

Funding for International Research and Study

**A guide to grant-writing, funding, and
on-campus resources for Indiana University
GRADUATE STUDENTS
planning research or study abroad.**

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I. Introduction

The search for financial support can be a stressful but rewarding experience, both financially and personally. Understanding the logistics of locating sources of funding and writing effective grant proposals can help ensure success in funding one's international research or stay abroad. This manual will serve as a guide for those graduate students beginning the search for international grants. In addition to offering an outline of the proposal-writing process and some pertinent guidelines to applying for international grants, this manual will direct the reader to valuable resources for information (and potential funding) both online and at Indiana University Bloomington. In particular, the services of the GradGrants Center, an invaluable resource center that graduate students in all stages of the grant writing process should consult, will be highlighted.

II. General outline of the application process

Defining need: Here one establishes for what purpose the funding is needed (e.g. dissertation research abroad) and how much is needed. This should be done before actually searching for a grant as it will help direct the search and narrow down potential sponsors.

Locating financial support: After defining the type and amount of support one needs, the applicant must find an appropriate sponsor. As is suggested below, for this, one may want to use the resources of the GradGrants Center, especially with regards to the electronic search databases. It is advisable to locate and apply to more than one grant.

Contacting the sponsor: After reviewing all available information on hand, contact the sponsor to verify eligibility, deadlines, requirements, etc. As one gets further in the process, one may consult the sponsor for guidance in the actual writing of the proposal. While it is usually beneficial to establish a relationship with the sponsor's program officer (it may help the success of the proposal), one should be aware that some sponsors request that the applicant not contact them directly.

Writing the proposal: Naturally, this is the most important (and time consuming) step in the grant writing process. Considerable time and care should be devoted to the writing of the proposal. If the sponsor has provided specific guidelines or a format for the proposal, one should strictly adhere to them. A careful review of the evaluation criteria can also be valuable in structuring one's proposal. One should consider soliciting the service of the GradGrants Center to review the proposal prior to submission.

The interview: Certain sponsors include this as a pre-ultimate step in deciding whom to fund; however, this is not always part of an application process. One should dress and prepare for this interview as if it were one for a professional position.

III. Different types of funding sources

This section briefly outlines the different types of internal and external funding sources.

Internal

- **Indiana University:** The different academic departments and centers of Indiana University, as well as the institution as a whole, offer numerous funding opportunities for IU students. The websites of the GradGrants Center, the Office of International Programs, and the respective departments or centers have information on specific grants available.

External

- **Federal, State and Local Governments:** Here one can find many funding possibilities. Although one can try to search for them through their respective websites, a search through one of the electronic databases (which are described in Section V) will be more efficient.
- **Foundations:** Foundations are also an excellent source. As with government funding, one should check to make sure that they fund individuals and not just organizations or groups. Again, one should utilize the electronic databases.
- **Corporations:** Depending on one's proposal, one may want to look to corporations for financial support. Corporations generally prefer to fund projects either in communities in which they have a vested interest, or in fields related to their industry. Many corporations provide funding through a foundation they have established.
- **Professional Associations:** The various professional organizations of one's field can be a good source of funding. One should consult the website of the respective organization for information on fellowship or grant possibilities.
- **Civic Organizations:** Many civic organizations (e.g. Rotary International) sponsor programs funding study or research abroad. As with the previously mentioned sources, one should use the electronic search databases.

- **Looking for information on specific funding sources?**

Check out the list of sponsors on the website of the GradGrants Center!

www.indiana.edu/~gradgrnt/sponsors.html

- **Want to find out who the Indiana University contact people for these programs are?**

Go to: *www.indiana.edu/~gradgrnt/directory.html*

IV. Definitions of the different categories of funding

Just as funding can come from a variety of sources, it can be found for a variety of purposes. One can locate financial support for thesis and dissertation research, international professional or study exchange programs, professional development, graduate and undergraduate study, internships, etc. A first step in identifying these funding sources is to understand the different types of support awarded.

- **Grants:** These are usually found at the graduate level and aim at covering the costs associated with conducting a research project. For the most part, they are not designed to pay living expenses. Also known as *Grants-in-aid*.
- **Travel Grants:** Generally found only at the graduate level, this type of funding supports the costs of travel associated with research (such as visiting archives) or attending professional conferences.
- **Scholarships:** Often found at the undergraduate level, scholarships are intended to fund tuition and related fees. They can be need or merit based.
- **Fellowships:** These are usually found at the graduate level and are merit based. They are intended to promote professional development by assisting with the costs of a research project or tuition. Unlike grants, they include funding for personal living expenses.
- **Awards:** As the name suggests, these are given in recognition of some achievement or accomplishment. In terms of monetary gain they are almost always less than a grant, scholarship or fellowship.

✓ **When applying for funding one should definitely apply to more than one source. In addition, one may also want to consider applying for more than one type of funding.**

Having received or applied for financial support from another source does not necessarily hurt one's chances of receiving additional funding; in fact, it may very well help one's chances! See Section VI, "Concurrent Support" to find out why.

V. The search for funding

Now that the different types of funding and funding sources have been defined, and the applicant has a better idea of what type of funding he or she is seeking, it is time to move to the second step. One may approach this important early step in a variety of ways. Print resources such as the *Annual Register of Grant Support*, a description of which is located in this section as well as in the annotated bibliography of this manual, contain a wealth of information. Speaking with faculty or other graduate students may also prove valuable in locating potential funding sources. However, given the excellent quality and breadth of information found in electronic and online resources such as the electronic search databases (see GradGrants Center), one may very well find it fruitful to start there.

Internet or web searches

Using keywords such as graduate, scholarship, grant, fellowship and award, one can attempt a search for funding through a web search engine such as *Google* or *Yahoo*. This can, however, be a tedious and inefficient method. Much of what one will find will be related to grants available to non-profit organizations, or links to fee-based scholarship search engines. Extra work will be required to find funding specifically targeted to international projects and research. Section IX of this manual has an annotated listing of several websites of interest to those seeking a grant for international research or activities.

Indiana University Office of International Programs website

On its website, www.indiana.edu/~intlprog, the Office of International Programs outlines numerous funding opportunities specifically intended to fund international research and experience abroad. In addition to externally funded programs such as the Fulbright program, the website highlights six funding sources directly administered by the Office of International Programs that are available exclusively to Indiana University graduate students.

Electronic search databases

Graduate students of Indiana University Bloomington have access to several excellent, national, electronic search databases. While students are free to search the databases themselves, they can often be tricky to navigate. Therefore, the staff at the GradGrants Center in the Main Library will, free of charge, conduct searches of funding for them. Trained and experienced in the use of these databases, the staff consultants are an invaluable resource in locating sources of funding. After submission of a search request, the results are sent via e-mail in about one week. Students are encouraged to search more than one database. Below are listed several of the databases to which the GradGrants Center subscribes:

- **AWARDS:** Maintained by Stanford University, this database contains information on a wide range of funding sources. It is an excellent resource for broad based searches and draws from sources of funding often overlooked or excluded in more specific searches.

