

Fulbright Scholar Program

2011-2012
Scholar-in-
Residence
European Union

Guidelines and
Application
For Institutions

ADMINISTRATION AND FUNDING OF THE FULBRIGHT SCHOLAR PROGRAM

The flagship international educational exchange program sponsored by the U.S. Government, widely known as the Fulbright Program, is designed to increase mutual understanding between the people of the United States and the people of other countries. With this goal as a starting point, the Fulbright Program has provided nearly 300,000 participants—chosen for their academic merit and leadership potential—with the opportunity to study, teach and conduct research, exchange ideas and contribute to finding solutions to shared international concerns.

The Fulbright Program was established in 1946 under legislation introduced by then Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

Since the establishment of the Program, more than 45,000 Fulbright Visiting Scholars have conducted research or taught in U.S. universities, and almost 50,000 Fulbright U.S. Scholars have engaged in similar activities abroad. The Fulbright Program awards approximately 800 grants to Visiting Scholars each year. Currently, the Fulbright Scholar Program operates in over 130 countries worldwide. The primary source of funding for the Fulbright Program is an annual appropriation made by the United States Congress to the Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The J. William Fulbright Foreign Scholarship Board (FSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The United States Department of State, Bureau of Educational and Cultural Affairs develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in 50 countries that have executive agreements with the United States for continuing exchange programs, United States Embassies in 100 other countries and a number of cooperating agencies in the United States.

Binational commissions and foundations propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview and recommend to the FSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

The Council for International Exchange of Scholars (CIES), under a cooperative agreement with the Department of State, administers the Fulbright Scholar Program for faculty and professionals. CIES is a division of the Institute of International Education (IIE) and has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by CIES.



DEPARTMENT OF STATE PUBLICATION
Bureau of Educational and Cultural Affairs

Proposals should be received at CIES on or before
October 15, 2010. Please submit one original.

Fulbright Scholar Program

Scholar-in-Residence Proposals
Guidelines for European Union

2011–2012 Guidelines

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Note: The final decision as to the number of awards and availability of awards is subject to funding considerations and approval by the Bureau of Educational and Cultural Affairs of the United States Department of State.



THE FULBRIGHT SCHOLAR PROGRAM

is a program of the United States Department of State

For more information, please contact

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FULBRIGHT EUROPEAN UNION SCHOLAR-IN-RESIDENCE PROGRAM

The goal of the Fulbright Program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchange. The Fulbright European Union Scholar-in-Residence Program (EU SIR) complements other Fulbright Programs for students, teachers and researchers. The Fulbright Scholar-in-Residence (SIR) Program, which targets institutions that do not often host scholars from abroad and / or Minority Serving Institutions is described in a separate publication available from CIES online.

Overview and Purpose

The primary objective of the European Union Scholar-in-Residence (EU SIR) Program is to strengthen expertise in European Union affairs.

Through an arrangement between the U.S. Department of State and the EU, grants will be available to bring European scholars specializing in EU affairs to U.S. campuses as resident scholars for one term of the 2009–2010 academic year.

The scholars will give guest lectures and conduct seminars as appropriate, consult with faculty and students on research, engage in collaborative study and provide outreach to the campus, neighboring institutions and the local community. **The resident scholars are not expected to teach regular course offerings.**

Given the distinct purpose of the EU SIR Program, the institutional requirements relevant to the SIR Program (e.g., seeking institutions that do not often have the opportunity for contact with visiting scholars) are not applicable to proposals submitted for the EU SIR Program.

All accredited U.S. institutions of higher education with appropriate programs and activities relating to EU affairs that are able to productively utilize a resident fellow are encouraged to submit proposals under this special program.

Examples of EU SIR Programs

The following are examples of proposals that were recently funded under the EU Scholar-in-Residence Program illustrating the types of institutions and activities for which the program is designed, as well as topics and academic fields.

The Departments of German and Political Science and the International Studies Program at **Bowling Green State University** hosted a scholar from the University of Salzburg, Austria with expertise in Central European politics who enhanced cross-disciplinary undergraduate cooperation within the college of Arts and Sciences and strengthened the international studies program as well as the dual MA programs in German and Political Science.

The Center for Comparative European Studies at **Rutgers University** hosted a scholar of political science from Rijksuniversiteit Leiden in the Netherlands. The scholar gave various lectures as well as attended and organized workshops on various aspects of European politics, including European Union politics and political extremism.

The **University of Michigan—Dearborn** hosted a scholar from the Eindhoven University of Technology in the Netherlands who lectured on and enhanced research capabilities in the area of automobile technology, innovation and diffusion in European Union member nations and in the United States.

Instructions for Proposal

The proposal for the Fulbright European Union Scholar-in-Residence Program should be succinct and focused. Begin with the Institutional Proposal Summary Cover Sheet and Table of Contents.

