



ORIENTATION & POLICY MANUAL

FOR

U.S. FULBRIGHT

DEPARTMENT OF STATE-FUNDED

SENIOR SCHOLARS

IN NEPAL

**THE COMMISSION FOR EDUCATIONAL EXCHANGE
BETWEEN THE UNITED STATES AND NEPAL**

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Introduction

This manual is designed for U.S. Fulbright Senior Scholar Lecturer/Researcher grantees coming to Nepal, whose grants are funded by the U.S. Department of State. It will be sent to such grantees following their approval, but prior to their arrival in Nepal, and is to be used as a guide and reference during the actual grant period in Nepal. It is not a grant document; all grantees should refer to their individual Grant Authorization Forms and the Terms and Conditions of Award for the specific terms of their individual grants. Rather, this manual contains general information on grant benefits, travel arrangements, and academic assignments. In addition, it briefly describes living and working conditions in Nepal (mainly Kathmandu), and offers suggestions that we hope will be useful in making pre-departure preparations. Fulbrighters should also use their local libraries to begin their exploration into the immensely varied and fascinating history and culture of Nepal. Additionally, there are numerous internet news sites which are useful to consult with regard to recent news relevant to Nepal (i.e., [The Kathmandu Post](#), [Republica](#), the [Himalayan Times](#) and [Nepali Times](#) are the leading English language dailies and weeklies, respectively).

The effectiveness of an American Fulbrighter in Nepal is largely dependent on the grantee's ability to relate successfully to the people of Nepal. The warmth and friendliness of the Nepali people goes a long way toward ensuring the success of this venture. The Commission in Nepal provides facilities and services to its grantees so as to make the grantee's stay as comfortable and as rewarding as possible within the limits imposed by budget and the vagaries of life in Nepal. Ultimately, however, the success of the program depends on the individual grantee. Friendliness, a high tolerance for frustration, the ability to combine tact and frankness, and a sincere eagerness to learn about Nepal and from Nepalis, are qualities that most ensure a mutually satisfying, cross-cultural experience.

The Commission in Nepal

The J. William Fulbright Foreign Scholarship Board (FSB), a statutory body of educators and public persons appointed by the President of the United States, has overall responsibility for the Fulbright program throughout the world. Acting under the FSB's guidance, the Bureau of Educational and Cultural Affairs of the U.S. State Department manages and administers the Fulbright program, both through bi-national organizations such as the Commission in Nepal and by contracting with private institutions in the U.S. In Nepal, the U.S. Embassy's Public Affairs Officer serves as Chair of the Commission's Board of Directors.

The Commission for Educational Exchange between the United States and Nepal (also known as USEF-Nepal, or the Fulbright Commission in Nepal) was established by an agreement between the United States government and the Government of Nepal in 1961 to administer educational exchange programs in Nepal. The Commission is headed by an Executive Director. Overall policy is determined by a bi-national Board of Directors consisting of ten members. This board, or a subcommittee thereof, also reviews all applications and selects the American and Nepali Fulbright scholars and students. The board consists of five Americans appointed by the United States Ambassador to Nepal (who is Honorary Chair of the Board of Directors of the Commission in Nepal), and five Nepalis appointed by the Government of Nepal.

The Fulbright program is designed to promote mutual understanding between the people of Nepal and the people of the United States through a wide exchange of knowledge and professional talents shared through educational activities. In addition to bringing American students and scholars to Nepal to lecture and conduct research, the Commission provides Fulbright and other educational grants to Nepali students and scholars for study, research, and lecturing in the U.S. Since 1961, more than 500 Nepalis have gone to the United States and over 300 Americans have come to Nepal under Fulbright program auspices. Supplementing the Fulbright grant program, the Commission also administers the Hubert H. Humphrey Fellowship programs, assists with East-West Center programs and other grant programs funded by the Department of State and seeks to support independent educational exchange activities by maintaining educational advising services for Nepali students.

American Fulbright Senior Scholars apply for grants through the [Council for International Exchange of Scholars \(CIES\)](#), whereas American students are initially selected through the [Institute of International Education \(IIE\)](#).

Program Description

The Commission's U.S. Fulbright Senior Scholar Program is funded by the Bureau of Educational and Cultural Affairs of the U.S. Department of State. The objective of the program is to place American lecturers in selected Nepali university departments in order to: (1) assist in curriculum development; (2) contribute to developing the capacity for departmental and inter-departmental faculty research; (3) assist the training of graduate students by teaching courses which could not otherwise be taught; and (4) allow the American lecturers to broaden their own understanding, both professional and personal, by living and working in Nepal.

Applications for Senior Scholar grants are processed by the Council for the International Exchange of Scholars (CIES), which forwards them to the bi-national Commission in Nepal for its consideration, and to the J. William Fulbright Foreign Scholarship Board which gives ultimate approval. Once the grant for a U.S. Senior Scholar has been awarded and accepted, the Commission in Nepal is responsible for its administration. In return, the grantee is required to submit a mid-term and a final report to the Commission and, where relevant, to present findings of their research projects in Nepal.

As each individual Senior Scholar placement has a differing set of expectations, resources and constraints, it is important for the Senior Scholar to maintain close contact with the head of the academic department where he or she is being hosted in order to negotiate the individual work schedule for the grant period.

Grant Benefits

Grant benefits are itemized in the Grant Authorization Form that scholars receive with their award notification. Keep your signed copy of the grant authorization form for reference to your specific benefits. Generally, grant benefits will include the following:

Travel

1. Fulbright Senior Scholar Lecturer/Researcher grantees receive a round-trip economy flight to Nepal from their home in the U.S. by the most direct, economical route. As with other U.S. government grants, pursuant to the Fly America Act, American air carriers must be used wherever possible (e.g. across the Pacific or Atlantic). Likewise, U.S. government regulations allow Fulbright to pay or reimburse only for travel via the most direct and economical fares to and from Nepal. Grantees should not make their own travel reservations without first consulting with and gaining clearance from the Commission in Nepal. Grantees are also advised to finalize their plans with the Commission at least 60 days prior to their planned arrival in Nepal.
2. Senior Scholar Lecturer/research grants include round-trip international travel benefits for one dependent, but those dependents must accompany the grantee in Nepal for at least 80% of the grant period in order to qualify for the benefits.

(For the purposes of the Fulbright grant, “dependent” includes a spouse and/or a child who is under 21 years of age.) International travel is the only financial benefit for dependents. Although the Commission will assist in acquiring official visas for qualifying dependents, there are no other allowances or benefits for dependents.

3. The timing of your arrival will depend on the negotiations you have made with your host institution and your own schedule and must coincide with the period authorized in the Grant Authorization Form. Any changes to grant dates must be approved by the Commission in consultation with CIES and the Department of State.
4. Once you have communicated your travel dates and plans to Program Administrator Mily Pradhan (mpradhan@fulbrightnepal.org.np), the Commission will ask its travel agent in Kathmandu to identify the cheapest fare available in Kathmandu from your point of origin in the U.S.
5. Using this quoted fare as a baseline, you may then make and pay for your own travel bookings if you would prefer to do so. If you choose to make and pay for your own tickets, you will have to present your ticket for reimbursement upon arrival in Kathmandu. The Commission in Nepal cannot make any travel advances. Keep in mind however, that if you make your own travel arrangements, you can be reimbursed only if you adhere to the Fly America rules and only for travel via the most direct and economical fares to and from Nepal. That is, you will be reimbursed only up to the quoted baseline fare amount that the Commission receives from its travel agent in Kathmandu.
6. Alternatively, if the Commission makes the bookings for you through its travel agent in Nepal on a US carrier that is represented in Nepal, it will have the airline office in Kathmandu send an e-ticket by email. In order to issue the e-ticket, the Commission must have received a scanned copy of your passport bio page.
7. Grantees may alter their routes and classes of travel, add stopovers, etc. in any way they choose, provided they: a) notify and get prior permission from the Commission to do so; b) pay for any extra cost over and above the lowest economy fare quotation obtained by the Commission; and c) travel by American flag carriers whenever and wherever possible. Grantees choosing to make their own travel arrangements according to these provisions may be reimbursed up to the cost of the cheapest and most direct route cost on U.S. carriers after they have arrived in Kathmandu. Any amounts over the lowest fare quote that the Commission obtains (e.g., for stopovers in excess of those normally required by the route, or upgrades to business class) cannot be reimbursed.
8. All grantees must **confirm their arrival time via email at least one week prior to scheduled arrival** so that we can make the necessary arrangements. Since the Commission is closed both Saturdays and Sundays, **we ask that you plan**

your arrival for a non-holiday weekday within office hours if you wish to be met at the airport. If you would prefer to use your own means of transport, your arrival date and time can be at your own convenience.

Baggage Allowance

An excess baggage allowance is also provided in the grant. If not needed at the outset, the allowance can be retained and used at the end of the grant. Most grantees find they have more to take back with them than what they brought.

Visas

It is neither necessary nor advisable to obtain a visa for Nepal (in the U.S.) prior to your departure. All grantees (and their dependents who will be supported by a Fulbright dependent allowance) must enter Nepal on “official” visas that are obtained upon arrival at the Kathmandu airport by using the following procedure: (Do not contact the Nepali Embassy or Consulate in the U.S. about this.)

1. At least six weeks prior to departure grantees should inform Program Administrator Mily Pradhan by e-mail (mpradhan@fulbrightnepal.org.np) of their complete passport information, including for any dependents. Dependent children qualify for an official, long-term Nepali visa only while they are under the 21 years of age. For the grantee and all dependents, ensure that you send a scanned copy of each person’s passport bio page in order to process all travel and visa requirements.
2. The Commission (through the U.S. Embassy) then notifies the Ministry of Foreign Affairs in Nepal of the expected arrival of a Fulbright grantee.
3. The Ministry of Foreign Affairs provides the Commission with a letter that will entitle the grantee to a visa fee waiver. This letter will be scanned and sent by email as an attachment to you prior to departure from the U.S.
4. Upon arrival at the Kathmandu airport, fill out the disembarkation card available in the arrival hall and then present the Visa Fee Waiver letter, along with two passport photos to the Nepali immigration officials at the “Diplomatic and Official” or “Gratis Visa” visa counter. (You will also need passport photos for other purposes as well, so bring a half dozen with you.) *PLEASE NOTE that you are entitled to a Gratis Visa upon arrival and no visa fee should be paid at the airport.*
5. Within the remaining validity period of the Gratis Visa, please give your passport to Program Administrator Ms. Mily Pradhan who will process all of the necessary documents to ensure that your visa extends through the full length of your grant period.

