercheur typically take place at the Commission headquarters in Paris during the last two weeks of March. **(Interview method subject to change depending on the sanitary conditions.)** Candidates are matched according to their field of study with a jury panel comprised mainly of Fulbright alumni. As each jury is present for one day only, **the date of the interview cannot be changed under any circumstances.** We can however accept interviews via Skype if a candidate is not able to come in person.

Preselected applications are also sent for an independent scientific evaluation at the Ministère de l'Enseignement supérieur, de la Recherche et de l'Innovation to be used during final selection.

The Final Selection Committee generally meets in Paris late April to choose the cohort of grantees. Their recommendations are sent to Washington, DC for final approval from the [J. William Fulbright Foreign Scholarship Board](#). **Regional candidates (Grand-Est, Nouvelle-Aquitaine, and Hauts-de-France) must also be approved by the Conseil régional.**

Both successful and unsuccessful candidates are notified by email typically in early May, pending final approval from the FFSB Board. **Results for the regional grants may be released later if there are delays also obtaining final approval from the Conseil régional.**

For more information, please consult our **FAQ** page : <https://fulbright-france.org/fr/vos-questions-programme-chercheurs>

**PARTNER FOUNDATIONS:** We will process your application and transfer it to our partner foundations if you are eligible. They will contact you directly if you are selected for an interview. Interviews for partner foundations generally take place between March and June.

**Thank you for applying to the  
Fulbright Visiting Scholar Program - Programme Fulbright Chercheur !**



**Commission Fulbright franco-américaine**  
**9 rue Chardin 75016 Paris**  
[www.fulbright-france.org](http://www.fulbright-france.org)