

FULBRIGHT ARCTIC INITIATIVE

Instructions for Completing the 2020-2021 Fulbright Visiting Scholar Arctic Initiative Application

Application: <https://apply.iie.org/fvsp2020>

Read all instructions carefully before completing the application.

Applicants may only apply for one award per application cycle.

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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](https://www.google.com/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

Before you begin an application, contact the Fulbright Program Office in the country from which you are applying. Deadline dates and application requirements for a Fulbright grant will vary from country to country. You must make sure you are eligible to apply. Additional information and a list of participating countries can be found here: <https://www.cies.org/>.

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: Complete the application

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.

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

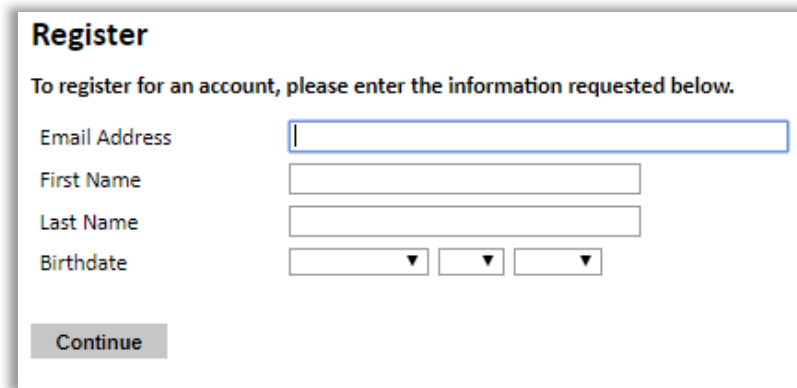
- Use upper and lower-case letters (e.g. John Smith). Avoid using all capital letters (e.g. JOHN SMITH). Do not use special characters, such as accent marks.
- You can copy and paste information into all text boxes.
- Limit your responses to the space provided in all text boxes.
- Prepare required documents 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. Once you submit you CANNOT make changes to your application.

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

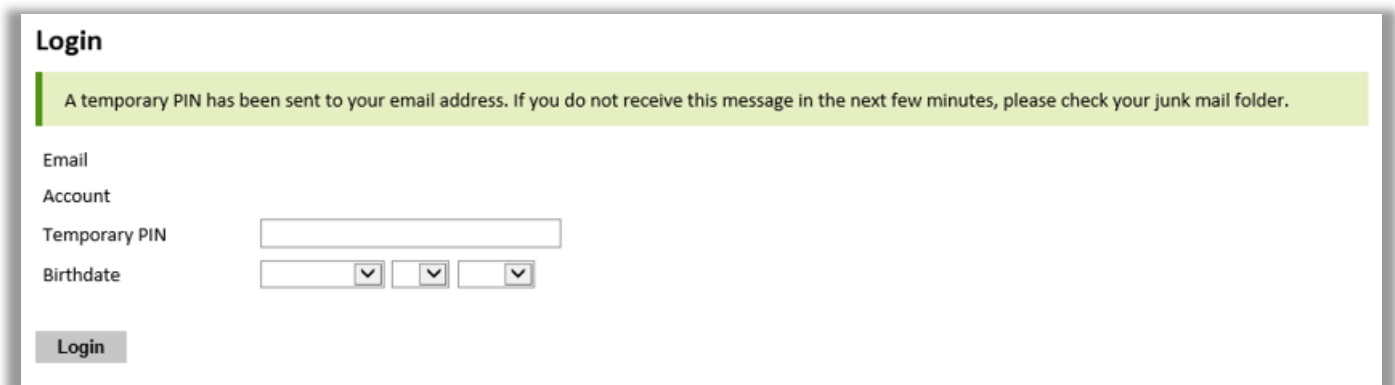
First Name

Last Name

Birthdate

Note: Use an email address that you 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 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

It is recommended that you provide your referees with a copy of your project statement. References should be from persons able to evaluate your professional work; the abilities you bring to your project; your ability to adapt; and the merits of the project. Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.

