YOUR FULBRIGHT U.S. SCHOLAR GRANT – WHAT TO KNOW BEFORE YOU GO

PRE-DEPARTURE ORIENTATION 2017

SOUTH AND CENTRAL ASIA
Overview

- Fulbright Administration
- Grant Terms and Benefits
- Forms and Procedures
- Scholar Responsibility Checklist and Important Contacts
- Sharing your Fulbright Experience
The Fulbright Program

“We must try to expand the boundaries of human wisdom, empathy and perception, and there is no way of doing that except through education.”

— Senator J. William Fulbright
The Fulbright Program

**U.S. Department of State Bureau of Educational and Cultural Affairs**
- Oversee educational, cultural and informational programs for the U.S. Government
- Set operating policies and determine program budgets
- Establish allowance rates and policies

**U.S. Embassies and Fulbright Commissions**
- Build and maintain university and local partnerships
- Manage placement and affiliation processes
- Serve as in-country primary point of contact

**Institute of International Education**
- Conduct outreach and recruitment
- Administer peer review
- Administer grant cycle and payments
- Serve as additional point of contact in the U.S.
Grant Terms and Conditions

• Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity that is **in keeping with the spirit and intent of the Fulbright Program** and that will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries.

• A person accepting a grant is not by virtue thereof an official or employee of the Department or other agency of the Government of the United States of America, or of an agency of the government of the home or host country.
Grant Terms and Conditions

• Report all other fellowships, grants and salaries in addition to sabbatical and other support from home institution to IIE.
• Report any changes to grant dates, length, and accompanying dependents that occur before or during the grant to IIE and the U.S. Embassy.
• Grant calculations are based on time in country on Fulbright activity.
• You may take up to two weeks of leave from your grant without impact to grant benefits; cannot be taken at the end of the grant period.
• Not possible to postpone your grant to a subsequent academic year; you have to reapply for the following competition.

*All changes are subject to approval by the Department of State and may impact grant benefits.*
Accompanying Dependents

• Defined as:
  • Spouse
  • Relative (child, grandchild, parent, sibling) who is financially dependent on the grantee
• 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 IIE
Grant Benefits

- **Monthly Payments**
  - Base stipend
  - Living allowance
  - Housing allowance

- **One-time Payments**
  - Travel, relocation allowances
  - Book/educational materials or research allowance

- **Reimbursable expenses (dependent education, K-12)**
  - Require receipts

*Grant benefits vary by country; your grant document/terms and conditions contains the final rates.*
Payment Schedule

Payment 1
- Issued prior to grant start (approximately one month in advance)
  Includes all one time allowances
  Monthly stipends for months 1, 2, & 3
Example: First payment for August start in July

Payment 2
- Issued three months after your grant start month (four months after your first payment)
  Monthly stipends for months 4, 5, & 6
Example: Second payment for August start in November

Payment 3
- Issued six months after your grant start month
  Monthly stipends for months 7, 8, & 9
Example: Third payment for August start in February

Payment 4
- Issued nine months after your grant start month
  Monthly stipends for months 10, 11, & 12
Example: Fourth payment for August start in May
Book/Educational Materials Allowance

- Teaching or teaching/research grantees receive a book allowance; research-only grantees receive a research allowance
- 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
- Use diplomatic pouch and excess baggage allowance for shipping to host country
Reimbursable Allowances

Receipts must be:

- Submitted to IIE 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., dependent tuition, language) and demonstrate proof of payment
- Provided in English and translated where applicable
- IIE will complete all currency conversions based on the transaction date
- *Contact IIE with any questions on allowable expenses in advance of purchase*
Forms and Procedures Overview

U.S. Scholar Guide
• http://www.cies.org/grantees
• Password: CIES_grantee!

Grantee Portal
• Medical History and Examination Form
• Electronic Funds Transfer Form (EFT)
• ASPE Health Benefit Overview
• Tax Information
• Diplomatic Pouch Service
• Travel Booking Procedures
• Reporting
Grantee Portal

- Login information and instructions sent to you via email
- Add two emergency contacts
- Verify all personal information
- Submit and receive documents (PII)
  - Grant documents
  - Medical forms
  - Travel itineraries (submitted for approval in advance of purchase)
- Auto-generated emails will notify you when documents are ready to view
Medical Form

- Complete no more than six months prior to grant start date
- Must have medical clearance to receive payments and book travel
- Ensure the signed medical form is submitted to IIE via the Grantee Portal
- IIE 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.”
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 IIE with scan of voided check – upload to the Portal as one document
ASPE Health Benefits

- Limited coverage for you only, serving as supplemental coverage
- Maintain your health insurance policy and research international coverage
- Patient Protection and Affordable Care Act (PPACA)
- 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
Health Coverage 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
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
Diplomatic Pouch Service

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

• Travel must be booked with an American carrier in accordance with the *Fly America Act*

• 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

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

- **Pre-grant**: administered before grant begins
- **Interim**: for grants six months or more
- **Final**: submit online to IIE 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 is required as a condition of the grant
- **Alumni**: one year post-grant
Additional Enrichment Opportunities

• South and Central Asia Travel Grant

• South and Central Asia Midyear Conference

Both are administered by the Fulbright Commission in India (U.S.-India Educational Foundation), and more information will be forthcoming.
Scholar Responsibility Checklist

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

- **Institute of International Education** – contact with questions related to grant administration, rules and regulations, issues/concerns

- **U.S. Embassy Public Affairs Section** - the embassy is your primary point of contact for emergency situations in your host country
  
  - Enroll in STEP with the embassy
  
  - Attend embassy security briefing as soon as possible upon arrival
  
  - Keep your ASPE card with you at all times
  
  - Maintain a list of in-country contacts, including phone numbers, to reach in the event of an emergency

  - **Keep the embassy staff, your host institution, and IIE updated on all travel plans**
Sharing Your Fulbright Experience

• Upload 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.
• Follow us on Twitter (@FulbrightSchlrs), Facebook, and Instagram to find out more about program updates and scholar stories
Bon Voyage!

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