

FULBRIGHT U.S. SCHOLAR AWARDS CATALOG

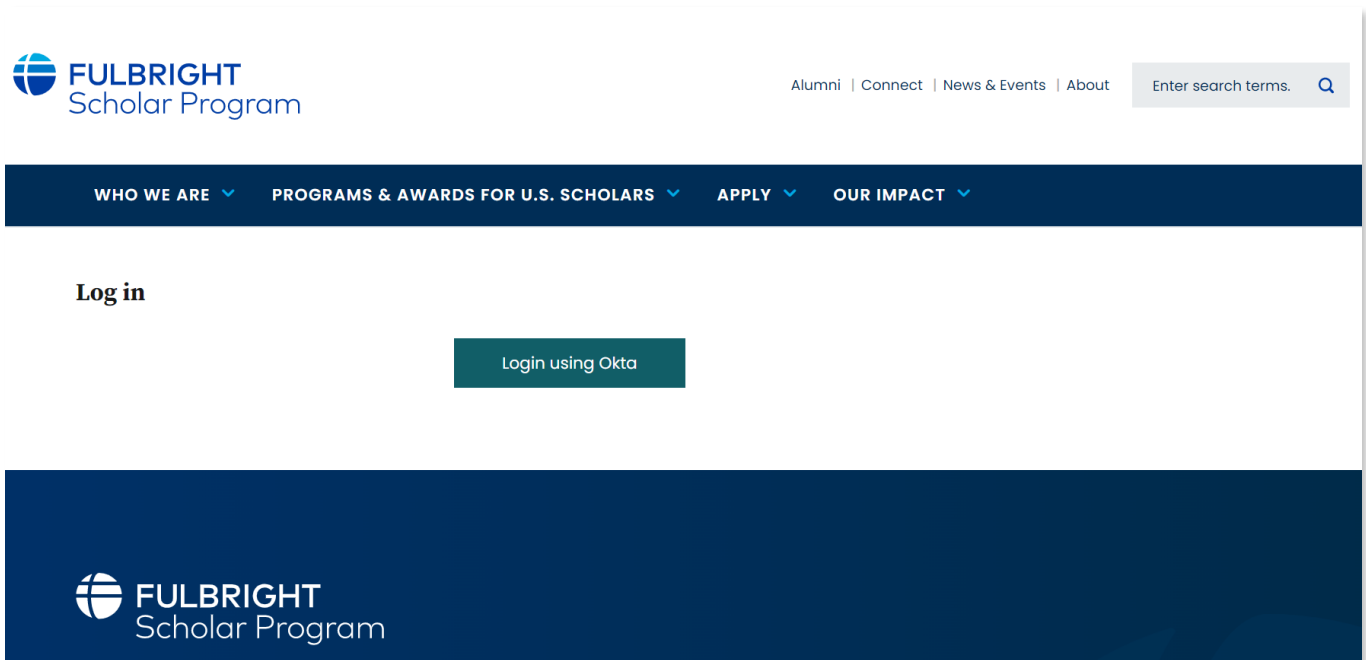
USER GUIDE AND CHECKLIST

This user guide is provided to help you navigate the content entry and editing side of the award catalog. The content you enter in this platform will be used to showcase your award offerings in the new catalog of awards.

Logging In

Commission, Post and ECA Users:

1. Navigate to <https://fulbrightscholars.org/user>
2. Click **Login Using Okta** and if requested, enter the same username and password you use for **Slate**.
3. If you need to reset your password, visit <https://iie.okta.com/signin/forgot-password> and enter your email address.



Awards & Country Overview Dashboard

When logged in with your user account, you can view your Awards/Countries dashboard by clicking **Edit data for my awards/countries**. **Note** - do not click on “View” or “Edit” buttons

You can search awards that you have permission to access by “Title.” You can filter these results further by “**Country**”, “**Content type**” and “**Status**” to help you locate the award you are looking for. You can also sort the awards by “**Title**,” or “**Updated On**.” In the “Content type” filter you can toggle between Awards and Country Overview.

