

Application Timeline for Fulbright-Hays DDRA Awards

(March 2024 Applications for 2024-25 Grants)

Now finalized:

NIA publication: January 29 | **MSU deadline: March 13** | Federal deadline: March 29

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

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

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

Fall Semester 2023

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

»» DDRA Tip

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

- ❑ **Speak with your dissertation advisor and other committee members** about your plan to apply. Make sure your advisor understands that they serve as your mentor regarding the academic details of your research; if you are awarded a fellowship, any changes to your research plans as proposed in your application will require your advisor's written approval.

- **Begin writing your project narrative.**
- **Lay the groundwork for letters of affiliation** from institutions in your host country.

- ❑ **Begin compiling your bibliography.**

- You will receive further information from the Project Director once the NIA is published but be aware that there is a 2-page limit for the bibliography.

- ❑ **Polish your CV**, which will be required for the application.

- Tailor your CV to your proposed project (e.g., highlight area studies courses, language courses, and prior research experience)

- ❑ **Identify your three graduate student references** (one of whom *must* be your dissertation advisor); contact them to ask if they are willing to provide an electronic letter of recommendation.

- Communicate with references to let them know when you plan to share your draft narrative. They can refer to this in writing their letters, so their recommendations align with your project.
- Ask when they will be available to complete the reference and use the online application system to invite them at that time, so it is easy for them to find the unique link to your application.

- ❑ **Identify the instructor you will ask to complete your foreign language reference form(s).** As with your other references, ask when they will be available to do the evaluation and use the online system to invite them at that time, so it is easy for them to find the link to your evaluation.

- Note that if this person is outside the US, the G5 system will not allow them past the firewall. Contact the Project Director for a workaround.
- If you are selected for an award, you will also be required to complete pre- and post-award language evaluations. The Department of Education prefers that these evaluations be conducted by the same individual (and ideally, the same instructor who did your application evaluation)

»» DDRA Tip

Letters of affiliation or invitation are not required but can greatly strengthen your application. If a decision comes down to two otherwise similar applicants and one has clear support from an institution in the host country, that will impact rankings.

February 2024 – dates finalized based on NIA publication

- ☐ **Attend any sessions** given by the Project Director (these will be announced via email and on the [MSU Fulbright website](#).)
 - Typically there will be a pre-NIA general information session, followed by two or three more sessions with further details about the process, writing a budget, and so on once the NIA is published.
 - **Attend or watch recording of DDRA initial information session**
 - Project Director gave session January 19, 2024; recording is available.
- ☐ **By February 2, 2024**
 - Confirm your intent to apply for a DDRA by emailing the Project Director. If you have not done so already, fill out the [Fulbright Program Interest Survey](#).
- ☐ **Attend or watch recording of DDRA initial information session**
 - **Project Director will give session February 6, 2024**; recording will be available.
- ☐ The Notice Inviting Applications (NIA) is expected to be published in the Federal Register by the Department of Education in February (**actual date: January 29, 2024**). This date can vary widely from year to year, but this is the current best estimate. Prospective applicants can watch the [MSU Fulbright website](#) for the NIA announcement, and can also monitor the [Federal Register](#) for the announcement.
- ☐ When the competition opens, **create an account** on the Department of Education's [G5 website](#) to begin your application.
- ☐ **Continue working on your project narrative**, seeking draft guidance from your dissertation committee and peers in your discipline.
- ☐ **Request post-secondary transcripts** as needed (ensure fall semester grades and any spring semester courses in progress are included). Transcripts may be unofficial versions.
 - This document provides [step-by-step instructions for obtaining a transcript](#) from MSU's Office of the Registrar. There is no cost to have a transcript issued to you.
- ☐ **Share a draft of your narrative** with at least two people for feedback (e.g., dissertation advisor, other professor, Writing Center tutor, peer in your discipline, former DDRA recipient), refine draft.
- ☐ **Continue refining your bibliography.**
- ☐ **By Friday, February 9, 2024**
 - **Meet with Project Director** to discuss your proposal and the next steps.
 - **Meet with your PhD advisor** and/or other committee members about your proposal.
 - **Submit draft of Human Subjects narrative** to Project Director.

- ☐ **Attend or watch recording of DDRA budget information session**
 - **Project Director will give session February 12, 2024;** recording will be available.
- ☐ **By Friday, February 16, 2024**
 - **Submit budget draft to Project Director** for approval and revision (it will also be reviewed by the grant fiscal officer).
- ☐ **Send final reminders if needed for reference letters and language evaluation** (remind them of MSU internal deadline, Wednesday, March 13, 2024).
- ☐ **By Friday, February 23, 2024**
 - **Submit CV draft** to Project Director for approval and revision.

March 2024 – dates finalized based on NIA publication

- ☐ **By Friday, March 1, 2024**
 - **Submit narrative draft** to Project Director for approval and revision.
 - **Submit bibliography draft** to Project Director for approval and revision.
- ☐ Using your final narrative, **draft the Abstract portion** of the online application.
- ☐ **By Wednesday, March 13, 2024 at noon**
 - **Submit your entire section of the G5 application**, which will then be reviewed by MSU's Office of Sponsored Projects.

»» DDRA Note

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

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

Still March 2024 – dates finalized based on NIA publication

- ☐ 60 days after publication of NIA
 - **Friday, March 29, at 4:30pm ET:** National Fulbright-Hays deadline

After the National Deadline

Spring and Early Summer

- ☐ Applications are reviewed.

Late Summer into September

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

September and October

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

November 1, 2024

- First date Fellows can travel on their grants. DDRA grants must last between six and twelve months and can begin any time from November 1, 2024 (but likely later, see note) to March 31, 2025.

»» DDRA Note

The first allowable travel date is subject to change based on State Department travel advisories. For example, 2023 Fellows were not able to travel until January 1, 2024.

Past NIA Publication Dates (10-year history)

It is difficult to predict when the NIA will appear in the Federal Register. Likewise, the number of days between the NIA and the due date has varied from 36-63 days in the last decade (and as few as 32 days historically!).

Fiscal Year	NIA Published	National Deadline	Days NIA to Deadline
2015	Friday, February 27, 2015	Tuesday, April 28, 2015	60
2016	Tuesday, March 22, 2016	Friday, May 6, 2016	45
2017	Friday, January 13, 2017	Tuesday, March 14, 2017	60
2018	Wednesday, May 16, 2018	Monday, July 2, 2018	47
2019	Thursday, January 24, 2019	Monday, March 25, 2019	60
2020	Tuesday, December 17, 2019	Tuesday, February 18, 2020	63
2021	Thursday, February 4, 2021	Monday, April 5, 2021	60
2022	Wednesday, February 2, 2022	Wednesday, April 6, 2022	63
2023	Friday, February 10, 2023	Tuesday, April 11, 2023	60
2024	Monday, January 29, 2024	Friday, March 29, 2024	60