

# Application Timeline for Fulbright-Hays DDRA Awards

## (January 2025 Applications for 2025-26 Grants)

*Now finalized:*

NIA publication: October 30 | **MSU deadline: January 2** | Federal deadline: January 15

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 short 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 2024

- ❑ 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.

### »»» 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.*

- **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 G6 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)

We have a compressed timeline for this competition; typically we would have the initial information session several weeks prior to the NIA being published. Since the NIA came out months before it was expected, we have a shortened timeframe.

- The Notice Inviting Applications (NIA) is expected to be published in the Federal Register by the Department of Education in February 2025 (**actual date: October 30, 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.
- Attend or watch recording of DDRA initial information session**
  - **Project Director will give session via Zoom November 8, 2024**; recording will be made available.
- When the competition opens, **create an account** on the Department of Education's [G6 website](#) to begin your application.
- Download the NIA and application instructions** from the DDRA website.
- By November 15, 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](#).
- Schedule a physical exam with your healthcare provider** for the medical certification section of the G6 application.
- Watch recording of post-NIA application and timeline session**
  - **Project Director will post recording by November 15, 2024** on the [internal MSU DDRA resources page](#).
- Continue working on your project narrative**, seeking draft guidance from your dissertation committee and peers in your discipline.
- Continue refining your bibliography.**
- Watch recording of post-NIA budget and travel information session**
  - **Project Director will post recording by November 22, 2024** on the [internal MSU DDRA resources page](#).

### »» DDRA Note

*DDRA applications are submitted using the Department of Education's [G6 website](#); you will create a G6 account when the NIA is published.*

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

**By Friday, November 22, 2024**

- **Meet (in person or via Zoom) with Project Director** to discuss your proposal and the next steps.
- **Submit draft of Human Subjects narrative** to Project Director.

## December 2024

**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.

- **Meet with your PhD advisor** and/or other committee members about your proposal.

**By Thursday, December 5, 2024**

- **Submit budget draft to Project Director** for approval and revision (it will also be reviewed by the grant fiscal officer).
- **Submit CV draft** to Project Director for approval and revision

**Send final reminders if needed for reference letters and language evaluation** (remind them of MSU internal deadline, Thursday, January 2, 2025).

**Request post-secondary transcripts** as needed (ensure most recent semester grades and any current 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.

**By Thursday, December 12, 2024**

- **Submit narrative draft** to Project Director for approval and revision.

**By Thursday, December 19, 2024**

- **Submit bibliography draft** to Project Director for approval and revision.

## January 2025

Using your final narrative, **draft the Abstract portion** of the online application.

**By Thursday, January 2, 2025 at noon**

- **Once the Project Director has approved all your application sections, submit your entire portion ("Form 022") of the G6 application**, which will then be reviewed by MSU's Office of Sponsored Projects.

- ❑ National Fulbright-Hays deadline (77 days after publication of NIA)
  - **Wednesday, January 15, 2025, at 11:59pm ET**
  - This is the Project Director/institutional deadline; the applicant deadline is two weeks prior. The Office of Sponsored Projects requires two weeks to review budgets and grant applications.

## 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.

**»» DDRA Note**

*The first allowable travel date is subject to change based on State Department travel advisories. For example, 2024 Fellows were not able to travel until January 1, 2025.*

### 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, 2025

- ❑ 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, 2025 (but likely later, see note) to March 31, 2026.

## 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 36-77 days in the last decade (and as few as 32 days historically!). **You can see the 2025 application opened months earlier than expected.**

<b>Fiscal Year</b>	<b>NIA Published</b>	<b>National Deadline</b>	<b>Days NIA to Deadline</b>
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
2025	<b>Wednesday, October 30, 2024</b>	Wednesday, January 15, 2025	77