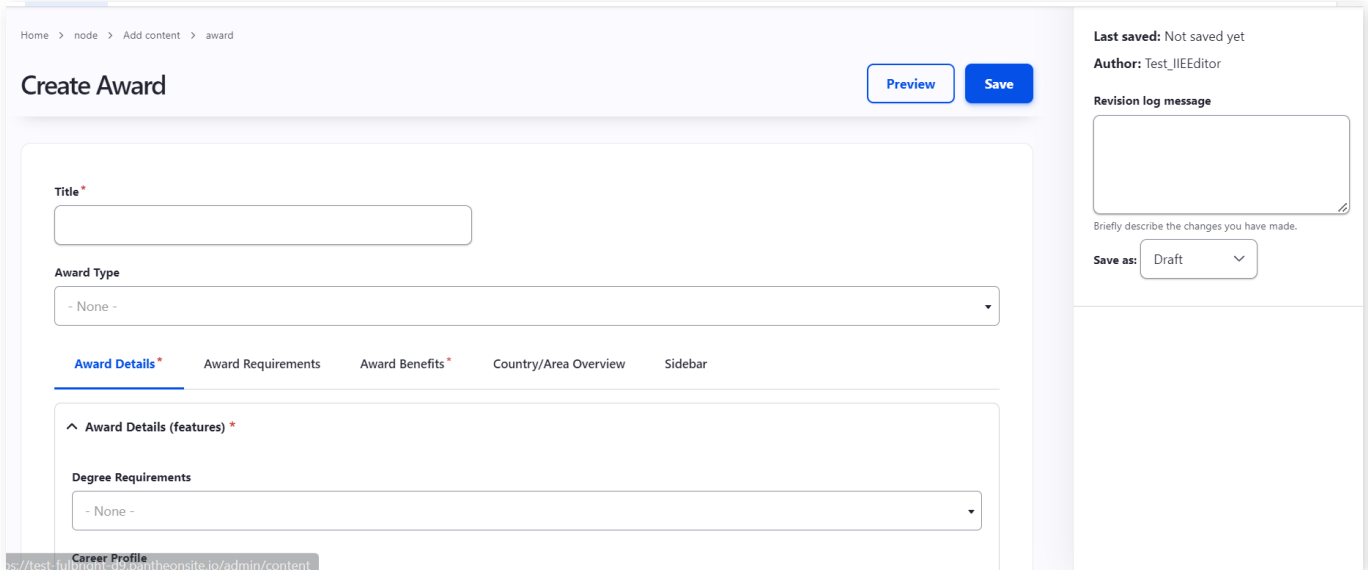
Then click “**edit**” to open the award for editing.

A sample Awards Dashboard is below. This dashboard only shows the awards of countries that have been assigned to you.

<u>Title</u>	<u>Content type</u>	<u>Country</u>	<u>Award Year</u>	<u>Status</u>	<u>Updated On</u>	<u>Created On</u>	<u>Operations</u>
All Disciplines (Postdoctoral Research)	Award	Spain	2025-2026 Awards	Draft	11/10/2023 - 14:59	11/10/2023 - 14:25	edit
All Disciplines at Consejo Superior de Investigaciones Cientificas (Spanish National Research Council)	Award	Spain	2025-2026 Awards	Draft	11/10/2023 - 15:01	11/10/2023 - 14:48	edit

Creating an Award

1. From the Awards Dashboard, click the “Add Award” button. To create a new award, use the “add award” button on the bottom left corner of your screen. Depending on how many awards you have access to, you might have to scroll down the web page to see it.
2. From here you will see the “Create Award Screen”



3. Select the country for this award.
4. Enter content into the fields. Use the select lists to select the option that applies to this award.

Archiving an Award

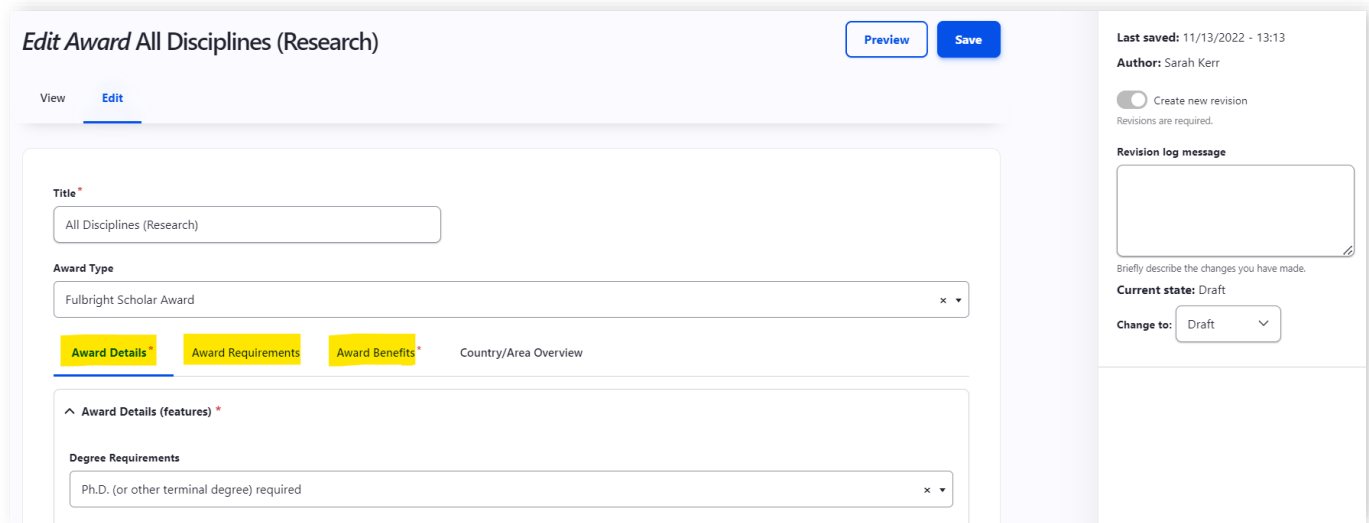
If you need to archive an award, please email your IIE Program Management contact to inform them which award and IIE can archive it on your behalf.

