



Empowering the **grant** community.



Main

Grant Setup

Grant Maintenance

G5 Admin

Reports

**FULBRIGHT-HAYS DOCTORAL
DISSERTATION ABROAD (84.022A)
G5 APPLICATION SUBMISSION
OVERVIEW FOR A FELLOW**



Empowering the **grant** community.



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G5 USER REGISTRATION

Step 1: Registering with G5

Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

[Login to G5](#)

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

We appreciate your patience.

Heavy traffic on the U.S. Department of Education's G5 Website may cause problems for some users, including difficulty logging in, session timeouts and generally slow processing of grant management and payment activities. We apologize for any problems you may experience, and thank you for your patience as we work to increase server capacity and make other adjustments.

Your G5 session may be more reliable if you use the system outside of the peak weekday hours, 11:00 AM to 4:00 PM ET. [more >](#)

News and Events

12/23/2009 Delayed Payments - Please read if you submitted a request for a payment after 3 PM on Friday December 18th through Tuesday, December [more >](#)

12/07/2009 NEW URGENT MESSAGE - New guidance for providing federal funds to ACORN... [more >](#)

07/23/2009 TEACH DRAWDOWNS - Where to go in G5 to process a TEACH drawdown... [more >](#)

02/23/2009 Registration - G5 External Registration Process. DO NOT FAX YOUR FORM... [more >](#)

07/01/2008 Banking - Banking information for new TEACH recipients... [more >](#)

03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your third attempt... [more >](#)

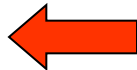
03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [more >](#)

To register go to www.g5.gov and click the [Sign up >](#) link.

The image displays the G5 Welcome Page and has an arrow pointing at the Sign Up link which moves the user to the next screen for registration.

Step 1: Registering with G5

ED Employee / ED Contractor *	<input type="text" value="No"/>
First Name *	<input type="text" value="Randy"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Rick"/>
<hr/>	
Telephone No. *	<input type="text" value="7038452698"/>
Fax No.	<input type="text"/>
Email Address *	<input type="text" value="randy.rick12@test.com"/>
Confirm Email Address *	<input type="text" value="randy.rick12@test.com"/>
<hr/>	
Address 1 *	<input type="text" value="456 Test Drive"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Gainesville"/>
State * +	<input type="text" value="VIRGINIA"/>
Province	<input type="text"/>
Zip / Postal Code * +	<input type="text" value="20155"/>
Country *	<input type="text" value="USA"/>
<hr/>	
<input type="button" value="Clear"/>	<input type="button" value="Continue >"/>



The Sign up > link brings you to the User Registration screen. This screen requires you to enter the fields marked by a red asterisk. The telephone and fax number must be ten numbers only. **You must register with a valid email address in order to receive the activation link for your account.** When you have finished completing the form click the Continue button.

Step 1: Registering with G5

✓ By applying for this user ID, I acknowledge that I understand the following: The data processed in G5 is sensitive financial data and Privacy Act data that requires protection from disclosure to unauthorized individuals. Please do not share your passwords or login account information with anyone. Sharing of user account information will result in a loss of system access.

Here are the rules to follow when setting up or resetting your password:

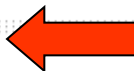
- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &;, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 5 passwords.
- Your password will expire and you will be prompted to change it every 90 days.



Agree Disagree

< Previous

Submit



The Summary screen allows you to review and verify the information entered. If you agree to the terms listed in orange, select the Agree radio button and click the Submit button.

Step 1: Registering with G5

User Registration

✓ An account activation notification will be sent to your email address.

Your Account request has been submitted.