- **IRIS:** Maintained by the University of Illinois, IRIS also contains a broad range of funding sources. The thesaurus and alphabetical list of search terms are valuable features. Both broad and specific searches can be conducted.
- **SPIN:** This is a useful resource for locating government funding sources. Like IRIS it contains a keyword list and both broad based and specific searches can be conducted.
- **Community of Science Funding Opportunities:** Funded by Johns Hopkins University, this database offers a variety of search possibilities. It includes grants from public and private sponsors, if requested broken down by sponsor country. Another nice feature of this database is that one can save and track searches.
- **GrantsNet:** Under the subheading *International Grants and Fellowships Index*, one can find a listing of grants and funding opportunities targeted towards those wishing to pursue science or medical research abroad.

Print Resources

In terms of the quantity of information available, and the regularity with which it is updated, one can hardly compete with the electronic resources listed above. Nevertheless, one may still find it useful to consult with print resources. All of the resources below are available at the GradGrants Center. More descriptions of similar resources can be found in the annotated bibliography.

- **Annual Register of Grant Support:** A comprehensive listing of public and private sources. The excellent index system allows one to locate funding sources from a variety of angles. Detailed information (e.g. mission of the organization, funding target(s), website and contact information, etc.) is given on each source.
- **Directory of Financial Awards for Women:** This well-indexed resource, written, as the title suggests, specifically for women, provides detailed information on the eligibility requirements, purpose of funding, average awards, deadlines, and contact information for each award.

✓ **A complete listing of the holdings of the GradGrants Center is available on its website:**
www.indiana.edu/~gradgrnt/pub/bibliography.html

VI. The sections of a grant proposal

Cover/Title page: Often times the sponsor agency will provide a form or at least specific instructions for the format. If not, one should create a basic title page which includes the following information: sponsor's name, name or number of the program to which one is applying, date of submission, title of the proposal, period of the proposed project, amount requested, and the name, address and signature of the applicant.

Abstract/Summary: In about 200 words one should summarize the proposed research or project, stating the problem to be investigated, significance of the research, objectives, methods to be used and anticipated outcome. It is necessary to write concisely and sell oneself well here as the quality of the abstract may be the deciding factor as to whether or not the proposal is given further consideration.

Table of Contents: The table of contents serves to guide the reader to the different sections of the proposal. It should be constructed with the convenience of the reader in mind, outlining major sections (abstract, project description, budget, etc.) but not every subheading. Tables of contents are generally not found in proposals shorter than 5 pages.

Project Description: This is the body of the proposal. One should carefully follow any format requirements or guidelines provided by the sponsor – if unsure about some aspect of the proposal, ask! The description usually begins with an introduction of the applicant and proposal, and continues with an explanation of the significance of the proposed project, existing research on the subject (literature review), aims or objectives of the project, methodology to be used, expected outcomes, how the data collected will be used (i.e. whom it will benefit), and a conclusion. Read the tips regarding this step in the next section. **Have the proposal proofread!**

Works Cited: Use APA or MLA style in citing any references used in the proposal. For the literature review this is particularly relevant.

Budget and Budget Justification: In a cost sheet format, the cost of items such as salaries, travel costs, necessary equipment and services should be presented. On a following sheet, the applicant should briefly justify the amounts requested.

Resume/Vita: Follow any guidelines or formats provided by the sponsor. Generally, relevant experience and qualifications (i.e. specialized knowledge), education, and publications are included for each individual involved in the project.

Concurrent support: Indicate the name of the sponsor and amount requested/awarded for any approved or pending grant applications. It is important to understand that providing information on other support for which one has applied does not hurt one's application. Conversely, it shows that the applicant is aware of the cost of the project and has taken action to ensure that he or she will have enough funding to successfully see it through. For example, if one is requesting funding for a project that would cost \$30,000, and the sponsor agency limits its awards to \$20,000, demonstrating that one has applied

for or received the remaining amount from another source would enhance the feasibility of the project. This increases the likelihood of the proposal being approved. Additionally, many funding agencies (e.g. Fulbright-Hays) collaborate in supporting proposals.

Attachments: The applicant should only include attachments that are absolutely necessary. Depending on the guidelines provided by the sponsor, these may include reference letters, letters of institutional support from abroad (e.g. a letter inviting one to use an archive, offers to provide office space, housing, etc.), graphs and tables, etc. As a rule, attachments should be kept to a minimum.

✓ **In addition to carefully reading the guidelines and speaking with the sponsor, it's a good idea to take a look at successful past proposals. They can be a good indication of what the review panel likes to see in terms of format and contents.**

Wondering where to find these “past proposals”?

For internal grants, it is generally a good idea to start with the contact person. A list of contact people is available on the GradGrants Center website: www.indiana.edu/~gradgrnt/directory.html.

The same holds true for external grants. Keep in mind though that not all external grants have a contact person at Indiana University. For those that do not, contact the organization directly.

For grants administered by the Office of International Programs (e.g. Fulbright Program, International Enhancement Grants, DAAD, etc.), e-mail Rose Vondrasek at rvondras@indiana.edu.

VII. Important points to remember in grant writing

- **Start early:** One should begin the application process **one year** in advance. This will allow ample time to locate appropriate funding sources, contact the sponsor, compose a well written proposal, have the proposal proofread, obtain reference letters and make any arrangements regarding the proposed project (e.g. obtain clearance to visit an archive, apply for a visa, etc).
Remember: Deadlines are not flexible in the grant world!!!
- **Research the sponsor:** Understanding the goals and objectives of the sponsor organization is crucial to the success of one's proposal as one can then tailor the wording of the proposal to fit the sponsor. One may also be able to avoid wasting time and energy in applying for a grant for which one is ineligible or unlikely to be awarded.
- **Follow the instructions:** Read and reread the requirements and instructions for the application; follow them to the letter. The evaluation criteria also serve as valuable guidelines in preparing the proposal. Respect page limits and format requirements. Ensure that the entire application has a neat appearance.
- **Write clearly:** Write professionally but avoid using undefined, field-specific terminology or jargon – the reviewers of the proposal may or may not be experts in that field. Ensure that the main points are well formulated and supported. It is advised to have the proposal proofread for clarity of expression, organization, paragraph structure, etc. The consultants at the GradGrants Center offer this service free of charge. If possible, one may also want to examine successful past proposals to that sponsor to identify common features of the writing styles. Many sponsors, such as the Office of International Programs, keep these on file for future applicants to review. Naturally, grammar, punctuation, and spelling should be carefully scrutinized.
- **Avoid using weak language:** The purpose of a proposal is to convince the reader that one's project or research is important and that the applicant is the right person to conduct that research. While one should not exaggerate or boast excessively in an application, one should also avoid presenting oneself too modestly. Show conviction and determination by replacing weak phrases such as "*If I am funded, I would like to...*" or "*I am interested in researching...*" with "*With this funding, I will...*" and "*My research focuses on...*".
- **Demonstrate preparedness and capability:** One should be prepared to explain how he or she would overcome potential difficulties in the proposed project (e.g. obtaining a representative research sample, accessing an archive or library collection). For example, if hoping to conduct research at a government archive, it would be advisable to be able to demonstrate that one has obtained written authorization to do so. Faculty members of the country or ethnic group in which one hopes to conduct research, may be able to apprise one of conditions which

could impact the success of one's project. If using the assistance of a local contact there to obtain access to resources, one should make it clear that the person will only assist with access, and not interfere with the actual research.

