Middlebury College Fellowships Office
Fulbright Essay Guidance

How to use this handout: Review this document AND the relevant application essay components at the application components section at https://us.fulbrightonline.org/applicants/application-components BEFORE beginning your drafts. Then check your draft against this document and the application essay components again BEFORE sending your materials to fellowships@middlebury.edu for feedback. There is a section for each grant type below. Use the questions provided to begin drafting the content for your essays.
Note: SGP= Statement of Grant Purpose; PS=Personal Statement

Did you check the formatting and page length? Formatting requirements for Fulbright essays:
   a. Essays should be single spaced, 12 point Times New Roman font, 1 inch margins
   b. Do not use the header in Word! Create your heading on the first lines of the document.
      i. For Study/Research SGP:
         1. Line 1: Statement of Grant Purpose; Line 2: Name (first and last), country of application, Field of study (from Program Information page on app); Line 3: Project Title as it appears on the Program Information section (90 characters), for degree programs, use title of program and name of university (e.g. MSt in Political Science at the University of Bristol)
         2. On second page: line one: Last name, Grant Purpose, Page 2
         3. Citations: use sparingly or not at all. If needed, try to work into text.
      ii. For ETA: Line1: Statement of Grant Purpose; Line 2: Name (first and last), country of application, English Teaching Assistant
      iii. For PS:
         1. For Study/Research: Line 1: Personal Statement; Line 2: Your Name, Country of Application, and Field of Study
         2. For ETA: Line 1: Personal Statement; Line 2: Your Name, Country of Application, English Teaching Assistant

• Go through every paragraph, note the main point(s) of those paragraphs and look carefully at what’s there, not there, repeated, and how things are ordered. Check this against the notes below for each essay. Seriously! You need to make sure that the content needed in the essays is indeed there.

• Be concise in your phrasing and only include information that is relevant for this grant. Avoid vague statements. Avoid discipline-specific jargon (you’re writing for an educated audience, but not necessarily in your field). Use examples to illustrate what you want to convey. Avoid repeating information provided in other sections, though it’s fine to elaborate in the essays on specific items that are important. Avoid making general statements (e.g. I love learning languages! I love learning about new cultures! Okay, maybe that’s a bit exaggerated, but effect intentional.)

• Review the country information for your grant type. If there are any specific instructions about what info to include in the Statement of Grant Purpose and where to include it, make sure you do so! This may include placement preferences and supplementary projects for ETAs.

For the Statement of Grant Purpose (SGP) for Research Grants: You should answer all of these questions in the essay. You may want to start your draft by jotting down answers to each of the questions below.
- What exactly do you propose to do? This should be clearly stated in the first or, at the latest, the second paragraph. What is important, significant, or innovative about the project? What are the specific research goals and methodologies? You need to get very specific.
- With whom do you propose to work and how will this person(s) and affiliation be of help to you?
- When will you carry out the project? Include a rough timeline of your research activities.
- Where do you propose to conduct your work, and why was this location chosen?
- What are your qualifications for carrying out this project? Draw from your professional and student academic experiences.
- How will your project help further your academic or professional development?
- What is your plan for host community engagement outside of your research project or study? If you don’t have room here, you may include in the Personal Statement (PS). Yes, you discuss in the short answer section, but should also be woven into an essay.
- Note if your project will need a Middlebury IRB review (generally human subjects). (You will obtain this only if you are selected as a semi-finalist in January)

**For the Statement of Grant Purpose (SGP) for Study Grants:** You should answer all of these questions in the essay. You may want to start your draft by jotting down answers to each of the questions below.

- What exactly do you propose to do? This should be clearly stated in the first or, at the latest, the second paragraph. You need to get specific. Do not paraphrase website copy.
- Why do you want to do this degree at this institution? What is important or significant about this degree program and its faculty? What are the features of the program that are relevant and important to you? If there is a thesis component, what might you work on and with whom? What distinguishes this program from others?
- Why do you want to pursue the proposed program in this particular country? What are your reasons for selecting a particular institution? What about the region? Why is that of interest?
- Do you have the requisite academic background for the proposed program (coursework and GPA)?
- Have you been in contact with a faculty member in the program and discussed your suitability for it?
- How will you gain a better understanding of the people and cultures of this country? Demonstrate your commitment through volunteer and extra-curricular plans.
- Do you have sufficient language skills to successfully complete the program?
- What are your qualifications for carrying out this project? Draw from your professional and student academic experiences.
- How will your project help further your academic or professional development?
- What is your plan for host community engagement outside of your research project or study? If you don’t have room here, you may include in the Personal Statement.

**For the Statement of Grant Purpose (SGP) for ETA Grants:** This essay should focus primarily on your teaching experience, motivations for teaching English and US culture in this country, and ideas you have for teaching language and culture. You may also choose to include brief reference to host country engagement and how this grant helps you in your future professional objectives or you may find it better to integrate that content into the
PS. You must check if there are any additional points of information requested on the country ETA page; if yes, follow those instructions. Start your draft by jotting down answers to each of the questions below.

- Why do you want to teach English in this country? Be specific. You may include this in the opening paragraph(s) or integrate elsewhere into the essay. Even if you have not spent time in this country, you should have done enough research on it to explain why you want to teach in this country specifically. You may also decide to explore your interest in this country/culture in the PS—also fine. But if the reader can easily substitute the name of your country for another in this application, this is not a compelling application.
- What teaching (or teaching-related) experiences prepare you for this role? What specific responsibilities did you have (e.g. preparing lessons, running a classroom)? What age groups did you work with? What is the time duration of your experience? This is a significant part of the SGP.
- What specific ideas do you bring with you for the classroom? What strategies do you have for teaching English? For teaching about US culture? Draw from your own interests, teaching or teaching-related experiences, and language-learning experiences. This is a significant part of the SGP.
- Is there a supplementary project asked for by this country? Some do, others do not. If a supplementary project is required, what will you do? Remember, this should be something you can do from different kinds of locations, since you won’t know where you will be placed.
- How will you engage with your host community outside of the ETA and your school? This may be brief since you have a longer short answer question about this. It is also fine to integrate into the PS instead.
- How will your project help further your academic or professional development? It is also fine to integrate into the PS instead.

**For the Personal Statement (PS):** this is more open. Some tips and questions to ponder:

- Use this essay to talk about the development of your mind, your interests, your ambitions, and your priorities. And don’t get overly focused on your frame; instead focus on the content you need to convey.
- Think about people, books, experiences, and ideas that have shaped your interests, especially as they are related to your proposal.
- Think about your own experiences working in related fields and cross-cultural experiences in particular—exploring your motivation to work in these areas could be fruitful.
- How will you engage with the host country? Give specific ideas for civic engagement—these should be consistent with your short answer on this topic in the application. These should be outside of or in addition to your research project.
- If there is other information you could not fit in the SGP (such as how this connects to your professional goals, plans for host community engagement), you can include it here.

When you have done ALL of these things, and proofread your work for grammatical, word choice, and spelling issues, you should share your draft with other readers—including the fellowship advisor—for feedback.

Updated 2/13/20