Referees should address the following:

- How long and in what capacity they have known the applicant.
 - The applicant's credentials, potential and record of academic or professional accomplishments, ability to work in groups and leadership skills.
 - Significance of proposal to the Arctic Initiative research areas and Arctic Initiative participating scholars.
 - Importance of project to home country and its potential to contribute to Arctic regional and national development.
 - Relevance of applicant's previous research, training, and experience to proposed project.
1. Letters of recommendation will be submitted directly to Fulbright by the recommenders you registered via your application and must be written in or translated into English.
 2. Letters of recommendation and language evaluations 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.

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 the country through which you are applying for the Fulbright grant from the dropdown menu. For the Fulbright Arctic Initiative, non-U.S. applicants must be citizens of one of the Arctic Council member states: Canada, Kingdom of Denmark (including Greenland and the Faroe Islands), Finland, Iceland, Norway, Russia and Sweden), and apply through the country from which they have citizenship and be residing in the country at the time of application.
2. Select the appropriate program year from the dropdown menu.
3. U.S. Citizenship, Dual Citizenship with the U.S. or Permanent Residency: select 'yes' or 'no' to indicate your response.
 - Non-U.S. applicants who have dual-U.S. citizenship or who hold permanent residency "green cards", whether or not they reside in the U.S., are not eligible.
4. Select 'yes', 'no', or 'unsure' to indicate if you are aware and meet all program eligibility requirements.
 - 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. Review all information in this section!
2. Note any country-specific and award-specific instructions for completing the rest of the application, including:
 - a. Country website
 - b. Deadline information
 - c. Open application cycle
 - d. Additional required materials
3. Select Fulbright Arctic Initiative Award before proceeding.
4. Click *Continue* to proceed to the next section

Data Privacy

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

Personal Information

Enter all required biographical information. Please review country-specific guidance (provided in the Country Information section of the application) to determine whether you must provide additional information.

1. Name: 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. Name on Previous Records: If your name is recorded differently on any previous records, list it in the Name on Previous Records section (e.g. maiden name).
3. Biographical Information: The birthdate that you used to create your account will automatically appear. 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.
4. Citizenship Information: Select your country of citizenship and country of residence from the dropdown menus provided.
 - a. If applicable, enter your national identification number and any additional countries in which you hold citizenship.
 - b. To select multiple countries, hold down the CTRL (PC) or Command (Mac) button when selecting options.
5. Click *Continue* to save your responses and advance to the next section.

Contact Information

Enter all required contact information. Please review country-specific guidance to determine whether you must provide additional information

1. Address: 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. Telephone Numbers: Enter your contact phone 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. To find the correct country code, click on the blue 'country code' link
4. Email: 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. Emergency Contact Information: 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. You may also enter emergency contact information for individuals in the United States.
 - 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

This section collects information about your academic and professional background, including your curriculum vitae/resumé, academic degrees, professional experience, organizational memberships, letter of support from home institution, experience abroad, and previous Fulbright grants, if applicable.

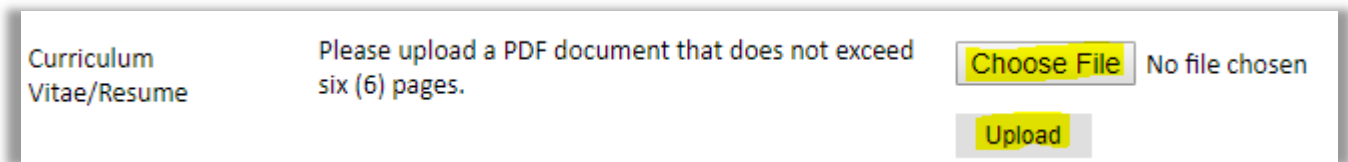
Prepare and upload documents in PDF format as required (*). Note any page limits and ensure your documents do not exceed page limits.