- **Include relevant language or cultural preparation:** Naturally, if the applicant has lived in the country before, even as a participant in a summer language immersion program, that information should be included. Of concern to reviewers is the negative impact adjustment to a new cultural setting may have on the applicant and the project. If the applicant has never lived or even visited the country or region before, it may be advisable to include other experiences in foreign cultural settings. Mention of relevant foreign language training and area studies is also important.
- **Do not get too personal:** The inclusion of certain unsolicited, personal information can actually detract from the professionalism of a proposal. Examples include gender, marital status, ethnicity, sexual orientation, socioeconomic status, religion, and political or social views. Only in cases where the information is relevant to the proposal or to the organization, should one provide it. An example of an appropriate inclusion of gender and ethnicity would be in the case of a Latin American woman applying for a grant from an organization promoting research among Latin American women. Here the applicant would certainly want to establish that she is Latin American and a woman. An added danger to the inclusion of unsolicited personal information is that it may subject the application to personal prejudices of members of the review panel, or as in the case of political and social views, the reviewers may be concerned that the objectiveness of the research would be compromised.
- **A strong conclusion is important:** Just as in a paper, the conclusion should reflect the introduction, tying in the main points of the proposal. The conclusion should maintain the interest of the reader and remind him or her why the proposal should be funded. Also keep in mind that some sponsors want specific information included in the conclusion. Read the guidelines and/or double check with the sponsor to clarify what information the conclusion should contain.
- **Use the personal essay to support the proposal:** The personal essay should serve to inform the reader about the personal connection the applicant has to the proposal. It should include personal motivations as well as demonstrate how the proposed project or research fits in with one's professional aspirations. Relevant personal information and experiences may be used to establish this, but keep in mind the points in the previous paragraph about personal information. This is an academic proposal.
- **Reference letters:** To help ensure more relevant, and consequently stronger, letters, the applicant should brief the persons writing letters, providing them with some information on the proposal (perhaps a copy of the proposal - even if it is in draft form), personal research interests and professional goals, relevant

coursework under that person, any special projects he or she did with or under the supervision of that person. A strong letter also supports the feasibility of the project and the ability of the applicant to successfully complete it.

- **Dress appropriately:** Just as the proposal should have a neat and organized appearance, so should the applicant at the interview. A good rule of thumb is to dress as if one were attending an interview for a professional position. Generally, this means business attire. One should also make sure that he or she is on time and prepared to discuss any aspect of the proposal.

Points to keep in mind for female applicants

The guidelines mentioned in the previous section are intended for all applicants. However, there are a couple points, which women applicants may want to keep in mind.

- **Marital status and family obligations:** One should keep in mind that reviewers may have expectations regarding the traditional roles of women as primary caregivers and may have concerns that familial obligations might compromise female applicants' ability to devote sufficient time to the proposed research or project. The best approach is to include only information relevant to the proposal. Reviewers are primarily concerned with supporting research or persons that have the greatest potential for success and/or contribution to the field so convince them of this without adding in tangential factors.
- **Gender:** The inclusion of such information is a topic on which reviewers are divided. Women have often been advised to obscure any hints or references to their gender (i.e. using only their initials on the curriculum vitae) for fear of a review panel prejudiced against female applicants. While some prejudices regarding women do exist, it is generally not advisable to try to hide information in such an obvious manner as it can raise suspicions as to what else the applicant is trying to hide. Gender should be treated nonchalantly and highlighted only if it would significantly (and positively) impact the success of the project. For example, if for cultural reasons a female researcher would have more success in interviewing female members of a certain population, she would want to highlight that her gender would positively impact her success.
- **One final note:** In pursuing research abroad, of concern to reviewers of the application may be gender related restrictions in the destination country. Like all applicants, women should be prepared to prove that they are aware of potential difficulties they may encounter and how they are prepared to address them

VIII. GradGrants Center

This center, located in room 1052E on the 10th floor of the Indiana University Main Library, is an excellent resource for graduate students in all stages of the search-for-funding and grant-writing process. The GradGrants Center is run by the University Graduate School and staffed by a professional staff member and three graduate assistants. All services of the GradGrants Center are provided to Indiana University graduate students free of charge. Below are listed the primary services of the GradGrants Center:

- **Workshops:** Throughout the semester, the GradGrants Center offers workshops on various topics related to grant-writing and the search for funding. Examples of workshops offered in the past include *On-campus funding opportunities*, *Basics of grant-writing*, *Grant seeking on the Net*, and *Get a jump on the Fulbright*. These workshops are open to all students and are announced on the GradGrants Center website: www.indiana.edu/~gradgrnt/. At the request of departments, the GradGrants Center will also hold department specific workshops.
- **Grant-writing consultations:** For those well into the grant-writing process, the GradGrants Center offers one-on-one consultation sessions with experienced grant proposal writers. Students may bring their finished or almost finished grant proposal drafts to be reviewed and critiqued by a staff member. This is an excellent opportunity to obtain professional feedback on a grant proposal before submitting it to the review panel. Consultation sessions are by appointment and generally should be scheduled a week in advance.
- **Electronic database searches for funding:** As discussed in Section V, the GradGrants Center subscribes to several electronic search databases. Upon submission of a written request, the form for which one fills out at the GradGrants Center, a staff member trained in the use of the databases will conduct a search for funding sources. Based on the information provided in the form, the search will provide results tailored to the given keywords, type of funding (e.g. for travel abroad), application deadline, citizenship of applicant, locality restrictions, etc. No appointment is needed for this service and students not on campus may e-mail the GradGrants Center for further instructions.
- **GradGrantline electronic newsletter:** Published on their website every two months, this electronic newsletter contains information on fellowships and awards, GradGrant Center hours, and includes articles related to grant-writing. The newsletter can be found at www.indiana.edu/~gradgrnt/toc.html.
- **Collection of print resources on grant writing and funding sources:** An extensive collection of printed materials on grant-writing and funding sources is available for use at the GradGrants Center. In addition to excellent reference materials such as the *Annual Register of Grant Support*, which will be discussed further in Section XII, a number of handouts and publications are available to take home, such as *Writing Fellowship and Grant Proposals: A Guide for Graduate*

Students. The GradGrants Center has an annotated bibliography of their holdings, a copy of which is conveniently available on their website.

For the most up-to-date opening hours one should consult the GradGrants Center website at www.indiana.edu/~gradgrnt/. In addition to the information above, the website also contains information on student academic appointee vacancies, lists of contacts for various internal and external funding sources, direct links to funding sources and organizations, and grant-writing and funding search tips. The phone number of the GradGrants Center is (812) 855-5281.

IX. Resources on the World Wide Web

Below is an annotated listing of several websites that may be of value to readers of this manual. This is, however, by no means intended to be an exhaustive list of the resources available on the internet. A more comprehensive list can be found on the website of the GradGrants Center.

- **Indiana University Office of International Programs**
www.indiana.edu/~intlprog

In the section titled *Funding Opportunities*, one is directed to a page that provides detailed information on a number of grants available for international graduate study or research. The website offers an annotated list of six internal grants administered by the Office of International Programs and available only to Indiana University students. Contact information as well as downloadable guidelines and application forms are available for all the internal grants. The website also provides information on eight external grants. In addition to a description of the grant, a web link to the sponsor organization is given.

