

FULBRIGHT





June 15, 2016

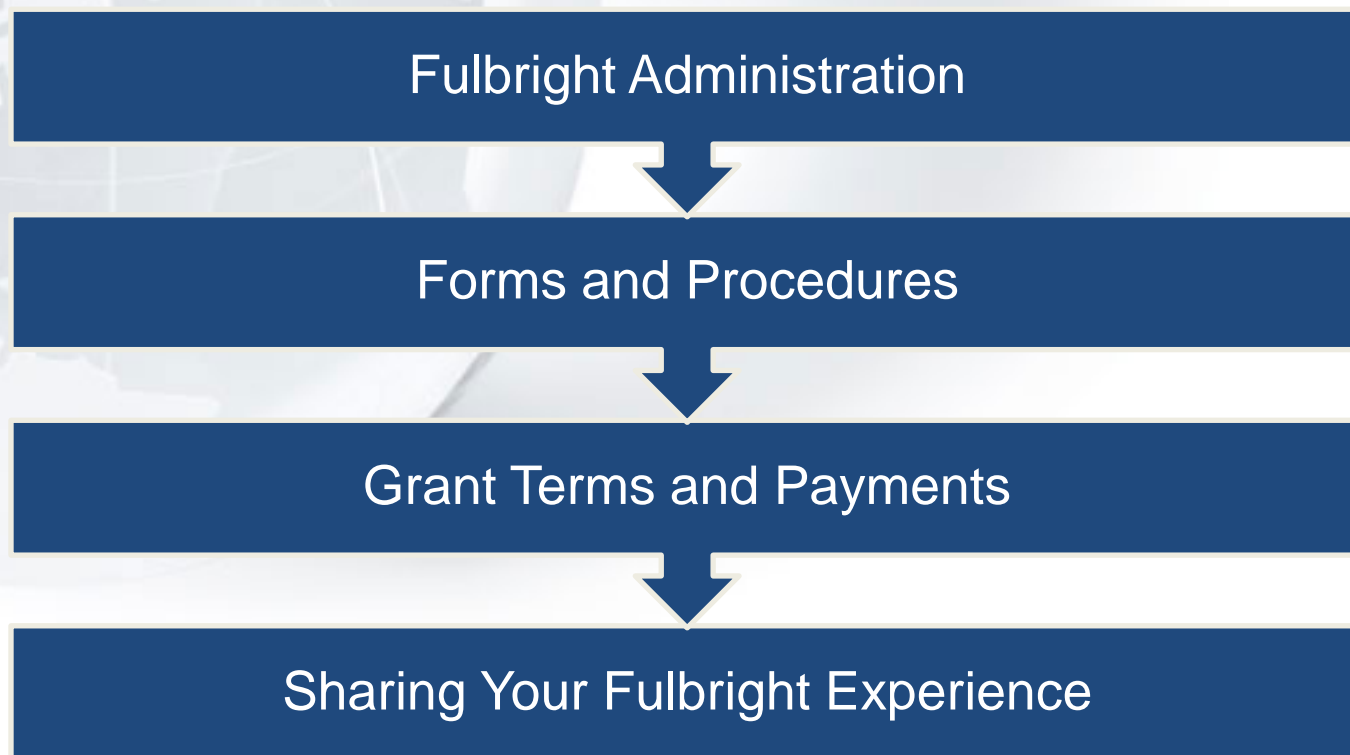
SCA Pre-Departure Orientation IIE/CIES Administration

CATHERINE MATTO, SOPHIA YANG, BETH ANDERSON

SOUTHCENTRALASIA@IIE.ORG

INSTITUTE OF INTERNATIONAL EDUCATION
COUNCIL FOR INTERNATIONAL EXCHANGE OF SCHOLARS

Overview of Presentation



Sponsored by the U.S. Department of State,
Bureau of Educational and Cultural Affairs

INSTITUTE OF
INTERNATIONAL
EDUCATION

 CIES
Council for International
Exchange of Scholars



Roles: ECA

The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA)

- Oversees educational, cultural and informational programs for the U.S. government
- Sets operating policies based on regulations provided by the J. William Fulbright Foreign Scholarship Board (FFSB)
- Determines Fulbright Student and Scholar program budgets
- Establishes annual allowance rates and policies
- Receives and approves extension and renewal requests