At the earliest, please scan and send a copy of the bio page of your passport with the following information to Program Administrator Ms. Mily Pradhan:

- Complete name, as listed in the passport
- Passport number
- Place of passport issue
- Date of passport issue and date of expiration

NOTE: Those traveling via Bangkok or Singapore may apply for Thai or Singapore visas upon arrival in those countries. However, if traveling via India, an Indian visa is required if exiting the airport (for shorter-term layovers in Delhi, there have recently opened “sleeping pods” which may be booked on-line and may provide an alternative to exiting the airport) and must be obtained before departing from the U.S. Many grantees decide to visit India following the completion of, or even during their grants. In recent years, Nepal Fulbright grantees have been invited to attend a Regional Fulbright Conference hosted by the U.S.-India Educational Foundation (USIEF) for which travel to India is required. Thus, it is **strongly recommended** that grantees get an Indian visa in the US because, both in case of potentially necessary emergency departure from Nepal and for potential travel to India to attend the Regional Fulbright Conference, an Indian visa is either enormously valuable or required. Further, it is impossible to acquire one quickly in Kathmandu. Thus we recommend that you apply for an Indian visa through an Indian consulate in the U.S. prior to your departure for Nepal. *IMPORTANT NOTE: In December 2009, India introduced a new rule that prevents Tourist Visa holders from re-visiting India within 2 months after last leaving. If you plan to travel in or through India, please plan your travel accordingly.*

Orientation

If arrival is planned for a non-holiday weekday, a Commission staff person will meet the grantee at the airport and transfer him/her either to accommodations or directly to the Commission office, depending on the preference of the grantee. While Senior Scholar arrivals are contingent on schedules negotiated with your host department or institution, the Commission recommends for those scholars new to Nepal who are arriving in the fall, that they consider attending a week-long orientation program being held for student grantees scheduled for the third week in August (beginning on Wednesday, August 15, 2012). This orientation will focus on the current situation in Nepal; administrative, reporting and security procedures required by the Commission; and other issues relevant to research and life in Nepal. A half-day, week-long intensive language program is part of this orientation. In addition to the briefing by the Commission, there is also a required briefing by the U.S. Embassy’s Regional Security Office.

For those scholars unable to attend this orientation, there is no formal orientation program beyond a set of individual meetings with the Executive Director, Senior Program Officer, Program Administrator and Fiscal Officer on or very close to the arrival date. All administrative matters are covered in these meetings. Additionally, it is generally the practice that Commission Executive Director and Senior Program Officer accompany Senior Scholars to their first meeting with their host department.

However, if an individual scholar would prefer a more informal introduction, he or she is welcome to make individual arrangements.

A welcome reception for Senior Scholars is generally held in both the fall and in the spring and offers an opportunity for all grantees to interact with university leadership, Nepali alumni from the Fulbright, Humphrey and other programs, as well as other Nepali intellectuals or leaders whom the Commission may identify as good contacts within the grantees' fields.

Maintenance Stipend

A monthly stipend (the exact amount is indicated on your Grant Authorization Form) is provided to Lecturer/Researcher grantees to cover the grantee's living and other expenses. Stipends are paid for each full month that the grantee is in Nepal and on a daily pro-rated basis for each partial month that the grantee is in Nepal. Fulbright regulations do not permit payment of the stipend for periods that the grantee is not in Nepal. The first monthly stipend is paid to grantees in Nepali currency upon their arrival to the Commission office in Kathmandu.

General practice has been that scholars, soon after arrival, set up local bank accounts (a "convertible US dollar account") into which the maintenance allowance is directly deposited on a monthly basis. Currency exchange laws in Nepal are such that the circulation of US dollars is restricted. ATM machine withdrawals from convertible US dollar accounts can only be made in Nepali currency. Although check payment can be made in US dollars from convertible US dollar accounts, such checks are only valid within Nepal (i.e., international payments in US dollars cannot be made by check through these accounts). The only way to withdraw US dollars from a convertible US dollar account in Nepal is through requesting a "demand draft" check in the desired US dollar amount, which can be deposited in US banks. At the end of the grant, most senior scholars either have a "demand draft" check written which they can themselves deposit in the US banks or have any remaining bank balance wire transferred to their US banks. For the purposes of wire transfer, be sure to bring a sample check from your U.S. account and ask your U.S. bank to provide you with the information needed for wire transfer, including the bank's "Swift Code."

Lecturer/Researchers also receive other grant benefits on a reimbursement basis, including: an incidental allowance; language; and book allowance, which are described in the Grant Authorization Form document. Due to currency restrictions, any purchases made in Nepali currency must be reimbursed in Nepali currency. Reimbursable expenses originally made in US dollars may be reimbursed in US dollars.

Housing Provision

The Commission in Nepal, in contrast to most other Fulbright programs in other countries, rents a limited number of basically furnished flats for Department of State-funded Senior Scholar grantees residing in Kathmandu. Given the vagaries of the flat rental market, the Commission cannot guarantee that one of these flats will meet the specific preferences of each grantee. However, great effort has been made to identify and maintain residences for Senior Scholar in safe areas and with trustworthy landlords. The Commission pays directly for these flats.

Ultimately, landlords have responsibility for their property and should be informed about any property damage (i.e., broken toilets or windows, clogged sinks, etc.) which would require maintenance or repair. While Commission staff may be able to assist with identifying carpenters, electricians, or plumbers, it is the responsibility of the grantee to communicate with the landlord about property maintenance. If situations necessitate, Commission staff may assist in facilitating communication between the landlord and the grantee.

Language Training Allowance

A separate grant benefit is allocated for in-country language learning. Because of the importance of being able to speak the local language(s), Senior Scholar grantees are encouraged to make use of this language training allowance. There are a number of Nepali language trainers who have worked with Fulbright grantees and can be recommended by the Commission. (If the language allowance amount is not used for language training, it can be used for other grant-related expenses.)

Incidental Allowance

Senior Scholar Lecturer/Researcher grants include an allowance for the "purchase of supplies and equipment and for other expenses deemed necessary by the Commission for the successful realization of individual projects." The exact amount is determined by the Commission in light of the type of project, normally reimbursed in Nepali rupees.

- Reimbursement Claims: Claims should be submitted to the Fiscal Officer and reimbursement will be made normally along with the monthly maintenance payment. Air ticket receipts should be attached to claims. Receipts for other items should also be attached, including signed receipts from field assistants, language teachers, etc. Grantees should explain the relationship of the expenditure to their work, if not readily apparent. NOTE: Incidental expenses can be reimbursed in dollars only if they were originally made in dollars.
- Allowable Expenditures: You may claim reimbursement for the following items out of your incidental allowance:

1. ***Travel within Nepal connected with your project*** - e.g. for attendance at a conference or to conduct research or to teach at a field site outside the Kathmandu Valley. Prior approval of all travel must be obtained. Travel within the Kathmandu Valley is not reimbursed, nor are any other charges for inter-city travel other than the actual fare. For grant-related travel, hotel expenses may be reimbursed, but grantees must pay all food bills, taxis, tips, etc. themselves from their monthly maintenance allowance.
2. ***The cost of printed materials (books, pamphlets, maps, etc.) required for the project*** - this does not include books of a general background nature, which can be borrowed from libraries or which grantees should bring with them from the U.S. (Note: although there are a number of book stores in Kathmandu where a broad range of books can be purchased, it is unlikely that specialized and/or general reference books in your field will be available. If you require such books for your project, it is recommended that you carry them with you from the U.S.)
3. ***Equipment, materials*** - Supplies and equipment required to carry out the research or teaching project, such as photographic or scientific materials.
4. ***Services*** - such as photocopying, secretarial services, and translation services. Please note that while the Commission is not able to make its office equipment and secretarial services available to grantees except in an emergency, although there is a resource room available on the Commission premises with minimal facilities for grantee use.
5. *Please note that, according to FSB policy, all non-expendable equipment and books purchased with the incidental allowances are the property of the Commission in Nepal.* With the approval of the Commission, these can be donated to the department or another institution where the grantee is officially assigned. The Commission, however, allows grantees to retain maps, pamphlets, and government publications purchased with the incidental allowance. Other Nepali publications needed for the completion of projects may be retained with approval by the Commission.

Relocation/Settling-In Allowance

Upon arrival, a small allowance is provided to Lecturer/Researcher grantees to cover expenses associated with settling-in. Any items purchased with this allowance are the property of the grantee and can be disposed at the end of the grant period in any way the grantee views appropriate.

Book Allowance

A reimbursable book allowance is provided for Lecturer/Researcher grantees to enable them to purchase books for their own use in connection with their teaching assignments and for eventual donation to their appropriate Nepali campus or departmental library.

Excess Baggage & Grant-related Books

Lecturer/Researcher grantees are entitled to a limited *reimbursement* allowance for accompanied excess baggage. Most grantees use their baggage allowance at the end of their stay when they have acquired Nepali gifts, handicrafts, etc., to send home. The Public Affairs Officer of the U.S. Embassy in Kathmandu has also made special arrangements for book shipments by Senior Scholar grantees via the diplomatic pouch. Lecturer/Researcher grantees may send (at their own expense) *up to four boxes of books or educational materials to:*

YOUR NAME C/O PAO-Kathmandu
ATTN: Fulbright Commission
Department of State
6190 Kathmandu Place
Washington, D.C. 20521-6190

Regulations require that the book boxes weigh no more than 40 pounds each and that the total dimensions of the boxes (height + length + breadth) not exceed 62 inches. Book shipments through the pouch generally take 4-6 weeks to reach Nepal. Please notify the Commission in advance if you are sending any books via the pouch so that we can make the appropriate arrangements with the U.S. Embassy in Nepal.

Unaccompanied Baggage

The shipment of unaccompanied baggage (with the sole exception of grant-related books, as discussed above) is strongly discouraged for a variety of reasons. Shipment by surface mail usually takes 3-6 months from the U.S to Nepal and is subject to delays and pilferage. We recommend that grantees bring with them all that they will need as accompanied baggage. If you do decide to ship unaccompanied baggage, it is entirely your responsibility. Take extreme care in preparing the shipment, since it will receive rough handling en route. Although the Commission will give whatever assistance it can, it assumes no responsibility for loss, damage or delay. Past grantee experience suggests that some delays can be avoided by shipping through Bangkok rather than New Delhi.

In order to clear baggage through customs, the Commission needs:

- 1) One set of keys (If the baggage is arriving ahead of the grantee);

- 2) A detailed list of contents, with approximate values;
- 3) A letter authorizing the Commission to receive the baggage on the grantee's behalf.

