

## **Fulbright Specialists Projects - Named Request from the Roster Checklist** (preferred candidate already approved for the FSP Roster)

- [ ] The Named Request has successfully applied for and been accepted onto the Fulbright Specialists Program Roster.
- [ ] ECA will receive this project proposal with a minimum of two months (ideally three months) or more in advance of the proposed start date.
- [ ] The Commission/Embassy has not yet submitted its maximum project allotment for the current fiscal year.
- [ ] The proposed length of this grant is from 14 to 42 days, including estimated round trip travel days to the host institution, weekends, and public holidays.
- [ ] The Specialists role in the proposed project will adhere to those listed in the 'Sample Fulbright Specialist Activities' section of the FSP Web pages, <http://www.cies.org/specialists>.
- [ ] The Host Institution applying for a Specialist is a non-U.S., post-secondary academic institution.
- [ ] The Host Institution has documented its willingness to provide housing or a housing allowance for the Specialist for the specific dates of the project.
- [ ] The Host Institution has documented its willingness to provide meals or a per diem allowance for the Specialist for the duration of the project
- [ ] The Host Institution has documented its willingness to pay for and arrange all in-country grant related travel for the duration of the project.
- [ ] The Host Institution has documented its willingness to arrange for the Specialist's arrival and pickup from the airport.
- [ ] The proposed project clearly matches the expertise of the Named Request's discipline and specializations as indicated on his/her curriculum vitae
- [ ] The Named Request is currently residing in the United States and will return to the United States upon the completion of the grant.
- [ ] The Named Request is eligible to receive a Specialists grant for the proposed start date (see <http://www.cies.org/message1.htm> for new FSB rules).
- [ ] The Named Request has not had a previous grant to the same host institution to conduct a similar project (if this is a request for a repeat grantee, host and requesting Commission/Embassy must provide additional justification).