

Instructions for Online Application
U.S. - China the Fulbright Visiting Research Scholars Program (VRS)

中美富布赖特研究学者项目申请指南

These instructions provide guidance for applicants on how to put together a competitive application, as well as help applicants better understand the U.S. - China Fulbright VRS program policies and rules.

The application is supported by all modern browsers. We highly recommend that you use a current version of [Google Chrome](https://www.google.com/chrome/), which supports Windows, Mac, and Linex platforms.

The application is available online here: <https://apply.iie.org/fvsp2020>

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Part 0: Getting Started

Application Management

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

首次登陆点击屏幕右方的'Create an account'进行注册。请一定记住您的登陆帐户和密码，因为您需要多次登录此系统以便更新您的申请材料。注册账户需要填写的信息见下面截图。

Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Continue

随后系统会给您注册的邮箱发送 Temporary PIN，查看邮箱后将信息填写下图的红框内，并选择 Birthday，然后点击 Login。

Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	switch
Account	
Temporary PIN	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Login

之后进入“重置密码”页面。关于设置密码的要求，请见下图红框。

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

Set Password

设置好新密码后，一定要记录下来，以便下次登陆系统使用。点击“Start New Application”开始填写申请材料。

Application Management

Your Applications

Type	Status	Started	Submitted
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You have not yet started an application using this account.

[Start New Application](#)

Part 1: Preliminary Questions

Preliminary Questions

All fields marked with an asterisk (*) are required of all applicants for submission.

Through which program country are you applying?*

China ▼

To which academic year are you applying?*

2020-2021 ▼

Academic year 2020-2021 typically corresponds to grants undertaken between August/September 2020 and May/June 2021; grant dates and grant lengths will vary by country and program.

Do you hold or are you applying for:*

- a) U.S. citizenship;
- c) Dual citizenship with the U.S.; or
- b) U.S. permanent residency?

Yes

No

Have you reviewed and do you meet all program eligibility requirements for the country through which you are applying?*

Yes

No

Unsure

Continue

关于国家，请选择 **China**

***注意：国家千万不要选错，否则申请材料会转向其他国家。**

关于学年，请选择 **2020-2021**

关于国籍，请选择 **No**

***注意：本项目只针对中国籍的学者开放。如您是其他国籍或者拥有美国国籍，则不适合申请。**

关于申请资质，请选择 **Yes**

***注意：请仔细阅读国家留学基金委的项目公告，只有全部符合条件的学者才可以申请。**

Part 2: Country Information

Country Information

Please review the information below to assist in completing your application.

Contact Information

US Embassy, Beijing, China

Address: No. 55 An Jia Lou Road, Chaoyang District, Beijing, 100600, China

Website: <https://china.usembassy-china.org.cn/>

Program Information

Program Website: <https://china.usembassy-china.org.cn/education-culture/academic-exchanges/fulbright-program/>

Current Application Competition Year: 2020-2021

Deadline Information: July 31, 2019

General Information: Professor or associate professor in the field of social sciences and humanities; Focus on American studies; Appropriate English language skills; Ages between 35-50

Award Information

Current Award: Fulbright Visiting Scholar Program for China (China)

Recommendations: 3 recommendations are required.

Continue

点击 Continue 继续申请

Part 3: Data Privacy

Data Privacy

Our Commitment to the Security of your Personal Data

Protecting your personal information is a top priority of the Fulbright Program. We are committed to managing your data with the utmost care and confidentiality. Throughout the award application process and during the course of your program, if you are chosen as a Fulbright award recipient, we need to obtain and retain your personal information. This information includes any offline or online data that makes a person identifiable, such as names, addresses, Social Security numbers, financial data etc. **We will gather, store and handle data fairly, transparently and with respect for your privacy.**

Your data will be:

- Collected fairly and for program-critical purposes only
- Protected against any unauthorized or illegal access by internal or external parties
- Maintained in secure systems
- Handled by staff experienced in online privacy and security measures
- Safeguarded through data protection best practices, including document shredding, data encryption, frequent backups, access authorization etc.