(Forms can be found at the back of these guidelines or downloaded from the CIES Web site at www.cies.org.) Follow with a proposal narrative that: (1) describes your institution's goals for developing or strengthening its international curriculum and (2) provides a clear idea of how the experience of hosting an EU Scholar-in-Residence will help achieve these goals.

Altogether, the proposal narrative **should be prepared as a Word document not exceeding 15 double-spaced, one-sided, typewritten pages, or 20 pages for joint proposals**, as follows:

Part I. Institutional Profile (not to exceed three pages)

This section is used to help reviewers determine if the institution is among those that will receive priority in this program. Institutions that *do not frequently have the opportunity for contact with Visiting Scholars and/or serve minority populations or students underrepresented in international exchange programs will receive priority*. Also, this section is used abroad to help recruit Scholars and to determine relative suitability of prospective Scholar candidates. Address all items in the following order and label your responses:

A. Provide brief information about your institution.

- Size and characteristics of the student body and faculty
- Location
- Mission
- Scope of academic offerings
- Community resources

B. Describe your institution's current and previous

experience with international or area/EU studies programs.

- Courses, seminars and workshops, including foreign languages taught at the institution
- Foreign study programs for students
- Visits by foreign faculty for research or lecturing, including any previous participation in the Fulbright Scholar-in-Residence Program or Fulbright European Union Scholar-in-Residence Program.
- Foreign students
- Cultural events and programs

C. Short- and long-term goals and objectives.

Describe how the proposed Visiting Scholar will enhance European Union studies on your campus. Clearly state your institution's short- and long-term goals (one to five years and six to 10 years respectively) in terms of developing, expanding or strengthening international programs or European Union studies. CIES recognizes that these goals will vary, depending on the size of the institution and its experience in European Union studies.

Part II. Proposed Program for Scholar

Altogether, Parts IV and V should not to exceed 12 double-spaced, one-sided, typewritten pages using font size 11. The overall purpose of this section is to demonstrate the quality of the program you propose and the degree to which it meets the needs of your institution.

A. Oversight. Briefly describe the structure within the institution for planning, overseeing and assessing the residency. Indicate the names, disciplines, departments and responsibilities of key personnel. For example: assign one person to oversee the program; hold regular meetings with the Scholar, faculty members and administrators and help organize the schedule for research and other professional and community activities.

Generally, this is the person who corresponds with CIES and is the individual listed as the “principal contact for academic arrangements” (item #6 of The Institutional Proposal Cover Sheet). *Do not* submit this person’s curricula vitae.

B. Academic Program of Scholar. Describe the rationale behind your request for a Scholar and the program that has been designed for the resident Scholar. Describe how you will involve the Scholar in a variety of roles and activities. Include an explanation of how the Scholar’s participation in such roles and activities will help the institution reach the goals and objectives described in Part I of the proposal.

Proposals may also involve European Union Scholars-in-Residence with a department’s administrative structure or institution as a whole. For example, you may include them in committee meetings as a means for interacting with faculty members with similar interests and for learning about programs and procedures that might be of interest to their home institution. Also, you may propose that the Visiting Scholar advise on new courses and curriculum development in their field that may enhance or expand the European Union programs on your campus.

C. Plans for Other Campus Activities. Develop a program that describes in specific terms how your institution will involve the Scholar in a variety of campus activities. Indicate what arrangements you will make for the Scholar’s participation in cultural and social events and activities sponsored by clubs and alumni groups. Also, describe what opportunities the Scholar will have to learn about life in the United States from other professors, administrators and students from all areas of the institution, and how the Scholar will teach members of the campus about his or her country and culture. It is important to include letters from other members of the institution to this effect in the attachment section of your proposal.

D. Community Outreach. Involvement in the community is a very important aspect of the Fulbright European Union Scholar-in-Residence Program. Participating in community events and activities will provide the Scholar with the opportunity to serve as a valuable resource for community organizations. It will also enrich the Scholar’s stay in the United States by providing the means to establish contacts and friendships with other people in the community and to learn more about American society.

Outline specific plans for involving the Scholar in programs sponsored by community groups such as: service clubs, elementary and secondary schools, fraternal and ethnic organizations, cultural institutions, religious groups, business and professional organizations, international councils and clubs, local media, local government offices and the chamber of commerce. It also is important to include letters from representatives of such organizations indicating their interest in hosting the Scholar in the attachment section of your proposal.

E. Professional Enrichment. Indicate ways that you will provide time for the Scholar to pursue his or her own research interests. Also include any arrangements you can make to have faculty members attend academic events with the Scholar to introduce him or her to prospective contacts.