First Name Randy

Middle Initial

Last Name Rick

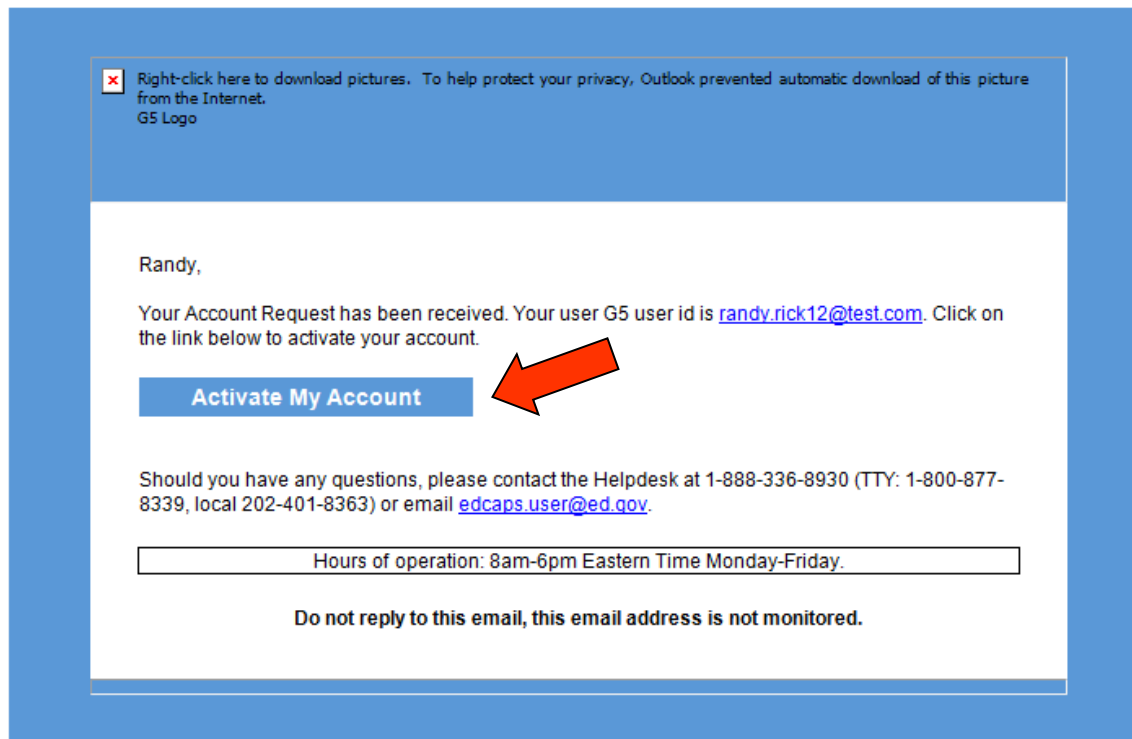
Email Address randy.rick12@test.com

Done

You will then see a Confirmation screen like the one above.
Please note that a link will be emailed to you at the email address you provided.

Step 2: Activating Your Account

Shortly after you register you will receive an email message similar to the one below. Click the link and it will take you to G5 to activate your account.



Please note depending on your email provider, the link may be re-formatted. If clicking on the link directly does not work, you can try copying the entire link and pasting it into your browser.

Step 2: Activating Your Account

Account Activation

User Name randy.rick12@test.com

First Name Randy

Middle Initial

Last Name Rick

✓ I acknowledge that I am about to activate my access to the U.S. Department of Education G5 system, that I have read and understand my responsibilities relating to proper security and fiduciary management of my G5 account, that I understand my acceptance of these responsibilities will be noted and retained in the G5 database for audit trail purposes, and that I accept full responsibility for proper management of my password.

Agree Disagree

Submit

The link in your email will bring you to the Account Activation screen. Please read the user agreement, click the Agree radio button to acknowledge your compliance, and click the Submit button.

