# FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD (DDRA) PROGRAM 2025

FELLOWSHIPS AND AWARDS COORDINATOR GRADUATE SCHOOL BLOOMINGTON

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LINK TO APPLICATION INSTRUCTIONS: HTTPS://WWW.ED.GOV/MEDIA/DOCUMENT/FY-2025-DDRA-APPLICATION-INSTRUCTIONS
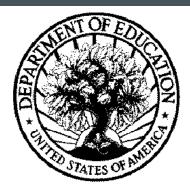
## OVERVIEW

- grants to fund advanced doctoral students to conduct dissertation research abroad for periods of 6 to 12 months.

- Grants are awarded in fields related to **modern foreign languages** and **area studies,**

    - Area Studies means a program of comprehensive study of the aspects of a society or societies including the study of their geography, history, culture, economy, politics, international relations, and languages.

- Indiana University is the applicant as the Institution of Higher Education (IHE) and student applications are components of IU's application. Indiana University administers the application and grant funds .

# IU BLOOMINGTON APPLICATION

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    - I have established an application for IU Bloomington.

    - Each student will create their own G6 account and upload their application into the IU Bloomington application.

# GRANT DETAILS

- The period in which a student is eligible to travel is January 1, 2025 through March 31, 2026

- Students may use their grant funds for a minimum of 6 months and no more than 12 months

- Restrictions during grant tenure:

  - Grantees must undertake full-time research on the topic

  - No employment is allowed

  - Grantees must remain in good standing at IU

  - Once you have reached candidacy, you must maintain continuous enrollment at IU

  - Grantees must maintain satisfactory progress on their research

  - Stay in country for the entire grant – no vacations, conferences, weddings, etc...

# ELIGIBILITY REQUIREMENTS

- U.S. Citizen or Permanent Resident*

- Doctoral student in good standing

- Admitted to candidacy by date of departure to begin research

- Possesses adequate language skills necessary to carry out project

- Only Institutions of Higher Education (IHEs) are eligible to submit an application

*U.S. Legal Permanent residents (i.e. "green card" holders) applying for funding under the DDRA program may not conduct their dissertation research in their country of origin (passport holders). Therefore, we will not accept applications from students requesting to conduct their research in their country of origin. For example, an applicant with a passport from Hong Kong may not apply to conduct their dissertation research in Hong Kong; however, they may apply to conduct their research in India.

# IMPORTANT DEADLINES

**Wednesday, January 8th**
Internal Deadline #1:
budget and human subjects narrative
Email each item as separate Word documents to: ugsawrd@iu.edu, Graduate School BL Fellowships and Awards

- *Both the budget and human subjects narrative will be reviewed by the Office of Research Administration*
- *This is a tight turnaround so please be aware of this requirement*

**Monday, January 13th**
Internal Deadline #2:
Student's final materials (including letters of recommendation) submitted to G6
IRB narrative emailed to ugsawrd@iu.edu, if applicable

- *The Grad School and the Office of Research Administration have additional documents to complete and add to the application before it can be submitted. You must have your application completed and loaded to the institution's application by this date.*

**Wednesday, January 15th**
Final Deadline
Institutional application submitted to G6

# THE APPLICATION PROCESS

- Referees and language evaluators will submit their materials directly to G6.
- These materials must be submitted *before you can officially submit your application.*
- Note: you may un-submit and re-submit your application to make changes, but you must do it yourself. I cannot make changes to your application.

# APPLICANT ROLES AND RESPONSIBILITIES

- **Applicants,** assumes the responsibility to:

- Register in G6

- Enter referees' information in G6 to initiate emails to them requesting a reference

- Submit budget and human subjects narrative to ugsawrd@iu.edu by January 8

- Submit complete application in G6 and IRB narrative to Project Director by January 13

- **Referee,** assumes the responsibility to:

- Receives reference form triggered by applicant in G6

- Completes and submits reference form in G6 by January 13 deadline

- Send Project Director copy of reference and form

## BUDGET COMPONENTS

Email a copy of your budget to ugsawrd@iu.edu by Wed, Jan 8th

- When it comes to the budget, it is important to be realistic. Don't under-estimate. You cannot receive more than requested so err on the high side. Application reviewers will not see your budget, so you won't make your proposal more attractive by underestimating your budget.

- The benefits provided by Fulbright-Hays includes round trip airfare for the fellow, a maintenance allowance for yourself and any dependents, project allowance for research expenses, and health insurance.

  - Note that it does not include airfare or health insurance for dependents. Dependents include legally married spouses and unmarried children under 21 who receive more than 50% of support from the fellow. Also, dependents must accompany the fellow for entire research period to be eligible for an allowance.