F. Sustainability. Describe the long-term impact you expect the Scholar’s activities to have on your institution and how your institution will sustain this impact after the EU SIR has returned home. Some examples of long-term impact include:

- Creating a new course that will be added to the curriculum
- Developing or enhancing a European Union program

- Collaborating with the Scholar to expand the international/area/EU expertise of the faculty
- Initiating an exchange program with the Scholar's home institution

G. Duration of Grant Period. An institution may request a Scholar for one term (no less than three months), beginning no earlier than August or September of the U.S. academic year, dependent upon the requesting institution's program and financial resources, the availability of the Scholar and other factors. The preferred dates must fall within the 2011–12 academic year.

Institutions may wish to include a two-week period prior to the beginning of the term to allow for settling in.

Part III. The Scholar

Although institutions applying under the program may request specific individuals to fill the European Union Scholar-in-Residence position, naming a Scholar is *not required and does not affect the review of proposals*. Procedures for this part of the proposal are somewhat different, depending on whether the Scholar is named or not.

A. Naming a Scholar. If you are naming a Scholar, be specific about the reasons for selecting that particular individual. Relate the Scholar's qualifications to the proposed activities you described earlier.

Complete the Information on Named Scholar Form (page iv) and include a curriculum vitae in the attachments to the proposal. Also, provide two letters of reference. If references are not available, provide the names of two other Scholars or persons who could be contacted for references by the Fulbright Commission for Educational Exchange between the United States of America, Belgium and Luxembourg, which works with the EU countries.

In your proposal, address these questions:

- Are the proposed Scholar's academic credentials and standing appropriate for the proposed educational activities?
- Are the proposed Scholar's English language skills proficient enough to allow for participation in discussions with a broad range of students and in community events?

Realizing that a named scholar may not be available or approved, it is a good idea to include at least one alternate scholar in case your first choice cannot, for whatever reason, accept the invitation. If you do not have an alternate in mind, you may request open recruitment in the event that the named individual is not available. If your institution is *only* interested in hosting the named Scholar, and is not willing to host anyone else, then CIES recommends that you do not apply for an EU SIR award.

Preference is given to scholars who have not taught, studied, conducted research, or worked in the United States for an extended period of time within the previous five years, as the program seeks to provide opportunity for Scholars who have not had recent experience in the United States. Preference will be given to scholar candidates who have not previously received Fulbright grants.

Foreign citizens desiring to hold or holding permanent residence in the United States are not eligible for Fulbright awards. Fulbright grantees enter the United States on an exchange visitor (J-1) visa under a United States Department of State program, which requires them to return to their home countries for a minimum of two years at the end of the grant period before they can re-apply to re-enter the United States for other than tourism purposes.

B. Requesting Recruitment of a Scholar.

CIES works with the Fulbright Commission for Educational Exchange between the United States of America, Belgium and Luxembourg to recruit Scholars from among all EU countries for

institutions that do not name one. If this is the case for your institution, list up to two countries in the European Union from where you wish candidates to be recruited for your award and provide a rationale for each country.

To facilitate the recruitment process, it is important that you include a detailed description of the academic duties you will ask the Scholar to undertake and the qualifications your institution requires of the recruited Scholar. Include the country or countries, discipline(s) or field(s) of expertise, theoretical orientation (if applicable), and issues about which you wish the Scholar to be particularly knowledgeable. For the Scholar's individual qualifications, outline the acceptable academic degree level. Relate this information directly to your Proposed Program for Scholar. Include justification as to why a Scholar with the qualifications you require would be a good match for the program you are proposing.

Though proposals that do not name Scholars are accepted, some difficulties can arise from requesting the recruitment of a Scholar. It takes time to recruit a Scholar, so institutions may not be able to plan their programs with certainty. The time delay in recruiting a Scholar may result in CIES requesting that your institution defer its proposed start date until a suitable Scholar can be found.

Part IV. Grant Benefits and Cost-Sharing

Institutions are expected to contribute to the cost of hosting the Visiting Scholar through a wide range of possibilities, including a salary supplement and/or in-kind contributions, which we encourage you to consider. In deciding how much salary supplement and/or cost-sharing to propose, take into account what faculty of similar rank earn at your institution. Ideally, the Fulbright stipend plus the salary supplement and/or in-kind support that your institution provides will enable the Scholar to maintain a standard of living equivalent to that of

his or her U.S. peers.

Securing appropriate housing for the Scholar ahead of time will enable him or her to begin his or her grant activities right away. Therefore, many institutions provide on-campus housing as part of their contribution. If your institution cannot do so, then you *must* help the Scholar make housing arrangements. Depending on the location of the campus, you may want to make arrangements for the use of a car (although you may want to determine the issue of liability before making a commitment to provide a car for the Scholar). Funds that CIES offers for Scholars to deliver lectures at other campuses are limited; therefore, it is a good idea to include funds for participating in other professional activities in your cost-sharing contributions. Also, you may wish to consider including English-language classes or tutorial services for the Visiting Scholar's dependents, depending on their English language skills.