Editing an Award

- If you wish to edit an award, select the **“edit.”** Note you can only edit awards in Draft, you cannot edit records under ECA Review or Final Review.
 - Note:** Do not click the award title to edit each award, as it will take you to the wrong screen. Always, press the “edit” button.

Title	Content type	Country	Award Year	Status	Updated On	Created On	Operations
All Disciplines (Postdoctoral Research)	Award	Spain	2025–2026 Awards	Draft	11/10/2023 - 14:59	11/10/2023 - 14:25	edit
All Disciplines at Consejo Superior de Investigaciones Cientificas (Spanish National Research Council)	Award	Spain	2025–2026 Awards	Draft	11/10/2023 - 15:01	11/10/2023 - 14:48	edit

- From the edit draft screen below add or edit the content in the fields you wish to change or change the selected options in the select lists. You can navigate to different sections of the awards by using the tab headers near the top of the page: **Award Details**, **Award Requirements**, and **Award Benefits**. These headers correspond to the catalog view on the live site, and all content should be reviewed.



Edit Award All Disciplines (Research) [Preview] [Save]

View Edit

Title *
All Disciplines (Research)

Award Type
Fulbright Scholar Award

Award Details | Award Requirements | Award Benefits * | Country/Area Overview

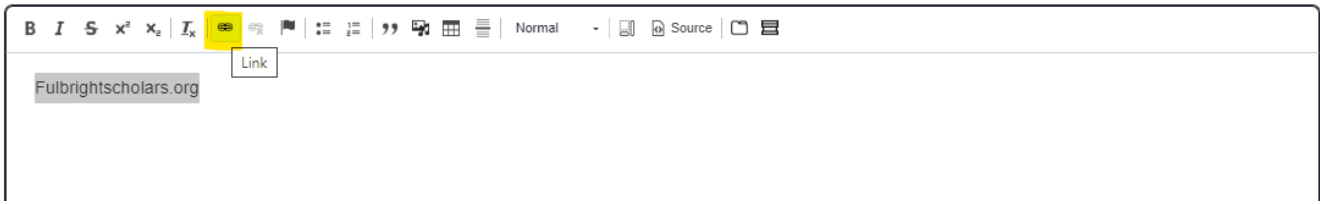
^ Award Details (features) *

Degree Requirements
Ph.D. (or other terminal degree) required

Last saved: 11/13/2022 - 13:13
Author: Sarah Kerr
 Create new revision
Revisions are required.
Revision log message
Briefly describe the changes you have made.
Current state: Draft
Change to: Draft

- To hyperlink text, highlight the text you want to link and select the link icon in the textbox toolbar. Then add the full URL and click Save.

Contacts and Helpful Links

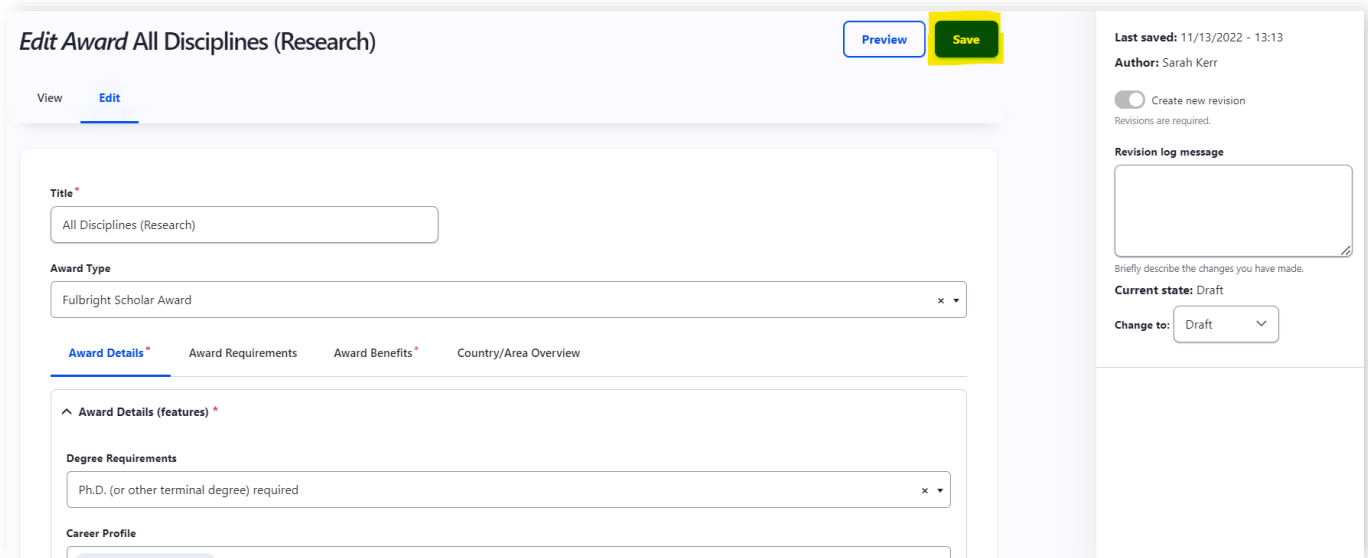


- To add photos or videos, please email them to your IIE Program Management contact with guidance on where you would like them added.