Roles: Fulbright Commission

- Binational autonomous entities established on the basis of an intergovernmental agreement
- Plan and manage the Fulbright Program in their country
- Run by a binational board, which usually includes representatives of the U.S. Embassy and the host government
- In most cases, governments, as well as private organizations and host institutions, provide funding and other support
- Serves as primary point of contact while in country





Roles: Public Affairs Section, U.S. Embassy

- Builds and maintains relationships with host universities and local government partners
- Provides ECA with cost information to establish appropriate allowance rates
- Manages placement and affiliation processes
- Serves as primary point of contact while in country





Roles: CIES

The Council for International Exchange of Scholars (CIES) is a division of the Institute of International Education (IIE)

- Provides program publicity, outreach and information to applicants
- Manages applications and administers peer review
- Prepares grant materials based on ECA allowances and policies
- Processes grant payments
- Amends and renews grants per ECA approval
- Distributes and receives interim and final reports





Public Diplomacy

In addition to being a prestigious academic exchange program, the Fulbright Scholar Program is a public diplomacy initiative of the U.S. Department of State. It is designed to expand and strengthen the relationships between the people of the United States and citizens of the rest of the world.

To support this mission, grantees will be asked to give public talks, mentor students, and otherwise engage with the host country community, in addition to their primary research or teaching activities.





Grantee Webpage

**U.S. Scholar Guide Online: www.cies.org/grantees/
Password: CIES_grantee!**

- Medical History and Examination Form
- Grant Electronic Payment Deposits Form
- ASPE Health Benefit Information
- Tax information
- Online Interim and Final Reports
- Sample Press Release





Grantee Portal

- Log-in information, checklist and instructions sent to you by email
- Add two emergency contacts and verify personal information
- Submit and receive documents
 - Auto-generated emails will notify you of new documents to view
- Link to access Grantee Webpage
- Submit proposed travel itineraries for CIES approval

Bank Information	04/07/2016	Approved
Grant Document	03/18/2016	Approved
Grant Document	03/18/2016	Rejected





Medical Form

- To be completed no earlier than six months before grant start date
- Upload your signed medical form to the Grantee Portal

Advisory on Vaccinations

You do not need to get a TB test or new vaccinations for U.S. medical clearance. If you had immunizations in childhood, then writing “in childhood” will suffice.

For the rest of the form, make sure all boxes are either checked or filled with “N/A.”

- CIES will upload the medical clearance memo to Grantee Portal when you are cleared by the U.S. Department of State
- Keep electronic or hard copy of medical form with you during your grant in the event you need to seek medical treatment abroad





Grant Terms and Conditions

Report any changes of grant dates and/or grant length before or during grant to CIES and U.S. Embassy

Postponement to a subsequent academic year is not permissible; you will need to reapply for the following competition.

Inform CIES of all other fellowships, grants and salaries in addition to sabbatical and other support from home institution.

You may take up to two weeks of leave from your grant and must inform your host institution, CIES and the U.S. Embassy in advance.





Grant Benefits

Monthly Payments	One-Time Payments	Reimbursable Expenses
<ul style="list-style-type: none">• Base Stipend• Living Allowance• Housing Allowance• Salary Supplement (for Lecturers)	<ul style="list-style-type: none">• Travel and Relocation• Book/educational materials or Research allowance	<ul style="list-style-type: none">• Dependent tuition reimbursement





Accompanying Dependents

- Defined as:
 - Spouse
 - Same-Sex Dependent Partner
 - Child under 21 incapable of self-support
 - Other relative incapable of self-support
- Must accompany you for 80% of your total grant period
- Affect your grant benefits for travel, housing, subsistence and dependent tuition
- If your dependents change, notify CIES





Research/Book Allowance

- Book allowance: teaching or teaching/research grants only
 - For course materials and curriculum development
 - May include: books, photocopies, journal and on-line subscriptions or custom made course manuals
 - Materials should be donated as long-term resources for host university library and/or academic department
- Use diplomatic pouch and excess baggage allowance for shipping books/educational materials to host country
- Research allowance: research grants only





Reimbursable Expenses

Receipts must be:

