

Fulbright Commission and U.S. Embassy Fulbright Specialists Program Guide

This document provides an overview of the administrative processes for the Fulbright Specialists Program (FSP). Please print a copy as a reference and consult it when preparing project requests for the FSP Program.

The Council for International Exchange of Scholars (CIES), a division of the Institute of International Education, is a non-governmental organization that manages the Fulbright Specialists Program on behalf of, and in partnership with, the Office of Academic Exchange Programs (ECA/A/E) at the U.S. Department of State. The two program components, the project request and the specialist, both have to be reviewed and approved for a Fulbright Specialist grant to be awarded. The project request is reviewed and approved first by the Fulbright Commission or U.S. Embassy. If approved, the Commission or Embassy submits it to ECA/A/E for final approval (both the Office of Academic Exchange and the appropriate ECA geographic branch will review the project). If the FSP project is approved by ECA, CIES proceeds to administer the grant. Separately, potential Fulbright Specialists apply online to the Fulbright Specialists roster via the CIES Web site and are reviewed by independent peer review panels and approved or rejected by the J. William Fulbright Foreign Scholarship Board.

Program Goals

- To increase the participation of leading U.S. scholars and professionals in Fulbright academic exchanges;
- To encourage new activities that go beyond the traditional Fulbright activities of lecturing and research;
- To promote increased connections between U.S. and non-U.S. post-secondary academic institutions.

The most important aspects of your responsibilities as they relate to this program and the key points to note in the post/commission's role in the grants management process are as follows:

Project Requests

Managing Fulbright Specialists Projects

The management of project requests is carried out through the Fulbright Specialists Program's online project management system, located at www.cies.org/specialists. The FSP online system includes various features helpful to U.S. Embassies and Fulbright Commissions in managing their FSP project request applications. These features include the ability to:

- Submit new project requests for specialists
- Submit embassy/commission final reports
- View grantee contact data and grantee final reports
- Run reports on Fulbright Specialists projects
- Download forms to distribute to host institutions wishing to request a Specialist
- Monitor how the program is being used in their country

User ID and Password

Each authorized individual using the system should have her/his own user identification (ID) and password--please do not share your user ID and password with anyone. If additional staff at the Fulbright Commission or U.S. Embassy requires a user ID and password, please contact CIES at fulspec@cies.iie.org. CIES will provide the new staff member with an e-mail containing an individual user ID and password for the FSP online system.

Submitting FSP Project Requests

To submit new requests for specialists, go to the FSP online project management system located at http://www.cies.org/specialists/ss_request.htm. Click on the link under "Fulbright Commissions and U.S. Embassies" then enter your user identification (ID) and password. Once you have successfully logged into the system, click on "New" to access the FSP project request form then select "Submit a new request for a Specialist." Complete the four sections of the project request form (**Contacts**, **Program Description**, **Specialist Description**, and **Cost Share**). Verify that all information has been entered and click "Submit". Please proofread your request for spelling errors and clarity before submitting it.

Please Note: In the **Contacts** section, the host institution must be a degree-granting, academic institution of higher education. In the **Program Description** section, please fill out the "program description" and the "program purpose" sections as completely and substantively as possible, given the space allowed, as these are the sections that the ECA/A/E Program officers focus on to conduct their review. In the **Cost share** section please provide as much detail as possible in describing the arrangements for lodging, etc.

FSP Project Requests per Country

Each **VISIT** of a FSP serial grant counts towards the limit for a given country per fiscal year. If a project has two serial visits, each visit is counted against the annual limit. Project totals are calculated for each fiscal year based on the submission date into the FSP online project management system. For example, anything submitted between 10/01/2007 through 09/30/2008 counts towards the FY2008 limit.

Required Lead-time and Grant Start Date

The time between the submission of a FSP project request into the FSP online project management system and the proposed start date of the project is the lead-time. Fulbright Commissions and U.S. Embassies should allow no less than a two to three month lead time for all projects requesting a scholar who is already on the Fulbright Specialists roster and no less than a three to four month lead time for a scholar who is not yet on the Specialists roster.

The peer review calendar, which includes the dates by when roster applications must be submitted to CIES and the dates when applicants will be notified of the results of their peer review, is available via the Fulbright Specialists Web page: <http://www.cies.org/specialists/> (Click on Peer Review then select the Peer Review Calendar). Commissions and U.S. Embassies should pay close attention to the peer review cycle in determining project request lead times.

Length of Grant Period for FSP Project Requests

The grant period entered in the project request is the total number of days proposed for your grant project. The grant length must include estimated round trip travel to and from the host, as well as weekends and applicable public holidays, in addition to the time assessed for the grant activity.

Grant Period Changes

At times, the grant period will need to be adjusted prior to the start of the grant. A decrease in grant length is acceptable provided it does not compromise the goals of the grant, meets the minimum grant period criteria of 14 days, and is mutually acceptable to the host, the grantee and the Commission or U.S. Embassy. CIES instructs the grantee to copy the commission/embassy on correspondence with the host institution regarding in-country costs.

