

FULBRIGHT





YOUR FULBRIGHT SCHOLAR GRANT

**WHAT TO KNOW BEFORE YOU GO:
*MIDDLE EAST AND NORTH AFRICA***

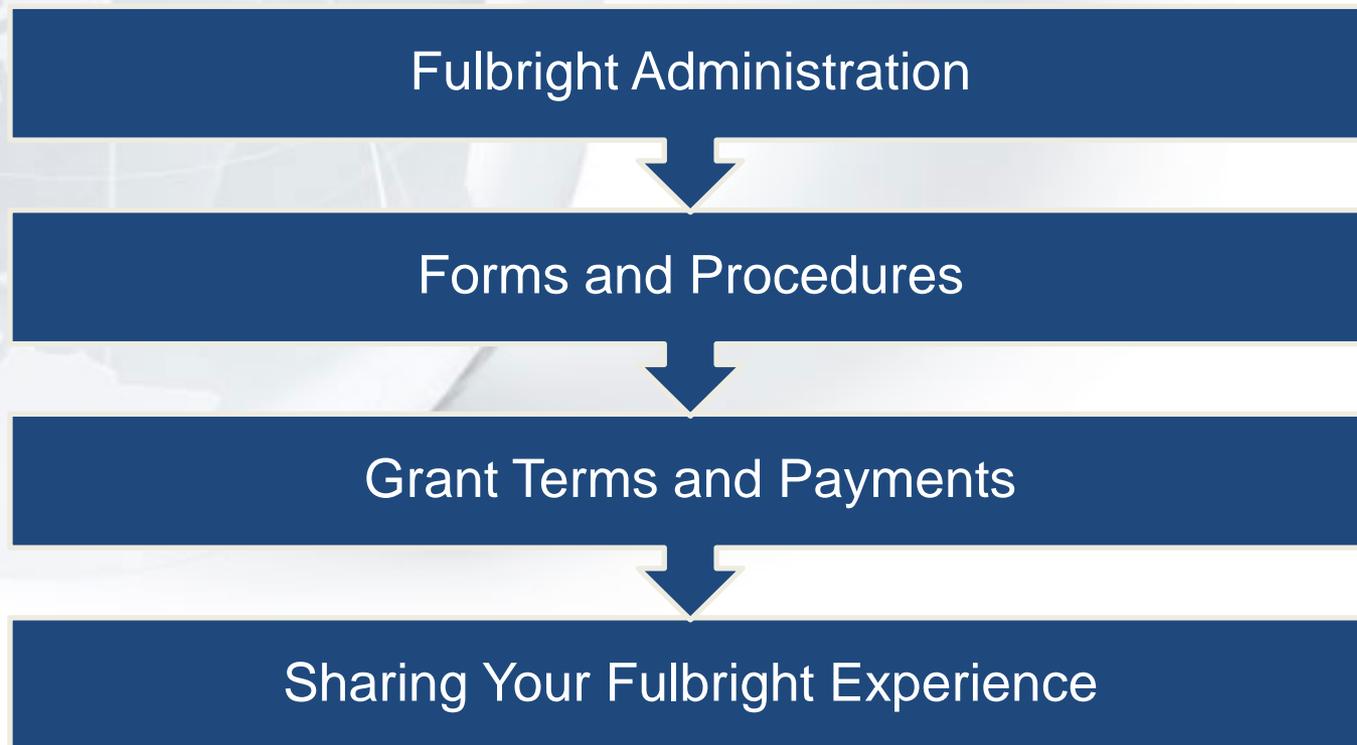


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 CIES
Council for International
Exchange of Scholars

Overview of Presentation



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Roles: ECA



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

- Oversee educational, cultural and informational programs for the U.S. government
- Set operating policies
- Determine program budgets
- Establish allowance rates and policies
- Approve extension and renewal requests



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Roles: CIES



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

- Provide program publicity and outreach
- Manage applications and administer peer review
- Prepare grant materials and payments
- Amend and renew grants per ECA approvals
- Receive and distribute interim and final reports



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Roles: U.S. Public Affairs Section, U.S. Embassy



U.S. Embassy in Host Country

- Build and maintain university and local partnerships
- Provide ECA with cost information to establish allowance rates
- Manage placement and affiliation processes
- Serve as in-country primary point of contact
- Host institutions – visa sponsorship



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Grantee Web Page



<http://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



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Grantee Portal



- Login information, checklist, and instructions sent to you via email
- Add two emergency contacts; verify all personal information
- Submit and receive documents
 - Auto-generated emails will notify you when documents are ready to view



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Medical Form



- Complete no more than six months prior to grant start date
- Ensure the signed medical form is submitted to CIES via the Grantee Portal
- CIES will notify you via the Grantee Portal once you have received medical clearance from the U.S. Department of State

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.”