Step 2: Activating Your Account

You are here: [Self Management](#)

To print, please select Print option from Browser

MEMORANDUM

TO: EDUCATION DEPARTMENT CENTRAL AUTOMATED PROCESSING SYSTEM (EDCAPS) USER

FROM: ROGER GOODSON, EDCAPS COMPUTER SECURITY OFFICER

SUBJECT: G5 USER ID AND PASSWORD

You should select a password with a minimum character length of 8 and it should contain a mixture of upper and lowercase alpha characters, at least one numeral and at least one special character. You are also required to change this password periodically, not to exceed 90 days. When you no longer require access to G5 computer resources, please inform the respective G5 security administrators as soon as possible. All G5 users are required to read, understand, and implement the following:

- a. Use ED computing resources only for official Government business;
- b. Know whom my site computer security personnel and how they can be contacted;
- c. Know the sensitivity of the information processed on G5 computing resources (e.g., financial sensitive, Privacy Act sensitive);
- d. Use software only in compliance with licensing agreements and which has been authorized for use by management;
- e. Protect sensitive information from access by, or disclosure to, unauthorized personnel;
- f. Report immediately all security incidents and potential threats and vulnerabilities involving computing resources to designated computer security personnel;
- g. Create and use strong passwords and do not disclose your password to anyone. Do not reuse passwords. Each password should be unique. Users are requested to log-off applications when they are done using them and to not leave their PCs unattended. In addition, users are requested to use the Windows screensaver feature with password feature enabled to protect unattended terminals;
- h. Report any compromise or suspected compromise of a password to designated computer security personnel;
- i. Access only systems, networks, data, and software for which you have been authorized. When access is no longer required, contact the appropriate G5 security personnel as soon as possible;
- j. Ensure that system media and system output are marked according to their sensitivity and are properly controlled and stored;
- k. Inform G5 security management when access to an G5 computing resource is no longer required such as when completing a project, transfer to another position, or terminate employment;
- l. Take necessary steps to avoid the introduction of malicious code into any computing resource;
- m. Exercise due diligence to prevent physical damage to and theft of any Departmental computing resource;
- n. All users of Federal Information systems are reminded that they are responsible for upholding the computer security requirements of the Information Security Management Act of 2002 (FISMA). <http://www.whitehouse.gov/omb/memoranda/fy04/m04-25.pdf>

If you have any security-related questions, please call me on (202) 401-0108.

Continue >

Read the G5 User ID and Password Memorandum and click the Continue button.

Step 2: Activating Your Account

You are here: [Self Management](#)

Account Activation

Please fill out the form below to activate your account. An * indicates a required field.

Here are the rules to follow when setting up or resetting your password:

- Passwords must be at least 8 characters long.
- Passwords must contain at least one character from 3 of the following 4 character types: (1) Upper Case Letters, (2) Lower Case Letters, (3) Numbers and (4) Special Characters (*, &, %, etc). For example, "Education1", "Kentucky\$".
- Passwords must not include your first or last name.
- When resetting your password, the new password must not match any of your last 6 passwords.
- Your password will expire and you will be prompted to change it every 90 days.
- Your password must not contain any spaces, double quotes.
- Your password cannot have more than 4 consecutive identical characters.

User ID/Email randy.rick12@test.com

First Name Randy

Middle Initial

Last Name Rick

Password *

Verify Password *

Security Question *

Security Answer *

< Previous

Clear

Continue >

Next you will see the screen above. Enter the required fields and click the Continue button to finalize your activation.

Step 2: Activating Your Account

You are here: [Self Management](#)

Account Activation

User Name randy.rick12@test.com

First Name Randy

Middle Initial

Last Name Rick


Password *****

Security Question What is your favorite sport?