- **GradGrants Center, Indiana University**
www.indiana.edu/~gradgrnt

For the breadth of information provided, this is an invaluable website for those seeking grant money or writing a proposal. Under the subheading *Grant Information on the Net*, the website has information on 23 sources of internal grants at Indiana University, as well as an extensive listing of web-based grant information sources, sponsor organizations and funding agencies. The website also outlines the services offered by the GradGrants Center, the hours of operation, and provides links and information on grant-writing strategies.

- **Michigan State University Libraries: Grants for Individuals**
www.lib.msu.edu/harris23/grants/3subject.htm

This website offers a list of grants and funding opportunities broken down by academic level, population group (disabled, GLBT, etc), subject (Area Studies,

Linguistics, Zoology, etc). For most of the sponsor organizations, web links are provided. Some of the funding is only available to MSU students and this is indicated in the description of the sponsor. Of special interest to those seeking funding for international activities will be the section titled *International Travel and Study Abroad*. In this section, when one scrolls to the subheading *Web Sites*, one will find an extensive, annotated listing of funding opportunities for international research, study abroad, etc.

- **International Research and Exchanges Board (IREX)**

www.irex.org/about/index.asp

This is a non-profit organization based in the United States that supports international humanities and social science research. The website has information on graduate fellowships and other financial support for international research. For those in SPEA or Area Studies programs this is especially relevant.

- **American Political Science Association Online (APSA)**

www.apsanet.org/opps/grad/grants.cfm

On the website of this professional organization, there is a page listing funding sources for graduate students in political science and related disciplines. The listing includes both private and public sources, and provides links to the websites for each program or source.

- **The Foundation Center: Funding for Individuals**

www.fdncenter.org

The Foundation Center collects information on sponsor organizations in the U.S. and conducts research on U.S. philanthropy. The Center offers a tutorial, free of charge, on proposal writing, and contains an excellent annotated bibliography of print resources for individuals seeking international or travel grants. For a monthly fee of \$9.95, one can also search their funding database to locate potential sponsors.

X. Seven major funding sources for international research or study

International Enhancement Grant

This is one of the internal grants offered jointly by the *Indiana University Office of International Programs (OIP)* and *Office of Research and the University Graduate School (RUGS)* to Indiana University graduate students. International Enhancement Grants are competitive grants designed to support off-campus, international training or academic activities relevant to one's program of study. Grants are available for the Fall, Spring or Summer Term. The maximum award is \$2000.

Applicant Eligibility

Indiana University graduate students from all disciplines and campuses are encouraged to apply. To be eligible for an International Enhancement Grant, the *applicant* must

- be enrolled in a program leading to a graduate degree at IU
- have completed at least 9 credit hours of graduate coursework at IU by the time of application
- not yet have been admitted to candidacy to the Ph.D.

The International Enhancement Grant is open to both domestic and international students.

Proposal Eligibility

Proposals must have an international focus and the project proposed must be conducted off-campus. Although it is not a requirement of the program, projects involving international travel are given preference for funding. Proposals should fall within the following guidelines:

- The project has an international focus (e.g. internship abroad, language immersion program, etc.) and is relevant to one's graduate study.
- The project's objective(s) can be reached during the period covered by the grant (e.g. Spring Semester, Fall Semester, or Summer).
- If for an internship, it is *not* to fulfill a degree requirement at IU.
- The primary purpose of the project can not be to conduct research.
- If the project involves language training, that language training could not be obtained at IU.

Eligible proposals include enrollment in workshops, language classes or other degree-related courses that are not offered at IU, and participation in an internship program to enhance one's academic or professional credentials.

Ineligible proposals include conducting research for a master's thesis or doctoral dissertation, taking language or other degree-related courses that are offered at IU, working as a research assistant for an IU professor conducting research abroad, performing an internship to fulfill an internship/practicum requirement at IU, and

attending or presenting a paper at an overseas conference. For these types of projects one should look into other funding programs.

Some points to remember when applying

Remember that although this is an internal grant, it is nonetheless competitive. Here are a few points to keep in mind when applying:

- Make sure that the proposal is eligible. The primary eligibility requirements are listed in the previous paragraph as well as on the International Programs website: www.indiana.edu/~intlprog (Look under “Funding Opportunities” and then OIP Grants for Students). All applicants should check with the program associate to confirm the eligibility of their proposals. The current program associate is listed below under “Contact Person”.
- Consider both the relevance of the proposal to one’s graduate study and the appropriateness of the site selected. For example, if one is studying Higher Education Administration and one is requesting funding to participate in a workshop on printmaking in Iceland, one would have difficulty in establishing the relevance of the proposal to the area of graduate study. An example of an inappropriate site might be Swahili language training in Egypt.
- If one’s proposal includes performing an internship, one should mention in the essay that the experience is not used to fulfill a degree requirement.
- Similarly, for coursework, one should establish that IU does not offer the course. This program is designed to provide funding for opportunities that one could not get at IU.
- Preference is given to projects that utilize the full term (e.g. with the Fall Grant preference would be given to those proposals lasting most or all of the semester).
- Finally, **have the proposal proofread** for clarity and focus. The staff at the GradGrants Center specialize in this.

Deadlines and Application Forms

The following are the approximate application deadlines: Fall Grant – mid-April; Spring Grant – late October; Summer Grant – mid-February. For exact dates contact the program associate or consult the International Programs website: www.indiana.edu/~intlprog. From the website one can also download the application form and guidelines.

Contact person

The current program associate is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

Graduate Exchange

In order to increase the opportunities for IU graduate students to study or pursue research abroad, the Office of International programs maintains numerous graduate exchange agreements with universities in Europe, East Asia, and Latin America. Through these agreements, Indiana University graduate students have the opportunity to study or conduct research at one of these institutions. The institutions abroad cover the cost of tuition and study fees as well room and board. The Office of International Programs at IU provides the student with a travel stipend.

Exchange agreements have been established with the universities in the following countries:

Costa Rica: University of Costa Rica (www.ucr.ac.cr)

Germany: Bayreuth University (www.uni-bayreuth.de)
Christian-Albrechts University (www.uni-kiel.de/index-e.html)
Free University of Berlin (www.fu-berlin.de/en)

Hungary: University of Debrecen (www.klte.hu/eng.htm)

Japan: Tenri University (www.tenri-u.ac.jp/en/index.html)

P.R. China: Nankai University (www.nankai.edu.cn/English/)
Zhejiang University (www.zju.edu.cn/english)

Poland: Jagiellonian University (www.uj.edu.pl/index.en.html)
Warsaw University (www.uw.edu.pl/uw_new/eng/index.shtml)

South Korea: Yonsei University (www.yonsei.ac.kr/yu/eng/)

Spain: University of Seville (www.us.es)

For specific information about the university look at the corresponding website. One may also want to e-mail or speak with the contact person.

Applicant Eligibility

Indiana University graduate students from all departments, disciplines and campuses are eligible to participate in a Graduate Exchange. A committee composed of professors from various academic departments selects the participants for the Graduate Exchange programs.

Generally, the selection committee selects participants according to the following guidelines:

- The proposal is for research or study at one of the partnership institutions.