Your data will not be:

- Communicated informally
- Transferred to organizations, states or countries that do not have adequate data protection policies

Continue

仔细阅读后，点击 Continue 继续

Part 4: Personal Information

这一部分主要是填写个人信息，标*号的表示必填项。

Name

- **First/Given Name:** 指您的名字，首字母大写，其余小写。如果名字含有两个字，需要连写，比如 Danian
- **Last/Family Name:** 指您的姓氏，首字母大写，其余小写，比如 Zhang

Name on Previous Records

如果没有曾用名，可以略过此项。

Biographical Information

出生城市（City of Birth）请与护照上的出生地（Place of Birth）保持一致。护照上的出生地一般指的是省份，申请人填省份的信息即可。入境美国时，富布赖特项目颁发的所有证明文件，特别是 DS2019 表的信息必须与护照上的信息一致。

Citizenship Information

如实填写 Citizenship 和 Permanent Residence。

Part 5: Contact Information

Addresses

填写方便收信的地址，建议 permanent address 和 mailing address 填写相同的地址。

Telephone Numbers

此处至少填写申请人的手机号码，方便后续联络。号码填写的方式是：+86 手机号码

Email

注册时填写的 email 作为 Primary Email，建议申请人再填写一个 Alternate/Secondary Email

Emergency Contact Information

- **Emergency Contact in Your Home Country:** 请将配偶，父母或兄弟姐妹作为国内紧急联系人。
- **Emergency Contact in the United States:** 如果美国有亲戚或朋友，可以作为美国紧急联系人。如果没有，可以略过。

Part 6: Academic & Professional Information

Curriculum Vitae/Resume

此处上传个人英文简历，内容包括：

- Education (universities attended, degrees earned and dates received)
- Professional positions held
- Courses taught and other services provided to students and the home institution
- Publications (provide full citations and list them starting with the most recent)
- Other professional activities, such as workshops, seminars and consultations
- Membership and activities in professional associations
- Professional honors, awards and fellowships
- Community service

注意：简历应为 PDF 格式，最多不超过 6 页。

简历撰写好以后，点击 **Choose File** 选中文件，然后点击 **Upload**

Academic Background

点击 **Add Institution**，以倒叙的方式列出博士、硕士和本科阶段的学习经历。

注意：每一学习阶段经历填写完成后，记得点击左下角的 **Save** 保存。

Current Professional Profile

点击 **Add Experience**，填写现工作单位及职务信息。

请在方框内列出您最重要的专业成就、荣誉和奖项，以及最多三篇重要出版物。最多 700 个字符，建议使用新罗马字体（Times New Roman）。

Organizational Memberships

列出不超过四个在文化、教育和专业组织的会员资格。如果有，点击 **Add Organization** 添加信息。此项不是必填项目。

Letter of Support from Home Institution

如果学校支持您申请富布赖特项目，并在申请成功后支持您离开工作岗位前往美国访学，可以在此处上传学校的支持证明，但不是必须的。学校的支持证明须使用**英文**，**使用学校的抬头纸**，**并且有主管部门的盖章**。

Experience Abroad

请列出过去六年内任何超过三个月的海外旅行或居住经历。

- 如使用 J1 或 J2 Visa 入境美国，请点击 **Yes**，否则点击 **No**
- 如果之前被授予富布赖特奖学金，请点击 **Yes**，否则点击 **No**

Part 7: Language Skills

此处先填写母语。如您会其他外语，可以列出您掌握的其他语种，并从读、写、说三方面对自己的外语能力进行评价。

Part 8: Project Proposal

这一部分是申请的重中之重，需要学者精心准备。

Grant Category

必选择 Research

To which category of grant are you applying?*

- Research
- Teaching/Research
- Teaching

Project Statement

- **Project Title:** 研究课题题目要集中在您的研究课题的具体活动，避免太笼统。
- **Brief Summary of Project Proposal:** 最多写 700 个字符，必须使用新罗马字体（Times New Roman）。请不要使用回车键，否则系统将无法显示您所填写的内容。