Saving New Award Draft or Submitting for Review

When you're done entering award content you can either save it as a draft or submit it for review.

- Saving your draft.** If you are you are done editing this award for now, but you want to continue editing this award at some other time, just click **Save**.



Edit Award All Disciplines (Research) Preview Save

View Edit

Title *
All Disciplines (Research)

Award Type
Fulbright Scholar Award

Award Details * | Award Requirements | Award Benefits * | Country/Area Overview

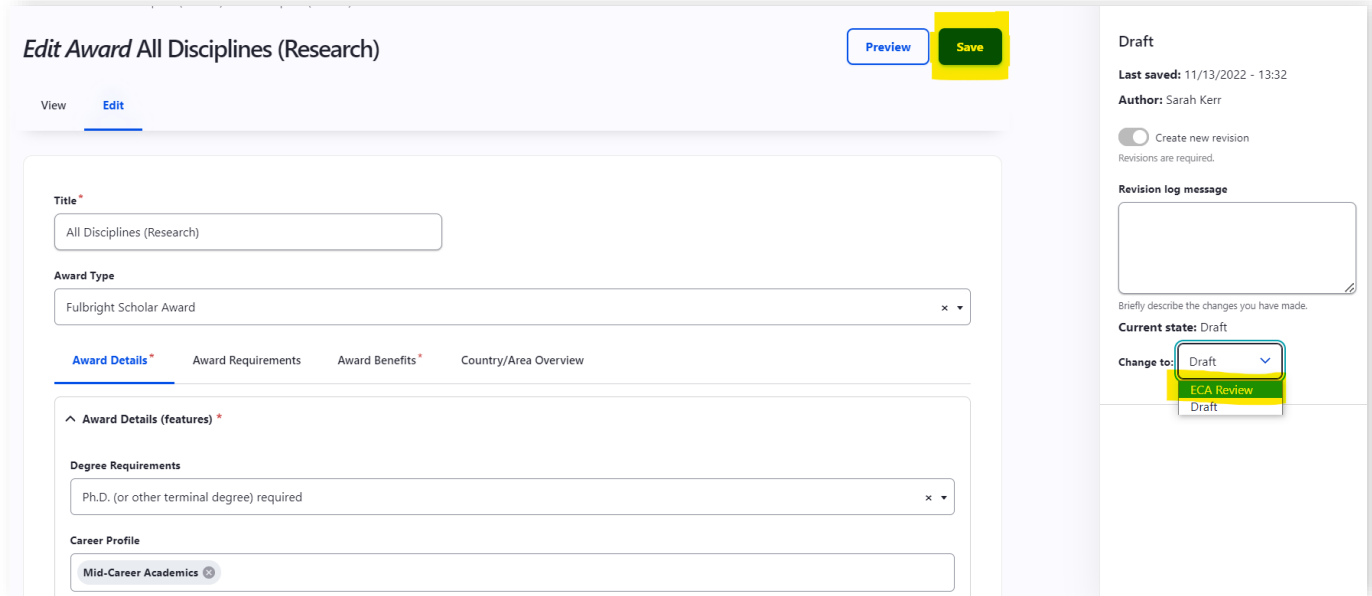
^ Award Details (features) *

Degree Requirements
Ph.D. (or other terminal degree) required

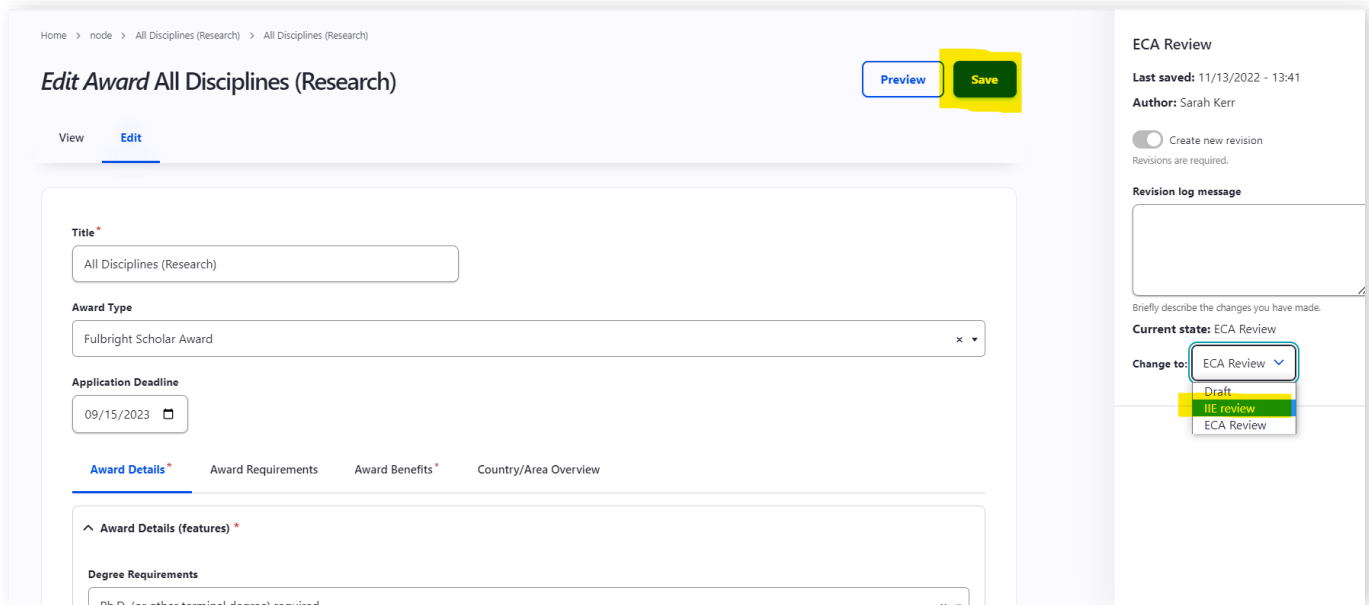
Career Profile

Last saved: 11/13/2022 - 13:13
Author: Sarah Kerr
 Create new revision
Revisions are required.
Revision log message
Briefly describe the changes you have made.
Current state: Draft
Change to: Draft

2. For Commission and Post Users - Submitting for Review. After your award has been saved, it will be in a “draft” state. From the award screen, you may submit it for ECA review by selecting **ECA Review** from the dropdown in the sidebar and then clicking **Save**.



3. For ECA Users – Submitting to IIE for Final Review. After you have edited and saved the award, you may submit it for IIE review by selecting **IIE Review** from the dropdown in the sidebar and then clicking **Save**.



Award Checklist

Award Settings

Edit Award All Disciplines

Preview
Save

View Edit

Title *

Award Type

Award Details *
Award Requirements
Award Benefits *
Country/Area Overview

^ Award Details (features) *

<p>Award Title: Is the title representative of the award? Will a U.S. Scholar understand the title? Does it signal the award is open to a broad audience? If the award is discipline specific, is it as inclusive as possible?</p> <p><i>Suggestions:</i></p> <ul style="list-style-type: none"> • <i>Clarity: The title is your advertising pitch. You want to be sure that it captures prospective applicants' attention. For this reason, we suggest using consistent, defined terminology (e.g. Early Career) rather than undefined terms (e.g. junior scholar).</i> • <i>Breadth: Consider offering at least one "All Disciplines" award. They are the most successful awards in the catalog. If you only want certain types of scholars, consider making the title slightly more specific, e.g., "Humanities/Social Sciences" or "STEM" award, but then leave it open to all disciplines within those areas.</i> • <i>For specific awards: if an institution is looking for a very specific type of scholar, please ask them for a list of U.S. scholars and centers they would like for us to contact.</i> 	