- The proposal is in line with his or her field of study and taking part in a graduate exchange would support his or her academic objectives here at IU.
- The student has a clear, developed, focused goal and this goal is attainable in an academic year.
- The student is at the appropriate stage in his/her education to maximize the benefits from such an experience (This is largely determined by the reference letters).

Graduate exchanges are open to both international and domestic students.

A couple of tips for applicants

- The Program Associate (contact person) has a collection of successful past proposals. Review these to get a sense of the style of the proposal and to see what types of proposals are funded. There is also a collection of reports written by past participants upon their return from abroad. One might want to review these for suggestions and hints on getting started at the host institution.
- Applicants should give those writing reference letters for them plenty of advance notice. In one reference letter for a student who was rejected the professor wrote that he was not sure the applicant had seriously thought the proposal out as he received the request for a reference letter the day before it was due!
- It is also advisable for applicants to “feed” information to those writing reference letters. One would want to include information such as the nature of the proposal, previous research or preparation for the study or research abroad (especially if it was with that professor) and motivation to engage in a graduate exchange. A more specific reference is a stronger reference.

Deadlines and application forms

The deadline for applications for the next academic year is around mid-January. For exact dates contact the program associate or consult the International Programs website: www.indiana.edu/~intlprog. From the website one can also download the application form and guidelines.

Contact person

The current program associate is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

Summer Pre-Dissertation Travel Grant

This internal grant, jointly funded by the Indiana University Office of International Programs and the University Graduate School, provides funding to Indiana University doctoral students for the preliminary development of dissertation research projects abroad. It is designed to allow doctoral students nearing the dissertation research stage of their program to spend six to eight weeks during the summer exploring potential research sites, assess archives and other resources for relevance to the research topic, and establish professional contacts with institutions and individuals. Applicants should plan to begin conducting the actual dissertation research one year from the summer covered by the travel grant. The fellowship provides the student with a \$1,000 stipend as well as round trip economy airfare from Indianapolis to the potential research site.

Applicant Eligibility

Applicants must meet the following criteria:

- Be enrolled in a program at Indiana University leading to a Ph.D.
- Have completed at least two years of graduate coursework (with at least one year of it having been at Indiana University) before the start date of the proposed research.
- Have not yet been admitted to the doctoral candidacy.
- Be at the appropriate stage in their program for the preliminary development of the dissertation project/research (This will be determined by the evaluation of both the selection committee as well as one's dissertation committee).

Students from all departments, disciplines and Indiana University campuses may apply. The grant is also open to both domestic and international students.

Proposal Eligibility

Proposals must fall into the following guidelines:

- Proposals must have an international focus and the potential site must be abroad.
- The proposal must be for the preliminary exploration of potential dissertation research sites, archives, institutions, etc.
- The proposal must explain how the activities would contribute to the shaping and eventual work on the dissertation topic.
- Although this grant funds the exploration of a dissertation topic, and is not to conduct the research itself, a preliminary, but well thought out concept for the dissertation topic should be evident.
- The preliminary exploration of the dissertation research site can be achieved in the six to eight week period.

The purpose of this grant is to fund the exploration of potential dissertation research sites so as to determine the feasibility of dissertation research plans. It is NOT to fund dissertation research. Proposals that appear to be for the purposes of data collection and research will be rejected.

Some points to remember when applying

- **This grant is not for dissertation research!** Applicants should make sure that their proposal does not suggest that they will begin conducting the dissertation research.
- It is advisable for applicants to “feed” information to those writing reference letters. One would want to include information such as the nature of the proposal, specific proposed activities, previous research and preparation, and how the proposed activities would help determine the feasibility of the dissertation plan. A more specific reference is a stronger reference.
- Proposals should have a clear sense of purpose, specifying why the potential site would be important to explore and assess. If one intends to establish contacts with scholars, etc. at the site, a justification should be given as to how these persons would help determine the feasibility of the dissertation research (e.g. expert knowledge, experience). The selection committee will reject applications that suggest that the applicant is unsure what he or she will do there or does not have a well-thought out plan.
- Because the proposal is for exploratory fieldwork abroad, one should state one’s fluency and training in the language of the destination country or area.

Deadlines and application forms

The deadline for applications for the following summer is around mid-February. For exact dates contact the program associate or consult the International Programs website: www.indiana.edu/~intlprog. From the website one can also download the application form and guidelines.

Contact person

The current program associate is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

The Fulbright Program

This external grant, established in 1946 and sponsored by the U.S. Department of State, is jointly administered by the Institute of International Education (www.iie.org). The mission of the Fulbright Program is to foster cross-cultural understanding and alternatives to armed conflict. Fulbright Programs generally last one academic year and are intended to provide opportunities for recent B.A/B.S. graduates, master's and doctoral students, as well as young professionals and artists, to achieve personal development through international experience. Fulbright Programs cover a variety of projects including courses at a university, music conservatory or art school, independent library or field research, and special projects in the social and life sciences.

Types of Fulbright grants

Fulbright Full Grant: These grants are for an academic year and generally provide for or cover the cost of roundtrip airfare, language and orientation courses, book and research allowances, health and accident insurance, a stipend based on the living costs of the host country, and if applicable, tuition fees.

Fulbright Travel Grant: These are designed to supplement an award that does not cover the costs of travel, or to supplement a student's own funds for study. These grants are only available for yearlong study programs in Germany, Italy or Hungary. Round-trip airfare, supplemental health and accident insurance and the cost of an orientation course in the host country are provided.

Foreign and Private Grants: These grants are within the Fulbright Program but not funded by the Department of State. If entire expenses are not covered by the grant then the applicant is expected to cover the remaining amount. In some cases Fulbright Travel Grants have been or can be paired up with the foreign or private grant. See the country summaries for a listing of eligible foreign and private grants (<http://www.iie.org/Template.cfm?&Template=/programs/fulbright/us/country.htm>).

Teaching Assistantships: Several countries offer opportunities in teaching English as a Foreign Language. These countries are Belgium, Luxembourg, France, Germany, Hungary, Korea, Romania, Taiwan and Turkey. See the individual country summaries for details on the teaching grants.

Study/Internships in Business: Several countries offer opportunities for internships or participation in business courses at their home institutions. These countries are Canada, Germany, India, Japan, Mexico, Spain and Uruguay. See the individual country summaries for details on these grants.

Applicant Eligibility

Listed below are the general criteria for applicant eligibility. For answers to questions not addressed here, see the IIE website for a look at the individual country summaries

(<http://www.iie.org/Template.cfm?&Template=/programs/fulbright/us/country.htm>) as well as the list of eligibility requirements for Fulbright grants (<http://www.iie.org/Template.cfm?&Template=/programs/fulbright/us/eligible.htm>). One may also e-mail the contact person at I.U.

- For the above-mentioned grants, applicants must be **U.S. citizens**. International students should consult this link to the Institute for International Education (IIE) website to find out about Fulbright opportunities for them: <http://www.iie.org/Template.cfm?&Template=/programs/fulbright/fulbfor.htm>.
- Those holding a Ph.D. at the time of application are generally ineligible. However, they should consult the individual country summaries to see if exceptions do apply. Possession of a J.D. does not affect eligibility.
- Verified language skills must be considered sufficient to carry out the proposed study.
- If offered a grant, grantees must submit a satisfactory Certificate of Health completed by a medical doctor.
- Applicants in medicine must have an M.D. or equivalent.
- Creative or performing arts students must have four years of professional study or experience.
- Prior recipients of Fulbright grants are ineligible. However, they may apply for a Fulbright-Hays Grant, provided that one year has lapsed since the end of the Fulbright grant.
- *Preference* is given to applicants who have completed their higher education primarily in the U.S. (participation in undergraduate study abroad programs do not affect this), and have lived in the destination country less than six months (service in the U.S. Armed Forces abroad does not affect this).