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Grant Terms and Conditions



- Grants may not be postponed to a subsequent academic year; you have to reapply for the following competition.
- Grantees must report all other fellowships, grants and salaries in addition to sabbatical and other support from home institution to CIES.
- Grantees must report any changes that occur before or during the grant to CIES.
- Grant calculations are based on time in country on Fulbright activity.



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Grant Benefits



Monthly payments

- Base Stipend
- Living allowance
- Housing allowance

One-time payments

- Travel for grantee and up to two accompanying dependents
- Book/educational materials allowance or research allowance

Reimbursable expenses (if applicable)

- Tuition reimbursement for school-aged dependents (US equivalent of K-12 only; after care not included)
- Transportation allowance



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Payment Schedule



Payment 1

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

Example:

First payment for a September start = beginning of August

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 = beginning of December

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 = Beginning of March

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 = Beginning of June



Electronic Funds Transfer Form



- Download fillable form from U.S. Scholar Guide
- Complete with bank account information including *routing number* and *account number*
- Return EFT form to CIES with scan of voided check – upload to the Portal as one document

A sample of a voided check form. The check is marked "VOID" in large, handwritten letters. The form includes the following fields:

- Payee: John Doe, 123 Your Street, Yourtown, AA 12345
- Amount: 2400
- Pay to the order of: (blank)
- Bank: Your Bank, Anywhere US
- MEMO: (blank)
- Routing Number: 1222105278
- Account Number: 6724301068
- Check Number: 2400



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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



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Dependent Tuition Reimbursement



- Tuition reimbursement for school-aged dependents (US equivalent, K-12)
- Based on actual cost of tuition and fees or home schooling materials, to a maximum amount determined by ECA
- Send detailed receipts to CIES; CIES will convert to USD based on date of transaction (date on receipts)
- Applicable reimbursable expenses
- All expenses subject to approval by ECA



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Book Allowance/Educational Materials



- Teaching or teaching/research grantees receive a book allowance; research-only receive a research allowance
- Use diplomatic pouch or excess baggage allowance for shipping
- For course materials and curriculum development. Books, photocopies, journal and on-line subscriptions, etc.
- Materials should be donated as a long-term resources for host university library and/or academic department



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Diplomatic Pouch Service



Educational Materials Only

- One-time shipment of educational materials to host U.S. Embassy or Consulate
- Maximum limits apply
- Follow instructions carefully – will be emailed to you



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Travel Overview



- **Travel is booked through HRG only**
- Fly America/Open Skies Act compliant
- CIES approves itinerary or replies with questions
- CIES emails itinerary to U.S. Embassy (Post) prior to your arrival
- Changes to itinerary must be approved
- Travel of 330+ days; placeholder return date may be used



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ASPE Health Benefits



- Limited coverage for you only, 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>



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Health Coverage for Dependents



- ASPE Health Benefits are not provided for dependents
- Check your current insurance for coverage outside the U.S.
- Contact the company of your choice to purchase insurance or supplementary insurance
- Refer to Scholar Guide for additional resources



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



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MENA Travel Grant



- Details:
 - Travel grant administered by JACEE
 - Five to 14 days
 - Includes air travel only
- Application Process:
 - Initiated by the Post, Commission or Scholar
 - Scholar communicates with host institution and obtains a letter of invitation
 - Application is submitted by Post/Commission



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Reports



- **Interim:** for grants six months or more, submit via link on Grantee Web Page at grant mid-point
- **Final:** submit online to CIES at end of all grants
 - You will be notified by e-mail when final report is available for completion, approximately a month prior to grant end date
 - Completion of reports is required as a condition of the grant



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Scholar Responsibilities



- Complete and return medical forms to CIES
- Complete and return grant document and related forms to CIES
- Apply for your visa/research permit
- Book travel through HRG when instructed
- Communicate with your host institution regarding teaching, research and arrival
- Coordinate and confirm in-country housing arrangements
- Notify CIES/Post if any other grant details change or about any travel during grant period



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Contact Information



If you have additional questions, comments, or specific questions about your grant, please contact middleeastnorthafrica@iie.org

Lisa Hendricks, Regional Lead
Kaitlin Taylor, Program Coordinator



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