## BUDGET COMPONENTS

Travel

See page 41

https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

- When estimating airfare cost, base it on the most expensive time for travel.

- List round trip travel expenses
  include all stops - ex: Indy > London > Johannesburg
  don't forget taxes and fees

- Can include excess baggage fees

- Does not include dependent airfare

NOTE: Must be in accordance with FLY AMERICA ACT (use an American carrier whenever possible, regardless of cost)

# BUDGET COMPONENTS

Maintenance Allowance

Dependent(s) Allowance

Pgs 42-43 and chart beginning on page 53

https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

- Use the monthly stipend amounts listed in the instructions. Most countries have several listings. Be sure to use the listings for your location. Use "other" if your specific location is not listed.

- List your maintenance stipend and dependent stipend separately

- If traveling to multiple locations, then list the stipend for each location

NOTE: wifi is considered a utility and is included in this stipend

## BUDGET COMPONENTS

Project Allowance

Pg. 43

https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

Research expenses including, but not limited to:

- In-country travel - taxi, metro/train card, gas, etc....

- Copying, flash drives, hard drives, books, etc...

- Affiliation/access fees

Just ask me if you aren't sure – it never hurts to ask

NOTE: this does not cover visa fees, passport expenses, research assistants, language tutoring, equipment, IU tuition or fees, and medical expenses such as vaccinations.

## BUDGET COMPONENTS

Health Insurance

Administration Fee

Pg 43

https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

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Fulbright Hays Fellows can receive IU Student Health Insurance

- Health insurance for the time in-country only

- Does not include dependents coverage

- Estimate health insurance budget based on
  IU Fellowship insurance rates
  Fall 24 (August 1-December 31) $1,851
  Spr 25 (January 1-July 31) $2,565

  - https://www.universityhealthplans.com/letters/letter.cgi?group_id=549

- Students must enroll in either 6 credit hours or G901

- Administrative Fee – include a line for the $100 administration fee paid to IU

# HUMAN SUBJECTS (IRB) NARRATIVE

This narrative must be email to ugsawrd@iu.edu by Wed, Jan 8th

- ALL applicants MUST provide a human subjects narrative, even if your research is exempt

- See application packet for definitions of human subjects and exemptions

  - Pg 92

    - https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

- Narrative Instructions

  - A. Exempt Research Narrative (pgs 92-93)

  - B. Nonexempt Research Narrative (pgs 93-94 – address all 7 points

# APPLICATION COMPONENTS

- Fulbright-Hays DDRA Application Form

- Curriculum vita

- Project Description/Application narrative (must comply with guidelines)

- Application bibliography

- One foreign language reference form

- Three graduate student reference forms

- UNOFFICIAL Transcripts

- Letters of affiliation/Host country supporting materials

- Institutional Review Board (IRB) narrative

- Health Certification

# APPLICATION SUBMISSION PART 2

- Internal deadline #2: MONDAY, JAN 13th

- You must submit your application to me through G6
  See instructions in the application packet

  - Pg 88-91

    - https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

    - All student application materials must be submitted prior to the institution's application, so it is important to meet the internal deadlines.

    - Referees will submit their materials directly to G6, and *they must be successfully uploaded before you submit your application.*

Note: On any form or document DO NOT USE (for both fellowship applicants and referees):

- Special characters or symbols (e.g., %, *, /, etc.)
- Non-English characters or diacritics (i.e., any word with an accent mark, tilde, umlaut, circumflex, slash, etc., as in Boğaziçi or Nizām al-Dīn Gīlānī)

# LANGUAGE REFERENCE FORM AND PERSONAL REFERENCES

- Language Reference Form and Personal References must be submitted directly to G6 by referrer

  - You will enter their contact information in G6 to trigger an email be sent to them – be sure they know to expect it

  - **You must also save a draft application with at least the first 9 fields completed**, i.e. your name, institution, country of research, language, etc… for the reference request fields to appear

  - One of your personal references must be from your dissertation advisor – they should be sure to identify themselves as such

  - All these references must be submitted before you can submit your application

  - Referees outside the US will not be able to submit to G5

  - Don't forget to click SUBMIT

- Examples of the Referee and Foreign Language Reference Forms are available

  - Pgs 118-121

  - https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

# APPLICATION NARRATIVE

- Review the Technical Review Form (pgs 34-37)

  - Also see pgs 43-44

  - https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

  - ***Be sure your narrative thoroughly addresses each component of the criteria on the technical review form***

  - DO NOT LEAVE OUT ANSWERS FOR ANY QUESTIONS

  - Consider following the order of the criteria as listed on the form

  - Consider using subheadings

  - Pay attention to the points allotted to each section – emphasize the sections for which there are greater points allotted

# APPLICATION NARRATIVE FORMAT REQUIREMENTS

- Review the Federal Register for specific information regarding the format (#5)