Program Guidelines

- Multiple Fulbright applications are not permitted (e.g. one can not apply for a Fulbright Full Grant and a Travel Grant at the same time). However, one can and should apply for other non-Fulbright grants.
- Master's degree and doctoral candidates must have a fully developed program of study or research to be completed during the grant period.
- The project must be of the student's own design. Note: The Teaching Assistantships and Business Study/Internships are an exception to this.
- The proposed project should include library or field research, coursework, projects in the social and life sciences, or a combination of the above. It must be necessary to do the project abroad!
- Most proposed projects/programs may take place in only one country. See the IIE website for multi-country proposals. Note: In proposing a project in more than one country, the chances of the proposal being rejected may actually increase as the application will be subject to more than one country committee.
- Proposals should be for activities that last one academic year. Note: Provided that sufficient justification is given, advanced doctoral candidates and applicants from

the creative and performing arts may submit proposals for a minimum six month stay.

Components of a Fulbright application and some tips on completing it

The same application is used for all U.S. Fulbright grants. It is available as an electronic (online) application as well as in paper format. See the Fulbright Program Advisor to obtain the necessary application forms and/or online instructions. All applicants must submit a hard copy – that may be the traditional paper format or a printout of the completed online version.

Application Form: Carefully read the instructions accompanying the application packet. They are quite specific on the manner in which the application must be filled out. Here are a few tips:

Page 1: Application for Study or Research

- Under Field of Proposed Study do not enter a project title. Be general (e.g. Croatian Literature, Cultural Anthropology, etc). For teaching English abroad enter “Teaching Assistantship”.
- For the Congressional District, Indiana University is in District 8.

Page 1A

- Under current academic rank enter student.
- Under academic affiliation enter Indiana University.
- Under Fellowships, include the major, relevant ones.
- Future plans

Page 2

- Self-explanatory

Page 3

- Limit the jobs listed to those that are relevant or important.
- Answer both questions about felony convictions.
- Only complete the Financial Statement if one has dependents who will be accompanying him or her.

Page 4: Supplementary Material Record Card

- Only for applicants in the creative and performing arts.
- Supplementary materials should show one’s development and relate somehow to the host country.
- The description/list of slides and specifications should be as detailed as possible.
- The National Screening Committee looks at/listens to these and then decides whether or not to read the proposal.

Page 5: Student Record Card

- Make sure to check the box for level of study.
- For the Field of Study Code use the closest approximate fit.
- Indiana University School Code is 32430U, for students at-large, 329992

Page 6: Statement of Proposed Study or Research

- This section may be a total of 2 pages. If attaching a second page, the applicant should type his/her name, field of study and destination country.

- The first paragraph should be written as an abstract of the proposal. It should give the reader an overview of the project.
- Avoid using undefined, field specific terminology as members of the review committee may or may not be in that field.
- A committee in the host country will make the final decision to nominate. Keep the political/social environment of that country in mind when writing the proposal.
- Applicants for teaching assistantships should include their motivations to teach and plans for supplementary study. One might want to mention a desire to refine certain language skills and gain a firsthand understanding of the education system in the host country.
- Key elements to include: reasons for the choice of a particular country, outcomes one hopes to obtain, how international experience will benefit one's future professional development. **Note:** Stating that one primarily wants to improve one's language skills and learn more about a country does *not* make an application stand out.
- Comment on a desire to promote mutual understanding and cooperation between countries or groups (especially between the US and another country). This is the mission of the Fulbright Program!!!

Page 7: Curriculum vitae

- This takes the place of an interview. It can be personal, but remember that this is an academic proposal. The curriculum vitae should support the proposal in that it highlights personal motivations, mentions how one has prepared for the study or research, why one applied to Fulbright (one might include one's personal political/social philosophy, provided it is in line with that of Fulbright's).
- The curriculum vitae should be in narrative form.

Page 8: Foreign Language Report

- The report should not be filled out for English. It is assumed that all U.S. applicants are proficient in English.
- The report should not overrate the applicant. As part of the package, several programs offer language training to those who would benefit from it.
- Evaluators should be instructors of the language (includes Associate Instructors) or native speakers if the language is not taught nearby. Family members can not be used.
- Even if knowledge of the language is not a requirement of the grant, one should investigate as to whether knowledge of the language would be helpful. Inclusion of this information demonstrates to Fulbright that one is serious about the project.
- Numbers 3 and 4 on the form are important.

Page 9: References

- Make sure that the information is typed on top of the form
- The writer of the letter of reference may write the letter on his or her own letterhead. However, he or she should make sure to write in "See attached letter" and also sign the bottom of the form.
- **Feed the referee information on the proposal!** The reference letter should demonstrate that the writer is well informed of your project. He or she should

comment on the feasibility of the project as well as the ability of the applicant to undertake it.

- Advise the referees of the deadline for the letter and give them plenty of time!

Transcripts

General tips for the Fulbright application

- Make sure that the application is neat in appearance. Consider using the online form.
- Read all the instructions accompanying the form before filling it out.
- Have the proposal proofread by the staff at the GradGrants Center.
- Keep a copy of the application for future reference.
- Do not staple anything in the application.
- Contact the Fulbright Program Advisor at IU for questions or concerns about the application. He or she also has successful, past applications available for review. Examining these can help one in structuring one's own proposal. The current Fulbright Program Advisor is listed below under Contact Person.
- If possible try to get institutional letters of support from abroad. These enhance the feasibility, can positively impact the success, of one's proposal.

Deadlines and application forms

Deadlines for applications for the following academic year are around mid-September.

Note: This is the deadline by which they must be submitted to the Fulbright Program Advisor at IU. For exact dates contact the Fulbright Program Advisor.

Applications can be downloaded from the IIE website: www.iie.org. Look under U.S. Fulbright and Application Procedures. In that section there is a link to download the form or complete the application online.

Contact person

The current Fulbright Program Advisor is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

Fulbright-Hays Doctoral Dissertation Research Abroad Program

Created in 1961, this program is administered by the U.S. Department of Education and is entirely separate from the Fulbright grants described in the previous section. This grant funds the doctoral dissertation research of U.S. students in modern languages and area studies. Proposals may focus on any country or area outside of Western Europe and should cover a period of 6 to 12 months. The grant covers round trip travel costs, maintenance stipend for the applicant and his/her dependents, health and accident insurance, and a project allowance for research related expenses (e.g. books, copying, tuition and affiliation fees abroad, local travel, and incidental expenses). The average award for 2003 was \$32,000. Students apply for the grant through their university.