- Submitted to CIES no earlier than one month from the grant start date and no later than one month after the grant end date
- Itemized by expense types (i.e. Tuition, School Uniforms, Books) and demonstrate proof of payment
- Provided in English and translated where applicable

CIES will complete all currency conversions





Dependent Tuition Reimbursements

Necessary documents for processing:

- Proof of payment
- Documentation in English signed by **both** the instructor and scholar listing: Length of the classes, dates of instruction, total local currency cost per class
- Tutor's resume/CV in English
- Course descriptions/course curriculum

I, , have received a payment of 3,120,000 (three million one hundred twenty thousand) Uzbek som from for tutoring his sons in Mathematics and Physics from September 1, 2014 through November 30, 2014. I charge 24,000 (twenty four thousand) Uzbek som per hour and I have tutored 10 hours each week for 13 weeks.

Signature of Recipient

November 30, 2014

Tutoring Plans for (6th grade)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Math & Physics (Tutor 1)	1.5 hours		1.5 hours		2 hours	
Russian & Russian Literature (Tutor 2)		1.5 hours		1.5 hours		
Biology (Tutor 3)						2 hours

Tutoring Plans for (8th grade)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Math & Physics (Tutor 1)	1.5 hours		1.5 hours		2 hours	
Russian & Russian Literature (Tutor 2)		1.5 hours		1.5 hours		
Biology & Chemistry (Tutor 3)						2 hours





Dependent Tuition Reimbursements Continued

- Documentation in English from the child's school for any included fees outside of general tuition



BEIJING BISS INTERNATIONAL SCHOOL
No. 17 Area 4, An Zhen Xi Li
Chaoyang District
Beijing 100029, P R China
Tel: 64433151

OFFICIAL RECEIPT

A No: **108351**

Date: Mar. 11. 2015

Received from

The sum of Dollars US\$ Eight thousand three hundred and eight

US\$ 8,308.-

Being payment of school Fee
Transportation Fee

Admission # S14/076

By Cash/Cheque CASH



For BEIJING BISS INTERNATIONAL SCHOOL



BEIJING BISS INTERNATIONAL SCHOOL

No. 17, Area 4, An Zhen Xi Li, Chaoyang District, Beijing 100029, PR China
Tel : (8610) 6443 3151 Fax: (8610) 6443 3156
Email : Website : www.biss.com.cn



BEIJING BISS INTERNATIONAL SCHOOL

No. 17, Area 4, An Zhen Xi Li, Chaoyang District, Beijing 100029, PR China
Tel : (8610) 6443 3151 Fax: (8610) 6443 3156
Email : Website : www.biss.com.cn

5 February 2015

Dear M/S. ,

RE: SCHOOL BUS ARRANGEMENTS FOR

Welcome to Beijing BISS International School. Please read the following carefully with regards to school bus arrangements for your children.

1. School Bus Schedule

Please be informed that transport is only meant for students who have signed up for school transportation. The bus schedule for this semester is as follows:

<u>Pick-up/ Drop-off Place</u>	<u>Pick-up Time</u>	<u>Drop-off Time</u>	
		Regular	ASA
Foreign Affair Uni.	7:30	15:50	17:05

Bus No.: 16
Model: Van
Color: White
Bus Registration No: 京QE9F03



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Grant Payment Deposits Form

- Download fillable form from the Grantee Webpage
- Complete bank account information including *routing number* and *account number*
- Upload form to the Grantee Portal with copy of voided check as one document

John Doe
123 Your Street
Yourtown, AA 12345

2400

PAY TO THE ORDER OF

VOID

Your Bank
Anywhere USA

MEMO

123456789 9876543210 2400

Routing Number Account Number Check Number





Payment Schedule

Payment 1

- Issued one month before the grant start date
- Includes all one time allowance
- Monthly base stipend and monthly allowances for months 1-2-3

Example:

First payment for a September start = End of July to August 1

Payment 2

- Issued three months after your grant start date
- Monthly base stipend and monthly allowances for months 4-5-6 (if applicable)

Example:

Second payment for a September start = End of November to December 1

Payment 3

- Issued six months after your grant start date
- Monthly base stipend and monthly allowances for months 7-8-9 (if applicable)

Example:

Third payment for a September start = End of February to March 1

Payment 4

- Issued nine months after your grant start date
- Monthly base stipend and monthly allowances for months 10-11-12 (if applicable)