Answer futbol

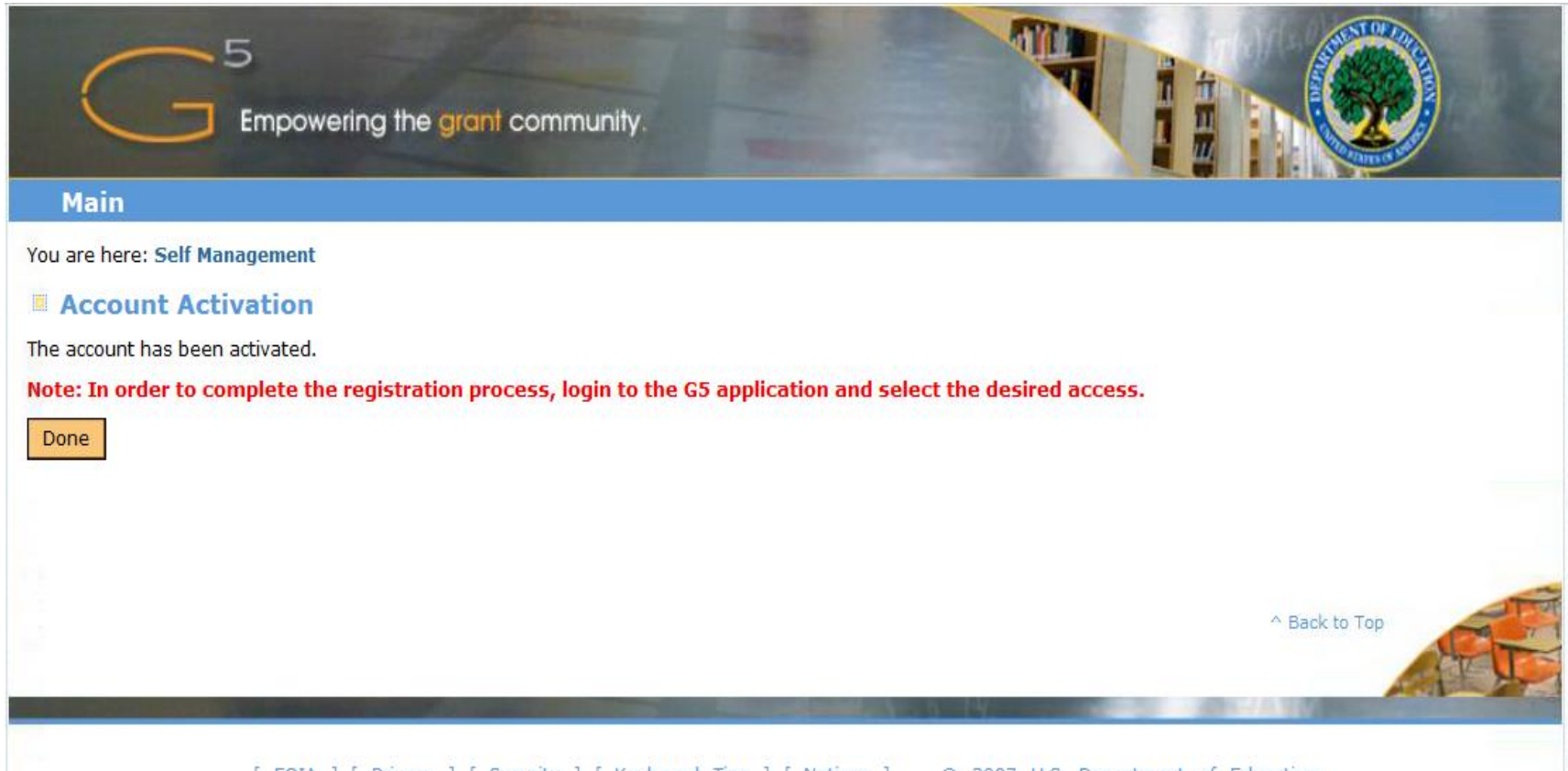
Previous

Cancel

Activate 

Click the Activate button to confirm the information you have entered and activate your account.

Step 2: Activating Your Account



The screenshot shows the G5 web application interface. At the top left is the G5 logo with the tagline "Empowering the grant community." At the top right is the Department of Education logo. Below the header is a blue navigation bar labeled "Main". The main content area displays "You are here: Self Management" followed by a breadcrumb trail "Account Activation". A message states "The account has been activated." Below this is a red note: "Note: In order to complete the registration process, login to the G5 application and select the desired access." A "Done" button is located below the note. At the bottom right of the page is a "Back to Top" link. The footer contains accessibility links and the copyright notice "© 2007 U.S. Department of Education".