Since the Department of State provides accident and sickness coverage for Scholars only, and not for their dependents, your institution may wish to provide supplemental health plan coverage for the Scholar's accompanying dependents.

Institutions are expected to provide other amenities such as office space, library access, supplies, research and secretarial assistance, computer time and other facilities normally provided to faculty. Therefore, **do not list the value of these items in the proposal**, because they are considered an essential part of the scholar's support.

Decide on your institution's cost-sharing and/or salary supplement commitment before submitting your proposal. Note that the proposal cover sheet requires a signature from an individual authorized to make a financial commitment on behalf of the institution. This is normally the president, vice president, dean or director of the institutional

grants office. Since the EU SIR grant is made to the Scholar rather than to the institution, the grant document the Scholar receives will indicate the amount of institutional support as well as the amount of Fulbright funding he or she will receive. Together, these constitute the agreement the Scholar makes with CIES and the institution.

In evaluating this part of the proposal, the review committee will look beyond the dollar amount of the salary supplement and instead will consider the *effort* of the institution to obtain support and its *capacity* to provide support. The committee will evaluate whether the institution has considered in-kind contributions (such as housing or transportation) in addition to, or instead of, a salary supplement. Finally, in making its determination, the committee will take into account the entire package of cost-sharing, salary supplement, the Fulbright grant and other contributions, in the context of ensuring that the Scholar will have an appropriate standard of living within the community where he or she will reside.

Part V. Attachments

In the final part of the proposal, include the following attachments:

- For institutions naming a Scholar, the completed Information on Requested Scholar Form, a curriculum vitae and two letters of reference.
- For all institutions, letters of support from administrators of the applicant institution(s).
- For all institutions, letters of interest in sharing the Scholar with other departments, institutions, consortia members, community/civic organizations and schools/school districts; and
- For all institutions, sample syllabi or course outlines.

In some cases, institutions may wish to send a few

photocopied pages from a college or university publication, if pertinent. Please, do not include voluminous supporting documentation, such as catalogs or boilerplate institutional information. These will not be forwarded to the CIES review committee.

CIES will notify all institutions in January whether or not their proposals have been recommended to the United States Department of State and the J. William Fulbright Foreign Scholarship Board. CIES will provide notification of final approval and funding in March or April.

FREQUENTLY ASKED QUESTIONS ABOUT SCHOLAR-IN-RESIDENCE PROPOSALS

Q: My institution is not a Minority Serving Institution, Small Liberal Arts College or Community College. Are we eligible to apply for an SIR award?

A: Yes, all accredited U.S. institutions of higher education are eligible to apply to the program. The primary objective of the Scholar-in-Residence Program is to bring scholars and professionals from abroad to campuses that do not often host visiting scholars, and serve students underrepresented in international exchange programs and/or to institutions serving minority students—institutions that traditionally do not have the opportunity to expand the contact of American students and faculty with people from other cultures. It is this objective that distinguishes the SIR program from the traditional Fulbright Visiting Scholar Program.

Q: My institution is a Minority Serving Institution that already has strong international ties. Are we eligible to apply for an SIR award?

A: Yes, the Scholar-in-Residence competition does not exclude institutions with existing international programs or those that have other opportunities to host visiting scholars, but these types of institutions need to demonstrate clearly how the proposed SIR will significantly enhance or expand any existing international program, serve the students and the campus, and benefit the surrounding community.

Q: My institution enrolls a large proportion of minority students. Will we be given priority status under the SIR program?

A: In addition to giving priority to Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs), the SIR Program gives priority to other Minority Serving Institutions whose composite student enrollment is at least 50 percent

racial and/or ethnic minority.

Q: My institution does not have much experience writing and submitting proposals. Should we even consider submitting a proposal for a Fulbright SIR award?

A: Yes, colleges and universities with less experience in writing proposals are encouraged to apply for the SIR program and a number do so each year. The CIES Senior Program Officer who administers the SIR program is available to provide guidance and feedback on draft proposals that are submitted to CIES at least two weeks before the application deadline. The SIR program welcomes first-time applicants and encourages all applicants to discuss their proposals with the CIES Senior Program Officer.

Q: What are the criteria for selecting institutions for the SIR award?

A: There are two principal factors reviewers consider; (1) the benefits of the proposed program to the institution and (2) the quality of the program proposed, including: the academic and community outreach activities, plans for other campus activities, professional enrichment opportunities for the scholar and the sustainable impact of the SIR's presence. Proposals that closely follow the Guidelines for Scholar-in-Residence Proposals tend to be the strongest and therefore more likely to be recommended for an SIR award.

Q: What are the reviewers looking for in the section on "Community resources" under "Information about the institution?"

