

2012-13
**FULBRIGHT SCHOLAR – IN - RESIDENCE PROGRAM
GUIDELINES FOR U.S. EMBASSY PUBLIC AFFAIRS
SECTIONS AND FULBRIGHT COMMISSIONS**

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 (S-I-R) program to bring visiting scholars from abroad to campus for one or 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 S-I-R. CIES convenes an outside review committee to evaluate proposals and develop a slate of recommendations to the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) 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: <http://www.cies.org/fulbrightagency.htm#SIR> for more information.

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 the recommended S-I-R proposals for follow-up action as described below.

1. 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*, so they may review the range of activities expected of them as well as the type of institution and student population involved.
- b) Ensure that S-I-R *candidates are fluent in English*, as they must be able to teach classes at the college level and make public presentations (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 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 S-I-R program.

2. 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:
- 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 scholar should complete the *Fulbright Visiting Scholar Application* via the Embark online application platform
 - iv. A completed *Medical History and Examination Form* from the scholar (note: this cannot be submitted to CIES until PAS/Commission has confirmed that the scholar is eligible and acceptable, and no sooner than six 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. This document can be uploaded to the scholar's Embark application.
 - vi. Passport bio-data pages for the scholar and any accompanying dependents. These pages can be uploaded to the scholar's Embark application.
 - vii. *Note that CIES submits all S-I-R proposals to the J. William Fulbright Foreign Scholarship Board for approval. Named scholars are reviewed and approved at the same time as the S-I-R institutional proposals.*
- b) **If you are asked to recruit a scholar** for an S-I-R award, please provide CIES (with copy to appropriate ECA/A/E branch) with the completed forms listed below:
- i. The scholar should complete the *Fulbright Visiting Scholar Application* via the Embark online application platform
 - ii. A completed *English Proficiency Report Form* on the S-I-R 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 S-I-R institutional proposals) References can be uploaded to the scholar's Embark application.
 - iv. A letter from the scholar's home institution stating that the scholar will receive leave of absence if selected for an S-I-R grant (this letter can be submitted to CIES after the U.S. institution has reviewed the

- recruited scholar) This document can be uploaded to the scholar's Embark application.
- v. A completed Medical History and Examination Form from the Scholar (note: this cannot 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). These pages can be uploaded to the scholar's Embark application.
3. **Time Frame:** Please forward all the relevant candidate materials to CIES **through EMBARK** as soon as possible but no later than **April 15, 2012**. CIES will forward applications received from PAS/Commissions to the respective U.S. institutions for review and selection of a scholar (in the case of recruited scholars) for their S-I-R 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 institutional proposals and S-I-R candidates CIES will begin to write grant and visa documents and mail them to PAS/Commission. Completed medical forms may be mailed to CIES or sent as scanned PDFs to aford@iie.org.
- For scholars due to arrive in the United States by August, the preparation for grant and visa documents usually occurs during May through June. For scholars arriving in January, grant preparation occurs in October through November.
4. **Pre-Departure Orientation:** Please include Fulbright S-I-Rs in pre-departure briefings organized for other Fulbright grantees.
 5. **International Round-Trip Air Travel and Miscellaneous Travel 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 Fulbright Scholar-in-Residence program. Please do not hesitate to contact Alma Ford, Program Officer (aford@iie.org) should you have any questions.

The overall ECA/A/E S-I-R coordinator is David Levin (LevinDN@state.gov)

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