This screen tells you that your account is now activated. By default, you will be granted the applicant role. The system will also send you an email confirming that your account has been activated. The email will include a link to the G5 web page where you can log in using the password you just created.



Empowering the **grant** community.



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INITIATING AN APPLICATION FOR A FELLOW

Logging in as a Fellow

A Fellow registering in G5 for the first time will be prompted to update their profile after they initiate the log in activation link. They **MUST** select **NO** when asked **“Are you a Project Director / State Director?”**

Main

You are here: [My Profile](#)

[Edit Profile](#)

Optional Information

Please provide additional information.

Project Director Information

Are you a Project Director/State Director?

Grantee DUNS

Impact Aid User Information

Enter only the numeric State code and Applicant code. Do not include the State abbreviation, Fiscal Year, or hyphens (i.e. For 99-SC-2002-9999, please enter 999999.).

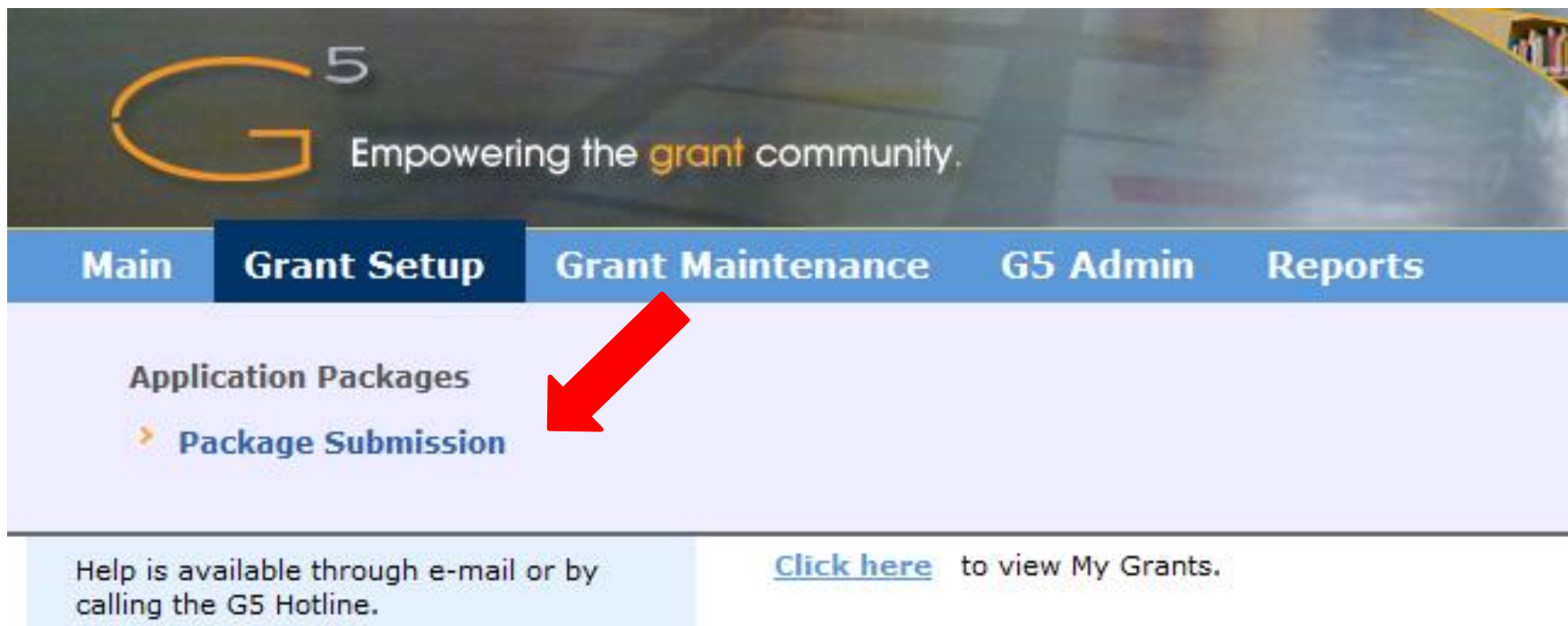
Are you an Impact Aid user?