<p>Award Type: Select the award type for the award. Please check to ensure that your award description aligns with the Award Type you select. Here are the definitions :</p> <p>Fulbright Scholar Award: <i>Fulbright Scholar Awards comprise the bulk of awards offered and include opportunities for professionals, artists, and scholars at all career-levels. Location and eligibility vary across all awards, and some awards may be restricted to certain career levels or types of scholars. This information is outlined in the award description.</i></p>	

Fulbright Postdoctoral Award: Postdoctoral Awards provide recently graduated scholars an opportunity to conduct research and receive professional training abroad. Awards may involve limited teaching. Postdocs are open to scholars who will have received a doctoral degree (Ph.D., J.D, M.D., Ed.D., etc.) **within five to seven years of the fellowship start date, as noted in the award description.** Degree conferment before the start of the award is mandatory. Institutional affiliation in the U.S. is not required.

Fulbright Distinguished Scholar Award: Distinguished Scholar Awards are viewed as the most prestigious appointments in the Fulbright Scholar Program. Awards are open to scholars who have more than seven years of experience in their discipline or area of expertise, though some awards may further restrict eligibility. All awards are open to academics and a limited number are also open to artists and professionals. Distinguished Scholars are expected to actively engage host institutions in a spirit of promoting mutual understanding and sharing knowledge. Awards may involve limited teaching, not to exceed more than one course per term, or three-hours of teaching per week. Check award descriptions for institutional affiliation requirements.

Fulbright International Education Administrator Award: This award provides international education professionals and senior higher education officials an opportunity to engage in a two-week intensive seminar to learn about the host country's education system and establish networks of U.S. and international colleagues.