准备好 Project Proposal 后，可以选择 Choose File 选定文件，然后点击 Upload。要求如下：

- PDF 格式，3-5 页（单行距排版），不超过 3500 个单词。
- 在每一页的页眉处需键入姓名、国家和研究题目
- 学者的 Project Proposal 必须是关于**美国问题的研究**，关于中国问题和中美比较的研究将不予考虑。
- 这一部分的陈述，须为申请人的**原创内容**。对于陈述中引用的资料，须注明来源出处。严禁抄袭剽窃，一经发现将取消申请资格。

研究报告建议包含以下方面：

Background:

- Introduce the research topic 介绍研究课题背景
- Place the project in academic or professional context by referring to major works by others on the subject 了解中美学者在此相关研究领域的研究现状
- Highlight what we already know about your topic from previous research, as well as what we do not yet know and how your research project will help fill in that gap 明示您的研究计划将如何帮助您在现有的研究成果基础上完成您的整个研究

Objectives:

- Aims of the project 描述研究计划目标
- What do you propose to do? 您计划做什么研究?
- What are your research questions and hypothesis? 您的研究问题和设想?
- What problems do you propose to solve? 您的研究计划要解决那些问题?
- How will answering this research question create new knowledge in the researcher's area of expertise? 回答您研究的问题如何帮助您获得新的知识?
- Does your proposal indicate original and creative thinking? 您的研究有什么原创性和创造性思维?
- Does your project focus on American Studies, rather than Chinese Studies ? 您的研究计划是否集中于美国问题研究, 而不是研究中国问题?
- Do you do RESEARCH, rather than, to learn, teach and establish joint degrees although they are an integral part of the exchange experience? 您是否做研究, 而不能简单去学习或者建立双学位项目?

Methodology:

- How do you propose to conduct your research? 您怎样做您的研究?
- What kinds of research approaches, methods you will use? For example, interviews; library or archival research; quantitative or qualitative. 您将使用何种研究方法: 采访、图书馆或档案馆查询收集资料、量化还是质化研究?
- What information will be collected? 您将收集何种信息?
- Why is this information needed and appropriate to answer the research question? 您为何需要这类信息回答和适用您的研究问题?
- Be as specific as you can in specifying your research design and methodology. 尽可能具体详细说明您的设计方案和研究方法。

Significance:

- Why is your research important for the field, your home country and your own professional development? 为什么你的研究计划对你的研究领域, 你所在院校和你的职业发展很重要?
- How will your participation in the Fulbright impact your teaching or professional work? 参加富布赖特项目怎样影响你的教学或研究工作?
- How will your research project results help you to develop new approaches to curriculum planning, student advising or pedagogy; expanding knowledge in the field through collaboration with U.S. colleagues? 你的研究成果如何帮助你开发课程, 改进教学方法, 拓展专业领域的知识?
- How will your research to deepen understanding between the people of the U.S. and China? 你的研究为增进中美两国间的相互理解有何贡献?

Evaluation and Dissemination:

- How will you apply your research findings to your teaching and research after returning to China? 回国后怎样在教学和研究中运用您的研究成果?
- In what ways will you speak about your Fulbright experience? 您将以何种方式宣讲您的富布赖特经历?
- Will you plan to publish books or articles disseminating your research results? 您是否计划将您的富布赖特研究成果出版或发表文章?

- Will you support the Fulbright program through various activities such as becoming involved with alumni activities, serving on selection committees, recruiting new applicants and hosting visiting Fulbrighters? 您是否愿意以不同形式参与富布赖特项目，比如校友活动，参与选拔委员会，招聘新申请人或者接待富布赖特访问学者？

Justification for Residence in the United States for the Proposed Project:

- Why is it necessary to do your research in the United States? Is your plan feasible? 您为何需要去美国进行您的研究？您的计划可行吗？
- Are the resources you need for your research available in China or on the Internet? 您研究所需的资源是否在中国或互联网上可以得到？
- Provide reasons why you prefer to do your research at the potential U.S. universities? What kind of support will the U.S. University offer? 提供您选择这些美国大学做研究的理由及该校能够为您的研究计划提供哪些支持？

Duration:

- Timelines of your research proposal 您研究进度的时间表
- Be as specific as you can in specifying your research schedule. 尽可能具体详细说明您研究计划进程。
- Other: If applicable.