The host institution must also keep the commission/embassy informed of any logistical changes. Please note that CIES will write the grant for the approved grant period. CIES does NOT have the authority to extend the grant period. Extending the grant period is a budgetary factor that requires a formal request, with justification, by the Commission or U.S. Embassy to ECA/A/E. Regardless of the revisions to the grant period or dates, the grantee, the host institution and the commission/embassy should ensure that the goals of the project are not compromised and that the changes occur within twelve months of the original approved, start date.

Management of FSP Grant Cost Share Logistics

The Fulbright Specialists Program contact at the commission/embassy is the principal overseer of all in-country logistics and must ensure that the terms of the cost share are fulfilled, as agreed to by the host institution their project request.

CIES provides funds directly to the grantee for international roundtrip travel, economy class, (received prior to travel) and an honorarium of \$200 per day (received at the end of the grant period for the approved number of grant days).

All meals, lodging, and in-country travel costs in conjunction with grant activities must be provided by the host academic institution and/or Fulbright Commission/U.S. Embassy as determined by the correspondence between the parties involved and indicated on the project request form.

Reports

All projects require the completion of a commission/post final report. This report can be completed through the online project management system by clicking on the word "Incomplete" in the "C/P Final" column for the completed project. Complete the form online and click "submit" when complete. This report is saved to the FSP online project management system.

Fulbright Specialists

Online Fulbright Specialists Roster

The Fulbright Specialists Program maintains a candidate roster of experienced scholars and professionals from which host institutions, together with U.S. Embassies and Fulbright Commissions, may choose qualified specialists for a project. This system ensures that all candidates are reviewed by their peers, meet the program criteria, and are approved by the J.W. Fulbright Foreign Scholarship Board.

To access the online Fulbright Specialists roster you must first log into the online project management system, then click on the red **R** at the top of the page. You will be asked to enter your ID and password again (user ID and passwords are the same for the FSP project management system). Alternatively the FSP online roster page can be accessed directly at: <https://ww2.iie.org/cies/specialists/roster/login.cfm>.

Fulbright program managers overseas may also choose to offer access to the Specialists roster directly to potential host institutions. Fulbright Commissions and U.S. Embassies must request a separate user ID and password on behalf of selected institutions by contacting CIES at fulspec@cies.iie.org (in your request please list the institution, name and title of the individual to be given access, his or her email address and contact information and the duration of access).

U.S. Residency Requirement

Fulbright Specialists must reside in the United States at the time they are approved for a grant and intend to return to their U.S. institution after the grant's completion. Roster applicants or candidates need not necessarily be residing in the United States in order to be approved or accepted for the roster, but must be residing in the United States in order to receive a grant.

Eligibility Rules

Please be advised that the J. William Fulbright Foreign Scholarship Board has instituted new eligibility policies. Recipients of a short-term grant (Specialist) are eligible to receive another short-term grant two years after the completion of the preceding short-term grant. Recipients of a short-term grant are eligible to receive a basic (traditional Fulbright Scholar) grant two years after the date of completion of the preceding short-term grant. Further information on the new eligibility rules, for both short and long term grants, may be found at:

<http://www.cies.org/message1.htm>.

Travel Arrangements

All Grantees must provide a travel budget in order for CIES to process the grant. The grantee submits two travel quotes for roundtrip travel to the host institution (in compliance with "Fly America" regulations) to CIES based on the actual grant dates and the cost share information indicated in the project summary.

CIES then obtains a comparative quote, if necessary, and will provide the most reasonable travel allowance of the three quotes. The turnover period for this process is five business days. Once CIES confirms the travel allowance, the grantee can customize the travel as desired so long as the grantee completes the agreed upon grant period and the travel is in compliance with "Fly America" regulations. Each single visit must meet the minimum grant period of 14 days and requires a separate travel budget from the grantee.

CIES Reimbursable Travel Expenses

The "Upon Your Return" section of the "Preparing to Go" document explains the procedures required of the grantee upon completion of the grant. The form titled "Travel Expense Report" lists the additional travel expenses, within reason, that are reimbursable by CIES at the end of the grant period. These reimbursable expenses will be added to the honorarium payment. CIES will reimburse the cost of a single entry visa, if needed.

Requirements for Processing the Grant

The "Preparing to Go" document describes the process required of departing grantees. Grantees are instructed to confirm the dates of the grant with the host institution prior to submitting a travel budget to CIES. The host institution should notify the post/commission of the confirmed dates. CIES will write the grant according to the budget submitted.

Contacts

Please contact any member of the CIES Fulbright Specialists Program team should you have further questions about any of the material contained in this document. Our contact information and responsibilities are as follows:

CIES Program Staff

For general inquiries and application management

Stacey Chapple

Program Associate

Email: fulspec@cies.iie.org

Tel: 202.686.7871

For questions related to peer review

Anneke Archer

Program Officer

Email: aarcher@cies.iie.org

Tel: 202.686.7858

For questions related to specific projects

Kira Mills

Program Officer

Email: kmills@cies.iie.org

Tel: 202.686.7851

For questions related to grant administration

Andrew Hellmann

Program Associate

Email: ahellman@cies.iie.org

Tel: 202.686.4026

Council for International Exchange of Scholars

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Washington, DC 20008-3009

ECA/A/E Staff Contact:

Patricia Bass

Fulbright Program Officer

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Bureau of Educational & Cultural Affairs

Department of State

Email: BassPM@state.gov

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