Award Details Complete

Edit Award All Disciplines

Preview
Save

Award Type

Fulbright Scholar Award
✕ ▾

Award Details *

Award Requirements

Award Benefits *

Country/Area Overview

^ Award Details (features) *

Degree Requirements

Ph.D. (or other terminal degree) required
✕ ▾

Career Profile

Early Career Academics ✕

Mid-Career Academics ✕

Senior Academics ✕

(multi-select field)

Degree Requirements: This requirement needs to match the other award requirements, including the Award Type, Career Profile, Additional Qualifications, and Discipline. If selecting PhD (or other terminal degree) required, **only** scholars

<p>with these degrees will be eligible for this award. A list of terminal degrees can be found here. Please note this requirement applies to all career profiles.</p> <p>For example, if you are open to considering professionals with a Master of Business Administration (MBA), you must select PhD (or other terminal degree) not required because the MBA is not a terminal degree.</p> <p>Likewise, if you would like to have more applications from community college faculty, please consider not requiring a PhD or terminal degree. Many experienced community college faculty have MA degrees or other non-terminal degrees.</p> <p><i>Caution: Discrepancies between the degree requirement, additional qualifications, and candidate profile often result in confusion about who is eligible.</i></p>	
<p>Career Profile: Choose any candidate profile from which you would consider an applicant. This is a multi-select field. Note that <u>only scholars that fall within these categories will therefore be eligible for this award.</u> Definitions have been added to each selection.</p> <p>New this year: A profile for community college faculty has been added. Please consider checking this option if your award is open to faculty from community colleges.</p> <p>Consider making the award inclusive of professionals and artists and academics of all career stages for maximum appeal. If the award is open to professionals and artists and community college faculty consider not requiring a Ph.D.</p> <p><i>Note: Higher Education Administrators and Executives should <u>only</u> be selected if the award is a Fulbright International Education Administrator Award.</i></p>	
<p>Number of Potential Recipients: Please indicate the number of recipients who can receive the Fulbright award. If you have questions about this field, please reach out to your IIE Program Officer and your ECA Branch Officer.</p>	
<p>Award Start Period: This field standardizes start dates to be able to integrate this data more easily with the U.S. Scholar application. Please select all possible award start months. Flex variation in award starts can be explained in the Flex description text box if needed.</p>	
<p>Award Length: This field standardizes lengths to be able to integrate this data more easily with the U.S. Scholar application. Hold down the control button to select more than one award length if the applicant can choose from a range of award lengths. Note that two-week award lengths are only for International Education Administrator (IEA) seminars and award lengths longer than 12 months are only available for select postdoctoral awards.</p>	
<p>Award Length Filter: Ensure the correct range of lengths are selected as this drives the award length search function for prospective applicants. Multiple</p>	

<p>length ranges can be selected by holding down control and selecting multiple options.</p>	
<p>Award Length and Period: This text box is not required. Please use it to indicate any specific information and/or expectations regarding the award length and dates that is not captured elsewhere in other fields. For example, teaching components must correspond with the length of the academic semester, provide the typical structure of the academic calendar as well as the holiday schedule for the host country, specify if summer is open or not open for grant activity, and any other local specific details that may impact the award length and dates.</p>	
<p>Multi-Country: Select Yes or No if the award can be completed in multiple countries. Please note that it is rare to have awards that are conducted in multiple countries. If yes, is selected, please indicate the number of countries the applicant can propose in the application. If it's 2 or 3 countries, please hold down control and select both 2 and 3. You will also be prompted to enter an Overview of both Countries here.</p>	
<p>Discipline Type/Disciplines: If the award is open to All Disciplines, none of the disciplines in the list should be selected. If requesting only certain disciplines, select all that are relevant.</p>	
<p>Areas of Interest: This section can expand on the preferred disciplines, areas of specialization, and country-specific priorities. Use this section when the award is targeted to specific disciplines.</p> <p><i>Suggestion: If the award is open to "All Disciplines," we recommend not listing preferences. <u>Specifying areas of interest will limit applications.</u> If you have priorities but would be open to excellent applicants in other areas, we suggest not designating areas of interest and instead using the Recruitment Priorities box to communicate your preferences.</i></p>	
<p>Activity Type: Select all relevant activity types. If the award is open to professionals, consider including "Professional Project." You can view definitions of the various activity types by clicking show/hide activity type definitions. Note that if an activity is not selected, applicants with those projects will be ineligible.</p> <p>If you add "Professional Project", please consider not requiring a Ph.D.</p> <p><i>Note: Applicants appreciate flexibility in activity type.</i></p>	
<p>Award Activity: This section is for you to expand on the above so that it is clear what is expected of the candidate when undertaking this award.</p> <p>Teaching: <i>Teaching awards should indicate the number of courses and/or amount of involvement in teaching responsibilities such as student advising and curriculum development.</i></p>	