Clearing shipments through Nepali customs is a lengthy and unpleasant process. Grantees interested in a "total immersion" in the cross-cultural experience are invited to accompany the Commission staff to the Tribhuvan airport customs shed!

Insurance

Through a US Department of State program, the Fulbright program provides basic health and accident insurance for *all* Fulbright Senior Scholar grantees, but not to their dependents. This Fulbright insurance however, is considered secondary to any other insurance a grantee may have and **grantees are strongly advised not to give up any existing insurance they may have** in anticipation of the Fulbright/CIES coverage. The Department of State health policy for Fulbrighters provides for medical evacuation if necessary. (Note: Experience has shown that although generic medicines can often be obtained, it can be extraordinarily difficult to obtain specific prescribed medicines in Nepal. Therefore it is ***highly recommended*** that grantees with ongoing medicinal and/or equipment requirements bring with them to Nepal enough prescribed medicines and/or medical equipment to cover the length of their grant period and/or be prepared to make private arrangements for the acquisition of medicines and/or equipment. The diplomatic pouch CANNOT be used for the transport of prescribed medicines and/or medical equipment.) *Remember, the State Department Fulbright insurance covers only the grantee; not dependents. If dependents accompany you to Nepal, they must have their own medical insurance and that insurance must include medical air-evacuation coverage.*

Financial Information

The grant begins with one month's cash advance paid in Nepali rupees, upon the grantee's arrival. Thereafter the stipend will be paid by the Fiscal Officer on a regular monthly basis.

Bank Accounts

Upon arrival, grantees should consider opening an account at NABIL Bank Ltd., where the Commission has its bank account. Commission staff will help in these and in other transactions. **It is recommended that grantees bring their U.S. checkbooks with them**, as certain expenditures must be paid in U.S. dollars. Arrangements can be made to effect wire transfers to and from a NABIL bank account from a U.S. account although there are fees associated with such transactions. As your grant period nears completion, keep in mind that exchanging excess Nepali rupees into U.S. dollars can only legally be done through producing receipts showing exchange from U.S. dollars to Nepali rupees. Grantees should manage their finances in such a way as to minimize their rupee holdings as their grants come to a close.

These days there are more and more ATMs in Kathmandu and Patan, and many will work with an American ATM card (with charges applied). (Note: If the expiration date of your U.S. bank account ATM card does not extend to the end of your grant period, you may have difficulty in obtaining a renewed card. It is recommended that you ensure that you have a valid ATM and other necessary cards for the full period of your grant. Although theft or loss of cards has not been a problem for many grantees, it is nevertheless very useful to keep in a safe place a list of bank accounts and contact information for all ATM and credit cards in the unfortunate case that your cards are stolen.)

U.S. Income Tax

Fulbright grants are taxable as U.S. income. However, neither CIES, nor the Commission, nor the Department of State withholds taxes from grant payments nor are 1099 or W2 forms issued to grantees. Since it is not a U.S. entity, the bi-national Commission in Nepal does not provide 1099s, but will give grantees a letter at the end of the calendar year listing the total amount of your grant. Grant payments are not subject to taxation by Nepal. The Commission in Nepal is not in a position to answer any detailed questions concerning tax liability. Any questions concerning Federal or State income tax matters should be taken up with officials of the Internal Revenue Service or the appropriate State revenue authority.

- Further information may be obtained by calling 1(800) TAX-FORM and asking for the *Scholarships and Fellowships Publication 520* or from the website http://www.irs.ustreas.gov/prod/forms_pubs/.
- Other helpful documents include Publication 54 “Tax Guide for US Citizens and Resident Aliens Abroad” and Publication 463 “Travel, Entertainment and Gift Expenses”.
- We recommend that grantees see a tax adviser in the U.S. before coming to Nepal. The following IRS publications available at local IRS offices are useful:
 - Tax Information for U.S. Scholars
 - Income Tax Benefits for U.S. Citizens Who Go Overseas

What to Bring

Upon arrival, you will be presented with a welcome kit that should answer some of your questions about living in Nepal. Commission staff will also be happy to answer any questions not covered in this manual.

Climate and Clothing

There are four seasons in Kathmandu: cold in December and January, cool and mild in October, November, February, and March; hot and dry in April and May; and hot, humid and rainy in the monsoon months June through September. Temperatures are generally quite moderate. In the hot season daytime temperatures range in the 80's while winter days are in the 60's. Winter nights can get cold (30's and 40's) and seem much colder due to the lack of central heating and insulation. Quilts, electric blankets and room heaters (which can be purchased locally) help solve the problem.

Although temperatures are moderate, the lack of central heating necessitates warm clothing for the winter months, often more for indoors than out! Tibetan shops stock a variety of woolens, but it is still advisable to bring warm sweaters and a jacket for outdoors. A zip-out liner provides between season flexibility. Dressing in layers proves quite practical. Other than December, January, and February, the daytime weather is quite warm, so lightweight summer clothing is in use most months of the year.

Although shopping malls are on the rise, well-fitting and superior-quality shoes, socks and branded readymade clothes are not always available on the local market, so buy them before leaving the States. Yarn goods, mostly cotton and/or polyester, are available in Kathmandu, as are inexpensive tailors. Bring extra underwear because the selection in Kathmandu shops is limited. Made-to-order clothing can supplement but certainly not substitute for bringing along all the clothing you will need during your stay, although the bazaars of Kathmandu are overflowing with low-priced (and often reasonably good) "knock-offs" of famous brand name clothing, particularly outdoor clothing.

While dress is generally informal in Kathmandu, as U.S. representatives abroad, Fulbrighters should try to look well-groomed on all occasions. Senior Scholars have generally found "business casual" dress appropriate when teaching or working with faculty colleagues. A set or two of dress clothes for receptions and other formal engagements will be necessary. Special clothes items like bathing suits, sportswear, and formal wear may be difficult to buy in Kathmandu.

Household and Miscellany

Lodgings for Senior Scholar Lecturer/Researcher grantees are equipped with basic furniture and household items (dishes, silverware, pots and pans, water filters, bed linens and blankets). Past grantees suggest supplementing these basic furnishings according to personal preferences. For example, you may bring a favorite cookbook, bed linens and towels. Most grantees buy some items in Kathmandu according to their preferences and at the end of their stay add them to Commission's inventory.

In making decisions about what to bring, it is important to understand the unpredictability of the market in Kathmandu. Things available in abundance disappear abruptly, while other items traditionally unavailable may suddenly flood the market. Luxury items (like perfumes and cosmetics) are expensive and choice is limited. Another quirk of the market is that an item may in fact be available, if only you can figure out which of the many, many small shops is the one that stocks it. In recent years, however, the construction of large supermarkets in various parts of Kathmandu and other urban centers has made the acquisition of foreign goods fairly straightforward. Nevertheless, the supply of basic necessities such as cooking gas, kerosene, and petrol can be subject to the vagaries of the import market and can undergo unavailability or drastic price surges at times of shortage. Grantees need to be adaptable when these shortages occur.

Computers, Cell Phones, etc.

If you need a computer for your work, you should consider bringing with you a laptop, any specialized software you may need, backup hardware **and an extended-life battery**. If you plan on bringing electrical appliances of any kind, do remember that Nepal's power supply is 220 volts. Because the voltage is unstable, many grantees purchase voltage transformers and stabilizers, which are available locally and quite cheaply.

Most, if not all US cell phones are incompatible with cellular service in Nepal. The service is tolerable at best in the Kathmandu Valley and cell phones as well as SIM cards for local use are widely available. Cell phones are NOT useful for long distance calls to/from the U.S. because of very bad sound quality. The Kathmandu Valley is only recently becoming home to wireless and high speed cable internet services. Some Fulbright housing currently has these features but the speed and dependability of the connections is highly variable. Such technology is still quite a ways behind what is considered average in urban U.S. Until April of 2006 the Commission office itself used only dial-up internet connections.

Health Precautions & Medical Care

Before leaving the United States — and in order for your grant to be finally approved — you must undergo and pass a physical examination using the forms for this purpose that will be provided to you by IIE. After you have passed your physical, please bring a copy of the physical examination form with you to Nepal. You must also secure and bring with you to Nepal an international health card (i.e., a World Health Organization, or WHO Card) and make sure that all of your immunizations for those diseases specified by the Center for Disease Control for Nepal are up to date. The Fulbright program does not cover the cost of any immunizations. (Appendix III of this manual is a list of the inoculations currently recommended by the American Embassy Medical Unit for Nepal. This list — which all grantees should follow — may be more comprehensive than the list recommended by the CDC.) Anti-malaria pills are recommended for those who will be visiting the Tarai region for any length of time; the latest anti-malarial drug in the U.S., Malarone™, is not yet available in Nepal. If you will be spending significant time in the Tarai, consult your doctor about this drug. **Remember to bring your record of vaccinations (e.g., a WHO Yellow Card or similar) and a copy of your completed physical examination form with you when you come to Nepal.** If your doctor or travel clinic doesn't have the “International Certificate of Vaccination and Prophylaxis” (the WHO Yellow Card), then you can use whatever kind of card or list of vaccinations-received that your clinic can provide you. The main point is to know what vaccinations you have had and which ones you need.

For those who regularly take medications or require medical supplies, it is very important that you ensure before leaving the U.S. that you have with you a sufficient supply of your prescribed medicines and/or supplies to suffice for the entire grant period. Having medicines and/or medical supplies sent from the U.S. is generally NOT covered by insurance and past experience has proved very stressful for grantees who cannot have quick and inexpensive delivery of required medicines or medical supplies. Although there may be comparable medicines available on the Nepali market, it requires a doctor visit to enquire about the equivalent medicines. It is your responsibility to enquire about insurance coverage for medicines and medical supplies, the Commission in Nepal cannot answer detailed questions about the provisions of the health insurance coverage offered by the Department of State.

Remember also that the Fulbright insurance covers only the grantee, not dependents. If dependents accompany you to Nepal, they must have their own medical insurance and that insurance must include medical air-evacuation coverage.

International Standard Clinics

Fulbright grantees have the choice of two clinics of international standard in Kathmandu: the CIWEC clinic www.ciwec-clinic.com (operating since 1982 and located in Lainchaur) and the Nepal International Clinic (operated since 1989 by a Nepali physician who is a U.S. Board certified internist, located one block south of the Narayanhiti Palace Museum)

<http://www.nepalinternationalclinic.com/index.html>

Grantees who have chosen CIWEC or NIC have found the services to be good. CIWEC and NIC fees are comparable to those paid in the U.S. Bills from the CIWEC and NIC must be submitted as claims under your own insurance, or secondarily as claims under the Department of State insurance policy that applies to Fulbrighters. However, every medical treatment or illness does carry a \$30 deductible under the Department of State policy.