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.

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



The screenshot shows a form field for "Curriculum Vitae/Resume". The text inside the field reads: "Please upload a PDF document that does not exceed six (6) pages." To the right of the text is a "Choose File" button. Below the text and button is an "Upload" button. The text "No file chosen" is visible to the right of the "Choose File" button.

Academic Background

2. List all post-secondary educational institutions from which you have received a degree or academic credential. 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. If relevant, provide the actual name of the degree or diploma (e.g., license)
- 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 drop down 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

City

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. Director, 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*

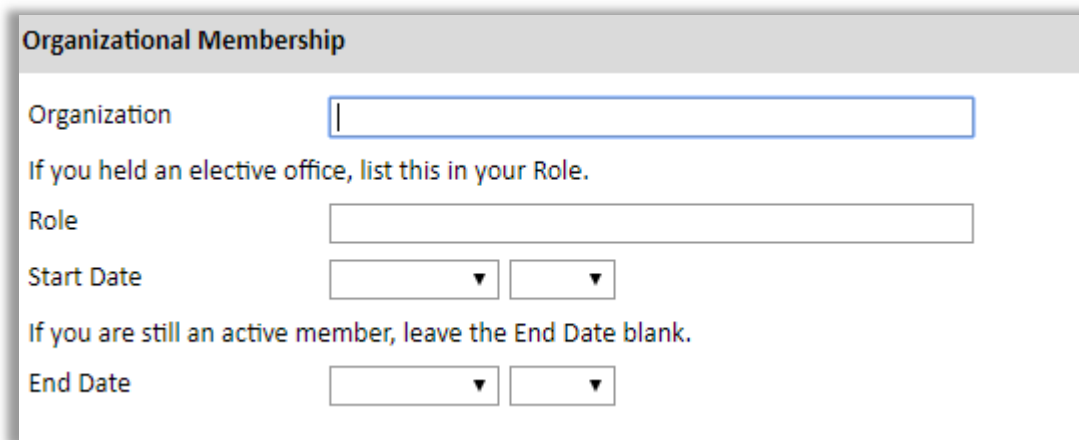
5. If you have more than one current position, click *Add Experience* and follow the instructions above.
6. List your most significant professional accomplishments, honors and awards, and up to three

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". It contains the following fields and instructions:

- Organization:** A text input field.
- Role:** A text input field. Above it is the instruction: "If you held an elective office, list this in your Role."
- Start Date:** Two dropdown menus for month and year.
- End Date:** Two dropdown menus for month and year. Above it is the instruction: "If you are still an active member, leave the End Date blank."

Letter of Support from Home Institution

8. If required by your country-specific instructions, upload a PDF file of your letter of support/confirmation of leave from your home institution, confirming your ability to participate in a Fulbright award.
 - a. Click *Choose File*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload

Letter of Support Please upload any letters of support/leave from your home institution. No file chosen

Experience Abroad

9. List any professional travel and/or residence abroad exceeding three (3) months during the last six years:
 - a. Click *Add New*
 - b. Select the country in which you spent your professional travel and/or residence abroad from the dropdown menu provided
 - c. Select the start and end dates (Month-Year format) of your travel/residency
 - d. Enter the purpose of your travel abroad
 - e. Click *Save*

Experience Abroad

Country*

Start date:*

End date:*

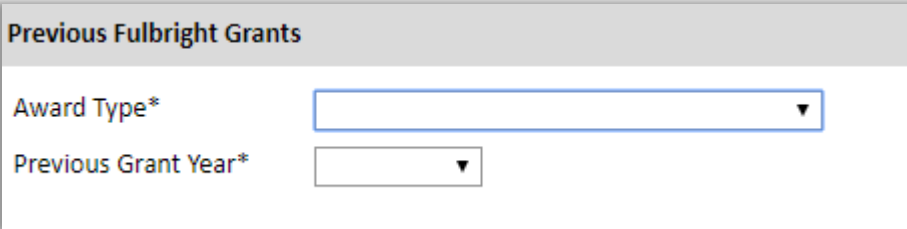
Purpose of Travel Abroad:*

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

Previous DS-2019(s) Please upload a copy of your previous DS-2019(s). No file chosen