A: This section should indicate what educational and cultural organizations, activities and events in the community might be attractive to a Scholar-in-Residence. These should be resources where the

FREQUENTLY ASKED QUESTIONS ABOUT SCHOLAR-IN-RESIDENCE PROPOSALS

scholar can learn from the community and where the community can learn from the scholar as well.

Q: What are the reviewers looking for in the section on “professional enrichment?”

A: In writing SIR proposals, it is important for institutions to consider what opportunities they can provide for their SIR’s professional development while they are on the SIR Program. Many institutions offer the opportunity to attend a professional conference, introductions to colleagues in the same discipline at other institutions, access to research facilities, etc.

Q: What kind of outreach activities should we include in our proposal?

A: The SIR reviewers look for letters from civic and religious community organizations, schools and school districts and other groups and organizations expressing an interest in hosting the SIR for substantive public speaking engagements and other outreach activities. It is very important that proposals include a few such letters.

Q: Our institution proposes to bring a scholar who is not in the humanities or social sciences. Is it appropriate for us to apply for an SIR award?

A: Yes. Reviewers assess whether the topic is approached as an international or public policy issue and whether it has the potential to engage the entire campus. Institutions seeking purely scientific exchanges are strongly discouraged from applying for the Scholar-in-Residence Program. All proposals must include a compelling argument for the impact of the SIR on the campus and community. This is especially true for proposals outside of the usual SIR Program disciplines. In the past, a number of proposals outside the social sciences and

humanities have been funded.

Q: Our institution seeks to bring a scholar to teach foreign language. Is it appropriate for us to apply for an SIR award?

A: Scholars should not be requested to teach at the beginning level of any language unless it is an uncommonly taught language and will be continued with U.S. faculty after the Fulbright support.

Q: Is preference given to proposals that name scholars instead of requesting recruitment of one?

A: No. The Guidelines for Scholar-in-Residence Proposals state that it is not necessary and notes that most U.S. Embassies and Fulbright Commissions abroad are quite willing to identify candidates.

Q: My institution would like to apply for an SIR award and name someone who was recently in the U.S. on a Fulbright Scholar award. Is this acceptable?

A: Preference is given to scholars who have not had opportunities to teach, study or conduct research in the United States for an extended period within the past five years. If you request a scholar with such recent experience in the United States, the proposal must give special justification. The review committee may recommend the proposal on the condition that a different scholar be identified for the award. Alumni of the Fulbright Visiting Scholar Program can only participate on the SIR Program if their previous Fulbright Scholar Grant was at least five years ago and if they have not already had more than one long-term Fulbright award, as there is a restriction limiting the number awards any one person can have per lifetime.

Q: My institution seeks to host someone who has limited English language skills. Is this acceptable?

FREQUENTLY ASKED QUESTIONS ABOUT SCHOLAR-IN-RESIDENCE PROPOSALS

A: The scholar must be able to lecture in English. The scholar's proficiency in English must be good enough to allow him or her to successfully perform their teaching duties and speak at community events. Please consider these factors when naming a scholar.

Q: My institution has limited resources. Will our proposal be accepted if we do not offer any salary supplement or in-kind support?

A: Financial contributions are evaluated on the basis of the institution's capacity to contribute. Housing or other in-kind contributions of substantial benefit to the scholar may be appropriate substitutes for a salary supplement.

Q: Our institution is interested in hosting a professional from another country, is this appropriate?

A: The SIR Guidelines encourage institutions to consider not only academics, but professionals in the media, government and from other fields as well, provided they have necessary teaching experience. In the past, a number of professionals and artists have successfully participated on the SIR Program.

Q: Our institution benefited so much from the SIR Program last year. May we apply to host again?

A: Yes, although preference is given to institutions that have not recently had a Fulbright Scholar-in-Residence.

Q: Can an institution apply to host more than one scholar at a time?

A: Yes. A few institutions submit more than one proposal, under the annual competition. However, only one proposal from the institution will be funded in order to benefit as many institutions as possible in the program and in light of the small number of awards available.

Q: Which is the most important goal of the program: to serve the institution or to serve the scholar?

A: For SIR, service to the institution is the most important goal. Other Fulbright Programs support scholars who are selected to pursue their own research and lecturing interests. The Scholar-in-Residence program is the one part of the postdoctoral Fulbright Visiting Program that directly addresses the needs and interests of U.S. institutions.

Q: If we are interested in hosting an SIR and EUSIR, can we apply for both grants at the same time?

A: The EUSIR grant is not a different award from the SIR grant. If the institutional proposal requests an EUSIR to visit their campus and is approved for the grant, the award will still be an SIR grant. In this case an institution presents two applications on behalf of two different departments in a given academic year, the institution will be awarded with one grant. In other words, the best written institutional proposal will be awarded the grant.