Pollution and Other Environmental Concerns

Major urban areas in Nepal, most especially Kathmandu, suffer from disturbing levels of air and water pollution. Many grantees find wearing a face mask while walking or traveling by bicycle useful. For those grantees with pre-existing respiratory system difficulties, it will be important to consult your physician about prophylactic measures that might be taken to avoid exacerbating the condition.

Food and Water Precautions

Generally, in traveling through Asia, you should drink only boiled and filtered water. Avoid wet plates and utensils, uncooked vegetables or fruits which cannot be peeled, un-boiled milk, and cold foods which may have been contaminated by handling. Intestinal troubles are common, but a little caution and common sense will go a long way towards minimizing their effect.

Personal and Household Safety

The Commission places the utmost importance on your safety and security while in Nepal. The following information is provided as a resource to assist you in ensuring your own personal safety while in Nepal.

- Political demonstrations, rallies and other mass gatherings are best avoided as they can quickly turn from peaceful gathering to violent conflagration. The Commission will communicate with all grantees about any planned protests which are known to the RSO. However, it is not uncommon, especially during periods of heightened political uncertainty, for unplanned protests to occur in Nepal. All grantees are advised to walk away from any gathering crowd and to avoid major chowks when protests seem likely.

- Theft of belongings from rooms left unattended or of personal belongings left unattended are not uncommon, most especially in tourist areas of Nepal. It is advisable that all grantees retain insurance for more expensive property (i.e., specialized equipment such as cameras, bicycles, or technology) and to routinely back-up all important computer files. If required, CD or DVD backup copies of your computer files can be stored at the Commission office.
- Transportation and traffic accidents are common in urban areas as any existing traffic rules are mostly ignored. It is important for all grantees to adjust to the traffic patterns on Nepali streets so that you can protect yourself from potential danger.
- Home safety recommendations from Cathy and Krish, March 2011. The following are recommendations from two current U.S. Fulbright Senior Scholars who recently experienced a house fire at their residence in Patan:
 - “Having experienced a home emergency in Nepal, we want to share the following recommendations for Fulbrighters in Nepal.
 - Know the locations and operation of all door and window exits. Make sure that you know at least two reliable exits from the home
 - Check the electrical wiring inside the house and know the location of the main power shut off switch
 - Keep flammable items away from sources of sparks and heat - stoves , heaters, fans, irons, etc
 - Know the location of the fire extinguisher if there is one
 - Put new batteries in the smoke detector and make sure it is unobstructed. (It is a good idea to get one if there isn't one in the home.)
 - Know how to reach the home owner or caretaker, as well as a phone number for emergencies.
 - Keep a charged phone nearby.
 - Have a cloth or mask available for breathing if the house fills with smoke.
 - Have clothes and shoes in a safe place nearby in case you need to make a quick exit.
 - Have enough cash to replace any necessary items that may be lost in a fire, flood, etc., as well as to buy food if eating at home is no longer possible. (Have enough cash handy to tide you over for at least a couple of days.)
 - Have a back up and contingency plan in case of loss of vital data or documents.
 - Give the landlord/caretaker an emergency phone number (i.e., the Commission Office, as well as mobile numbers for the Senior Program Officer and Executive Director)
 - Have an ID with you at all times”

Commission Support Services & Policies

The Commission in Nepal (through the U.S. Embassy) will arrange for official visas for grantees for the period of their grant. It is important to remember that the visa is good only for the duration of the grant. Special permits for out-of-valley field research sites are increasingly difficult to obtain. Although the Commission may be able to assist grantees in attempting to secure them if your work makes this necessary, grantees should be prepared to change research plans if permits are not issued by the Government of Nepal. The Commission will assist in arranging airline tickets and shipment of goods and, when requested, in making appointments with Nepali academics and preparing letters of introduction.

Fulbright grantees in Nepal are considered private American citizens who do not fall under Chief of Mission (i.e., the U.S. Ambassador in Nepal) authority. The U.S. Embassy in Nepal recognizes however, that Fulbright grantees are a distinct group of individuals because they are under U.S. government sponsorship when overseas and they extend certain courtesies to Fulbright grantees including eligibility to join and use the U.S. Commissary and the Phora Durbar (“American Club”) recreational compound run by the American Mission Association in Kathmandu. Fulbrighters also have very limited use of the letter-only diplomatic pouch at the U.S. Embassy. However, Fulbright grantees do not have access to the U.S. Embassy Medical Unit. It is important for grantees to understand that any courtesies extended by the U.S. Embassy in Nepal are not to be taken for granted as misuse of such courtesies can result in them not being available for future grantees.

Domestic Travel Policy

Perhaps the most important set of rules governing the Fulbright program in Nepal are related to communication about grantee whereabouts, as it is essential that the Commission be able to contact grantees in the event of an emergency or natural disaster. As there was a protracted period of internal conflict in Nepal and there remain conditions of social and political instability, grantees must comply with all domestic travel policies and security procedures set in place by the Commission and by the Regional Security Office (RSO) of the U.S. Embassy in Nepal.

Up until very recently, Fulbright grantees in Nepal were restricted to work within the Kathmandu Valley only. Recently, however, this restriction has been lifted and grantees are currently allowed to travel and conduct research across the country with the prior approval of the Commission and the RSO.

In order to maintain the privilege of this freedom of travel for all Fulbright grantees in Nepal, it is essential that every grantee take personal responsibility for:

- advanced detailed planning of any travel,
- clear communication with the Commission about any changes in travel plans, and

- clear provisions made for any period of time when a grantee anticipates being located in an area potentially inaccessible by phone networks.

In order to ensure that Fulbright grantees in Nepal are not exposed to security risks, all travel within Nepal by Fulbright grantees must first be approved by the Commission and by the RSO. The process by which this happens is as follows:

- Upon your arrival in Nepal, a Travel Request Form will be made available to you. **This form must be filled out in detail and submitted by email (to the Program Administrator and Senior Program Officer) at least three days before your intended travel.**
- This form is then submitted by the Program Administrator to the RSO who communicates approval once granted.
- Grantees are not to travel until after they receive this official approval from the Commission and from the RSO.
- With that approval are listed emergency contact information for police and other government officials in the destination area. It is important for Fulbright grantees to bring that information with them when they travel so that they can access any emergency services if necessary.

While the Commission does understand that travel can be difficult to plan in advance and that plans may be subject to frequent last minute changes, it is essential that grantees undertake sufficient advanced planning for their travel and remain in touch with the Commission so that the Commission can immediately contact grantees if necessary. Given the changing nature of the political situation in Nepal and the potential for natural disaster in different areas of the country, *it is essential that all grantees adhere strictly to this policy.*

While the dependants, if they are travelling independently of the grantee in Nepal, need not obtain an RSO travel approval, it is advisable nonetheless to obtain such an approval as providing this information may be very helpful in the case of emergency and in order to get prior information about planned political activities that may impede travel.

Vacation/Leave Periods

As all Fulbright grants in Nepal require a full-time commitment, grant leave which is unrelated to the grant purpose is to be kept to a minimum. During recesses or normal vacation periods, the grantee may take time off from the responsibilities under their grant for no more than 14 days (two weeks) without deduction in grant benefits. These 14 vacation days apply to in-country travel and time off, as well as travel out of the host country. These 14 days do not include weekends, but do include days required for travel. Such absence must be approved by the Senior Program Officer. Grantees may not travel outside of Nepal without prior approval of the Commission.

In recent years, Fulbright grantees have had the privilege of being invited to attend a Regional Conference in India during their grant periods. Travel to and participation in the regional conference is not counted as part of the vacation period except for those periods whereby a grantee may take extra time during travel to or from the seminar.

The following policies apply to leave periods:

1. **Leave outside of Nepal:** leave during the grant period is limited to recess or normal vacation periods not to exceed 14 days (exclusive of weekends and inclusive of travel time). Any leave to be taken outside of Nepal requires written approval by the Senior Program Officer at least one month in advance of the planned travel.
2. **Leave within Nepal:** all leave taken during the grant period must be planned and approval sought from the Senior Program Officer. As mentioned in the above section on domestic travel policy, ***all*** travel within Nepal (including vacation/leave) must be approved by the RSO.
3. **Emergency leave:** Should it be necessary for you to leave Nepal in the case of extraordinary medical or personal emergency, you can either use part or all of the 14 day normal vacation period or take unpaid leave not to exceed 14 days. Any emergency medical situation must be reported immediately to the Senior Program Officer and to the Health Benefits Provider.

Early Termination of Grants

Fulbright grantees who terminate their grants earlier than the period specified in the grant authorization form will have their stipends reduced accordingly, on a daily, pro-rata basis and may also, depending on the circumstances of their termination, be required to bear their own return travel expenses to the U.S. Fulbright regulations prohibit USEF-Nepal from paying for periods when the grantee is outside of Nepal.

Remaining Abroad after Grant Expiration

Because a factor in selection is the expected benefit to the United States of your overseas experience, a grantee who remains abroad after expiration of the grant without advance approval will forfeit the return travel entitlement. Approval of any additional period abroad is at the discretion of the Commission, and will be contingent upon compliance with visa requirements and any other limitations imposed by the host country. A person remaining abroad after the expiration of the grant will no longer be considered a grantee, and must not continue to represent himself or herself as such.

If a grantee requests and receives permission from the Commission to remain abroad after the grant has expired, return transportation may be extended for only

up to three months after the end of grant date, but any increases in cost of travel after the initial period of the grant must be borne by the grantee.

Packages

The only way to receive packages (other than documents) is to have them sent through international mail (USEF-Nepal, GPO Box 380, Kathmandu, Nepal). Although grantees are entitled to customs-free entry of packages, the Commission does not recommend such shipments as the clearance procedure is an eleven-step process. Moreover, the loss rate is very high.

Mail/shipments through the Diplomatic Pouch

Nepal is a member of the International Postal Union and has regular mail service with other countries but it is not reliable. For this reason, for letters only (and they must weigh under one pound) the privilege of the State Department diplomatic pouch was granted to Fulbright grantees in Nepal. Mail being sent to you in Nepal should be addressed as follows:

American Embassy Kathmandu
Attn: Fulbright – ‘Name of the Grantee’
Department of State
6190 Kathmandu Place
Washington, D.C. 20521-6190

You must use the above address as the return address on any correspondence you mail through the pouch. U.S. domestic postage is used for diplomatic pouch mail and may be purchased in limited quantities from the Fulbright office. **PLEASE NOTE:** This privilege is only for first class letter mail and is not terribly fast, as letters going to or coming from Nepal can take as long as a month. **No packages whatsoever can be sent to Fulbright grantees through the diplomatic pouch.** Violation of this regulation may mean that present and future Fulbrighters will be deprived of the pouch privilege.