Applicant Eligibility

Because the grant is given to universities and institutions of higher education, a student must apply through his or her institution. To be eligible to apply, students must meet the following criteria:

- Be a citizen, national or permanent resident of the United States.
- Be a graduate student in good standing at an institution of higher education in the United States who, at the time the fellowship begins, is admitted to candidacy in a doctoral program in modern foreign languages and area studies at that institution.
- Intend to pursue a teaching career in the United States upon graduation
- Possess the necessary language skills to carry out the proposed project.
- Previous recipients of a Fulbright-Hays Grant are ineligible.
- Previous recipients of a Fulbright Grant may apply if one year has lapsed since the end of the Fulbright program in which he or she participated.

Proposal Eligibility

- The proposal must be for doctoral dissertation research in modern languages or area studies. Proposals for research on Western Europe or Western European languages are not eligible. However, one may utilize resources (archives, institutions, libraries, etc) for a brief period (e.g. maximum 1 month) at sites in Western Europe.
- Area studies are to be understood as multi-disciplinary in nature (e.g. consist of geography, history, economics, language, politics, culture, religion, sociology, etc).
- The objectives of the proposal must be attainable in the period for which the applicant is applying.
- The period of proposed research must be at least six months but not more than one year.

Components of a Fulbright-Hays Application and some tips on completing it

Application form – Pages C6 to C8

- Pages C1 and C2 of the application packet provide explicit instructions on how the applicant should complete the form. Read them carefully. Additionally, there are two pages of Frequently Asked Questions and Answers (pages C4 and C5).
- All information must be typed. The application is also available as a Word document or pdf file and can be downloaded from the Department of Education website: www.ed.gov/offices/OPE/HEP/iegps/ddrap.html#applic.
- For the proposal abstract, limit it to 120 words and include a summary of the research as well as institutional and individual affiliations.
- For item 24, the physician or certified nurse practitioner must sign the form. Do not include a separate medical evaluation.
- Explicit instructions for the Budget Request (item 25) are on page C2.
- Be realistic about the budget request. Budgets can't be increased once the grant has been awarded.
- To estimate the cost of international travel, call a travel agent or a U.S. airline. Be sure to request the round trip commercial high season rate, not the "cheapest possible rate."
- For item 25e use the figure \$865. If the proposal is funded, the student will be enrolled in the Indiana University Fellowship health insurance plan (Megalife) and the premium (\$865) will be subtracted from the grant.

Curriculum vita – Page C9

- Average length for a curriculum vita is 3 to 4 pages. A traditional format is expected (i.e. a narrative format is not acceptable).
- The curriculum vita should be used to *support* the proposal by highlighting credentials, knowledge areas, publications, honors and fellowships awarded, and achievements and experiences that would be relevant to the project. Previous experience conducting research in a foreign cultural context, and language proficiency (or steps taken to improve proficiency) should also be emphasized. It should convince the reader that the applicant has the ability to successfully complete the project, and has promise as a future teacher and researcher.

Proposal – Page C10

- This should be used as the title page for the proposal and should be signed by the applicant's dissertation advisor.
- The limit for the body of the proposal is 2500 words (i.e. format is 10 double-spaced pages, 12 point font with one inch margins). Two additional pages may be used for the bibliography.
- Read the guidelines on page C3, Item 29 before and while writing the proposal.
- The proposal should establish the relationship of the research to the literature on the topic and to major theoretical issues in the field. The proposal's originality and importance in terms of concerns of the discipline will also be judged.
- In the proposal, be sure to include plans or intentions of sharing the outcomes of the research with the host country.

- Be sure to thoroughly explain and justify the research methodology.
- Demonstrate that the preliminary research has been conducted and that one has, or is in the process of, establishing sufficient research contacts and affiliations abroad.
- Be sensitive to the host country's political/social climate in writing the proposal.
- Keep in mind that those reviewing Fulbright-Hays applications will be experts in the field of the proposal (i.e. it is ok, even advisable, to use field specific terminology).

Language Reference Form – Page C11

- For each language listed in item 9 (Language(s) of Research), a separate Language Reference Form must be completed.
- Applications lacking the Language Reference Forms will be significantly less competitive.
- If one is having difficulty finding an evaluator (e.g. for a less commonly taught language), one should notify the contact person at IU. See “Contact Person” for the current Program Associate.

Student Reference Form – Page C12-14

- All referees should be experts in the field of the proposal. They will be required to comment specifically on the feasibility of the applicant's project (taking into account resources abroad), knowledge of the field, potential for future contributions/growth in the field, ability to carry out the project, linguistic preparation, etc. **Remember: Those reviewing Fulbright-Hays applications will be experts in the field of the proposal.**
- One of the three references must come from the applicant's dissertation advisor.
- All references should be mailed directly to the contact person at IU.

Deadlines and application forms

Deadlines for applications for the following academic year are around early-October. See the contact person for exact dates. **Note: This is the deadline by which they must be submitted to the Fulbright-Hays Contact Person at IU.**

Grants are awarded for the following academic year and must be used within a period of 18 months starting at the beginning of the following July (e.g. An application for the 2004-2005 academic year must be received at IU by mid-October. If awarded, the applicant may begin using the award July 1, 2004 and must be finished by December 31, 2005).

The application form can be downloaded from the Department of Education website: www.ed.gov/offices/OPE/HEP/iegps/ddrap.html#applic.

Contact person

The current Fulbright-Hays Contact Person is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

DAAD: Deutscher Akademischer Austauschdienst

Otherwise known as the German Academic Exchange Service, the DAAD is a self-governing organization of higher education institutions in Germany. Its mission is to foster the international exchange of students and scholars and promote the study of German language, literature, and area studies abroad. Indiana University is a DAAD Partner University and is thus eligible to nominate 4 candidates per year for the *Graduate Scholarships for Study and/or Research in Germany*.

Graduate Scholarships for Study and/or Research in Germany

This scholarship provides funds for study and/or research in Germany for an initial period of one to ten months. It is possible to extend the grant for one additional year for purposes of completing a degree program at an institution in Germany.

Monthly stipends, the amount of which are determined by DAAD, range from \$925 to \$1125. The amount is determined by whether the student is in a master's or doctoral program. To help defray travel expenses to and from Germany, each grantee is also provided with a lump sum between \$600 and \$1180. The amount is determined by the length of the scholarship and the departure location. DAAD pays the costs of health, accident and liability insurance with a German insurance company.

Grantees are expected to return to the United States or Canada at the expiration of the scholarship period.

For stays of one to six months, the following additional information applies:

- The stay must occur *either* between the beginning of August and the end of the following January *or* between the beginning of February and the end of July. See the DAAD website (www.daad.org) for exact dates.

For stays of seven months to two years, the following additional information applies:

- The stay must occur within the German academic year (beginning of October to the end of July). See the DAAD website (www.daad.org) for exact dates.
- A limited number of grantees may be awarded a two-month language course grant if the DAAD selection committee feels that the recipient requires additional language training. One cannot apply for these courses; if awarded, they are considered a prerequisite to beginning the study/research period. These language courses normally begin in August; therefore, students should plan accordingly.
- An additional study and research subsidy of \$300 is awarded at the beginning of the grant period.
- An additional sum of \$175 is provided to cover excess baggage charges and train travel within Germany.