Q: Is it possible to extend the program time for the SIR or EU SIR, if scholar impact on campus exceeds the original expectations of the host institution?

A: On a few occasions, host institutions have applied for program extension ranging from a few weeks to a term or semester. It is important to have the following documents available before submitting such a request:

- Host institution's letter of interest requesting the extension and supporting reasons
- Scholar's letter of acceptance
- Scholar's home institution approval
- Fulbright Post / Commission approval

APPLICATION PROCESS / CALENDAR

October 15, 2010	Proposal due at CIES by close of business (access the online application at https://apply.embark.com/student/fulbright/sir/12/)
December 2010	CIES external committee reviews proposals
January 2011	CIES notifies applicants of review outcome
January-February 2011	Department of State and the J. William Fulbright Foreign Scholarship Board review recommended proposals. CIES confirms institutional funding
January-April 2011	The Fulbright Commission for Educational Exchange between the United States of America, Belgium and Luxembourg recruits and/or reviews prospective scholars

Pre-Submission Inquiries

CIES strongly encourages all institutions interested in applying for an EU SIR award to contact the EU SIR program staff listed in this booklet for advice before preparing and submitting proposals:

Submitting the Proposal/Deadline

To apply for the Fulbright European Union Scholar-in-Residence Program, interested institutions must submit one original proposal by close of business on **Friday, October 15, 2010** through the online application listed above. Paper applications can also be sent by mail to the senior program officer listed above (see inside front cover for information). The Proposal Table of Contents Form serves as a checklist of required materials. An application includes each of the items listed in the table of contents, collated in the same order as the listing, on 8.5" x 11" paper. *Do not staple or put materials in binders.* Submit only the items requested; unsolicited materials will not be included in the review.

CIES Committee Review

CIES convenes an external review committee that evaluates Fulbright European Union Scholar-in-

Residence Program proposals. In reviewing the institutional proposals, the committee looks at several factors. The most important factors are: (1) the proposed program of academic activities for the scholar, (2) the benefits the EU SIR will provide to the host institution, (3) community outreach activities and (4) professional enrichment opportunities for the Scholar. Although important, other factors, such as the scholar's qualifications and cost-sharing, are given less weight in reaching the overall assessment of the proposal.

Preference is given to institutions that have not recently hosted a scholar through the Fulbright European Union Scholar-in-Residence Program (a list of previous recipients is included in Appendix A). While more than one proposal may be submitted by the same institution, the committee will not recommend more than one proposal from the same institution. Some weaknesses in the proposals that committee members have frequently noted in the past are listed below. This list may help you in critiquing your own draft proposal.

Common Weaknesses Cited by Review Committee Members

- The department's commitment is clear, but it is not clear how the impact of the scholar

will be institutionalized or what the real commitment of the institution as a whole will be in the long run.

- The degree to which the proposed program will be integrated into institutional objectives is phrased well in theory, but not clearly integrated into the academic program plan.
- While the proposal includes a program of activities for the Scholar, there is no explanation of why a Scholar was requested from the specified country(ies) nor an indication of how the Scholar will have a sustainable impact on internationalizing particular courses, the campus and the community.
- Although the academic program seems solid, there is no indication of how the institution will build on the Scholar's contribution once he or she leaves.
- Plans for professional enrichment are not well defined and do not include visits to academic centers or libraries with resources in the scholar's discipline.
- Quality of plans for community outreach is pro forma, general and relatively unexplored. There are no letters of support from community organizations.
- Cost-sharing from the institution is not sufficient.

Recommendations

The review committee selects the strongest proposals and recommends them to the Department of State and to the Fulbright Commission for Educational Exchange between the United States of America, Belgium and Luxembourg. In some cases, CIES will notify institutions that the review committee has recommended changes in their proposals. Such changes may involve proposed cost-sharing, or that the Scholar be shared across campus or with other institutions. Once such issues are resolved, the next steps in the process will be undertaken. In the case of named Scholars, the Fulbright Commission for Educational Exchange Between the United States of America, Belgium and Luxembourg will review the

requested Scholar's credentials and confirm his or her availability for the award.

If a Scholar is not named, the Fulbright Commission for Educational Exchange between the United States of America, Belgium and Luxembourg will attempt to recruit candidates. When the Commission has identified prospective candidates, CIES will forward their file to the requesting U.S. institution for selection. Occasionally, the review committee may recommend an institution, but not the Scholar who has been identified by that institution. In such case, the institution will have the option of identifying another scholar or working through CIES to have the Fulbright Commission recruit a suitable scholar.

Board Selection

The presidentially appointed J. William Fulbright Foreign Scholarship Board (FSB) is ultimately responsible for the approval of each proposal and the final selection of all grantees. Therefore, the FSB reviews all recommended proposals to ensure that they meet EU SIR eligibility requirements and are consistent with Fulbright Program objectives.