**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):
 - Click *Add Grant*.
 - Select the Fulbright award type from the dropdown menu provided (e.g., Fulbright FLTA, Fulbright Foreign Student, etc.)
 - If you select "Other (please specify)", enter in the name of the Fulbright grant that you received in the "Other, please specify" field
 - Select the academic year that corresponds to the year in which you received the Fulbright grant.
 - Click *Save*



The screenshot shows a form titled "Previous Fulbright Grants" with a grey header. Below the header, there are two required fields, both marked with an asterisk (*). The first field is "Award Type*", which is a dropdown menu with a blue border and a downward arrow on the right. The second field is "Previous Grant Year*", which is a smaller dropdown menu with a white border and a downward arrow on the right.

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.

English Language Proficiency

Please rate your English language proficiency as Native, Advanced, Intermediate, Beginner or No Ability in three categories below.

Reading*	<input type="text"/>	▼
Writing*	<input type="text"/>	▼
Speaking*	<input type="text"/>	▼

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

Plagiarism Agreement

1. Carefully review the Plagiarism Agreement and indicate your acceptance of the terms by selecting 'Yes' or 'No'.
2. Click *Continue* to save your responses and advance to the next section.

Project Proposal

This section collects information about your proposed project. The project statement is the most important component of the Fulbright Arctic Initiative application. The project statement must be the equivalent of 3 to 5 pages, single spaced, in 12-point or larger font size, ½ inch margin. The project statement is your opportunity to explain your specific strengths as a candidate to reviewers and potential hosts. It must be persuasive and compelling. Below are some items to consider as you write. You may use headers and/or bullets to organize and convey key elements.

Applicant should submit a project statement that addresses the Fulbright Arctic Initiative collaborative research area selected:

- Arctic Security and Cooperation
- Arctic Infrastructure in a Changing Environment
- Community Dimensions of Health

** Please visit <https://www.cies.org/program/fulbright-arctic-initiative> for an elaborate description about each thematic research area and policy-relevant questions the project proposal may address, in addition to addressing the topics below.*

All applicants should address:

- Your ability to perform collaborative research in a multidisciplinary team-based setting, including how you manage conflicts in groups, collaborative decision-making, and consensus-building
- What you believe the public policy impact and practical significance of the selected research area is to the Arctic region.
- How your collaborative research in the selected area will advance understanding of regional development to improve quality of life in local communities across the Arctic region.
- How your research relates to a secondary thematic area in order to demonstrate the interdisciplinary scholarship of your research not only within a thematic area but also across the FAI III thematic areas.
- How you would integrate public and/or youth outreach in the collaborative research agenda.
- How you will benefit from and contribute to the goals and objectives of the Arctic Initiative program.


Project Statement should specifically describe:

- The academic and professional context of the research area(s); include a bibliography (not exceeding 3 pages) referring to the leading works by others and the current state of the field.
- What teaching and professional experience prepared you for this type of program.
- Why the research needs to be done; what significance it holds for your discipline, your personal and professional development, and the region's benefit.
- How you would disseminate the results of your research.

