



G | M | F The German Marshall Fund
of the United States
STRENGTHENING TRANSATLANTIC COOPERATION

YOUNG TRANSATLANTIC INNOVATION LEADERS INITIATIVE FELLOWSHIP (YTILI) APPLICATION INSTRUCTIONS

APPLICATION DEADLINE: 5:00PM EST on Monday, February 6, 2017

The U.S. Department of State and the German Marshall Fund of the United States reserve the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible. If you do not meet the technical eligibility requirements for this program, we invite you to visit www.exchanges.state.gov for information on other U.S. Department of State exchange opportunities.

GENERAL APPLICATION INSTRUCTIONS AND TIPS

- The YTILI Fellowship uses an Internet-based application system. Applicants will need access to a computer and the Internet to apply. Applicants must also create a unique log-in for the WiseHive system in order to prepare and submit the application.
- The WiseHive application system provides you easy to use “how-to” instructions, including how to retrieve your password.
- Applicants do not have to finish the application in one session. You may save your work and return to complete your application as many times as necessary. Applicants must, however, submit the completed application by the deadline.
- Answer all questions on the application in English.
- All supplementary materials must be uploaded as PDF documents and must be in English.
- Application questions marked with an asterisk (*) must be completed.
- All answers in the application, including written responses to essays and supplementary materials, must be the Applicants’ own, original work; using language copied from other past applicants’ essays or using language from websites is considered plagiarism and will result in applications being disqualified.
- Applicants may wish to review the application and its questions before filling out the application. Some applicants find it helpful to draft their responses offline (in a separate document, for example) and then cut and paste responses into the appropriate sections of the application.

ELIGIBILITY SCREEN

The first step in the online application is to answer a series of questions to determine an Applicant’s eligibility for the fellowship program. If you are deemed eligible based on your answers to the established criteria, then the system will allow you access to the full application. All responses will be verified in the initial application screen by GMF staff; if in reviewing applicants’ responses, it is determined that they are ineligible, the applicant will be notified.

If you are not deemed eligible based on your responses to the initial questionnaire, then you are not provided access to the full YTILI application.

GENERAL INFORMATION

Purpose of this section is to obtain basic biographical and background information on the Applicant.

- Provide your legal name as spelled on your passport or national identification card.
- Provide your date of birth using the “month, day, year” format. You will be required to provide documentation verifying age, and for eligibility at the interview stage if you are selected as a semi-finalist.
- Provide your country of citizenship and your country of residence. You will be required to provide documentation verifying citizenship at the interview stage if you are selected as a semi-finalist.
- English language proficiency is required for participation in the Fellowship. All activities including academic sessions, discussions, meetings, cultural activities, and social interactions will be in English. Please fill in the chart evaluating your language skills as accurately as possible.
- Applicants who are Deaf please note, interpretation in the United States may only be available in American Sign Language (ASL), and Fellows should be proficient in ASL or learn prior to their arrival in the USA. Please fill in the chart your English Reading and Writing ability and your proficiency in American Sign Language (ASL) for the Speaking and Listening Comprehension sections.

PROFESSIONAL EXPERIENCE

Purpose of this section is to summarize education and professional experience; this section also asks for information on the Applicant’s current business or social venture.

- Indicate your total years of professional work experience including any positions where you were an apprentice, trainee, intern or part-time employee.
- Provide your total years of professional work experience not including any positions where you were an apprentice, trainee, intern or part-time employee.
- Provide the total years of professional work experience in businesses, ventures, or institutions within an entrepreneurial ecosystem. This could include directly working in a start-up or in an institution that supports entrepreneurial or start-up activity.
- The three questions regarding years of professional experience only offer whole number choices in the drop down menus. If your total work experience is less than a whole number, please round up to the next full number. For example, if you have 7 years and six months of work experience, then you would select eight years. Your CV should include the specific date ranges or number of years and months in each position>
- Provide contact information and links to active websites, social media channel for the current business or social venture. If you are currently working on a new business or social venture that is not established with a social media presence, then please leave these responses blank.
- Please provide information on the stage of the venture and the sector that it serves. For social enterprises an additional drop down menu of social challenges will appear if you answer yes to this question. Please select the social challenge that your venture responds to; if selecting, other, then please provide a short description.

PERSONAL STATEMENTS

Purpose of this section is to offer Applicants the opportunity to highlight their experience, leadership potential and overall qualifications as a young innovation leader.

- Responses to the question prompts should provide specific, concrete examples to support statements.
- Applicants should consult the selection criteria in developing responses to the questions.
- There is no minimum word count, but the maximum word count for each answer is 250 words.

FELLOWSHIP OPPORTUNITY

Purpose of this section to offer the Applicants the opportunity to share their goals for the fellowship, the potential contributions to the YTILI cohort and alumni network and to share initial preferences for placement experiences.

- Responses to the question prompts should provide specific, concrete examples to support statements.
- Applicants should consult the selection criteria in developing responses to the questions.
- There is no minimum word count, but the maximum word count for each answer is 400 words.
- Placement categories are generalized to allow for flexibility in placement recruitment and planning. There is no guarantee that placements will be available in all categories and in all U.S. host cities.
- Travel periods offered are June 2017 or September 2017. There is no guarantee that you will be able to travel during your preferred period; if selected, GMF staff will work with each fellow to understand any scheduling constraints and make efforts to accommodate preferences. In doing so, there may be trade-offs in the types of placements available to the fellow.

REQUIRED SUPPLEMENTARY MATERIALS

- In this section Applicants will upload all required supplementary materials in PDF form and in the English language
- CV or resume can be formatted based on individual preference; however, it is suggested that Applicants use the standardized, English language version of the EuroPass template. Information and templates are available here: <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>
- Pitch deck or pitch video – Applicants have the option of selecting to upload a pitch deck or link to a pitch video to share information about their venture with the evaluation team. If selecting a pitch deck, all submissions must follow the template provided in the online application system. If selecting a pitch video, the content should also follow the required elements in the pitch deck and should be a maximum of three minutes in length. If selecting a pitch video, Applicants must provide a link to a website; video files may not be uploaded to the system.
- If you have special access or password instructions for the pitch video website there is a field to include them in the online form. Once you select the pitch video option, then two fields will appear. In the first field, provide the website where the video can be accessed. In the second field, please provide any access instructions. Applicants should double check the website link and access instructions, including passwords, before submitting the application.
- Applicants are required to submit at least one letter of recommendation and a maximum of three letters. The letters can be from any source that can comment on the Applicant’s professional achievements, how the fellowship would support their venture, and offer perspectives on how the Applicant’s leadership ability could contribute to the growth of their entrepreneurial ecosystem at home. All letters must be submitted on letterhead and include an original signature.

SUBMISSION INSTRUCTIONS

- Once an Applicant has completed all required questions and uploaded required materials, then they can select “submit” in the online system.
- All applications must be submitted by 5:00PM EST on Monday, February 6, 2017
- For questions and support, please contact ytili@gmfus.org