

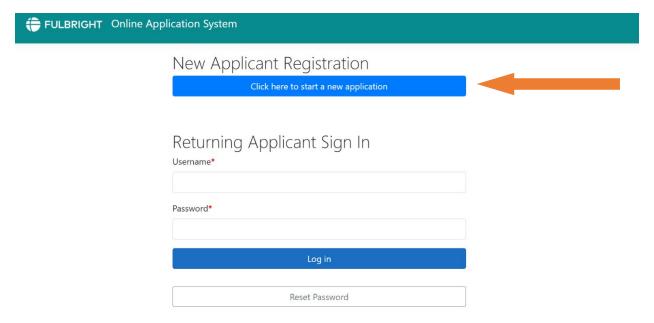
Fulbright Teaching Excellence and Achievement Program (Fulbright TEA)

United States - India Educational Foundation

2023-2024 ONLINE APPLICATION GUIDE FOR APPLICANTS

The application for the 2023-2024 Fulbright Teaching Excellence and Achievement Program must be completed online. It is important to read and follow the instructions carefully, complete all parts of the application and submit the application by the deadline of *March 10, 2023*.

1. **Register** as a new applicant by creating an account at: https://fulbright.irex.org/











FULBRIGHT Online Application System

Data Use and Privacy Policy

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. Applicant and Participant Information Content and Storage

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. Use of Information

Information, which is described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program's funding organization;
- C. Submitted to potential host schools, universities, and/or organizations that provide Fellowship opportunities;
- D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX and the program funding organizations;
- E. Used for notifying program participants/alumni of upcoming events and programs;
- F. Provided to participants/alumni of this and other U.S. Government-sponsored programs for the purpose of fostering alumni networking.

If the applicant or current or past participant does not want to be included in point F, it is their responsibility to notify their specific program administrator at IREX. An opportunity to do so will be included in the program Terms and Conditions document that participants submit when accepting the Fellowship. IREX does not sell applicant, or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the administration of these programs may adhere to other privacy or similar policies.

Consent for the Collection and the Processing of Personal Data from the European Union

- 1. Pursuant to the European Union General Data Protection Regulation ("EU GDPR"), International Research and Exchanges Board ("IREX"), in its capacity as a data controller and/or processor under the EU GDPR, must obtain your explicit, affirmative, and informed consent before it can collect or process any personal data for a lawful basis, including, but not limited to, employment, admission and enrollment, study abroad, internship abroad, online education, etc. For information on how IREX uses personal data, please review the Privacy Statement found at https://www.irex.org/privacy-policy.
- 2. "Personal data" means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
- 3. Any personal data that is collected from you will be:
 - A. Used by selection committees and interviewers to review applicants;
 - B. Supplied to the program's funding organization;
 - C. Submitted to potential host schools, universities, and/or organizations that provide Fellowship opportunities;
 - D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX and the program funding organizations:
 - E. Used for notifying program participants/alumni of upcoming events and programs;
 - F. Provided to participants/alumni of this and other U.S. Government-sponsored programs for the purpose of fostering alumni networking.



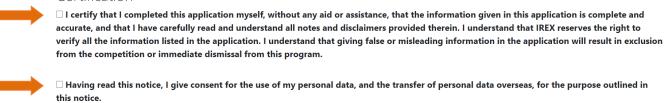






- 4. Notwithstanding anything to the contrary herein, IREX may process personal data without the data subject's consent under certain other lawful bases, including when processing is necessary for the performance of a contract to which a data subject is a party; when processing is necessary for compliance with a legal obligation to which IREX is subject; or when processing is necessary to protect vital interests, such as the life of a data subject.
- 5. Personal data will be handled and processed only by the persons who are responsible for the necessary activities for the purpose above and may be transmitted from the EU to IREX's Information Systems.
- 6. Refusal of consent may make it impossible for IREX to carry out its necessary activities for the purpose above and may preclude IREX's ability to provide requested educational services, employment, participation in programs, or other services to you.
- 7. You have the right to withdraw your consent to the collection and processing of personal data. If you would like to withdraw consent, please contact the Data Protection Officer at privacy@irex.org
- 8. IREX is committed to ensuring the security of your information. We have put in place reasonable physical, technical, and administrative safeguards designed to prevent unauthorized access to your information.

Certification



Save & Continu

2. **The home page** allows you to view all the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started. Note: You do not need to finish the application in one sitting. Remember your login information and you may come back to the application at any time prior to the application deadline.

I. Application Information Provide general application and program information and review and acknowledge eligibility criteria. II. General Information Provide general applicant information, including name, gender, date of birth, country of citizenship, and country of residence. III. Contact Information Provide detailed phone, email, and address information.

V. School Information

Provide information about your current teaching position and the makeup and demographics of your school.



IV. Teaching Disciplines

Provide information about your current teaching assignments.