<p>Research: <i>Clearly define research expectations. While most applicants seek collaboration, research collaboration “requirements” can be off-putting and confusing.</i></p> <p>Teaching/Research: <i>Awards should clearly list the preferred division of responsibilities between the two activities (such as 60% teaching and 40% research). If there is no preference for how scholars divide their time between teaching and research, please note that as well.</i></p> <p><i>For Teaching and Teaching/Research awards, scholars should not be asked to teach courses pre-designed by the institutions, but if a host institution wants the scholar to teach a specific kind of course, we suggest clearly specifying the topic of the course.</i></p> <p>Scholars selected for this award will be required to: This field helps to standardize the activities required under the award so that potential applicants can better understand what is expected of them when undertaking the award. Please select all the activities that are required. If the candidate can choose the activity, then please select the bottom option as well as the relevant activities they can choose from.</p>	
<p>Locations: Select if the award is hosted by a specific institution, multiple institutions, or if the applicant can propose an appropriate host. Then describe any relevant information about the location(s). If a specific location is listed, provide a hyperlink to an English-language website when possible.</p>	
<p>Special Features: This section is optional. It is a great place for you to include unique features about this award, such as the university offering logistical assistance. If you are listing any special features that require additional information, provide a working link to a webpage in English, if possible.</p>	
<p>Flex Option/Flex Description: The flex option is attractive to a U.S. Scholar audience. If you wish to include this option, make sure that the Flex designation matches the grant activity. For example, if the award says “No” for Flex, make sure the grant activity does not mention multiple segments.</p> <p>We have standardized some fields within Flex that are prompting you to indicate minimum and maximum total grant length and minimum and maximum length for any grant segment. We are also asking if Flex can be conducted in summer months as this is a question we receive quite often and would like to be able to better direct inquiring applicants to those Flex awards that can be completed during summer months. Please note that the U.S. academic calendar summer months are typically June, July and August.</p> <p>The Flex description box only needs to be completed if there is additional information to include that is not captured in the standard prompts.</p> <p>Flex awards can be open to all activity types (teaching, research, teaching/research, professional project), but if you want it for a specific activity</p>	

type, make sure that is indicated, i.e., Flex is only offered for candidates pursuing research.	
Recruitment Priorities (INTERNAL ONLY): For Posts and Commissions to enter priorities for IIE Staff. Your input can help IIE target our recruiting efforts to best meet your preferences. Please add details here.	

Award Requirements

Edit Award All Disciplines Preview Save

Title *

Award Type

Award Details * **Award Requirements** Award Benefits * Country/Area Overview

Citizenship/Residency Requirement

Applicants residing in the award country at the time of application or thereafter are not eligible to apply for this award. ✕

Dual citizens of the award country are not eligible to apply for this award. ✕ Permanent residents of the award country are not eligible to apply for this award. ✕

Indicate if any of the following apply to this award (Multi-Select field)

Citizenship/Residency Requirement: This is a required field to standardize citizenship and residency requirements. Please confirm whether dual citizens of the award country, permanent residents or those residing in the award country are eligible for U.S. Scholar awards in your country.	
Invitation Requirement: Select the choice that represents your preference. Requiring a letter of invitation (Lol) often deters qualified applicants from applying to specific awards. If possible, consider relaxing this requirement if you can. Please note that Lols cannot be required for awards tied to specific departments. Awards open to all or multiple departments at a particular university may require a Lol.	
Invitation Requirement Additional Information: Additional information is optional. Note: Any contact information related to the host institution should be listed in the section titled Contacts and Helpful Links. If you list a contact to assist with letters of invitation, ensure that they will be available to respond to emails over	

before receiving an award is a highly unusual practice in U.S. academia and applicants find it disconcerting. If possible, applicants should be encouraged to reach out to the Commission before negotiating any financial items.

<p>Award Allowances – field for Commissions only: Please include estimated monthly payment amounts or the lump sum payment provided to participants. This box refers to the sum of all monthly allowances, but excludes dependent support. The minimum average monthly stipend is set at \$2,500 a month.</p> <p>Housing provision can be factored into the monthly allowance to meet the minimum as long as there is some amount of monthly stipend remaining.</p> <p>Please ensure figures are in U.S. currency. You can indicate that the amount may fluctuate depending on current exchange rates but ensure the equivalent in U.S. dollars is included.</p> <p><i>Note: Please reach out to IIE staff if you would like to discuss modifications to the award allowances to make your award more appealing.</i></p>	
<p>Estimated Travel and Relocation Allowance for Grantee – field for Commissions and IIE only: List the amounts here for the grantee only. Please ensure figures include a U.S. currency equivalent.</p>	
<p>Estimated Book and Research Allowance – field for Commissions and IIE only: List the amounts here. If your award does not provide support for this area, please keep it blank. Please ensure figures include a U.S. currency equivalent.</p>	
<p>Do you offer additional dependent benefits? – field for Commissions and IIE only: This new yes/no field will allow prospective applicants to filter and identify awards that provide additional monthly allowances or other financial support for accompanying dependents.</p> <p>Additional Dependent Benefits – field for Commissions and IIE only: Please include information about additional monthly allowances for grantees with accompanying dependents, dependent tuition allowance and/or free schooling for dependents, travel benefits for dependents, or any other support, if available. If you do not offer additional dependent benefits, please indicate any non-financial support you offer to grantees bringing dependents. If you cannot offer any support, please leave this section blank.</p> <p>If dependent benefits are listed elsewhere on the page, please move them to this section in order to better highlight them.</p>	
<p>Estimated Cost of Living (for Post and Commission users to complete): In this section, please provide any details surrounding the cost of living in the country. This can include estimated housing costs, day to day expenses, transportation, etc. If there are significant differences within the country (large metro areas vs. smaller cities) please indicate that here.</p>	

<p>Special Award Benefits (for Post and Commission users to complete): List any additional benefits here. For example, this could include enrichment opportunities (mid-year meetings, regional travel programs, etc.), in-country orientation, in-country health insurance, language-learning opportunities, etc.</p>	
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Country Overviews

You can view the Country Overview from the My Awards/Countries Dashboard by filtering the results by Content Type and selecting Country Overview and click Apply. You can also filter by “Country” and “Status” to help you locate the country overview you are looking for.

