Application Timeline for Fulbright-Hays DDRA Awards
(April 2023 Applications for 2023-24 Grants)

Now finalized:
NIA publication: February 10 | MSU deadline: March 27 | Federal deadline: April 11

Following is a timeline for prospective Fulbright-Hays Doctoral Dissertation Research Abroad Program (DDRA) applicants from MSU. 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 2022

☐ 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 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.

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!

Communication is key. You must let the Project Director know you are applying as soon as possible, even before the NIA is published.
☐ 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.
  o Begin writing your project narrative.
  o Lay the groundwork for letters of affiliation from institutions in your host country.

☐ Begin compiling your bibliography.
  o 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.
  o 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.
  o 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.
  o 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.
  o 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.
  o 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)

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**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 2023 – dates now based on NIA publication

☐ By Monday, February 20, 2023
  o Confirm your intent to apply for a DDRA by emailing the Fulbright-Hays Project Director. If you have not done so already, fill out the Fulbright Program Interest Survey.

☐ The Notice Inviting Applications (NIA) is expected to be published in the Federal Register by the Department of Education in February (actual date: February 10, 2023). 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.

☐ Attend any sessions given by the Project Director (these will be announced via email and on the MSU Fulbright website.)
  o 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.

☐ 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.
  o 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 24, 2023
  o Meet with Project Director to discuss your proposal and the next steps.
  o Meet with your PhD advisor and/or other committee members about your proposal.
  o Submit draft of Human Subjects narrative to Project Director.
March 2023 – dates now based on NIA publication

☐ By Friday, March 3, 2023
  o 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, Monday, March 27, 2023).
☐ By Friday, March 10, 2023
  o Submit CV draft to Project Director for approval and revision.
☐ By Friday, March 17, 2023
  o Submit narrative draft to Project Director for approval and revision.
  o Submit bibliography draft to Project Director for approval and revision.
☐ Using your final narrative, draft the Abstract portion of the online application.
☐ By Monday, March 27, 2023
  o 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.

April 2023 – dates now based on NIA publication

☐ 60 days after publication of NIA
  o Tuesday, April 11, 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, 2023

- 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, 2023 to March 31, 2024.

**DDRA Note**

The first allowable travel date is subject to change based on State Department and CDC travel advisories. For example, 2021 Fellows were not able to travel until January 1, 2022 due to the pandemic.

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**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!).

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