Bibliography

请上传一份与您的富布赖特研究课题有关的参考书目。如果有中文参考书籍/论文，请务必翻译成英文。文件须为 PDF 格式，1 - 3 页。

Academic Discipline

在下拉菜单内选择您的学科领域，然后在下拉菜单内选择学科领域内具体的专业方向，并在方框内简要描述你计划在美国从事专业研究的领域。

Intended Grant Period

富布赖特项目是十个月的交流项目，所以项目长度应该填写 **10 个月**。2020-2021 富布赖特的项目周期是 2020 年 9 月 1 日到 2021 年 6 月 30 日。学者每年不得早于九月开始项目，项目起始日请根据自己的实际需求选择 2020 年 9 月的某一天，比如可填 2020 年 9 月 16 日，相应地项目结束日期顺延 10 个月，即 2021 年 7 月 15 日。但是对于计划带学龄孩子去美国上学的学者，建议选择 9 月 1 日作为项目起始日，以便您有足够时间为孩子办理入学手续。学者和家属最多可以在项目开始的前 30 天内入境美国安排家属生活或上学有关的事宜。学者和家属最多须于项目结束后 30 天内离境。需要注意的是，超出项目资助的在美停留时间，费用和保险须由学者自理。

Intended Grant Period

Proposed Grant Length (in months)

10

Grant Period Start Date

September 1 2020

Grant Period End Date

June 30 2021

Institutional Affiliation

如果您在申请阶段已经与美国大学/教授联系和接触，请点击 **Yes**，然后点击 **Add Institutions** 添加信息。

如果您在申请阶段尚未与美国大学/教授联系和接触，请点击 **No**。请申请人忽略下面截屏内容的陈述。富布赖特 **VRS** 项目要求学者自己找到美国接待大学，项目不会为学者联系大学进行安置。这一段描述是针对其他国家富布赖特项目的陈述。但是申请人仍然可以点击 **Add Institution** 添加**不超过三所**与您研究领域非常契合，并且自己愿意前往访学的美国大学，以供评委参考。

Preferred Host Institution(s)

If you have not made arrangements for affiliation and are not required to do so, the Fulbright team at IIE, which has extensive expertise in university research fields, institutions, and trends, can arrange an affiliation on your behalf suited for your field of proposed research. You may also identify three preferences in order of priority. Please be sure to give detailed reasons for each choice, and to confirm that these universities offer programs in your field of interest.

Click "Add Institution" to provide information on each institution, as well as a relevant faculty member or campus host at each institution.

Institution Name

Add Institution

Letter of Invitation

如果在上一步中点击确认收到了美国大学的邀请信，可以在此处上传。邀请信必须使用邀请学校的信头纸并有美国接待教授或系主任签字。

申请阶段如果没有收到美国大学的邀请信，也没有关系。您可以选择在受邀面试时提交，或者收到入选通知后提交。

Part 9: Grant & Travel Plans

Financial Information

如果申请人填写有学术假期薪金或其它资金来源，请务必上传资金来源证明。有无额外资金来源并不影响申请结果。此处建议大家在此填写 **No**。尽管多数学者在参加项目期间继续领取基本工资，但可

忽略不计，从而简化手续免去开证明的麻烦。

Additional Grants

如果您计划同时申请其他资助，请按要求在此处列出。如果没有，请填写 N/A。

Passport/Travel Document

请在此处上传有效期内的个人因私护照首页。

Accompanying Dependents

富布赖特 VRS 项目支持学者带家属赴美。项目对于家属的定义是**学者的配偶和 21 岁以下的未婚子女**。

计划带家属赴美的学者请先选择家属的数量，然后依次填写家属信息。如果您现在无法确定家属去美国的期限，请先填写一个大概的时间段，但家属的其它信息必须准确无误。按照项目管理规定父母及兄弟姐妹不能作为富布赖特家属身份前往美国，而只能以旅游者身份入境美国。如果家属陪伴学者在美国的时间超过 8 个月，学者可以享受每月 2 0 0 美元的家属补贴（家属两人及两人以上为每月 350 美元）用于支付家属购买保险的部分费用。家属在美的生活费用自理。家属是美国公民者，请持美国护照入境美国，无需办理签证入境美国。