1. Select the Research category of grant. You will be required to upload a Bibliography.
2. Project Statement: Enter your Project Title in the Project Title field. The project title must be in English. Make sure it is written in AP style: no abbreviations, not all caps; all words of four or more letters should be capitalized, no Oxford commas.
3. Brief Summary of Project Proposal: Enter a summary of your Project Proposal in the text box (maximum of 700 characters)

4. Project Statement Uploader: Upload a detailed project statement of three (3) to five (5) pages in PDF format

Project Statement*	Please upload a project statement/statement of purpose as detailed above.	<input type="text"/>	Browse...
		Upload	



- a. Click *Browse*
 - b. Locate and select the file that you previously saved to your computer
 - c. Click *Open*
 - d. Click *Upload* to complete the file upload
5. Bibliography: Upload a Bibliography of one (1) to three (3) pages in PDF format following these instructions:
- Submit a bibliography relevant to your selected research area.
 - It should reflect the current state of research on the proposed topic.
 - The bibliography should not exceed 3 pages.
6. Academic Discipline:
- a. Select the most appropriate major academic discipline for your project from the dropdown menu.
 - b. Select the most appropriate primary specialization from the dropdown menu.
 - c. 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.
 - Some fields (for example, Arts) will ask you if you'd like to upload portfolio materials as part of your application. Select 'yes' or 'no'
 - If you select 'yes,' you will be directed to upload your materials on the next page. Please follow the upload instructions listed.
7. Intended Grant Period
- a. Select your proposed grant length (in months) from the dropdown menu:
 - Research exchange visits to the United States must be a **minimum of six weeks, not to exceed three months (consecutively)** in length.
 - The Fulbright Arctic Initiative program will begin in Fall 2020 and conclude in Spring 2022. All Fulbright Arctic Initiative Scholars must participate in the first, mid and final seminars in addition to completing the research exchange visit in the United States.
 - b. Enter your proposed grant start and end dates (Month-Day-Year format):
 - Enter the start and end dates of the research exchange period during which you intend to carry out your proposed program in the United States. It is recommended that you plan your program during the U.S. academic year (generally September through April), when your U.S. colleagues are more likely to be available.
 - **All research visits must be completed prior to February 2022.**
8. Institutional Affiliation: While a letter of invitation is not required at the time the application is

due, this section should contain information about the proposed host institution for the research exchange component and prospective host in the U.S.

Once a host has been identified, write him/her directly. Include a copy of your curriculum vitae and a description of the activities you will want to pursue. If the contact agrees that there is a match between you and the host institution, you may request a letter of invitation from your contact.

There are no specific requirements for invitation letters. The letter might include:

- The activities for which you are being invited by the host.
- The period of time for which you are being invited.
- A description of the host's interest in the applicant's project and how it will benefit the host institution.

Invitations submitted should follow these guidelines:

- Attach the invitation letter in PDF format.
- Letters of invitation should be typed on institutional letterhead and signed. The letter should also contain the proposed academic year.
- If the letter is not in English, include an English translation of it along with the original.

In this section, indicate whether you have already made affiliation arrangements with a U.S. Host Institution by selecting 'yes' or 'no'

a. If 'yes', add the Host Institution by clicking *Add Institution*

- Enter Institution Name
- Enter Name and Contact Information of the person at the Institution who will be your primary contact
- Enter the address of the Institution
- Indicate whether you have received a letter of invitation
- Click *Save*
- Upload the Letter of Invitation (if available) by clicking *Browse*, locate and select the file from your computer, click *Open* and click *Upload*

b. If 'no', list any host institution preferences in order of priority by selecting *Add Institution*

- Enter Institution Name
- Enter Name and Contact Information of the person at the Institution who you have communicated with previously, OR the main contact for the department that you are interested in joining
- Enter the address of the Institution
- If you are in contact with the Institution, enter the date (Month-Day-Year form) of your initial contact
- Enter a reason for the suggested affiliation
- Click *Save*

Note: An affiliation is **NOT REQUIRED** at the time of application.

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

Grant and Travel Plans

This section gathers information on your personal finances, additional grants you may have applied to/received, passport, and accompanying dependents. Please note that these sections may not be required if you are from certain countries. Review country-specific information before completing.