Completed

Completed



3. Click on **each section** of the application to enter information about yourself. Make sure to Save & Return to the main application page when you are finished with each section.

Questions with a red asterisk (*) are required questions. <u>The section will not be complete until all of the boxes with red asterisks are completed.</u>

Please complete all information in English.	
Cancel Generate PDF	Save & Return Save & Continue
Please indicate your TEA program cohort preference*	○ Spring 2024 Cohort ○ Fall 2024 Cohort • No preference
	Note: preference is not guaranteed
Title*	Dr.Mr.Mrs.Ms.Mx.Self-identify
	Please spell your name exactly as it is written in your passport or other photo identification.
First/Given Name*	John
Middle Name	
Family Name/Surname*	Johnson

Section VIII. Work History: Mention the details especially number of teaching hours in a week.

Sections IX. Teaching Schedule: Provide complete information of your current teaching schedule. The number of teaching hours listed in Work History and Teaching Schedule should tally.









4. Section X. Additional Education or Professional Experience and Activities, XI. Fulbright TEA Gender Cohort, and XII. Statement of Purpose: Please note that there are multiple open-ended questions in these sections.

program. Statements		opportunity to better understand you a considered. Please write a minimum of	· ·	· · · · ·
Cancel	Generate PDF	Application Information	Save & Return	Save & Continue
<u>Part I.</u> Why do you want to par	rticipate in the Fulbright TEA F	rogram?*		

5. Sections XIII. Institutional Support and Reference Form and XIV. Leave Approval Form: In these sections, please download and print the Institutional Support and Reference Form and Leave Approval Form. These forms must be completed for your application to be considered complete. Your supervisor must fill out the Institutional Support and Reference Form. The School Director or Principal at the school where you are currently employed must fill out the Leave Approval Form. The official who completes and signs this form must be the official authorized to approve participation in the program and grant a leave of absence. Once these forms are completed, upload an electronic copy to the system. These sections are not complete until they are uploaded.

Institutional Support and Reference Form

the Fulbright TEA program the supervisor at the scho	pdf, .png, .jpg, or .gif formats. On this n, you must include the Institutional S ool where you are employed. Please p tter are not written in English. Please u	upport and Reference Form as print it out now and give it to you	part of the application. The for or supervisor. An English transl	m must be completed by ation must be provided if
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PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document(s) will be shown.

Action	Document	File / Upload		:	Status	
	ISRF Document #1*	Select file to upload	Browse	Upload		
	ISRF Document #2 (optional)	Select file to upload	Browse	Upload		
	ISRF Document #3 (optional)	Select file to upload	Browse	Upload		
	ISRF Document #4 (optional)	Select file to upload	Browse	Upload		
	Cancel Gene	erate PDF Application	n Information	Save	& Return	Save & Continue
The document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible file that is legible. To upload a document, first click the browse button to locate the file on your computer. Then click the upload button. You will see a message saying that the file has been received once the upload completes.						
	ad & Print Leave Approval Approval Form	Form				
PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a message saying that the file has been received once the upload completes. Later, when you revisit this page, a link to your uploaded document(s) will be shown.						
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Cancel



Application Information

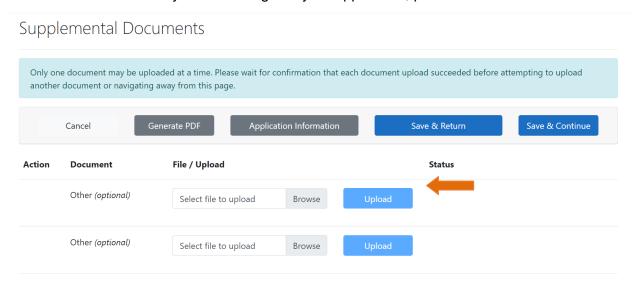


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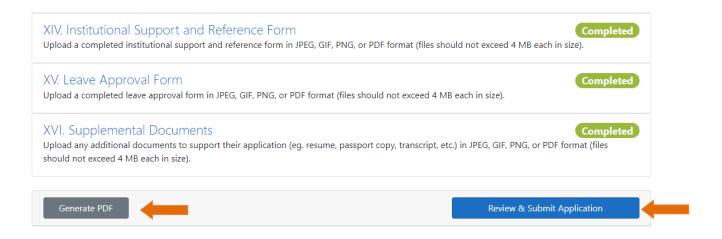
Save & Return



6. **Section XV. Supplemental Documents:** Please upload your recent resume, copy of your latest university degree transcript, teaching awards (if any) and passport. If you would like to upload any other documents that you feel strengthen your application, please do so here.



7. When you have **completed all sections**, click "Generate PDF" at the bottom of the page to save a copy of your application for your records. Finally click "Review & Submit Application". The screen will show a preview of your application. Review the information. If you have no further changes, click "Submit Application" a second time and your application will be submitted.











8. You will see a message on the screen verifying that you have **submitted your application**.