Institutional Responsibilities After Award Confirmation

When EU SIR grants are confirmed, institutions must address several important matters with the incoming Scholar. First, as soon as possible, send the Scholar preliminary information about your institution: its history, size, departmental structure, research and computer facilities, faculty and students. It will also be helpful to prepare information about the city and region, including: the weather, cost of living, transportation, recreational opportunities and schools (for scholars bringing children). Notify the Scholar of professional meetings that are scheduled during his or her residency.

It is important to note that the institution is responsible for assisting the Scholar in finding suitable housing near public transportation or within walking distance of the campus. Many Scholars may not be able to drive or be able to afford a car, and it is important that they not be isolated from the campus. Arrange housing, or at least temporary accommodations, before the scholar arrives.

If the Scholar's family will accompany him or her, expect and plan to assist with such family needs as enrolling children in school and enrolling their spouse in English language classes.

Designate specific individuals at the institution to help the Scholar and offer advice throughout his or her residency. If any problems concerning the Scholar's program arise during the residency, do not hesitate to contact CIES program staff.

It is not necessary for the host institution to arrange the Scholar's Exchange Visitor (J-1) visa by issuing the DS-2019 form. CIES will issue this form.

Finally, we encourage you to send any media coverage, highlights, photographs and other materials to outreach@cies.iie.org. You are also invited to visit www.CIES.org to subscribe to *The Fulbright Scholar News*, the program's official newsletter.

Fulbright Occasional Lecturer Fund (Fulbright OLF)

The Fulbright Occasional Lecturer Fund provides funding to U.S. institutions who wish to collaborate with Fulbright Scholars. Any institution can participate in this program by inviting scholars who receive awards under the Fulbright Scholar-in-Residence Program or any Fulbright Visiting Scholars who are currently in the United States to visit and provide lectures on campus. OLF is open to all Fulbright Scholars

(including researchers) whose grants are administered by CIES. It provides visiting scholars with modest travel awards for brief visits to other campuses to lecture, meet with faculty and students and speak to schools and community groups. Scholars are eligible to receive one OLF travel award to a majority-serving institution and second award to minority-serving institutions. The OLF awards are excellent funded opportunities to expose host institutions student populations to international lecturers.

CIES publishes a Fulbright Visiting Scholars List each fall to assist institutions in identifying suitable scholars. This directory is also available online at www.cies.org. For more information, contact the Occasional Lecturer Fund, Council for International Exchange of Scholars, 3007 Tilden Street, NW, Suite 5L, Washington, DC 20008-3009 (telephone: 202.686.6235; e-mail: olf@cies.iie.org).

Appendix

RECENT PARTICIPANTS

Host Institution	Country/Area of Visiting Scholar
2007-2008	
Vanderbilt University	Netherlands
2006-2007	
Bowling Green State University, OH	Austria
University of Texas—Austin, TX	Austria
2005-2006	
University of Michigan—Dearborn, MI	Netherlands
Rutgers University, NJ	Netherlands
2002-2003	
New York University, NY	Ireland
State University of New York at Fredonia, NY	United Kingdom
University of Southern Mississippi, MS	United Kingdom
University of Wisconsin at Madison, WI	Belgium
2001-2002	
New York University, NY	United Kingdom
2000-2001	
New York University, NY	Italy
Pennsylvania State University, PA	Italy
University of Kansas, KS	Hungary
1999-2000	
Scripps College, CA	Finland*
University of California—Los Angeles, CA	Finland*

**Joint Institutional Proposals*

INSTITUTIONAL PROPOSAL SUMMARY COVER SHEET

FULBRIGHT EUROPEAN UNION SCHOLAR-IN-RESIDENCE PROGRAM, 2011–2012

Proposals are due by close of business on October 15, 2010.

In addition to submitting your proposal by regular mail, we encourage you to also send an electronic copy to aford@cies.iie.org.

1. U.S. institution and responsible administrative official: *(The responsible administrative official is the person who will confirm the institutional support and authorize the scholar's affiliation if an SIR grant is awarded to the institution. For joint proposals, provide this information for each institution.)*

Name of Institution _____

Responsible Administrative Official
 Name and Position (indicate Dr./Mr./Ms. etc.) _____

Office/Department _____

Address/City/State _____

Telephone _____ Fax _____ E-mail _____

By my signature, I confirm the institutional support and authorize the submission of this proposal.

Signature _____ Date _____

If this is a joint proposal, provide the following information for the second institution.

Name of Institution _____

Responsible Administrative Official
 Name and Position (indicate Dr./Mr./Ms. etc.) _____

Office/Department _____

Address/City/State _____

Telephone _____ Fax _____ E-mail _____

By my signature, I confirm the institutional support and authorize the submission of this proposal.

