

IIE Scholar Placement Services

IIE's Academic Placement Team looks forward to working with you to secure a placement that matches your research interests. IIE Placement Advisors work to secure placements with departments and faculty that provide the strongest match for your research and professional goals. By using IIE Placement Services you understand the following expectations:

I. Expectations

1. Placement process:

- a. Scholar provides information on preferred institutions, necessary or required resources for research, and information on any previously contacted institutions.
- b. Placement Advisor will reach out to one institution at a time in order of scholar preference.
 - i. If a placement is not found at first preference, the Placement Advisor will search for a placement at the next preferred institution and continue one at a time until a placement is secured.
 - ii. If IIE is unable to find host interest at the preferred institutions or the scholar does not share preferences, IIE will seek a hosting institution based off research interests and needs for the best possible research fit without regard to geographic location.

2. Other considerations:

- i. IIE is not able to consider geographic preferences beyond the first five preferred institutions.
- ii. IIE deeply values our relationships with U.S. Institutional hosts and securing an agreement to host takes effort and commitment on the part of the institution. Once a host well-suited to the proposed research is secured, the Visiting Scholar is expected to accept that affiliation.
- iii. IIE is not able to expend valuable staff resources seeking further placements based on scholar preference once a suitable host has been offered.

II. Placement Information

Scholar Name _____ Home Country _____

Field of Research _____

Preferred Grant Start Date: _____ Last Possible Start Date: _____

Duration of exchange in months: _____

Preferred institutions (Please list in order of highest preferred and include department and faculty member if applicable.)

1. _____
2. _____
3. _____
4. _____
5. _____

Previously Contacted Institutions

Please share details about any institutions you may have already reached out to previously in conjunction with your proposed Fulbright exchange. We ask this so we do not inadvertently reach out to institutions that have already indicated they are not able to host.

- 1. Institution: _____ Department/School: _____
Individual Contacted: _____ Result: _____
- 2. Institution: _____ Department/School: _____
Individual Contacted: _____ Result: _____
- 3. Institution: _____ Department/School: _____
Individual Contacted: _____ Result: _____
- 4. Institution: _____ Department/School: _____
Individual Contacted: _____ Result: _____
- 5. Institution: _____ Department/School: _____
Individual Contacted: _____ Result: _____

Necessary or Required Resources at Hosting Institution:

Please share any details about scientific laboratory supplies, library/archives needs, or other similar resources your research requires. (some examples could include lab supplies, reagents, specimens, and samples, etc. that you anticipate will be needed in order to successfully complete your research project. IIE always makes an effort to negotiate fees, but eliminating them is not always possible. Please also detail how you expect to have these costs covered):

Other Information:

Please share any other details you think it would be important for IIE's placement team to know about your proposed exchange visit and/or research project.

By my signature here, I certify that I have reviewed and agree to the IIE Placement Services expectations listed on page 1.

Name _____ **Signature** _____