Impact Aid Number

[< Previous](#)

[Continue >](#)

A list of applications in progress can be viewed by selecting [“Package Submission”](#) from the Grant Setup header



The screenshot displays the G5 software interface. At the top left, there is a logo consisting of a stylized orange 'G' with a '5' next to it, followed by the text 'Empowering the grant community.' Below the logo is a navigation bar with five tabs: 'Main', 'Grant Setup', 'Grant Maintenance', 'G5 Admin', and 'Reports'. The 'Grant Setup' tab is currently selected and highlighted in a dark blue color. Underneath the 'Grant Setup' tab, there is a sub-menu with two items: 'Application Packages' and 'Package Submission'. The 'Package Submission' item is highlighted in blue and has a red arrow pointing to it from the right. At the bottom of the interface, there is a light blue box containing the text 'Help is available through e-mail or by calling the G5 Hotline.' and a link that says 'Click here to view My Grants.'

To start a new package users should select the Initiate a New Application button


Applications in progress are listed in the Application Packages screen shown below

- Here you can Modify, Delete, Submit /Unsubmit or Initiate applications

Select	Fiscal Year	CFDA/Subprogram	Schedule No	Package Title	Closing Date	Package Status
<input type="radio"/>	2011	84.019A	1	FY 2011 Fulbright-Hays Faculty Research Abroad Application	11/02/2011 04:30 PM Washington DC Time	Submitted
<input type="radio"/>	2011	84.018A	1	APPLICATION FOR THE FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM	08/31/2011 04:30 PM Washington DC Time	Unsubmitted

Total Records: 2 Page 1 of 1 Jump to Page

Note: To add a new Application Package to your Start Page, click on the Initiate New Application button below. Clicking the button will display a list of application packages. From that list, you may choose a currently available package to add to your Start Page.

Selecting “Initiate New Package” will populate all of the available applications. After selecting The 84.022 package radio button, the user will be prompted with a question.

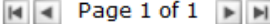

You are here: [Submit Package](#)


 **e-Application**

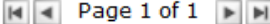

Application Packages

The table below displays the list of currently open packages. Select a package to add to your list of packages.

*A package becomes unavailable to apply for and to submit at 4:30 PM Washington DC time on the due date.

Total Records: 4  Page 1 of 1  Jump to Page

Select	Fiscal Year	Package Title	CFDA #	Published Date	Due Date	Contact	Actions
<input type="radio"/>	2014	Fulbright-Hays Seminars Abroad Program Fiscal Year (FY) 2014	84.018A	02/18/2015	02/27/2015 04:30 PM Washington DC Time	Carly Borgmeier (202) 502-7691	VIEW/PRINT
 <input type="radio"/>	2015	Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program	84.022A	02/12/2015	06/24/2015 04:30 PM Washington DC Time	Sandhya J M (202) 502-7704	VIEW/PRINT
<input type="radio"/>	2015	Fullbrights - Testing	84.019A	01/06/2015	12/24/2015 04:30 PM Washington DC Time	Kishore dangeti (345) 678-9211	VIEW/PRINT
<input type="radio"/>	2015	Fullbrights - Testing	84.018A	02/18/2015	12/25/2015 04:30 PM Washington DC Time	kishore dangeti (234) 890-5678	VIEW/PRINT

Total Records: 4  Page 1 of 1  Jump to Page

Note: Applications initiated by you will be controlled by you as the Application Manager. Before you apply, confirm that you are the appropriate person to initiate the grant application process. As the Application Manager, you will be able to grant access to part or all of the application to other users through user privileges.

