

2010-11**FULBRIGHT SCHOLAR – IN - RESIDENCE PROGRAM
INSTRUCTIONS FOR U.S. EMBASSY PUBLIC AFFAIRS
SECTIONS AND FULBRIGHT COMMISSIONS****1. Background Information on the Fulbright Scholar-in-Residence Program:**

Each fall, U.S. institutions of higher education submit proposals to the Council for International Exchange of Scholars (CIES) under the Fulbright Scholar-in-Residence (SIR) program to bring scholars to campus for one of both semesters of the next academic year. The program targets institutions that do not often host visiting faculty and/or serve minority students, including small liberal arts colleges, community colleges, and minority serving institutions. In their proposals, institutions describe how they plan to utilize an SIR. CIES convenes an outside review committee to evaluate proposals and develop a slate of recommendations to the U.S. Department of State and the Fulbright Foreign Scholarship Board. Funding for this program is provided exclusively by the U.S. Department of State. Please see the Guidelines for Scholar-In-Residence proposals at: www.cies.org/sir/download/11_12_Guide4SIR.pdf for more information.

2. Scholar Confirmation or Recruitment:

U.S. institutions propose to either invite specific scholars by name or, through CIES, request that Fulbright Commissions or U.S. Embassy Public Affairs Sections (PAS) recruit candidates. CIES forwards to posts and commissions a copy of SIR Proposals that are recommended for SIR awards for follow-up and action, as described below.

3. ECA and CIES Request that PAS/ Commissions take the following actions:

- If the institutional proposal identifies a given scholar by name, confirm the availability and eligibility of that named scholar
- If no scholar is named in the institutional proposal, recruit candidates for the host college/ university

In so doing, please:

- a) Present the full U.S. institutional Scholar-in-Residence proposal to *all scholar candidates*, weather named in a an SIR proposal or recruited by PAS / Commissions, so prospective grantees can become familiar with the range of activities expected of them as well as the type of institution and student population involved.
- b) Ensure that SIR *candidates are fluent in English*, as they must be able to teach classes and make public speeches (link for this form is provided below)
- c) Disqualify from consideration any candidates (either named or recruited) who have *extensive and prolonged academic activities in the United States during the past five years*. As is customary in the Fulbright Scholar Program, preference is given to individuals who have not previously been a Fulbright Grantee.

- d) Provide *Information about the Fulbright Scholar-in-Residence (SIR) Award for Prospective Grantees* to scholars who are named and/or recruited, so they may better understand the benefits and obligations of participating in the SIR program (link for this is provided below)

4. Materials needed from PAS/ Commissions:

- a) **If a named scholar is requested** from your country, please provide CIES (with copy to appropriate ECA/A/E branch) with completed forms listed below, which are available at the following link: www.cies.org/fulbrightagency.htm#SIR:
- i. A message from your office indicating that the scholar is eligible and acceptable for the award
 - ii. A completed *English Proficiency Report Form* on the scholar.
 - iii. The first four pages of the *Fulbright Visiting Scholar Application Form*, which the scholar should complete and submit to you.
 - iv. A completed *Medical History and Examination Form* from the scholar (note: this form cannot be submitted any sooner than 6 months before the grant start date).
 - v. A letter from the scholar's home institution indicating that they will receive leave of absence in order to take the Fulbright grant.
 - vi. Passport bio-data pages for the scholar and any accompanying dependents.
- Note that CIES submits all SIR proposals to the J. William Fulbright Foreign Scholarship Board for approval. Named scholars are reviewed and approved at the same time as the SIR institutional proposals.*
- b) **If you are asked to recruit a scholar** for an SIR award, please provide CIES (with copy to appropriate ECA/A/E branch) with the completed forms listed below, which are available at the following link: www.cies.org/fulbrightagency.htm#SIR:
- i. The first four pages of the *Fulbright Visiting Scholar Application Form*, which the scholar should complete and submit to you.
 - ii. A completed *English Proficiency Report Form* on the SIR Scholar candidate to be completed by the Commission/PAS.
 - iii. Two references on behalf of the scholar (references are required only for recruited candidates, as references for named scholars are already included in SIR proposals)
 - iv. A letter from the scholar's home institution stating that the scholar will receive leave of absence if selected for an SIR grant (this letter can be submitted to CIES after the U.S. institution has reviewed the recruited scholar)
 - v. A completed *Medical History and Examination Form* from the Scholar (note: this can not be submitted to CIES until the institution

has reviewed and approved the scholar; and no sooner than six months before the grant start date)

- vi. The candidate's passport bio-data pages for accompanying dependents can be submitted after the U.S. institution has reviewed and approved the recruited scholar)

5. Time Frame: Please forward all the materials to CIES as soon as possible (attention: Alma Ford, SIR Program Officer) and no later than **April 1, 2010**. Then, CIES will forward applications received from PAS/Commissions to the respective U.S. institutions for them to review and make a selection for their SIR grant. CIES will forward to ECA/A/E the selected scholar's file for J. William Fulbright Foreign Scholarship Board review and approval. Upon receiving notification of FSB approval for candidates CIES will begin to write grant and visa documents and mail them to PAS/Commission.

For scholars due to arrive in the United States by August, the preparation for grant and visa documents usually occurs during the month of May and June. For scholars arriving in January, their preparation occurs in October or November.

6. Pre-Departure Orientation: Please include Fulbright SIR-s in pre-departure briefings organized for other Fulbright grantees.
7. International Round-Trip Air Travel and Transit and Excess Baggage Allowance: ECA will establish MOs providing the necessary fiscal data for posts to pay for travel costs for Fulbright Scholar-in Residence grantees coming to the United States.

CIES is pleased to work with you and greatly appreciates your assistance in the administration of the SIR program. Please do not hesitate to contact CIES SIR Program Staff if, you have any questions about the SIR Program.

Alma Ford, SIR Program Officer (aford@cies.iie.org)

Sara Smothers, SIR Program Associate (ssmothers@cies.iie.org)

The overall ECA/A/E SIR coordinator is David Levin (LevinDN@state.gov)

ECA/A/E Branch representatives for SIR are as follows:

ECA/A/E/AF – Valerie Gilpin (Gilpinva@state.gov)

ECA/A/E/EAP – Constance Street (streetcar@state.gov)

ECA/A/E/NEA – Teresa Mastrangelo (mastrangelote@state.gov)

ECA/A/E/EUR – Linda Duncan (duncanld@state.gov)

ECA/A/E/SCA - Kauai Wilson (wilsonkr@state.gov)

ECA/A/E/WHA – Mary Evans (Evansme@state.gov)