If there are others who will be writing to you from countries other than the U.S., in the interest of speed they might want to write to you in care of the Commission's post office box (USEF-Nepal, GPO Box 380, Kathmandu, Nepal). However, there is always a risk of loss or theft with regular international mail. **Checks and cash should not be sent through the international mail.**

In addition to the regular mail, grantees may also send and receive documents using one of the international courier services such as DHL or FedEx, both of which have offices in Nepal. These courier services however, are generally limited to the sending and receipt of documents only. Though generally reliable and fast, they tend to be expensive. Documents sent to you via these services should be addressed to you at the address below.

Please advise senders that including the phone number is vital:

USEF-Nepal
G.P.O. Box 380
Gyaneshwor
Kathmandu, Nepal
Tel: 4444780

Commissary & Recreational Privileges

Fulbright grantees in Nepal are granted the courtesy by the U.S. Embassy in Nepal to use of the American Commissary run by the American Mission Association on a membership basis. The Commissary stocks a selection of groceries, frozen foods, toiletries, over-the-counter medicines, liquor, tobacco, and some incidentals, such as flashlights and kitchen ware, but no clothes items or fresh vegetables. To use the Commissary you must join the American Mission Association (AMA), which also entitles members to use the AMA's recreation compound, Phora Durbar, which has a swimming pool, tennis and squash courts, work-out room, and snack bar. To join the AMA requires a capital deposit (fully refundable) of \$500. The capital deposit must be paid by a U.S. dollar check. In addition to the capital deposit, AMA members must pay monthly dues of \$60 for singles, \$75 for a couple, and \$90 for a family of three or more.

The membership approval process for AMA can be very lengthy, so it is recommended to those who wish to become members, to submit an application as soon as possible after your arrival in Kathmandu.

Living in Kathmandu

Daily living in the Kathmandu Valley and surrounding areas can be as awe-inspiring as it is challenging. Traffic snarls, poor road conditions, air and water pollution, shortages of electricity, water, cooking gas and petrol are as much part of everyday life in Kathmandu as are the sweet sounds of children playing, sacred temple bells ringing out their prayers, and the remarkable frequency of open-hearted hospitality and random kindness of complete strangers. World-class hotels and medical facilities, and a small but increasing number of Western-style stores, coexist with traditional and very numerous open-air shops. These shops, frequently located on the first floor of Nepal homes, sell everything from fruits, vegetables, grains, and live poultry, to exquisite silver and gold jewelry, refrigerators, cold medicine, and Internet service. Many things available in the U.S. can be purchased at these shops, but often not by recognizable brand name.

Because of overcrowding in the Kathmandu Valley, water shortages are common during March to May, the driest months. The Kathmandu population has more than doubled in the last 10 years, with comparatively little infrastructure improvement. Depending on their living arrangements, people may carefully conserve and/or buy additional water. The electric supply, dependent on water resources as well, can be severely restricted. At this writing (spring 2011) most areas of Nepal receive only eight hours per day of electricity; four of those hours are in the middle of the night. Many households buy inverters that store electricity for limited use during the “load shedding” (no electricity) hours.

Centrally heated or cooled houses in Nepal are the exception. Consequently, many Nepalis use gas heaters in their living areas during the coldest months, November through February. They may also heat water by solar panels. Some households have installed gas or electric water heaters (“geezers”) for showering with hot water.

Limited electricity means that refrigeration, especially during the warm summer months, can be problematic. Most households shop for food several times per week, and when purchased, meat is generally cooked and consumed immediately. Fresh fruit and vegetables are abundant, especially in open-air shops. It is important, however, to thoroughly clean and dry fresh fruits and vegetables, and cook meat well. It is essential to drink only boiled, filtered or safely bottled water. To help overcome difficulties with food purchase and preparation, many people employ a domestic helper to assist with food shopping, cooking and clothes washing.

Power Outrages (aka “Load-shedding”)

A common feature of daily life in much of Nepal now is “load-shedding.” As Nepal’s electrical demands far exceed the production of power, the Government imposes scheduled blackouts on neighborhoods of Kathmandu and all other major cities in the country. The hours without power vary from 6 to 16 hours a day *WITHOUT POWER*. The worst months are in winter and spring—from December to May—and

during these months everyone in the city resorts to various means to store electricity or to do without. Grantees should bring battery powered headlamps, and consider bringing an “emergency light” with them. You might also consider bringing solar rechargeable lights, computer batteries, etc. For those who MUST have constant access to a computer for their work, load shedding is often the single greatest adaptation you will have to make. Consider it a fact of life and try to plan accordingly.

Political Disturbances

The political situation in Nepal has been fluid and subject to sometimes very rapid changes over the past twenty years. General strikes, shut downs – or *banda* – are fairly common both at the national level and locally. While some *bandas* are announced well in advance, some are called very quickly and there is little time to stock extra food, water and other provisions. In light of these *bandas*, it is very useful for grantees to remain flexible in planning work and travel schedules and to keep a stock of provisions in case there is an extended period of time when transportation, business and other general services are affected. Communications about the security situation are regularly sent out by the RSO at the U.S. Embassy in Kathmandu and forwarded to Fulbright grantees.

Telephone & Internet

Nepal is now connected to the international satellite system, so telephone calls to the U.S., though relatively expensive, can often be made from one's own telephone. For international dialing to Nepal, the Nepal country code is 977 and Kathmandu city code is 1. These numbers are generally followed by a seven digit phone number for landlines or a ten digit number for mobile phones. Many grantees use Skype, or similar internet phone services, to make calls cheaply to the United States from Nepal.

The Commission in Nepal has its own fax machine (977-1-4410881). Grantees can receive faxes on this machine. However, grantees will be charged to send faxes from the Commission. There are many commercial fax outlets in Kathmandu, and in addition, Nepal now has several cheap and well run e-mail services and Internet Service Providers. Most grantees bring laptop computers and have e-mail installed soon after arrival, using one of the several Kathmandu-based Internet Service Providers.

Transportation

Taxis are readily available in Nepal and are (compared to the U.S.) quite cheap, with a cross town, 30-minute ride rarely exceeding \$5.00. It is wise to negotiate the payment amount before accepting the ride or to insist that the meter be run. Tribhuvan University's (TU) Kirtipur Campus (where most Fulbright lecturers assigned to TU teach) is more than four miles from central Kathmandu. The Kathmandu University (KU) School of Management is more centrally located, but

Lecturer/Researchers affiliated with KU's Central Campus commute to Dhulikhel, 45 minutes from Kathmandu.

Unlike Fulbright programs anywhere else in the world, through the past generosity of American Embassy hand-me-down vehicle donations, the Nepal Commission has been able to maintain one car for leasing (available only to Senior Scholar Lecturer/Researcher grantees) during business hours. Please note however, that the Commission can never guarantee the availability of the car to grantees, especially when there are two or more Lecturer/Researchers in country simultaneously. The lease cost is based on mileage at \$0.18/mile. Grantees must pay for their own petrol/gasoline. Duty-free gasoline is available through the Embassy at Phora Durbar (current cost: approx. \$.70/liter). A commissary account number is required for billing. The Commission takes care of normal repairs for the car, but not the cost of any damages incurred while being used by a grantee, for which the grantee will be held responsible.

Because driving in Kathmandu can be challenging (and that's putting it mildly!) we do not permit grantees to drive the Commission's vehicles themselves. The current monthly salary for a driver, which must be paid by the grantee, is approximately \$130/month. The Commission is generally able to recommend appropriate drivers, but will not act as the drivers' employer; that is the responsibility of the Senior Scholar Fulbrighters.

Children's Education

The Fulbright grant provides no tuition allowance. However, Fulbright Senior Scholars who have children in grades K-12 may, through prior arrangement with the school, enroll them in the American International School (Lincoln School) in Kathmandu. The school year begins in the last week of August and continues to the middle of June. Tuition is expensive, though it does depend on grade level, and there is also a one-time capital investment fee of \$2000. This capital fee may be waived or reduced for those students enrolled less than a full year. Bus service for the year is \$650. Those interested in contacting Lincoln School may visit their website: www.lsnepal.com

There are no other education facilities in Nepal that provide an American style education. The British Primary School, which is considerably less expensive than Lincoln School, accepts students of ages 5-13. There are also several good international pre-primary schools in Kathmandu.

Employment Opportunities for Dependents

Finding local employment is often difficult and it is not the responsibility of the Commission to find work for dependents. Full and part-time work is available from time to time with international agencies or with local consulting firms. For those with advanced degrees, teaching appointments at Tribhuvan University are sometimes

possible, but generally at Nepali wages. Lincoln School occasionally has positions open for substitute teachers. Volunteer possibilities are much more abundant. It is the responsibility of the individual dependant to research and network to find appropriate volunteer or other work opportunities for him or herself.

Blogging about your Fulbright Experience

As of May 2009, the U.S. Department of State has a new policy which reads:

“Web-Based Media: Grantees who share their Fulbright experiences publicly via web-based media are responsible to acknowledge that theirs is not an official Department of State website or blog, and that the views and information presented are their own and do not represent the Fulbright Program or the U.S. Department of State. Any grantee who posts inappropriate or offensive material on the Internet in relation to the Fulbright Program may be subject to revocation or termination of their grant.”

Working in Nepal

Nepal's Higher Education System

Tribhuvan University, the national government supported university, was founded in the mid-1960's, when Nepal's few colleges broke their affiliation with Patna University in India. The entire education system, which started virtually from scratch in the early 1950's, was based on the British Indian model. In 1973, the then His Majesty's Government of Nepal implemented the New Education Plan, which emphasized the Nepali language and vocational education, and introduced a semester system similar to the American model. The University decided in 1981 to restore the old system with annual centralized examinations, a practice that continues today.

The Prime Minister is the titular head of the University and the Vice-Chancellor is responsible for its overall administration. Directly under the Vice-Chancellor are the Rector, who is in charge of academic affairs, and the Registrar, who is responsible for general administration and financial management, examinations, and records.

At Tribhuvan University, there are faculties of humanities, social sciences, education, management, and science, which are headed by Faculty Deans. For the technical fields there are university institutes, such as in engineering, forestry, medicine, and agriculture. These are headed by Institute Deans, who are responsible for the administration of their institutes and refer to the Rector for all academic affairs.

The Kirtipur Campus of Tribhuvan University has Central Departments, e.g., Central Department of Geography, Central Department of English, etc. These departments have chairpersons who refer to the Rector for academic matters and to the

appropriate Faculty Dean only for administrative issues. The other campuses have Instruction Committees, which are headed by a chairperson. The chairpersons are under the supervision of the Campus Chief.