Part 10: Additional Information

Additional Documentation

此处可以上传您的其他申请材料。如果没有，请跳过。

除项目要求的资料外，申请人**请勿**上传其他资料，比如身份证、学历证书、职称证书、获奖证书、成绩单等。

Outreach Survey

此处做一个简单的调查，看看学者是通过何种渠道了解富布赖特项目的。学者如实填写即可。

Part 11: Recommendations

按要求注册**三名**推荐人的信息。注册成功后您的推荐人将自动收到一封邮件，里面包括为您撰写推荐信的连接，推荐人就可以开始在网上为您填写或者上传推荐信。

推荐信应回答以下七个问题：

- a. Briefly state how you know the applicant and for how long.
- b. Discuss the candidate's professional qualifications for the award.
- c. Discuss the applicant's communication skills.
- d. Discuss potential significance of proposed project.
- e. Discuss the applicant's ability to function as a cultural ambassador, including the applicant's collegiality, cultural adaptability, and sensitivity.

- f. Discuss the applicant ability to make an impact on his/her field.
- g. Discuss your overall assessment of the candidate.

关于推荐信，需注意的事项如下：

1. 三位推荐人，两位可以是申请人的同事，一位必须来自申请人工作单位以外的、本领域内德高望重的学者（可以是中国教授，也可以是外国教授）
2. 在提交推荐人的相关信息后，及时跟推荐人联系确认是否收到富布赖特项目申请系统自动发送的邮件。如果邮箱中没有，请在垃圾邮件中查看。推荐人在收到邮件后，须在**申请关闭前**提交推荐信，否则申请人的资料会不完整。
3. 如果推荐人的邮箱无法收到富布赖特项目申请系统自动发送的邮件，在您更换申请人邮箱后仍然无法收到，申请人可以请推荐人出具一封正式的邀请信，要求如下：
 - 使用推荐人所在机构的抬头纸
 - 推荐信内容围绕上述七个问题书写
 - 须有推荐人的亲笔签名、职务及联系方式等信息
4. 申请人将推荐信扫描后上传至 **Part 10: Additional Information** 处作为补救方案。补救方案必须在申请人**最终提交申请资料以前**完成，因为申请人一旦提交申请资料，将无法上传或更新任何信息。

Part 12: Signature

请仔细阅读如下签字说明：

By my signature,

- I certify that the information given in this application is true, correct, and complete to the best of my knowledge.
- I understand that any misrepresentation or omission of information may be cause for disqualification.
- I understand that my application and supporting documentation will be reviewed by representatives in various offices, including the Fulbright Program Office through which I applied and its designated administrative agency, the Bureau of Educational and Cultural Affairs/U.S. Department of State, and the J. William Fulbright Foreign Scholarship Board.
- I understand that I am not entitled to hold, nor do I hold, U.S. citizenship or permanent residence.
- I understand that formal award of a grant is dependent upon my affiliation to an eligible U.S. institution and my eligibility for a visa to the United States.
- Upon completion of an authorized stay in the United States under the Fulbright Visiting Scholar Program, I agree to return to my home country for two (2) years to fulfill my [home residency requirement](#).

仔细阅读上述说明，然后在方框内键入自己的名字，格式是：姓氏全部大写，逗号，空格，名字首字母大写其余字母小写，比如：ZHANG, San。键入名字代表您已经知晓并接受上述条款。

Part 13: Review

此处会列出申请人尚未填写完整的申请信息，申请人可以按图索骥，逐一完善。

提醒大家填写完网上申请材料后，请不要马上提交。沉淀几天后，也许会发现有些错误需要改正，或再补充一些信息，这时可以随意登录网上系统进行更改。

只有所有带 * 号的必填选项都填写后，才可以提交申请表。

我们强烈建议申请人不要过早提交您的申请材料，以免丧失登录网上系统进行更改的权限。一旦在网上提交了申请表，就失去了再次登录该系统的权限。但申请人也不要拖延到最后再提交申请表，以免因为系统原因/技术问题/意外情况而导致无法在规定时间内提交。

最后衷心地祝愿您申请富布赖特研究学者项目顺利！