APRIL – MAY

Note: This is the ideal timeline. It may be adapted for a later start, but the tasks will need to be completed at double-speed.

- Spend time exploring the Fulbright website (us.fulbrightonline.org) and take advantage of their webinars, videos and tutorials.
- Meet individually with URI Fulbright Program Adviser (FPA) Kathleen Maher to strategize. Do not hesitate to contact her with any questions or to bounce around some ideas! You can mail, call, video call or meet in person throughout the summer, just set up an appointment time in advance.
- Submit an email declaration of intent to kmaher@uri.edu so that you will be on the radar. Include the country you will apply to and the program type.
- Prior to requesting letters, discuss or email Kathleen Maher a list of your intended recommenders. She will help you decide on the best combination of writers for this application.
- Get your recommenders on board. When possible, meet with letter writers in person to request their evaluation. It is courteous to allow at least a month’s warning for deadlines. It is good practice to share a copy of your resume, an unofficial transcript, a bulleted list regarding your planned program, and a brief rationale for your application. Also provide them with the letter (read it yourself first) from Kathleen Maher, which explains what kind of information Fulbright wants to know and provides instructions on how to submit for the campus deadline. Once available, also share a draft of application essays.
- Create an Embark account as soon as possible.
  IMPORTANT:
  - Study/Research Applicants: DO NOT enter your recommenders’ email addresses into the Embark system yet.
  - ETA Applicants: Your referees should submit directly through Embark by the campus deadline, but only add their email addresses to the Embark system after they have accepted your personalized request to serve as a reference. Be sure they understand it is a form with very specific questions, NOT a letter.

JUNE – AUGUST

- If applicable, work on acquiring a letter of affiliation from a host institution. (Consult with Kathleen.)
- Work with Kathleen and faculty mentors on refining your proposal throughout the course of the summer. To assure that you are on the right track prior to the campus deadline, it is recommended that you share a solid draft with Kathleen by mid-July. From there, plan to revise and refine your application multiple times (up to 15...seriously) before the deadline. You should share drafts with your faculty mentors and recommenders early in the process as well.
- When you have writer’s block, spend some time entering information in the online application.

The official URI CAMPUS Deadline for the Fulbright is 5PM on Tuesday, September 4, 2018.

The campus deadline must be honored or we will be unable to support your application!

Those who already hold a degree (and are not currently matriculated) have the option of forgoing the campus process and submitting the Fulbright as an “at-large” by the national deadline; however, there many benefits to working with the FPA, so first discuss with Kathleen Maher.
For the September 4\textsuperscript{th} campus deadline, submit the following:

1. **Online application** via the Embark System: The online submission is to include well-polished versions of both the autobiographical statement (1-pg) and statement of grant proposal (2-pgs for s/r grant or 1-pg for ETA). You will have the opportunity for final edits prior to the national deadline, but these should be as close to complete as possible, since they will be used for your campus committee interview and evaluation.

2. **Transcripts** from all post-secondary institutions (including study abroad) should be uploaded to Embark System as PDFs. Unofficial is okay and is often more legible. If you have study abroad transcripts, include those as well. If you become a semi-finalist you will be asked for forward official copies in February.

3. **Foreign language evaluation(s):** Only necessary for those of you who have some knowledge of the host country language, or for countries that require some knowledge of the language. Varies country by country, so check the specific requirements of your proposed host country. (If you fear that you cannot get this by the September 4\textsuperscript{th} deadline due to faculty schedules, please consult with me.)

4. **All applicants must have THREE recommendations/evaluations**, also due September 4\textsuperscript{th}. As explained above, Study/Research applicants should have their referees email letters to kmaher@uri.edu, rather than uploading to Embark (to be done later), whereas ETA applicants should have referees submit via the Embark System by the campus deadline.

5. **Letter(s) of Affiliation** (required of most research/study applicants, not required for ETAs): You may upload these directly to Embark yourself as PDFs. An email is not sufficient, see website. It is preferable for you to acquire an affiliation by the campus deadline, but we will accept it up until the national deadline. If you will not have a letter for the campus deadline, tell us about your progress in this regard.

**SEPTEMBER 4\textsuperscript{th} – OCTOBER 4\textsuperscript{th}**

**Between the campus and final (national) deadline**, you will receive further feedback on your application from Kathleen, and may be referred to a campus expert on your field or host country. *Do not procrastinate turning around drafts!* You will also be **interviewed** and evaluated by a committee, as is required by Fulbright. (If you will be out-of-state during this period, we will ask you to provide dates/times that you may be available to travel to URI and/or schedule a Skype interview.)

You will be given the opportunity to make final revisions on your application based upon feedback at the interview. **The Fulbright NATIONAL Deadline is 5 PM, October 9, 2018.** The application system tends to become unstable in the final days leading to this date, which is why we require you to submit by October 4\textsuperscript{th} for campus endorsement. (As a reward, you will gain the 3-day Columbus Day Weekend to recuperate! 😊)

**After National Deadline:** Notification of your status in the competition will be announced around February 1, 2018. If you are selected as a semi-finalist, your application will then be forwarded to the host country Fulbright commission. Final word comes between March 1 and May 31 (varies by country). *While you are highly encouraged to pursue “Plan B“ applications (aka backup plans), we expect you will accept this very high honor if selected.* We have yet to encounter a graduate program that would not defer admission for a Fulbright year! Keep me in the loop as you are offered other opportunities between now and then.

**For more information:**

Kathleen Maher, Fulbright Program Adviser (FPA)
Director, Office of National Fellowships
Lippitt Hall Room 303
kmaher@uri.edu Skype: kathleen.d.maher 401-874-5875