

OCCASIONAL LECTURER FUND AWARD APPLICATION FORM

Name: _____

Home Country: _____

Social Security #: _____ - _____ - _____
(A SSN or ITIN is required to receive an OLF award)

CIES Program Officer : _____

Is this your first OLF Award? Yes _____ No _____
(If no, you must visit a Minority Serving Institution)

Fulbright Grant End Date: ____/____/____
(MM/DD/YYYY)

Current U.S. mailing address: _____

City: _____

State: _____ Zip: _____

Daytime phone: _____

Home phone: _____

E-mail address: _____

Dates of trip: Start _____ End _____

***NOTES:** i) If you would like your OLF payment electronically deposited to your American bank account, YOU MUST attach a copy of a voided check from your U.S. Bank Account. Otherwise, your OLF payment will be mailed to you in the form of a check.
ii) If travel is to occur within two weeks from the end of your Fulbright Grant or, if you would like your funds transferred electronically, CIES will wire your payment to your home bank account. Checks cannot be mailed outside the U.S.

CIES MUST APPROVE ALL OLF TRAVEL AWARDS BEFORE TRAVEL BEGINS

You must attach a copy of the invitation to give a guest lecture

Please describe each lecturing activity that will take place during this trip:

(1) Lecture Title: _____	
Institution Name: _____	
Address of Lecturing Site: _____	
City: _____	State: _____ Zip: _____
Date of Lecture: ____/____/____ (MM/DD/YYYY)	Type of Audience: <i>(Check all that apply)</i> General Public Faculty Graduate Students Undergraduate Students
(2) Lecture Title: _____	
Institution Name: _____	
Address of Lecturing Site: _____	
City: _____	State: _____ Zip: _____
Date of Lecture: ____/____/____ (MM/DD/YYYY)	Type of Audience: <i>(Check all that apply)</i> General Public Faculty Graduate Students Undergraduate Students

Is an honorarium offered? Yes _____ No _____ Amount: \$ _____ <i>(If yes, please include a letter that states the amount of the honorarium from the institution that will pay it.)</i>

Bank Account Information (FOR ELECTRONIC PAYMENTS)

TO:	Payee/Beneficiary Account of
BANK CODE/ Bank Routing Number	ACCOUNT NUMBER
BANK NAME	NAME / ACCOUNT TITLE
BANK ADDRESS	SCHOLAR'S ADDRESS
CITY, STATE, ZIP CODE, COUNTRY	CITY, STATE, ZIP CODE, COUNTRY

OCCASIONAL LECTURER FUND INSTRUCTIONS

In order to qualify for an award under the Occasional Lecturer Fund, you must apply in advance of your trip. Please follow the instructions below carefully:

1. **You must have a Social Security number (SSN) or individual taxpayer identification number (ITIN) to receive an OLF Travel Award.** Please see the section on “Obtaining a Social Security Number or Individual Taxpayer Identification Number” in the *Guide for Visiting Fulbright Scholars* for more information. CIES must have your social security number or individual taxpayer identification number on file before a check can be issued.
2. Complete the OLF Application Form.
3. Attach one or more invitations to lecture at a university or college. OLF Travel Awards can only be requested for travel within the U.S. and its territories (e.g. Puerto Rico.)
4. OLF Travel Award applications must include current U.S. residential address, and address of lecturing or conference site.
5. CIES will calculate award amount as follows:
 - ▶ Distance will be calculated using your U.S. residential address as the starting point and the address of the conference or lecture site as the destination
 - ▶ Mileage will be determined one way, based on the most direct route, regardless of your chosen method of travel
 - ▶ If you give lectures in more than one location, distances will be calculated to each destination sequentially
 - ▶ \$250 award will be made for distances of 75-499 miles
 - ▶ \$500 award will be made for distances of 500-1999 miles
 - ▶ \$750 award will be made for distances of 2000 miles or more
 - ▶ No award for distance of less than 75 miles
6. Email, mail or fax this completed form and attachment(s) at least one month in advance of your trip to:

CIES
Occasional Lecturer Fund
1400 K Street NW, Suite 700
Washington, DC 20005
Fax: 202.686.4029
Email: olf@iie.org

7. Upon approval, CIES will send you an OLF Travel Award letter and program evaluation form. **You must return the completed evaluation form after your trip in order for CIES to process your Travel Award payment.** Payments are processed within 2 weeks after receipt of the evaluation form. (If your Fulbright Grant terminates within 30 days after your travel you must provide your home bank account information for a wire transfer, as CIES cannot mail checks outside the U.S).

Thank you for your participation in the
Fulbright Occasional Lecturer Fund!