- https://www.federalregister.gov/documents/2024/10/30/2024-25127/applications-for-new-awards-fulbright-hays-doctoral-dissertation-research-abroad-fellowship-program

- Narrative - Maximum 10 pages  (Any page with text on it counts as one full page)

- Bibliography – Maximum 2 pages

- A page is 8.5 x 11, on one side only, with 1" margins on all sides

- Double space all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Font size: 12 point or larger or no smaller than 10-pitch (characters per inch)
(May use 10-point font in charts, tables, figures, graphs, footnotes, endnotes (all of which are counted within the 10-page limit))

- Use one of the following fonts:
Times New Roman, Courier, Courier New, or Arial

# HOST COUNTRY SUPPORTING MATERIAL

- Not required, BUT HIGHLY RECOMMENDED

- Show that you have a valid and feasible project and have support

- Letters should indicate:

  - Interest in your project

  - An ability to provide you access/support and/or affiliation with an institution

- Multiple affiliations – combine all documents into 1 PDF

# CURRICULUM VITAE

- Use the "Qualifications of Applicant" (pg 35-36) section of the Technical Review Form as a guide – be sure to address each component

  - https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

  - Highlight applicable courses in area studies and language

  - Fellowships and honors

  - Publications

  - Other qualifications – teaching experience, all applicable experience overseas

# REVIEW PROCESS: SCORING

Maximum of 104 points for IU applicants

Quality of Proposed Project – Maximum 63 points

Qualifications of the applicant – Maximum 37 points

Competitive Preference Priority – Maximum 4 points

Pgs 34-37
https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

# REVIEW PROCESS

- Peer reviewers are specialists in foreign languages and area studies from higher education institutions, government agencies, and non-government organizations throughout the United States.

- Peer reviewers determine technical scores in accordance with the competitive preference priorities, quality of the proposed project, and the qualifications of the applicant.

- Review panel of 2 to 3 experts in your world area who may or may not be knowledgeable about your field

  - Make sure your application can be understood by the 'educated layperson' as well as by those in your field

  - Avoid using jargon

- Frame your research questions within the context of the geographic area in which you are proposing to study

- Detail any previous research on your topic conducted abroad, and demonstrate you have the knowledge and skills to overcome any obstacles related to your research proposal

  - Be specific and realistic

- Be clear about why you need to be in a specific country or region

  - Mentioning contacts/affiliations you have made abroad will give your project greater feasibility

  - Letters of support and recommendation letters should reflect the need

# WRITING TIPS

- Be clear about why you need to be in a specific country or region

  - Mentioning contacts/affiliations you have made abroad will give your project greater feasibility

  - Be specific – mention archives, populations, or advisors.

  - Letters of support and recommendation letters should reflect the need

- Mention opportunities to share your work – invitations to presentations, conference, venues at which you might present

- Show the quality of your relationship with your advisor and discuss plans for staying in touch

  - mention how your research aligns with your mentor's

  - If your mentor has experience in the geographic area, discuss

# WRITING TIPS

# QUALIFICATIONS OF APPLICANT

Overlap with CV – provide a narrative that touches on strengths and skills for overcoming barriers to completing research

Language fluency is very important – if you anticipate any language barriers, discuss how you will address them

Once again, follow the technical review form. Arrange the narrative so that it follows the form and be sure to address all the criteria points.

# PROGRAM PRIORITIES

Absolute Priority – This is REQUIRED

Will only consider a project that focuses on one or more of the following geographic areas:

| Africa | East Asia |
|---|---|
| South Asia | the Near East |
| Southeast Asia and the Pacific Islands | |
| Central and Eastern Europe and Eurasia | |
| and the Western Hemisphere (excluding the US and its territories) | |

Competitive Preference Priorities – boost your application

| #1: Focus on Less Commonly Taught Languages (2 pts) |
|---|
| A project that makes use of any modern foreign language (not French, German, Spanish) |
| #2 Thematic Focus on Academic Fields (2 pts) |

- science (including climate change),
- technology,
- engineering (including infrastructure studies),
- mathematics,
- computer science,
- education (comparative or international),
- international development,
- political science,
- public health (including epidemiology)
- economics

# CLOSED OR RESTRICTED COUNTRIES

- Grants will not be awarded
  - for projects focusing on Western Europe.
    - You can do research in Western Europe only for a proposal on a non-Western European topic.
  - Countries with no diplomatic representation

- Check the chart listing the monthly stipend amounts for a list of closed countries
  - Beginning on page 53
  - https://www.ed.gov/media/document/fy-2025-ddra-application-instructions

# EXAMPLES OF LESS COMMONLY TAUGHT LANGUAGES

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.