The **Fellow** must select **NO** to this question: “Are you registering as a Fellowship Fulbright – Hays Doctoral Dissertation or Faculty Abroad Director?”

(The **Project Director** must select **YES** when asked this question)

You are here: [Submit Package](#)

 [e-Application](#)

User Profile Update

Are you registering as a Fellowship Fullbright-Hays Doctoral Dissertation or Faculty Research Abroad Director?.

Yes **No**



⋮

Cancel

Continue >

[^ Back to Top](#)

The selected application will be added to the package list

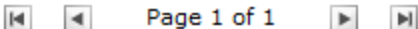

e-Application

Application Packages

✓ The action was successful: The Package has been added to your list.

My Start Page/My Application Packages

The table below displays the list of packages that have been initiated. You may select a package to work on or view details.

Total Records: 3  Page 1 of 1  Jump to Page

Select	<u>Fiscal Year</u>	<u>CFDA/Subprogram</u>	<u>Schedule No</u>	<u>Package Title</u>	<u>Closing Date</u>	<u>Package Status</u>
<input type="radio"/>	2011	84.022A	1	FY 2011 Fulbright-Hays Doctoral Dissertation Research Abroad Program Application	11/02/2011 04:30 PM Washington DC Time	Draft
<input type="radio"/>	2011	84.019A	1	FY 2011 Fulbright-Hays Faculty Research Abroad Application	11/02/2011 04:30 PM Washington DC Time	Submitted
<input type="radio"/>	2011	84.018A	1	APPLICATION FOR THE FULBRIGHT-HAYS SEMINARS ABROAD PROGRAM	08/31/2011 04:30 PM Washington DC Time	Unsubmitted

Once applications have been added you can alternatively view Application Packages, by selecting [“Click Here” to view My Applications](#) from the Home Page after logging in.

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You are here: Home

Help Desk

Help is available through e-mail or by calling the G5 Hotline.

My Quick View

[Click here](#) to view My Applications.

[Click here](#) to view My Grants.

Once an applicant begins their application and completes the DDRA form, the Reference forms will automatically generate.

e-Application

- Package Information**
- Package History
- Summary
- Confirmation

✓ **The action was successful: The form has been saved.**

The form below displays all details associated with selected package. You may navigate throughout this form to complete an Application.

Package Title	Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program			Package Information	
CFDA/Subprogram	84.022A - 1	Fiscal Year	2015	Contact Name	Sandhya J M (202) 502-7704 sandhya.mula@ed.gov click to send email
Closing Date	06/24/2015 04:30 PM Washington DC Time	Last Updated	02/24/2015 01:20 PM Washington DC Time		
Application Status	Draft			Documents & Instructions	
				Dear Applicant Letter Notice Inviting Applications DDRA Fellowship Legislation and Regulations Competition Highlights Project Director Instructions and FAQs Government Performance and Results Act (GPRA) Student Instructions and FAQs Fulbright Hays Maintenance Allowances Institutions and Project Directors	
Select	Form Title			Form Status	
<input type="radio"/>	Doctoral Dissertation Research Abroad Program(022) (Required)			Complete	
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 1			Blank	
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 2			Blank	
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 3			Blank	
<input type="radio"/>	OPE-Fulbright-Hays Foreign Language Reference Form - Gabonese			Blank	
View Form		Edit Form			

Below is a sample Referee form that the Fellow will need to complete to initiate the referral process. Upon completion the Referee will receive an email with a link which will allow him/her to complete a recommendation on behalf of the fellow.

Be sure to verify that the email address of your referee is correct. G5 will send the referee request to the email address you input in this screen.

Package Title [FY 2011 Fulbright-Hays Doctoral Dissertation Research Abroad Program Application]

An * indicates a required field.

OPE-Fulbright-Hays Graduate Student Ref Form(022) - 2

Name of Individual Applicant:

Name of Institution:

Countries of Research:

Language(s):

Proposed Project Title:

***Referee Last Name:**

***Referee First Name:**

***Referee E-Mail Address:**

Asterisks(*) indicate mandatory fields.