Signature _____ Date _____

2. Nearest commercial airport _____

3. Proposed project dates (must fall within 2011-12 academic year, but may begin two weeks before the start of the term) _____

Academic term start date: From: / / (mo/day/year) to: / / (mo/day/year)

4. Financial support: List total support the institution proposes to provide scholar.

a. \$ _____ Salary supplement for the duration of affiliation period listed above

b. \$ _____ In-kind support (housing, meals, car, travel to professional meetings, etc. List each item and estimate the value. Do not include office, library access, secretarial support, computer, books or medical insurance.)

5. Institution's approximate salary ranges

Professor \$ _____ Associate professor \$ _____ Assistant professor \$ _____ Instructor \$ _____

Name of institution _____

6. Principal contact for academic arrangements:

Name and Position (indicate Dr./Mr./Ms.) _____

Department/School/College _____

Institution _____

Address _____

Telephone _____ Fax _____ E-mail Address _____

If this is a joint proposal, provide the following information for the second institution.

Principal contact for academic arrangements:

Name and Position (indicate Dr./Mr./Ms.) _____

Department/School/College _____

Institution _____

Address _____

Telephone _____ Fax _____ E-mail Address _____

7. Scholar Information (*Complete one column only.*)

If Scholar Is Named:

List the scholar(s) in order of priority, whom you would like to name for this proposal, their academic disciplines, and country of nationality:

Name _____

Discipline _____

Country _____

Name _____

Discipline _____

Country _____

If Scholar Is To Be Recruited:

List up to two countries within the European Union in order of priority:

1. _____

2. _____

Preferred academic discipline/field *in order of priority*:

1. _____

2. _____

8. List any previous Fulbright European Union Scholar-in-Residence Program awards your institution has received since 2002.

Year of previous EU SIR award _____ Scholar's country of citizenship _____

Year of previous EU SIR award _____ Scholar's country of citizenship _____

9. In the space below, write a 50-word summary of your proposal for use by Fulbright review committee and Fulbright Commission:

Fulbright European Union Scholar-in-Residence Program

Council for International Exchange of Scholars

3007 Tilden Street, NW, Suite 5L

Washington, DC 20008-3009

PROPOSAL TABLE OF CONTENTS

Fulbright European Union Scholar-in-Residence Program, 2011-2012

	Pages
Part I	Institutional Profile (Not to exceed three, double-spaced pages using font size 11 for institutions applying alone or five, double-spaced pages for joint proposals)
	A. Information About Institution _____
	B. Institution’s current and previous experience with international or area studies programs..... _____
Part II-IV	<i>(Not to exceed 12, double-spaced pages using font size 11 for institutions applying alone or 18, double-spaced pages for joint proposals)</i>
Part II	Proposed Program
	(A) Oversight _____
	(B) Academic Program of Scholar..... _____
	(C) Plans for Other Campus Activities _____
	(D) Community Outreach _____
	(E) Professional Enrichment..... _____
	(F) Sustainability..... _____
	(G) Duration of Grant..... _____
Part III	The Scholar _____
Part IV	Grant Benefits and Cost-Sharing..... _____
Part V	Attachments..... _____
	(A) For institutions naming scholars, attach completed Information on Requested Scholar for each scholar (primary and alternate/s) and include curriculum vitae for each scholar _____
	(B) Letters of interest in sharing the scholar from other departments, institutions, consortium members (if applicable) and community organizations..... _____

Name of institution _____

INFORMATION ON NAMED SCHOLAR

Name and title (*indicate Dr./Mr./Ms.*) _____

Gender: Male Female Marital status: Single Married

Position title _____

Department and/or division _____ Telephone _____

Institution _____ City _____

Home address _____ Telephone _____

City and Country _____ E-mail _____

Place of birth (*city and country*) _____

Date of birth (*month/day/year*) _____

Country of citizenship (*and/or permanent residence*) _____

Number of dependents who will probably accompany scholar _____

Academic and professional qualifications (*include highest degree and attach curriculum vitae, if available*)

If the candidate previously taught, studied or undertook research in the United States, please give dates, institutions and purpose.

If scholar was a Fulbright lecturer or research grantee, please indicate year and host institution.

English language competency: Limited Good Fluent

Is the candidate available for this appointment, if selected? Yes No

Please indicate how your institution knows this scholar. Additional comments welcome:

Fulbright Scholar-in-Residence Program
Council for International Exchange of Scholars
3007 Tilden Street, NW, Suite 5L
Washington, DC 20008-3009



United States Department of State



The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. Government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit fulbright.state.gov.

The Fulbright Scholar Program is administered by CIES. CIES is a division of the Institute of International Education.
scholars@cies.iie.org 202.686.4000 www.cies.org