Applicant Eligibility

To be eligible for a DAAD Grant graduate students must meet the following criteria:

- Be a U.S. or Canadian citizen and enrolled full-time in a graduate degree program at Indiana University. Applicants from all fields of study, except medicine, are welcome.
- Foreign nationals may be eligible to apply if they have been full-time graduate students at IU for more than one year at the time of application. Foreign nationals should contact the DAAD New York office to determine eligibility. The website link for contact information for the New York office is www.daad.org/contact.htm.
- Applicants in music performance, fine arts, architecture, and film production should be in the final stages of their master's program and be able to complete the degree before taking up a grant?
- Possess German language skills commensurate with the demands of the proposal. Especially in the arts, social sciences and humanities, applicants should have a good knowledge of German.
- Preference is given to applicants under the age of 32.

Proposal Eligibility

- Proposals may be for any field of study except medicine, dentistry, pharmacy or veterinary medicine.
- Proposals must be a well-defined study or research project that makes a stay in the Federal Republic of Germany essential (i.e. the proposed project/study must have a focus on Germany, not just the German language).
- Preference will be given to applicants who have been invited by a faculty member at a German university to study or do research in a particular department, institute or laboratory.

Components of a DAAD application and some tips on completing it

Note: All parts of the application must be submitted **in sextuplicate** (one original, five copies).

Application Form

- Complete **all** sections of the application form. **Do not leave any sections blank.** Even if additional material will be attached, the space in the form should be filled out with the requested information. **Do not *only* write “See attachment” in the space.**
- All information must be typed. There is also an application form available as a re-writable pdf file. It can be downloaded from the DAAD website: www.daad.org/appforms/gradappforms.htm

- In addition to the 2 separate pages of application guidelines, carefully read the directions on page 5 of the application form
- Be sure to sign the application.
- On the cover sheet, be sure to check the box next to Jahrestipendium.
- Use glue or double sided tape to attach the photo. Do not staple it.

Curriculum vita

- The curriculum vita should be in chronological/traditional format. A narrative format is not acceptable.
- The average length for a curriculum vita is 2-3 pages.
- The applicant's name should appear as a header on each page of the curriculum vita.

Proposal

- The proposal should be written in English. Applicants in the field of German, history, philosophy and theology should *also* include a version of the proposal written in German.
- It should be a maximum of five to six pages in length.
- The proposal should explicitly state what the applicant intends to do in Germany and why the proposed project or study requires a stay in Germany.
- Applicants should include the progress of their current research on the topic, tying it in to existing literature/research on the topic. It is important that the proposal demonstrate the importance and originality of the research/project (e.g. how does this research fit into current research on the topic and will it be a meaningful contribution to the field).
- Theoretical approaches and methodology should also be addressed.
- The applicant's name should appear as a header on each page of the curriculum vita.

Letters of affiliation with academics at the host institution

- These are to establish evidence of ties to professors or researchers at the institution in Germany.
- Letters of invitation from German faculty do not need to be translated.
- Applications lacking these letters will be at a serious disadvantage.
- E-mail correspondence is not acceptable as an official letter of invitation - it can only be submitted for reference.

Letters of recommendation

- Letters must be printed on university letterhead.
- Letters must come from professors at institutions in North America, who are in the same field of study and can evaluate the feasibility of the proposal.
- The instructions on page 5 of the application form explain how and to whom the letters should be sent.

Transcripts

- One official and five photocopies of transcripts from all post-secondary studies are required.
- An explanation of the grading system for the respective institution must accompany each transcript. This explanation must be in English or German. Usually, the registrar of the institution will provide this.

Language Certificate (Sprachzeugnis)

- The Sprachzeugnis is part of the application form (the last page) and needs to be filled out and signed by a *faculty member* of the Department of Germanic Studies at Indiana University or by an official of a Goethe-Institute.
- DAAD does not accept Fulbright forms nor evaluations from teaching assistants.

Deadlines and application forms

Deadlines for applications for the following academic year are around mid-October.

Note: This is the deadline by which they must be submitted to the DAAD Program Advisor at IU. For the exact date contact the DAAD Program Advisor.

Applications can be downloaded from the DAAD website:

<http://www.daad.org/appforms/gradappforms.htm>

Contact person

The current DAAD Program Advisor is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

Latin American Fellowship

Sponsored jointly by the Indiana Federation of Clubs and the Indiana University Office of International Programs, the Latin American Fellowship was designed to promote research or study in a Latin American country. The program awards one fellowship of \$1,500 per year.

Applicant Eligibility

- Applicants must U.S. citizens.
- Applicants must be enrolled in a graduate degree program at Indiana University. Applicants may be at any stage of their program.
- Applicants from all IU departments and campuses are welcome to apply.
- Previous recipients of a Latin American Fellowship are not eligible to apply; however, previous applicants who were not selected may reapply with an updated application.

Proposal Eligibility

- The proposal must be for graduate level research or study in a Latin American country. Proposals for study/research in Puerto Rico are also accepted.
- Proposals may be for pre-dissertation evaluation and research.
- For questions on the eligibility of a specific proposal, contact the program associate. The current program associate is listed under contact person.

Some points to remember when applying

- Proposals should be one to two pages, therefore it is necessary to write concisely.
- Applications will be evaluated based on language ability and the general scholastic achievement of the applicant, as well as the validity and feasibility of the proposal.

Deadlines and application forms

The deadline for applications for the following academic year is around the beginning of March. For exact dates contact the program associate or consult the International Programs website: www.indiana.edu/~intlprog. From the website one can also download the application form and guidelines.

Contact person

The current program associate is Rose Vondrasek. She can be reached at rvondras@indiana.edu.

XI. Annotated bibliography of some helpful print resources

***Annual Register of Grant Support: 2003 Edition.* (2002) New Providence: Reed Publishing, Inc.**

The Annual Register identifies a variety of funding opportunities from a wide range of sources including government agencies, public and private foundations, corporations, community trusts, unions, universities, educational and professional associations, and special interest organizations. Detailed information is provided on the funding type, purpose, duration, amount and the sponsor's area of interest. Additionally, contact information, eligibility requirements, application instructions and deadlines are given. One can search for grants by subject area, geographic location, population group or organization name. This resource also provides some general information on the grant writing process.

***Foundation Grants to Individuals.* Mills, C. (Ed.) Eighth Edition. New York: The Foundation Center.**

A comprehensive listing of over 1,284 private, U.S. foundations that grant funding to individuals. Describes grants, scholarships, fellowships, travel internships. All awards are at least \$2000.

Fulbright and Related Grants for Graduate Study and Research Abroad: 2003—2004.

Published by the Institute for International Education, this book describes fellowships available to U.S. graduate students, professionals, and artists for study or research abroad. Includes general program description and eligibility requirements. <http://www.iie.org>

***Grants for Foreign and International Programs* (1997) New York: The Foundation Center.**

Similar to the *Guide to Funding for International and Foreign Programs*, this book lists hundreds of grant opportunities for international exchange, international studies, research abroad, etc.

***Guide to Funding for International and Foreign Programs* (1994) Feczko, M.M., Kovacs, R. & Mills, C. (Eds.) Second Edition. New York: The Foundation Center.**

This is a well-indexed resource that lists hundreds of foundation programs and grants. While many are intended for organizations only, through the index one can locate those giving to individuals. Application procedures, funding preferences and priorities, addresses, and contact people are given. Additionally, this book explains the different kinds of foundations and gives some good tips in examining foundations as possible sponsors.

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