In addition to the campuses of Tribhuvan University, many private campuses operate with government approval. They follow the university syllabus and examination schedule.

A new private, national university opened in 1991. It is called Kathmandu University (KU) and its main campus is in Dhulikhel, approximately 45 minutes drive from Kathmandu. Regular bus service between Kathmandu and Dhulikhel is provided by Kathmandu University. KU has established strict admission procedures with entrance examinations and is striving to provide an international standard of education. Additionally, since the 2010 academic year, Fulbright Senior Scholar placements have become available at the Patan Academy of Health Sciences (PAHS) and at the Kathmandu School of Law (KSL).

U.S. Lecturers

A Fulbright lecturer is responsible for assisting faculty with teaching, advising graduate students and consulting on curriculum development and most importantly faculty development. The latter can be done through giving special seminars or lecture series, guiding research work, and collaborating on grant proposals.

With reference to teaching duties, this may mean that the department lacks trained faculty members in a particular area, and has requested the Fulbright lecturer to assist. However, as contradictory as it may appear, this does not necessarily mean that the department has decided what courses the lecturer is to teach!! Incredible as it may seem to someone coming from a US university, such decisions are normally made during the first two weeks of the term, just before the beginning of regular classes, when the lecturer and the department chairman discuss the course responsibilities. The Commission will do its best to provide advance information whenever possible, but it is often impossible for us to know individual responsibilities in detail before a lecturer arrives in Nepal.

Lecturing to Nepali students requires adjustments on the part of the visiting professor. Degree (M.A.) students are equivalent to American undergraduates in age and training. The students are products of a system that stresses memory and rote learning and which places little or no emphasis on independent thinking and research. They have had little or no experience in discussion-oriented education or independent reading and self-expression. Brighter students are usually able to respond to a different classroom technique, but a certain amount of resistance to change is also often encountered. One recent Fulbright lecturer overcame this problem by initiating a research project that was largely designed and executed by the students themselves, although a great deal of guidance was necessary.

The other major problem encountered by the American professor is communication. Although English is the medium of instruction at the graduate level, students have had limited exposure to English native speakers. “Nepali English” may be difficult to understand, as may your accent and manner of speaking. As one recent Fulbright professor reports:

“I have found that it is necessary to speak extremely slowly and distinctly, repeating each point over and over again in the simplest possible terms. Any complicated words must be defined in as simple a manner as possible. There are quite a few students who initially can comprehend only 40 to 50 percent of what you say”

Although the university expects the Fulbrighters to fulfill a consultative role in departments, the grantee may find no readymade forum through which to execute this function. Faculty meetings are rare. Talking with colleagues before and after classes, going on department picnic, or inviting students and faculty to one’s home have proved to be the most effective way to advise and consult.

It is important for the Fulbrighter to be able to distinguish what is possible to change from that which is beyond reach. Reformation of the entire department is impossible, but some changes that colleagues at first think are out of the question might be possible with enough patience and drive. The most successful reforms are those accomplished through Nepali colleagues behind the scenes. Everyone may know that the grantee is the catalytic force. It is important that new ideas come from Nepalis convinced of their value and willing to speak for change. This quote from a previous grantee puts it well:

“Since personal relationships within a department are usually a delicate matter, my suggestion is that it is wise for the visiting professor to adopt a ‘low profile,’ i.e., a relatively quiet and modest role within the department. You are working with a group of people who can be sensitive about their education and qualifications. They are quite aware that their American visitor is a highly trained professional whose career may be more distinguished than their own. They are sensitive to the fact that most of the new approaches to your discipline, the most adventuresome research, and most of the usable published works have all originated in the United States. What they will not welcome are gestures which imply that the American discipline and American professors are superior to their Asian counterparts. Any kind of behavior which implies that the Fulbright professor has come to bestow the ‘gift’ of superior American academics upon them can and will be deeply resented. What your colleagues will appreciate, I think, is a modest and humble spirit of cooperation in the attainment of the goals they have set for themselves. Most important is that the Fulbright professor not attempt to outshine or supplant the chairman. If the chairman sees that the Fulbright professor has come to help, to cooperate, and not to overshadow the entire faculty, he will accept you fully as colleague and friend and depend upon you more and more as the year progresses. I have found that working with the

chairman and other members of the faculty has been a most rewarding experience, both professionally and personally.”

Universities are aware of the need to instigate research projects, both in student training and among faculty. Since most faculty have been trained in a tradition that emphasized memorizing theoretical knowledge, few of them know how to begin conducting research. Part of the Fulbrighter’s role, therefore, is to help initiate research projects among his colleagues and students. In addition, most grantees will want to conduct their own research projects in order to make their time in Nepal as valuable and satisfying as possible.

Finally, it is important to remember and be sensitive to the vast difference between the amount of money a Fulbright Scholar earns (even from your Fulbright grant, which may be only a fraction of your university salary in the U.S.) and that earned by your university colleagues in Nepal, where even a full professor’s salary is usually less than U.S. \$250/month.

Book Shortages

In comparison with many university libraries in South Asia, TU has a fairly large collection, over 100,000 books, but it may be spotty or out of date in a particular field. Although there are libraries at KU, PAHS and KSL, they have very limited and specialized collections. Local bookstores are poorly stocked. It is wise, therefore, to send a supply of text and reference books for your own use and, if possible, extra materials for students. Donations of books to the library or a particular department will be very much appreciated. If you intend to apply for reimbursement for books purchased for your grant assignment that will be donated to your host institution, these purchases should generally be approved in advance and receipts must also be provided.

Research Assistants & Translators

Senior Scholars whose work requires research assistants and or translators, unless they have prior contacts, should wait until they arrive in Nepal to locate such assistance. There is no formalized process for doing so, but the Commission may know of persons who have assisted Fulbrighters in the past. Your Nepali colleagues and Fulbrighters already in country can also assist you with networking to find assistants and translators. Be sure to carefully discuss any past experience with those you are considering hiring and to be as clear as possible about your expectations of them. Rates will obviously depend on qualifications, the nature of the work, expected time commitments, etc. Finally, please remember to give credit where credit is due if your research work results in publication.

Reports

The Commission requires two types of reports, and they are considered vital. The first is in-house; each grantee is asked to make a brief report of his or her activities at the mid-term of the grant and at the end of the grant period so the Commission can keep in touch with the grantee and report to the Board. This can be in the form of a brief informal letter or memorandum. In addition to progress in one's placement, the report can include any problems with university work, and information on travel, guest lectures, or other professional activities. Please report any changes in plans and programs.

There are also midterm and final reports that must be submitted online to CIES in a timely fashion. PLEASE bear in mind that it is your responsibility to record your password and keep track of it! After you log-in the first time (i.e. for the midterm report) you will be prompted to change your password, and you must write it down and keep track of it at that time so that you can complete your final report. Reports should cover major accomplishments and shortfalls and provide information that might be useful to future grantees. Return tickets will not be issued until the final report is submitted. Please do consider reading the reports of earlier grantees — or contacting them directly with questions — Fulbright alumni can often give valuable advice from a peer perspective.

Emergency Action Plan

A “Warden” system maintained by the U.S. Embassy in Nepal is in place to provide a means of communication to all U.S. citizens in Nepal who have registered with the U.S. Embassy. The registration form for the Warden system is part of the Welcome Packet provided to all Fulbright grantees upon their arrival at the Commission in Kathmandu. The Commission’s Executive Director acts as Warden for all Fulbrighters in Nepal, although there are also volunteer Wardens for specific geographic locations across neighborhoods in Kathmandu and select cities outside Kathmandu. This Warden system is a network of U.S. citizens who have volunteered to be point-persons for U.S. citizens in the event of natural disaster or other emergency. They are not necessarily employees of the U.S. Embassy in Nepal and do not have any authority beyond that of a volunteer who may provide basic information about safety guidelines, and/or natural disaster preparedness.

The following information is intended to provide guidance to Department of State-funded Fulbright grantees in Nepal as they consider various options and contingencies during possible crisis situations. Provisions for Fulbright-Hays grantees whose grants are funded through the U.S. Department of Education differ from these listed below. Fulbright-Hays program grantees should clarify with the Department of Education any questions regarding provisions during a crisis.

Status of Fulbrighters

As private American citizens, Fulbright grantees do not fall under Chief of Mission (i.e., the U.S. Ambassador in Nepal) authority and cannot be ordered to depart. However, the U.S. Department of State and the U.S. Embassy in Kathmandu can urge grantees to depart if they believe conditions are severe enough, and in such cases may withdraw Fulbright grant monies and privileges (see “ordered departure” item below). The U.S. Department of State does recognize that Fulbright grantees are a distinct group of individuals because they are under the U.S. government sponsorship when overseas and also provides a level of support to Fulbright grantees in the event of a crisis.

General Preparedness and Emergency Procedures

- Fulbright grantees should, upon arrival in Nepal, register their names with the Consular Section at the U.S. Embassy (the registration form is included in the Welcome Packet you will receive upon arrival at the Commission in Kathmandu). The Fulbright program is addressed in the Emergency Action Plan of the U.S. Embassy, and the grantees are included in annex b of its warden system.
- Shortly after arrival in country, all Fulbright grantees will be scheduled for and must attend the Security Briefing given by the U.S. Embassy Regional Security Officer (RSO) at the U.S. Embassy in Kathmandu.

- The Commission maintains detailed contact information for current Fulbright grantees in Nepal. This information includes telephone numbers (home, work, and cell phone), physical addresses (home and work), and email. If any part of the contact information changes, grantees should inform such changes to the Commission's Program Administrator Mily Pradhan and Senior Program Officer Yamal Chandra Rajbhandary. If the grantees are planning on working in non-urban areas, they should also inform the Commission of their detailed itineraries and how they can be reached in case of emergency.
- Grantees must contact the RSO through the Commission if they wish to travel outside the Kathmandu area. There is a "Travel Request Form" which must be filled out and submitted at a week prior to travel. Grantees must also inform the Commission of travel outside the parameters of their assignment, including weekend trips and travel outside the country. (See also 'Restricted Areas' below.)
- From time to time, the RSO distributes informational notices that are generally distributed by the Program Administrator to grantees. Grantees should check their email and mailbox at the Commission regularly to see if any new security-related informational notices have been issued.
- Grantees are advised that the standard means of communication may be cut off during crisis situations. It is advisable for grantees to maintain a system of close contact with the Commission, with their geographic wardens and with other grantees so that in case of a break-down in standard systems of communication there may be sufficient information available so that grantees can be located and contacted.
- During crisis situations, as long as the means of communication are open, grantees should maintain contact with the Commission and provide updates on at least a daily basis (probably more if the situation dictates). Information about these requirements will be provided as a potential situation emerges.
- Grantees will receive briefing on the U.S. citizen Warden system upon arriving in Nepal. It is vital that grantees keep in touch with the warden of the neighborhood in Kathmandu or Patan where they live in case of an emergency that curtails mobility. Grantees will learn the particular "rallying points" for Americans nearest to their home, so that if communications with the Commission or the Embassy are not functioning, grantees will know where to go to receive more information. For most neighborhoods, the rallying point will be the nearest large hotel or other area with open ground space.
- Before leaving their site for the rallying point, grantees should have with them: passport; all currency; and important personal papers. They should also leave a written message stating that they have left for the safe haven at their site.

