FULBRIGHT CHECKLIST
FOR RESEARCH/STUDY APPLICANTS (NOT ETA)
“The MARCH to Fulbright”

MARCH  Mentor (Faculty) Identification and Contact
☐ Make initial appointment with UI Fulbright Program Advisor
☐ Look at sample Fulbright essays
☐ Identify possible country site
☐ Identify possible UI faculty mentor or outside mentor with in-country contacts
   Request mentor assistance in writing

Notes: _____________________________________________________________
_________________________________________________________________

APRIL  Affiliation Month:
☐ Begin drafting grant proposal or summary to send to potential international host affiliation(s).
   Request assistance from your mentor in finding affiliation
☐ Make formal contact such as email correspondence with your international affiliation(s) in order to receive preliminary confirmation

Faculty Name: __________________________________________________
Faculty Department: _____________________________________________

Date Emailed: ___________________________________________________
Notes: ___________________________________________________________
_________________________________________________________________

Language Evaluations: Decide when you would prefer to be evaluated

UI Language Evaluation Week
   Option 1: April 22-26
   Option 2: September 3-6

Division of World Languages, Literatures and Cultures professors are available by appointment for Fulbright (and other) language evaluations—contact the individual department for information

☐ Make an appointment

Professor: _______________________________________________________
Language: _______________________________________________________
Date/Time: _______________________________________________________
Location: _________________________________________________________
Notes: ___________________________________________________________
_________________________________________________________________

MAY Windows to Opportunity: Fulbright Competition officially opens May 1st
☐ Attend May campus workshop (see website for dates)
☐ Formally request faculty recommendations in writing (before faculty leave for the summer) (3 recommendations are required for the application)
   Important: Indicate to faculty that recommendations are due by the UI internal competition deadline (this is different from the October national Fulbright deadline)

Faculty Name: ___________________________________________________
Faculty Department: _______________________________________________
Date Mailed: _____________________________________________________

☐ Begin electronic application on the Fulbright Embark system (open an account, print out entire application, review all application components carefully)
JUNE  Essay drafting
☐ Send preliminary drafts to Campus Fulbright Program Advisor
Date Sent: ________________________________
Notes:  __________________________________

JULY  Essay revision begins
☐ Send revised drafts to Campus Fulbright Program Advisor
☐ Attend July essay workshop on campus if possible (see website for dates)
Date Sent: ________________________________
Notes:  __________________________________

AUGUST  Application wind-up
☐ Secure faculty and other recommendations
☐ Transcript requests (for every institution attended)
   *Transcript requests may take at least a month to process during the summer
☐ Essay final revision continues
Notes:  __________________________________

SEPTEMBER  Week of September 3-6:
☐ Send email to Karen Wachsmuth requesting a meeting time on September 13 for submission (MANDATORY FOR ALL APPLICANTS)
   Schedule Language Evaluation(s) if necessary: UI Language Evaluation Week, Sept. 3-6
   Check with all recommenders to make sure they have submitted recommendations
   Check with language evaluators to make sure they have submitted evaluations
Meeting Date: Friday, September 13, 2013
Meeting Time: ________________________________

Submission Deadline for all UI applicants:

September 13, 2013
☐ Submit Application Electronically
☐ Attend meeting with Karen
☐ Submit hard copy of application IN PERSON

You will be assigned an interview time upon submission of your application
☐ Fulbright Faculty Committee Interviews late Sept.–early Oct.
Interview Date: ________________________________
Interview Time: ________________________________
Notes:  __________________________________