Countries are separated by a semicolon



A referee **CANNOT** submit a referral if the **Fellow** or the **Project Director** have submitted their application packages



Main

You are here: eApplicationReferee

☰ eApplication Referee

X The action was unsuccessful: Unable to submit reference. Fellow has already submitted the application.

An X indicates a required field.

FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM
U.S. DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20006-8521

Name of Individual Applicant:

Name of Institution:

Countries of Research:

Language:

Proposed Project or Dissertation Title :

To be completed by referee and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

Once a Referee form has been sent, the status of the form will change to “Sent to Referee” as shown below.

After the Reference form has completed and returned by the Referee, the status of the form will change to “Complete”.

✓ The action was successful: The form has been saved.


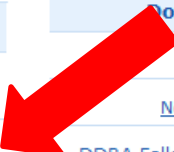
The form below displays all details associated with selected package. You may navigate throughout this form to complete an Application.

Package Title	Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program			Package Information	
CFDA/Subprogram	84.022A - 1	Fiscal Year	2015	Contact Name	Sandhya J M (202) 502-7704 sandhya.mula@ed.gov click to send email
Closing Date	06/24/2015 04:30 PM Washington DC Time	Last Updated	02/24/2015 01:43 PM Washington DC Time		
Application Status	Draft				

Select	Form Title	Form Status
<input type="radio"/>	Doctoral Dissertation Research Abroad Program(022) (Required)	Complete
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 1	Sent to Referee
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 2	Blank
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 3	Blank
<input type="radio"/>	OPE-Fulbright-Hays Graduate Student Ref Form(022) - 1	Complete

Documents & Instructions

- [Dear Applicant Letter](#)
- [Notice Inviting Applications](#)
- [DDRA Fellowship Legislation and Regulations](#)
- [Competition Highlights](#)
- [Project Director Instructions and FAQs](#)
- [Government Performance and Results Act \(GPRA\)](#)
- [DDRA Fellowship Legislation and Regulations](#)
- [Fulbright Hays Maintenance Allowances](#)
- [Institutions and Project Directors](#)
- [Technical Review Form](#)



When the fellow tries to submit their package, they are prompted with a warning message shown below.

Package Information

Package History

Summary

Confirmation

Application Package Summary

Use the form below to view a summary of the current application package.

Package Title	FY 2011 Fulbright-Hays Doctoral Dissertation Research Abroad Program Application		
CFDA/Subprogram	84.022A - 1	Fiscal Year	2012
Closing Date	07/13/2013 04:00 AM Washington DC Time	Last Updated	01/30/2012 11:43 AM Washington DC Time

Package Information

Contact Name SM MA
(202) 245-8765
SM@ed.gov
[click to send email](#)

Form Title	Form Status
Doctoral Dissertation Research Abroad Program(022)	Blank
OPE-Fulbright-Hays Graduate Student Ref Request Form(022) - 1	Complete
OPE-Fulbright-Hays Graduate Student Ref Request Form(022) - 2	Blank
OPE-Fulbright-Hays Graduate Student Ref Request Form(022) - 3	Blank
Fulbright-Hays Graduate Student REFEREE Form - 1	Sent to Referee

Application Submission

Warning! All applicants must follow the internal administrative and clearance procedures of their organization. BY SUBMITTING THIS APPLICATION, I CERTIFY THAT THIS APPLICATION HAS BEEN APPROVED BY THE AUTHORIZING REPRESENTATIVE OF THE INSTITUTION.

< Previous

Cancel

Submit

Helpful Hints

- A Fellow cannot submit their application after the Project Director has submitted the institution's application.
- The Project director must first “unsubmit” the institution's application if a fellow wants to “unsubmit” their application.
- A referee cannot submit their recommendations if a fellow or project director has submitted their application.
- The Project Director and the Applicant must be associated with the same institution in G5.