- Grantees should also be familiar with the transportation options, the likely routes they will travel, and the length of time it will take to reach the rallying point.

Restricted Areas

At the beginning of their grant periods, all grantees will receive a briefing from the RSO. Part of the information imparted at these briefings consists of the current list of districts and other areas within Nepal where, due to security concerns, travel is either restricted or prohibited by Americans who are subject to the authority of the Chief of Mission. Although Fulbright grantees are not subject to the direct authority of the Chief of Mission, the Commission works in consultation with the RSO and has only recently lifted the suspension of the Fulbright program in such districts and areas of Nepal.

Anytime a grantee intends to go to a field site, he/she must check with the RSO through the Commission to ensure that the area of intended visit is not on the embassy's list of "no go" districts and update himself/herself on any security issues in that area. If security concerns make it impossible for the grantee to carry out the research that the original proposal envisioned, reasonable modifications to the research proposal, in consultation with the Commission, may be made.

Emergence of a Crisis

- If the situation is uncertain, the Commission, in conjunction with the Bureau of Educational and Cultural Affairs of the US Department of State (ECA/A/E), will evaluate the threat potential to a grantee and his/her dependents, and may offer grantees elective or temporary relocation to another in-country site.
- If the situation is so serious that it poses a threat to a grantee's and his/her dependents' lives, especially when violence is anticipated or already occurring, the Commission may temporarily suspend the Fulbright program for a specific region/locale or the entire country. The Commission will facilitate relocation of the grantee together with his/her dependents to either an in-country safe haven, a third country location, or the U.S.

Authorized/ordered Departure

In the event of a serious crisis, the U.S. Embassy may consider imposing either an "Authorized Departure," or an "Ordered Departure." Each of these situations and its effect on Fulbright grantees is described below.

- Authorized departure

A State Department announcement authorizing voluntary departure from affected posts of American personnel and dependents does not automatically require departure of U.S. Fulbright grantees, and the announcement of an *authorized*

departure does not necessarily lead to a suspension of the Fulbright program. The Commission will stay in contact with grantees and work out with the ECA/A/E the best solution on a case by case basis. Grantees should not feel constrained to stay in a situation that they feel is risky; nor, however, should they feel that they must leave due to an advisory authorizing departure. The Commission will facilitate the departure of any grantees and/or dependents who wish to leave the country. ECA/A/E will assist with arrangements for temporary assignment to another country and other issues related to the grant.

Grantees will be advised by the Fulbright Commission if an *authorized departure* is announced and they should then contact the Commission for all available information that may affect their own decision to leave Nepal or stay in the country. It is the sole responsibility of the individual grantee to decide whether he or she leaves or stays in the country. The Fulbright Commission bears no part in the decision and assumes no responsibility for the safety of its grantees. All grantees are requested to notify the Commission's Executive Director of their decision to leave Nepal or stay in the country.

The following scenarios may occur after the announcement of an *authorized departure*:

- a. *Grantee decides to leave Nepal and resign the grant.* (See below)
 - b. *Grantee decides to remain in Nepal and continue with the grant.* The grantee will continue receiving his/her grant benefits until such time as an ordered departure might occur, in which case ordered departure, provision b. below would apply).
 - c. *Grantee decides to leave Nepal without resigning grant.* (See below)
 - d. *Grantee is reassigned without curtailment of grant.* (See below)
- Ordered departure

In the event of a more serious situation, the U.S. Embassy, in consultation with the State Department in Washington, may declare an *ordered departure* of USG dependents and/or non-emergency personnel. In such a situation, the continued viability of the Fulbright program would also be evaluated. ECA/A/E, in consultation with the Commission, determines whether the Fulbright program can sustain operation under current circumstances and, if not, may suspend the program. If the program is suspended, all Fulbright grantees will be asked to leave the country.

The following scenarios may occur after the announcement of an *ordered departure*:

a. *Grantee decides to leave Nepal and resign the grant.*

In the event grantee elects to return to the U.S. and resign his/her grant, the exact timing of departure should be coordinated with the Commission and host institution, if any. The grant would be amended to shorten it to the length of time in the country of assignment. If the grantee has received payment of benefits beyond the amount authorized in the amended grant, s/he would be required to return any overpayment to the cooperating agency/commission. Fulbright grants already include an allowance for return travel to the U.S. ECA/A/E would authorize a financial payment (stipend and/or maintenance allowance) for 30 days from the date of departure to assist with resettlement in the U.S. If a grant is terminated, all applicable reports will become due within 30 days.

b. *Grantee elects to remain in Nepal.*

If a grantee elects to remain, even after the announcement of an *ordered departure*, ECA/A/E may withdraw the grant and discontinue the stipend/maintenance allowance. If the grantee has received payment of benefits beyond the withdrawal, s/he would be required to return any overpayment to the Commission. The grantee is asked to sign a statement of release acknowledging s/he is no longer considered a Fulbright fellow and must not continue to represent him/herself as such. The grantee does not forfeit the return travel entitlement, but must meet any increase in travel costs him/herself. The grantee's State Department ASPE insurance coverage ends at the date of resignation as well.

c. *Grantee decides to leave Nepal without resigning the grant.*

The Commission may determine that it is in the best interests of the program that grantees depart without curtailing the Fulbright grant. Factors governing such a decision include security concerns at the place of assignment and potential to resume the assignment in the near future. Where it is determined that departure without curtailment of grant is advisable, ECA/A/E authorizes payment of up to one month's stipend for a grantee who is out of country of assignment with the expectation that circumstances may permit an early return to host country. If a return is not feasible (i.e., no change, or worsening of the situation), ECA/A/E authorizes a further one month's stipend to assist with resettlement in the U.S.

Depending on the local situation, grantees may choose to leave the country temporarily during a crisis. While costs of emergency air tickets, diversionary travel and other exceptional expenses may be covered from grant funds, grant funds may not be used for grantees' cost-of-living expenses outside of Nepal and the cost of any emergency travel would be deducted from the grant total.

d. *Grantee is reassigned without curtailment of grant.*

Grantees may select reassignment in another country; however, it is not possible for ECA/A/E to guarantee reassignment. Factors affecting reassignment include the length of time remaining in the grant, the scholar's field of study, the need for expertise in another country, and ability to obtain timely approvals from the potential new host institution and PAO/Commission. Reassignments are usually within the same geographic region.

Telephone List

Emergency Numbers

The Commission for Educational Exchange between the US and Nepal (USEF/Nepal)

<p><u>US Embassy Post One</u> (24 hours): 4007269 (direct) 4007266 (direct) Through US Embassy switchboard: ext. 4100</p> <p>(See below for US Embassy switchboard numbers)</p> <p><u>US Embassy Post One Mobile</u>: 98510-67461</p> <p><u>Nepal Police</u>: 100/101/102, 4226998, 4226999</p> <p><u>Nepal Fire Brigade</u>: 101, 4221177, 4223897</p> <p>Other Numbers</p> <p><u>US Embassy</u> <i>Switchboard numbers (office hours)</i>: 4007200 Regional Security Officer (RSO): ext.4262</p> <p><u>Phora Durbar</u> <i>Switchboard number</i>: 4257449 Compound: ext.4712</p> <p><u>CIWEC Clinic</u>: 4424111 <u>Norvic Hospital</u>: 4258554 <u>B&B Hospital</u>: 5531930 5531933</p>	<p>4444779, 4444780, 4437330, 4437332 4414598 (Advising Center) <u>Fax</u>: 4410881</p> <p style="text-align: right;"><u>Residence</u></p> <p>Laurie A. Vasily <u>director@fulbrightnepal.org.np</u> Cell phone: 9851017094</p> <p>Yamal C. Rajbhandary 5534657 <u>yamal@fulbrightnepal.org.np</u> Cell phone: 9803041120</p> <p>Basu Manandhar 4419828 <u>basu@fulbrightnepal.org.np</u> Cell phone: 9841458988</p> <p>Mily Pradhan 4375829 <u>mpradhan@fulbrightnepal.org.np</u> Cell phone:9841276679</p> <p>Robin Piya <u>robin@fulbrightnepal.org.np</u> Cell phone:9813087318</p>
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Please remember that any time you shift your location, whether it be a move from Kathmandu to a field site or a move within Kathmandu, to let the Fulbright Commission's Mily Pradhan and Senior Program Officer Yamal Chandra Rajbhandary know where you are and how we can get in touch with you. Contacts details are noted above.

Fulbright Commission/Nepal
April 2012

APPENDIX I: Cost of Living in Kathmandu

Compared with anywhere in the US, living costs are not high in Kathmandu, so Fulbright grantees generally find the grant stipend to be quite adequate. However, in order to help familiarize you with the kinds of expenses you will be responsible for, there is a brief summary below of expected living expenses.

Rent

Senior Scholar Lecturer/Researcher grants include a housing allowance and are generally provided housing by the Nepal Fulbright Commission, thus scholars do not pay rent from their grant maintenance allowance.

Household Staff

The cost of staff depends on how many household staff a grantee employs. A full-time cook will cost about \$85-110/mo.; a driver \$100-120; a housekeeper \$65-80/mo.

Utilities

Grantees must pay for their own utilities. Water is approximately \$8.20/mo., and electricity is fairly expensive. In the warm months electric bills may be \$75-110/mo, but the winter (December, January, February) the bills may range from \$150-300, depending on how extensively grantees use electric space heaters and water heaters and how much load-shedding is in place.

Telephone bills vary according to the use of the grantee. The basic monthly charge with an allotment of 10 local calls is only \$3. Long distance calls, however, are expensive. For example, it costs about twice as much to call the U.S. from Nepal as from the other direction. Some grantees end up with international phone calls of \$200 or more per month, but with the availability of e-mail, and internet telephony programs, phone costs have steadily dropped. Kathmandu now has several Internet Service Providers and the cost for unlimited internet access is currently about \$35/month.

