Fulbright-Hays Instructions

Posted March 24, 2016
Applications due April 20, 2016


**The bottom line**
Applications must be submitted via e-Application (see attached PowerPoint) **and in one complete printed copy** by **12 p.m. Wednesday April 20th**. Submit the hardcopy of the application, official transcripts and any other supporting documents to the Graduate School. This is a hard deadline to ensure we have time to review the applications.

Complete applications include letters of reference – these, too, must be submitted by your referees via e-Application, by April 20th.

We will review the application, process the institutional component, and submit the final application to Fulbright-Hays. If we have any questions about your application we will let you know during review.

**The Fulbright-Hays website**
To access the F-H fellowships application, you need to go to their website and register as a user. Go to [http://www.ed.gov/programs/iegpsddrap/applicant.html](http://www.ed.gov/programs/iegpsddrap/applicant.html) and follow the instructions. Once you're registered, read through the documents and instructions carefully, and start completing your application and collecting your supporting documents.

**The deadline for submission is April 20th**
On the F-H website, you will see a different deadline. That is the date the applications are due at the F-H office. However: applications must be processed and submitted by the institution (the Laney Graduate School and the Office of Sponsored Programs). In order for us to complete that processing and submit all applications to F-H on time, we must have **complete** applications in our office by **12:00 pm on Wed April 20th**.

**Some important reminders**
1. Language and faculty referees must submit their letters via e-applications, and must submit them by April 20. In past years, this has been a stumbling block – look carefully at the instructions and make sure you let your referees know exactly what you are asking them to do.

2. Submit all official transcripts (Emory and any other post baccalaureate) in sealed envelopes to the Laney Graduate School. We will submit them with the application. Please bring them to the front desk.

3. You must obtain any necessary approval from departmental and university human subject committees. Your advisor or DGS will be able to give you guidance, and basic information is at [http://gs.emory.edu/academics/res_review.html](http://gs.emory.edu/academics/res_review.html)

If you have questions, please contact Jay Hughes at jlhughe@emory.edu or 7-2295. Emory’s Project Director is Cathryn Johnson, Sr. Associate Dean.