ARRANGING A RESEARCH AFFILIATION  
FULBRIGHT U.S. STUDENT PROGRAM  
WWW.CMU.EDU/FSO

1. Always begin by closely reading the criteria for host affiliation requirements in the summary of the country to which you are applying. Countries can differ significantly in the types of institutions they consider acceptable for affiliations (e.g., universities, NGOs, independent artists, etc.).

2. Explore relevant scholars in your targeted host country:
   a. Ask your professors, PIs, and advisers if they know any researchers there
   b. Confer with international students and instructors at CMU who may be able to connect you with someone in the host country
   c. Contact CMU Fulbright alumni who have studied or taught in your host country
      Fulbright Scholar (faculty) directory: http://www.cies.org/grantees
      Fulbright Student Directory: http://us.fulbrightonline.org/component/filter/?view=filter
   d. Consult the recent scholarly literature on your research topic. Are any of the articles from researchers in your host country?

3. Once you have identified a potential affiliation, introduce yourself via email.
   a. Allow time for several rounds of correspondence before obtaining a letter, keeping in mind that many overseas institutions slow down significantly during summer.
   b. Tell them that you are applying for a Fulbright.
   c. Be succinct, but provide enough detail about your proposal to pique their interest in you.
   d. Be flexible about the arrangements with your potential affiliation.
   e. Be mindful of phrasing that could read as arrogant or presumptuous, and be sure to use professional courtesies (e.g., Dr., Professor).
   f. An example message:

      “Dear Dr. ____,

      My name is ____ and I am a student at Carnegie Mellon University in the U.S. At Carnegie Mellon, my research has focused on [subject area], and I am applying for a Fulbright grant to continue studying [more specific topic within subject area and selected country] during the [2018 - 2019] academic year. [Professor ____ at CMU recommended that I reach out to you about our common research interests.]

      While researching my proposal, I came across your paper [title]. [Insert something about the work that resonated with you]. My proposed research would also examine [related topic], but I am interested in how it has been approached in your [country/work/lab/etc.]. Specifically, I am curious about [question based on your research goals]. Is this something you might be interested in collaborating on?

      My attached [resume/CV] contains further details about my past work, and I would be happy to arrange a time to talk about [research topic] over the phone or Skype, if a conversation would be helpful. Thank you for your thoughts. I look forward to hearing from you.”

   g. Be aware of cultural differences when it comes to communication. In some countries, it may be necessary – or expected – to follow your email up with a phone call in order to get a response.

4. Once someone has expressed willingness to host you, you will need a letter of affiliation for your Fulbright application. Affiliation relationships vary according to host country and specific project, but a letter of affiliation is ideally printed on institutional letterhead, signed, and conveys some basic details:
   a. Research support and access to facilities and/or courses at the host institution
   b. How the affiliate can assist the applicant on the project (research participants, methodology, or whatever is relevant to the feasibility of the project)
   c. The viability of the project, in terms of resources and timeline, and perhaps also political/cultural sensitivities in the host country

If you have any questions, please feel free to contact Joanna Dickert, Carnegie Mellon’s Fulbright Program Advisor, at joannad@andrew.cmu.edu.