Food

If grantees buy their food on the local market, which has excellent grains and vegetables, their food bills will be low. Most two- to four-member families can keep their fresh food cost to about \$150 a month. However, use of the U.S. commissary will inflate your food bill substantially. It is hard to do one round of shopping at the commissary that does not come to \$100. The prices for groceries are often twice the U.S. price and frozen foods from Singapore are often three times as high as in the U.S.

Car

The cost of renting a car, if available, from the Commission is based on mileage at a rate set by the Embassy to cover use, maintenance, and repair (\$.18/mile). Gasoline (available at the American recreational compound duty-free) costs are approximately \$.70/liter.

Fuels

Propane cooking gas is reasonable — a cylinder costs about \$18.00 and should last 3-4 weeks. If propane heaters are used in the winter, each cylinder may last up to four weeks

APPENDIX II: Housing and Household Staff

The Nepal Commission has for several years maintained furnished accommodations in Kathmandu and/or Patan for Fulbright Lecturer/Researcher grantees. Housing is provided to Fulbright Lecturer/Researchers as part of their grants.

Having household staff is a great convenience and can enable grantees to make the most of their grant time and get more accomplished. Although many Americans may be initially uncomfortable with having employees come regularly, invariably, they find that these employees add greatly to the ease and pleasure of your stay in Nepal, not to mention the fact that the practice provides much-needed employment to local people. There are, however, certain obligations and customs that go along with having household staff. These will be discussed in the in-country orientation, but some main points are presented in brief below.

A Fulbright Senior Scholar may choose to employ one to three household staff – a cook, a housekeeper, and a driver. The number and mix of staff is up to the grantee ultimately, but the Commission generally has a cook and a driver whom we can recommend, and a housekeeper is on continual retainer so that the houses are kept clean between grantees.

Salaries

Salaries range from approximately \$90 to \$150 per month (with a six-day Sunday-Friday work week). The highest paid employee is generally the cook, who also often has the best English language skills. To maintain ongoing staff in the houses Fulbright professors over the years have paid extra salary beyond the period of their grant time in order to keep the continuity. For example, if a grantee arrives in the middle of the month, he pays for the whole month. Grantees arriving in the late summer/fall bear the responsibility for paying the Dasain bonus (see below); grantees arriving in the spring semester pay for an extra month beyond their stay in order that compensation be made for the month of July. In that way the domestic employees do not miss any month's pay.

Holidays

Nepal is a country of festivals and holidays but there are two major holidays for which all staff members will need days off. The Dasain festival is Nepal's biggest holiday, usually falling in October. Staff members will generally require three to four days leave. It is also customary to give an extra month's pay to staff members at this time. The Government of Nepal and all foreign agencies routinely budget their personnel on a 13-month basis in order to pay the Dasain bonus.

The next most important holiday is Tihar which falls in late October or early November. Generally two days are given in leave.

Staff members may ask for other days off for death anniversaries of family members, for Ghoda Jatra (major Newar holiday), for wedding of family members, etc. These requests should be rare, however.

Medical, transport costs

Household staff will look to their employers for all types of advice and expertise. They may tell you about their wounds and their illnesses, expecting that you can treat or assist them. The best thing is to refer them to one of the hospitals or clinics, so that a doctor sees them and possibly prescribes medicine. Medical costs for staff are generally borne by the employer. Staff members who ride bicycles (generally male servants) may ask for financial assistance to pay for bicycle parts and repairs. This is customary. If servants do not have bikes, a small transportation allowance is generally paid with the salary.

Meals

One of the “perks” generally expected of working in a Western household is receiving good food during the working day. Employees generally get tea/toast in the morning, a Nepali hot lunch, and an afternoon tea. The lunch is generally rice, daal, and curried vegetable. Meat may be provided once a week.

Departure time

At the time a grantee leaves Nepal a bonus is usually given. The amount depends on how long the employee has worked for you and how well. This can be discussed with the Commission staff.

Performance problems

If problems come up with a staff member’s performance, please discuss these with Commission staff. Often they are a result of misunderstanding or miscommunication and can be cleared up. All the household staff have worked for many other Fulbright professors and have been retained because they have proven themselves over the years and their continued employment is a matter of the greatest concern to them.

APPENDIX III: Vaccine Schedule for Adults

This is the list of vaccinations recommended by the US Embassy Medical Unit in Kathmandu. It may be more comprehensive than what is recommended by the US Government's Centers for Disease Control in Atlanta, but the US Embassy Medical Unit feels that anyone spending a substantial period in Nepal should receive them. Note that some vaccines require multiple injections to function correctly.

Typhoid (oral)	1 tab ac with warm/cold water x 4 days; Do not take with antibiotics. Booster every 5 years.
Typhim Vi B	0.5 cc IM every 2 years (>2 years old)
TB skin test	Q 2 years; 0.1 cc I.D. (Same day or 30 days after MMR or JeVax; Varivax: apply PPD first and give Varivax 48 hours later when PPD is read)
DTetanus	Every 5-10 years; for adults never vaccinated: day 0, 30 and 6 months TIG 2 cc if injured.
Tdap	0.5 ml IM Single dose for those 18 - 65 years who have not received Tdap before (Adacel). Give 5 yrs after prior DTaP or TD but interval of 2 yrs OK.
Hepatitis B *	> 20 years: 1 cc I.M. (day 0, 30 and 180); < 19 years: 0.5 cc; no booster.
IPV <hr/> Hepatitis A (1440 IU) *	1 booster as adult (0.5 cc I.M. or S.Q.); IPV series: day 0, 30 and 6 months. <hr/> > 18 years give 1 cc I.M.; day 0 and 6 months; booster every 10 years
Rabies (pre-immunization)	1 cc on day 0, 7 and 28.
Rabies (Post exp)	Day 0 and 3 if received pre-immunization; If not, give 4 doses day 0, 3, 7, 14 and HRIG.
MMR	If born on or after 1957 (a 2 nd dose of MMR is needed for those who do not have proof of immunity)
JeVax	JeVax (1cc SQ) Day 0, 7, 30 Booster every 2 yrs
Varivax	0.5 cc SQ; > 13 years give 2 on day 0 and 30
Herpes Zoster	0.65 ml SC single dose given to 60 years or older regardless of previous episode of Herpes Zoster.
Pneumococcal (Pneumovax23)	0.5 ml SC/IM one time booster after 5 years for high risk groups*
HPV (Gardasil)	0.5 ml IM Up to 26 years of age. Administer at 0, 2, and 6 months.
Meningococcal (MPSV4)	0.5 ml SQ older than 2 years for high risk groups.* Booster 3-5 years. 15 minutes wait after injection

*Twinrix (combined Hep B & A): If used must administer 3 doses at 0, 1, and 6 months. If only given 2 doses of Twinrix, finish series with regular Hep A & Hep B injections.

*Pneumococcal high risk groups: chronic pulmonary disease (except asthma), chronic cardio vascular disease, DM, chronic liver diseases (including cirrhosis), chronic alcoholism, Alaska Natives & certain Native Americans.

*Meningococcal high risk groups: Travel to Sub-Saharan Africa, Saudi Arabia, military, 1st year college students.

For the best up to date information on vaccinations (and the medical facilities, etc., available at CIWEC clinic in Kathmandu), please see www.ciwec-clinic.com

APPENDIX IV: Vaccine Schedule For Children

Newborn	# 1 Hepatitis B (0.5 cc IM)
1 month	# 2 Hepatitis B (0.5 cc IM)
2 months	# 1 DTaP (0.5 cc IM) # 1 IPV (0.5 cc IM or SQ) or Infarix (DtaP, IPV, HIB) # 1 Hib (0.5 cc IM) # 1 Prevnar (0.5cc IM) # 1 Rotavirus (2 ml PO) *
4 months	# 2 DTaP (0.5 cc IM) # 2 IPV (0.5 cc IM or SQ) or Infarix (DtaP, IPV, HIB) # 2 Hib (0.5 cc IM) # 2 Prevnar (0.5cc IM) #2 Rotavirus (2 ml PO)*
6 months	# 3 DTaP (0.5 cc IM) # 3 Hib (0.5 cc IM) or Infarix (DtaP, IPV, HIB) # 3 IPV (0.5 cc IM or SQ) # 3 Hepatitis B (0.5 cc IM) # 3 Prevnar (0.5cc IM) # 3 Rotavirus (2 ml PO)*
12 months	IPPD (0.1 ID) Same day or 30 days before or after measles, Varicella or JeVax Varicella (Varivax) 0.5 cc SQ Hepatitis A 720 IU series of 2 (day 0 and 6 months) JeVax (1cc SQ) Day 0, 7, 30 Booster every 2 years
12 - 15 months	# 1 MMR (0.5 cc SQ) # 4 Prevnar (0.5 cc IM) # 4 Hib (0.5 cc IM)
15 - 18 months	# 4 DTaP (0.5 cc IM)
2 years	Rabies pre-immun series of 3 (day 0 , 7 and 21 - 28) 1 cc IM Typhim Vi 0.5 cc IM/SQ. Booster every 2 years.
4 - 6 years	# 2 MMR (0.5 cc SQ) # 4 IPV (0.5 cc IM or SQ) # 5 DTP (0.5 cc IM) # 2 Varicella (0.5 cc SQ)
11-16years	Tdap adolescent Meningitis (quadravalent) 0.5 SQ 15 minutes wait after injection # 1 HPV (0.5 ml IM) 11- 12 year olds #2 HPV 2 months after # 1 #3 HPV 6 months after # 1

11 - 16 years

MMR x 2 If no documentation of vaccination, administer 2 doses at 4 weeks or more apart

IPPD apply at same time as MMR or more than 4 weeks after. Varivax: give at 48 hours after PPD placed or at least 4 weeks apart.

Varivax x 2 if not previously vaccinated or health care provider documentation of disease;

If > 13 y/o, give 2 on day 0 and at least day 30.

If < 13 y/o, give 2 at least 90 days apart.

Prevnar schedule for those who did not receive as an infant:

- 7 months: 2 vaccines 2 months apart and a booster at 12-15 months.
- 12-24 months: 2 vaccines 2 months apart.
- 2 to 5 years: give only 1 dose.

Rotavirus schedule:

- 1st dose to be given at 6 - 12 weeks of age (first dose must be given before 15 weeks old)
- 2nd dose at 4 months (can be given 4 weeks after the first dose but no earlier than this)
- 3rd dose to be given at 6 months but no later than 32 weeks of age. Replacement dose after this age not recommended if incomplete series is given.