

## Application Timeline for Fulbright-Hays DDRA Awards (April 2022 Applications for 2022-23 Grants)

***Note: this document assumes a February publication of the Notice Inviting Applications (NIA) and an April application deadline; this is subject to change and has varied widely in past years.***

Following is a suggested timeline for prospective Fulbright-Hays Doctoral Dissertation Research Abroad Program (DDRA) applicants. The Fulbright-Hays application process is lengthy; applicants are encouraged to engage in reflection and thoughtful conversations with faculty mentors, advisors, colleagues, and peers throughout the process, beginning well before the formal publication of the award in the Federal Register. It can (and should) take many weeks to compile a high-quality, competitive application.

The complex DDRA application process requires communication and coordination with the campus Project Director, your PhD adviser and other committee members, a fiscal officer, a language evaluator, IRB personnel, and the university's Office of Sponsored Projects. In order to keep prospective applicants on track during the eight-week application window, the following interim deadlines should be met.

Familiarize yourself with the [MSU Fulbright website](#) and [Fulbright-Hays DDRA website](#), as well as the detailed application instructions that are published with the NIA.

### Fall Semester 2021

- Visit the Department of Education's [Fulbright-Hays DDRA website](#) to learn about the program, determine eligibility, and begin thinking about your project.
- Visit the [MSU Fulbright website](#) and [MSU DDRA web page](#) for up-to-date information on deadlines and upcoming sessions related to the DDRA.
- Complete the [Fulbright Program Interest Survey](#), which sends your information to the MSU Fulbright-Hays Project Director, and contact MSU Fulbright-Hays Project Director with any questions (see [MSU Fulbright website](#) for office hours and contact information).

#### »» DDRA Tip

*Connecting with the MSU Fulbright-Hays Project Director as soon as you think you might be interested in the program gives you access to lots of resources and advisor guidance right from the start!*

- ❑ Speak with your dissertation advisor and other committee members about your plan to apply. Make sure your advisor understands that they serve as your mentor regarding the academic details of your research; if you are awarded a fellowship, any changes to your research plans as proposed in your application will require your advisor's written approval.
  - Begin writing your project narrative.
  - Lay the groundwork for letters of affiliation from institutions in your host country.
- ❑ Begin compiling your bibliography.
- ❑ Polish your CV, which will be required for the application.
- ❑ Identify your three graduate student references (one of whom *must* be your dissertation advisor); contact them to ask if they are willing to provide an electronic letter of recommendation.
  - Communicate with references to let them know when you plan to share your draft narrative. They can refer to this in writing their letters, so their recommendations align with your project.
  - Ask when they will be available to complete the reference and use the online application system to invite them at that time, so it is easy for them to find the unique link to your application.
- ❑ Identify the instructor you will ask to complete your foreign language reference form(s). As with your other references, ask when they will be available to do the evaluation and use the online system to invite them at that time, so it is easy for them to find the link to your evaluation.
  - Note that if this person is outside the US, the G5 system will not allow them past the firewall. Contact the Project Director for a workaround.
  - If you are selected for an award, you will also be required to complete pre- and post-award language evaluations. The Department of Education prefers that these evaluations be conducted by the same individual (and ideally, the same instructor who did your application evaluation).

### »» DDRA Note

*DDRA applications are submitted using the Department of Education's [G5 website](#); you will create a G5 account when the NIA is published.*

*Reports and language evaluations for awarded Fellows are completed in a different system, called IRIS.*

## February 2022 – dates subject to change based on NIA publication

- By Monday, February 1, 2022
  - Confirm your intent to apply for a DDRA by emailing the Fulbright-Hays Project Director. If you have not done so already, fill out the [Fulbright Program Interest Survey](#).
- The Notice Inviting Applications (NIA) is expected to be published in the Federal Register by the Department of Education in February. This date can vary widely from year to year, but this is the current best estimate. Prospective applicants can watch the [MSU Fulbright website](#) for the NIA announcement, and can also monitor the [Federal Register](#) for the announcement.
- When the competition opens, create an account on the Department of Education's [G5 website](#) to begin your application.
- Continue working on your project narrative, seeking draft guidance from your dissertation committee and peers in your discipline.
- Request post-secondary transcripts as needed (ensure fall semester grades and any spring semester courses in progress are included). Transcripts may be unofficial versions.
  - This document provides [step-by-step instructions for obtaining a transcript](#) from MSU's Office of the Registrar. There is no cost to have a transcript issued to you.
- Share a draft of your narrative with at least two people for feedback (e.g., dissertation advisor, other professor, Writing Center tutor, peer in your discipline, former DDRA recipient), refine draft.
- Continue refining your bibliography.
- By Friday, February 25, 2022
  - Meet with Project Director to discuss your proposal and the next steps.
  - Meet with your PhD advisor and/or other committee members about your proposal.
  - Submit draft of Human Subjects narrative to Project Director.

## March 2021 – dates subject to change based on NIA publication

- By Wednesday, March 9, 2022
  - Submit budget draft to Project Director for approval and revision (it will also be reviewed by the grant fiscal officer).

- Send final reminders if needed for reference letters and language evaluation (remind them of MSU internal deadline, March 23).
- Using your final narrative, draft the Abstract portion of the online application.
- By Wednesday, March 23, 2022
  - Submit your entire section of the G5 application, which will then be reviewed by MSU's Office of Sponsored Projects.

### ***April 2021 – dates subject to change based on NIA publication***

- 60 days after publication of NIA (anticipated in early April based on a February NIA)
  - Date TBA, at 4:30pm ET: National Fulbright-Hays deadline

### ***After the National Deadline***

#### **Spring and Early Summer**

- Applications are reviewed.

#### **Late Summer into September**

- Candidate status is announced to the institution; the Project Director notifies students whether they have received an offer or not. The Department of Education does not inform students directly.

#### **September and October**

- Various paperwork is completed by Fellows, including acceptance forms, IRB verification if needed, revised budgets, etc. The Project Director will keep Fellows informed of each step. The grant period technically begins October 1, but after that official start date there are pre-departure reports, language evaluations, MSU travel permissions, and other paperwork and financial arrangements that must be completed before travel can begin.

#### **November 1, 2022**

- First date Fellows can travel on their grants. DDRA grants must last between six and twelve months and can begin any time from November 1, 2022 to March 31, 2023.

#### **»» DDRA Note**

*The first allowable travel date is subject to change based on State Department and CDC travel advisories. For example, 2021 Fellows were not able to travel until January 1, 2022 due to the pandemic.*