Example:

Fourth payment for a September start = End of May to June 1





Travel Information

- Travel must be booked with an American carrier in accordance with the *Fly America Act* or the *Open Skies Agreement*
- Upload itineraries for you and your accompanying dependent(s) (roundtrip or one-way) to the Grantee Portal for review and approval **before** purchasing tickets
- Once purchased, upload accompanying Travel receipts to the Documents section of the Grantee Portal
- CIES emails final, approved itinerary to U.S. Embassy (Post) prior to your arrival

*** Important:** For your safety, inform your host, U.S. Embassy contact and CIES if you plan to change your travel itinerary and any time you plan to leave the country.





Diplomatic Pouch Service

Educational Materials

- One-time shipment of educational materials to host U.S. Embassy or Consulate
- Maximum limits apply
- Service cannot be used to ship materials back to the U.S.
- Shipment addressed to:

Cultural Affairs Officer

Post-specific street address

Department of State

Washington, DC 20521-xxxx (Post+4 ZIP)





ASPE Health Benefits

- Limited coverage for only you, the grantee
- Serves as supplemental coverage
- Maintain your health insurance policy and research international coverage
- Claim Form, Brochure and Overview on Grantee Web Page
- ID card can be downloaded after your travel is approved
- Detailed information on ASPE coverage can be found at <https://myplan.sevencorners.com>





Taxes

- No withholding is made on grant, no W-2, no 1099 forms
- Relevant IRS Publications:
 - 970 Tax Benefits for Education
 - 54 Tax Guide for U.S. Citizens and Resident Aliens Abroad
- Contact IRS International Division: (267) 941-1000

<http://www.irs.gov>

and

<http://www.irs.gov/Individuals/International-Taxpayers/Fulbright-Grants>





Reports

Interim Report



For grants six months or more, submit via Grantee Web Page at grant mid-point

Final Report



Submit online to CIES at end of all grants



Notification to complete final report will be e-mailed to you one month before end of grant



Completion of final report is required





Additional Enrichment Opportunities



SCA Regional Travel Grant

**SCA Fulbright Midyear
Conference**



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Sharing Your Fulbright Experience

- Upload 3-5 photos of your Fulbright to [our online database](#)
- Use hashtags when sharing photos, and memories of your Fulbright experience on social media
- Submit a post to the [Fulbright Scholar Blog](#). View blog guidelines [here](#)
- Follow us on [Twitter](#) (@FulbrightSchlr), [Facebook](#), and [Instagram](#) to find out more about program updates and scholar stories



Your Name*

Your Email*

Your Program*

Choose Program Type

Caption This Photo*

Please provide a descriptive caption for your photo--the where, who, what and why: "John Doe and Mary Smith leading an art workshop for Buenos Aires youth."

Additional Details

Add hashtags or other notes on your photo: "Friends for the bus ride and beyond! #argentina #arts #youth #muralarts"

[See our guidelines for helpful tips](#)

Taken When?

Taken Where?

Include country, region, and city. Please be specific

Photo Credit

Upload Files

Drop files here or

Select files

Upload Files

☐ Check this box to accept the [terms and conditions](#) and continue upload *





Sharing Your Fulbright Experience

Fulbright Storytelling Initiative

You can also learn how to better capture and share your Fulbright experience by enrolling in the [Fulbright Storytelling Initiative](#). This certificate program is exclusive to Fulbright Program participants and includes courses in:

- [Photography](#)
- [Videography](#)
- [Social Media and Blogging](#)
- [Press and Public Relations](#)
- [Presentations and Public Speaking](#)





To Do Checklist

- ☐ Complete and upload medical and financial forms to the Grantee Portal
- ☐ Complete and upload signed grant to Grantee Portal, once it is available
- ☐ Apply for your visa/research permit, if applicable
- ☐ Request approval for your proposed travel itinerary through the Grantee Portal
- ☐ Once purchased, upload travel receipts to the Grantee Portal
- ☐ Coordinate/discuss arrival with U.S. Embassy
- ☐ Notify CIES if your grant details, contact information or bank information changes





Contact Information



Have questions about your grant?

Catherine Matto, Sophia Yang,
Beth Anderson

southcentralasia@iie.org



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