

**Checklist & Deadlines – Applying in 2019**

- **Required Deadline – Must meet in order to ensure continuation of the application process through RISD**
- **Strongly Recommended - We STRONGLY encourage you to submit documents before the deadlines. This will provide you with earlier review meaning more time to re-draft, incorporate feedback, fine-tune, and move on your next draft or the next application component. Keep in mind that when a large number of applicants submit right on the deadline, it can take 3 weeks for you to receive a review and response.**

	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Meet with RISD Fulbright Program Advisor				5/17/2019				
Project Development							8/18/2019	
Host Country Affiliation Development							8/18/2019	
Statement of Grant Purpose				FIRST DRAFT 5/28/2019	DEVELOPED DRAFT 6/23/2019		8/18/2019	
Personal Statement				FIRST DRAFT 5/28/2019	DEVELOPED DRAFT 6/23/2019		8/18/2019	
Visual Materials = Supplementary Materials							8/18/2019	
Language Evaluation and Forms							8/18/2019	
Recommendations								9/22/2019
Transcript							8/18/2019	
1st Complete Online Application Submittal							8/18/2019	
Interview								9/3-9/13/19
Final Online Application Includes Recommendations								9/22/2019

- **Get Started *Between February and April***
  - Attend a RISD Fulbright Information Session or Advising Workshop.
  - Review Fulbright country program summaries and requirements. [www.us.fulbrightonline.org/countries/regions](http://www.us.fulbrightonline.org/countries/regions)
  - Review the Fulbright U.S. Student Program website, especially - About/Eligibility; About/Factors in Selection; Applicants/Components; Applicants/Tips. [www.us.fulbrightonline.org](http://www.us.fulbrightonline.org)
  - Review carefully this RISD Fulbright Checklists & Deadlines document and the RISD Getting Started document on the RISD Career Center website. [www.risdcareers.com/grants/fulbright/](http://www.risdcareers.com/grants/fulbright/)
  - Review sample proposals on the RISD Career Center website.
  - Review the RISD Fulbright Alumni website to learn about the impact the Fulbright has had on RISD Fulbrighters' career and lives. [www.risdfulbright.com](http://www.risdfulbright.com)
  - Develop organizational tools based on your style – set personal goals/timeline, create a plan and a to-do list, and be ready to capture your ideas in writing.
  
- **Project Development**
  - Conduct in-depth project, country, and affiliate research. *Between February and May*
  - Consult with professors in your department and/or in other disciplines related to your project. Having a professor or expert in your field guide your project development early in the process will greatly strengthen your proposal. *Between February and May*
  - Meet with RISD Global to determine any RISD connections in your country choice and possible affiliate options. *Between February and June*
  - Meet with the RISD Center for Arts & Language to brainstorm and outline project ideas. *Between February and May*
  - Reach out to RISD Fulbright Alumni in your discipline or of your country choice. *As needed*
  - Meet with the RISD Fulbright Program Advisor (FPA) to discuss the viability of your proposal and the process. At this meeting you should be prepared to talk in-depth about your chosen country and the requirements, your focused project idea, and your potential affiliates. You should also have a written outline prepared. *Anytime between February and mid-May; By 5/17/19*
  
- **Host Country Affiliation (*Not English Teaching Assistant Applicants*)**
  - Research and determine potential affiliates. *Between February and April*
  - Meet with RISD Global to help you develop your affiliate. *Between February and May*
  - Reach out to the host country Fulbright Commission to ask for assistance with your affiliate development and/or specific questions. *As needed*
  - Begin outreach to potential affiliates. You may have to pick up the phone! *By the end of May*
  - Develop affiliation relationship. *Between April and July*
  - Confirm affiliate and check on status of affiliate letter. *By the end of July*
  - Receive affiliate letter on official letterhead signed by author (with English translation if applicable). *By early to mid-August*
  - Upload affiliate letter into the online application for review by the RISD Fulbright Interview Committee. If the affiliation is not secured at this point, RISD may determine to not conduct the interview. *By 8/18/19*
  
- **Statement of Grant Purpose – 2 Pages (*1 Page for English Teaching Assistant Applicants*)**
  - Submit 1<sup>st</sup> Draft Statement to the FPA. You can use the “Important Fulbright Points” (see RISD Fulbright Getting Started) as headers for this 1<sup>st</sup> Draft and respond to each. However, this draft should be in narrative form, not bullets. Study/Research applicants should identify the country and why, and include a defined project and possible affiliates *Between April and May; By 5/28/19*
  - Meet with the RISD the RISD Center for Arts & Language to discuss your drafts and revisions. *Between June and August*
  - Meet with your professor or mentor to discuss your drafts. *Between June and August*