1. Financial Information: Select 'yes' or 'no' to indicate if you have other sources of financial support during your Fulbright grant
 - If 'yes', select the number of other sources of funding you expect to receive
 - Enter Source Description (e.g., NSF grant)
 - Estimated Amount (in U.S. dollars)
 - The Other Funds Total field will automatically update based on the amounts provided above
 - Financial Support Documentation: Once you enter a number for additional sources of funding expected, upload supporting documentation by selecting *Browse*, select the relevant file and click *Upload*.

Financial Information

Please refer to the country-specific instructions to determine whether you are required to complete this section. If required, please outline any financial support you may receive during your Fulbright grant.

Do you expect to receive sabbatical pay, paid leave of absence, or other sources of financial support during your Fulbright grant?

- Yes
 No

How many other sources of funding do you expect to receive?

1

Please specify all amounts in U.S. dollars. Please enter total amounts for the expected grant period, rather than monthly amounts.

Source Description 1	<input type="text"/>
Estimated Amount 1	<input type="text"/>
Other Funds Total (\$)	<input type="text" value="0"/>

Financial Support Documentation

Financial Support Documentation

Please upload relevant documentation of any financial support you expect to receive.

Browse...

No file selected

Upload

- Additional Grants: 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.

2. Passport/Travel Document: If required by your country-specific instructions, upload a copy of your passport or travel document by selecting *Browse*

3. Accompanying Dependents: If required by your country-specific instructions, select the number of dependents you intend to have accompany you in the U.S. (select 0 if you do not have dependents or your dependents will not accompany you the U.S.)
 - If you select 1 or more, you will be prompted to 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.
4. Click *Continue* to save your responses and advance to the next section

Additional Information

1. Additional Documentation: Use this section to upload any required additional documentation per your country-specific guidance.
2. Outreach Survey: Complete the Outreach Survey.
3. Click *Continue* to save your responses and advance to the next section

Recommendations

Use this section to register your recommenders. Do not exceed the number of references (2) required for the award.

It is recommended that you provide your referees with a copy of your project statement. References should be from persons able to evaluate your professional work; the abilities you bring to your project; your ability to adapt; and the merits of the project. Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well. References must be written in or translated into English.

Referees should address the following:

- How long and in what capacity they have known the applicant.
- The applicant's credentials, potential and record of academic or professional accomplishments, ability to work in groups and leadership skills.
- Significance of proposal to the Arctic Initiative research areas and Arctic Initiative participating scholars.
- Importance of project to home country and its potential to contribute to Arctic regional and national development.
- Relevance of applicant's previous research, training, and experience to proposed project.

Once you register your recommenders, they will receive an automatic email with instructions on completing the online recommendation form. You can track the status of recommendations, send reminders, and add/delete recommenders through this system before **and** after submission of your application.

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

Add Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

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

You may include a personal message for your recommender here. If your program has a recommend deadline, please use this message to communicate this deadline to your recommender.

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 Recommender information if they have not yet started progress on their response and Save, Send Reminders, and Exclude if you wish to remove the recommender and replace with another individual.

Edit Recommender

Prefix

First Name

Last Name

Institution

Position/Title

Relationship

Telephone

Email

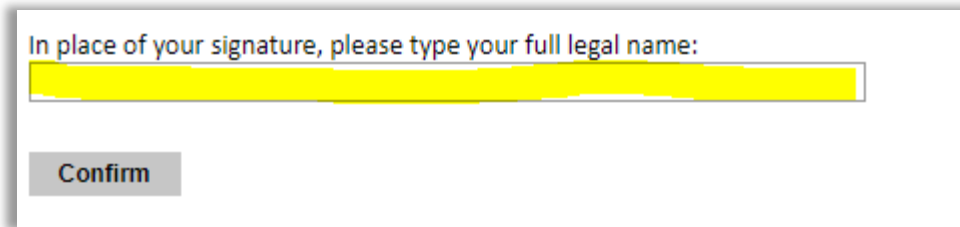
Personal message to recommender

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:



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.

- 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.