

Pre-Departure Orientation for Fulbright US Student Researchers



**UNITED STATES EDUCATIONAL
FOUNDATION-NEPAL (USEF-NEPAL)
NEPAL FULBRIGHT COMMISSION**

Grant Benefits



GRANT BENEFITS: TRAVEL



- Grantees receive a round-trip economy flight to Nepal by the most direct, economical route, using American air carrier whenever possible (as stipulated by Fly America Act).
- 60 days prior to planned arrival: Finalize travel plans with Mily Pradhan (mpradhan@fulbrightnepal.org.np), and purchase ticket only after her approval. The Commission can purchase ticket for you, or you can purchase yourself (in which case, you will be reimbursed only up to the quoted baseline fare amount that the Commission receives from its travel agent in Kathmandu).
- 7 days prior to planned arrival: Confirm their arrival time via email with Mily Pradhan. Plan arrival for a non-holiday weekday within office hours if you wish to be met at the airport.

GRANT BENEFITS: EXCESS BAGGAGE



- Excess baggage allowance is provided; many grantees retain and use that at the end of the grant during their return flight.

GRANT BENEFITS: VISAS



- 6 weeks prior to departure: inform Mily Pradhan (mpradhan@fulbrightnepal.org.np) of your passport information, including for any dependents.
- No need to obtain visa for Nepal while in the U.S. 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, upon presentation of a visa fee waiver letter which will be sent by Mily to the grantee.
- It has recently become possible to acquire a Indian visa on arrival for US citizens entering India through certain entry points.

GRANT BENEFITS: VISAS



- You may be invited to participate in the Fulbright South and Central Asia (SCA) Regional Conference in India hosted by the United States-India Educational Foundation (USIEF), usually held in February or March.
- Grantees interested in attending the conference are required to obtain an Indian conference visa in Nepal, the process for which is initiated after receipt of the formal conference approvals from USIEF. **The Indian conference visa invalidates any other Indian visa held by the grantee.**
- In order to apply for an Indian conference visa in Nepal, the grantee must furnish to the Indian Visa Service Center in Nepal:

GRANT BENEFITS: VISAS



- an online application;
 - previous and current Indian tourist visa numbers;
 - copies of all passports (including of other countries, if the grantee holds passports from a country other than the U.S.);
 - Indian visa copies;
 - copies of all exit and entry stamps during previous visits to India; and
 - a current passport sized photo.
- The cost for the conference visa can be reimbursed through the grantee's incidental allowance.

GRANT BENEFITS: HOUSING PROVISION



- The Commission provides a housing allowance for all Student Researchers

GRANT BENEFITS: LANGUAGE 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). Nepali language trainers can be recommended by the Commission, if needed.

GRANT BENEFITS: SETTLING-IN ALLOWANCE



- Upon arrival, a small allowance is provided to grantees to cover expenses associated with settling-in.

GRANT BENEFITS: INCIDENTAL ALLOWANCE



- The Commission provides reimbursement for the purchase of supplies and equipment and for other expenses deemed necessary by the Commission for the successful realization of individual projects.
- Purchase of any non-expendable equipment requires *prior approval* by the Fiscal Officer and Senior Program Officer. *This prior approval should be sought in writing and should include a clear explanation of why the equipment is necessary for the grantee's work.* Although donations of non-expendable items may be considered, the Commission discourages grantees from building expectations that donations will be made. The Commission allows grantees to retain maps, pamphlets, and government publications purchased with the incidental allowance.

GRANT BENEFITS: INCIDENTAL ALLOWANCE



- Grantees may also claim reimbursement (in dollars only if they were originally made in dollars) for the following allowable expenditures out of their incidental allowance:
 - travel within Nepal (but outside Kathmandu) connected with the project, after obtaining prior approval;
 - the cost of printed materials (books, pamphlets, maps, etc.) required for the project;
 - equipment, materials - supplies and equipment required to carry out the research project, such as photographic or scientific materials;
 - services - such as photocopying, secretarial services, and translation services.

GRANT BENEFITS: INSURANCE



- The Fulbright program provides basic health and accident insurance for all Fulbright student grantees, but not to their dependents (who must purchase their own insurance). 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/IIIE coverage.
- 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.)

GRANT RESPONSIBILITIES



Grant Responsibilities



- Fulbright position is a full-time professional commitment
- **Domestic Travel Policy** – Submit *Travel Request Form (TRF)* to Program Administrator and Senior Program Officer three working days prior to travel
- **International Travel Policy** – Grantee must notify Senior Program Officer one month prior to departure

Grant Responsibilities



- **Reimbursements** – Must turn in valid receipts along with *Reimbursement Request Form*
- **Reports** – Monthly, Final for USEF-Nepal; Midterm, Final Report for IIE, ECA
- **Vacation Policy** – 14 days of annual leave, not counting weekends.