- Submit Developed Draft Statement to the FPA, which should be in the 2 page narrative format (1 page for English Teaching Assistant applicants). The Developed Draft should address all the “Important Fulbright Points” (see RISD Fulbright Getting Started). ***Study/Research applicants should include affiliate details, and have a clearly defined research topic, compelling reasons for choosing a particular country, a straightforward project plan, and distinct expected results/outcomes.*** **By 6/23/19**
  - Upload your Statement into the Fulbright online application for review by the RISD Fulbright Interview Committee. (Send Statement to the FPA via email in Word or other text format). **By 8/18/19**
  - Revise your Statement after your RISD Fulbright Interview. **Mid-September**
  - Upload your Final Statement into the online application. **By 9/22/19**
- **Personal Statement – 1 Page**
- Submit 1<sup>st</sup> Draft Statement to the FPA with along with your Statement of Grant Purpose. **Between April and May; By 5/28/19**
  - Meet with the RISD the RISD Center for Arts & Language to discuss your drafts and revisions. **Between June and August**
  - Submit Developed Draft Statement to the FPA, which should be in the 1 page format. **By 6/23/19**
  - Upload your Statement into the Fulbright online application for review by the RISD Fulbright Interview Committee. (Send Statement to the FPA via email in Word or other text format). **By 8/18/19**
  - Revise Statement after your RISD Fulbright Interview. **Mid-September**
  - Upload your Final Statement into the online application. **By 9/22/19**
- **Visual Materials = Supplementary Materials (Not English Teaching Assistant Applicants)**
- Review Visual Material requirements for your chosen discipline and the submittal process. **By the end of June**
  - Review the online application visual narrative questions/character counts, and submittal process. **By the end of June**
  - Determine and prepare visual images and narrative responses. **Between June and early August**
  - Upload visual images and narrative into the online application for review by the RISD Visual Review Committee. **By 8/18/19**
  - Revise your visual materials after receiving RISD Visual Review Committee feedback. **In September**
  - Upload your final visual images and narratives into the online application. **By 9/22/19**
- **Foreign Language Evaluation (FLE)**
- Determine if an FLE is required or recommended by your country. **By the end of May**
  - Determine who your evaluator will be (a professional language teacher) and review the requirements and instructions with them. **By the end of July**
  - Complete the evaluation with your evaluator. **By mid-August**
  - Register your evaluator in the online application. **By mid-August**
  - Check in with evaluator and make sure they understand the uploading process. **By mid-August**
  - Ensure your evaluator has uploaded the form for review by the RISD Fulbright Interview Committee. **By 8/18/19**
- **Language Self-Evaluation (LSE)**
- Determine if a LSE form is required or recommended by your country. **By the end of May**
  - Review the requirements and instructions. **By the end of July**
  - Complete the form in the online application for review by the RISD Fulbright Interview Committee. **By 8/18/19**

- **Recommendations – 3 Required**
  - Reach out to recommenders who can speak to your ability to carry out the project.  
**By the end of July**
  - Register your 3 recommenders in the online application. **By mid-August**
  - Check in with recommenders and make sure they understand the uploading process. **In August**
  - Ensure ALL 3 recommenders have uploaded their letter. **By 9/22/19**
- **Transcripts**
  - Obtain transcripts from the Registrar from each of your post-secondary schools (a student copy rather than official is fine; however, the RISD Web Advisor online version will not work as there is not enough detail). **By early August**
  - Scan, adjust, and upload your transcript into the online application for review by the RISD Fulbright Interview Committee. **By 8/18/19**
- **Additional/Special Requirements for Country**
  - Determine if there are any additional requirements of the country (translations, statements in the host country language, admission letters, communication with officials, etc.) **By the end of June**
  - Determine if your country offers the Critical Language Enhancement Award (CLEA), and if you are eligible and interested. Complete the CLEA form and address this in your plans in the Statement of Grant Purpose. **By the end of July**
  - Complete and upload any additional documents or forms for review by the RISD Fulbright Interview Committee. **By 8/18/19**
- **Fulbright Online Application - Embark - Biographical Data and Short Essays**
  - Register an account by going to the Applicants tab at [www.us.fulbrightonline.org](http://www.us.fulbrightonline.org). Go to the Embark Online Application. **By the end of May**
  - Review online biographical data and short essays that will be needed. **By the end of June**
  - Collect information and prepare online application. **During July - August**
  - Submit application for review by the RISD Fulbright Interview Committee. Your application is not reviewed by Fulbright at this point. You will have an opportunity to revise and re-submit. **By 8/18/19**
  - Revise answers and short essays as needed. **During September**
  - Complete and re-submit final application. **By 9/22/19**
- **RISD Fulbright Interview**
  - Confirm that all materials are complete and uploaded into the online application for review by the RISD Fulbright Interview Committee. If the affiliation is not secured or the application incomplete at this point, RISD may determine to not conduct the interview. **By 8/18/19**
  - Attend the RISD Fulbright Interview in person or by Skype or phone; arranged by the FPA. **Between 9/3/19 and 9/13/19**
- **Final Steps**
  - Make final, limited, select edits to your application in consultation with the FPA after your interview. **Mid-September**
  - Proof all the pages of your final application carefully. **Mid-September**
  - Complete and re-submit your final online application. **By 9/22/19**
  - The RISD FPA completes your evaluation. **Early – Mid October**
- **Award Notification**
  - The U.S. Fulbright Screening Committee will review applications and notify candidates if they are a Semi-Finalist, which means they have been recommended to the host country for review. **In late January/early February.**
  - The host countries review applications and make award decisions. Final award notifications will trickle in during the spring semester. **Between February and May.**