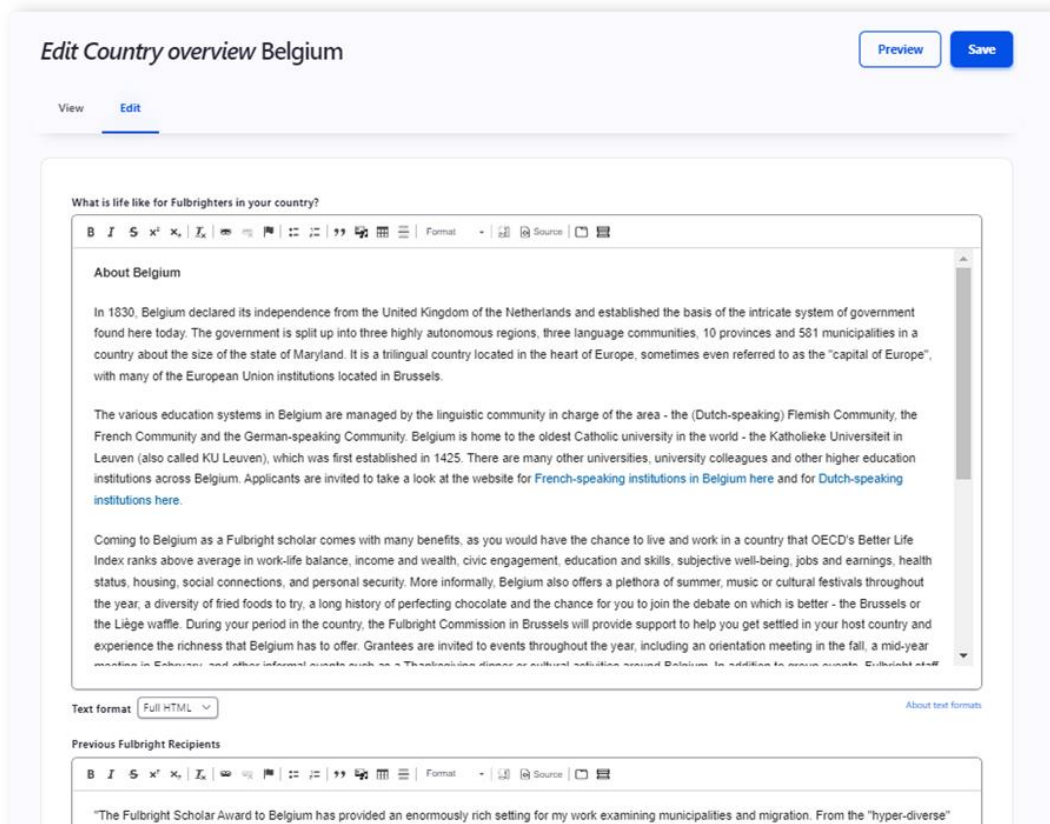
To edit the country overview, click “edit” button to open the editing screen.

A sample country overview dashboard is below. The dashboard only shows the country overviews of countries that have been assigned to you.

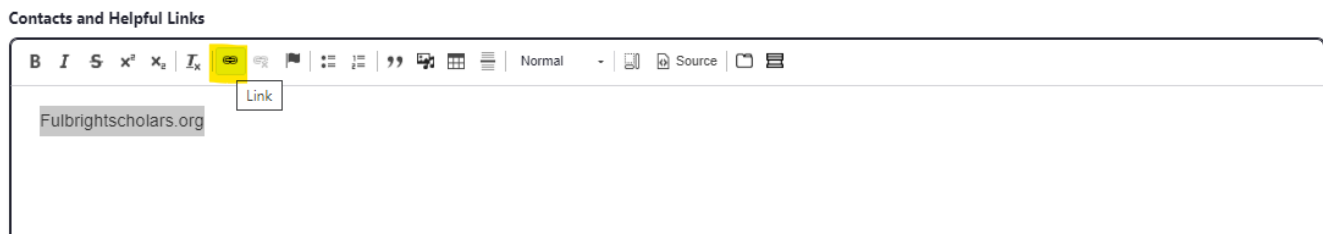
Title	Content type	Country	Award Year	Status	Updated On	Created On	Operations
Spain	Country overview	Spain	2025-2026 Awards	Draft	11/09/2023 - 13:53	11/09/2023 - 13:32	edit

Editing a Country Overview

1. If you wish to edit a country overview, select the “Edit.” from My Awards/Countries Dashboard. Note you cannot edit records currently under ECA Review or IIE Review.
2. From the edit draft screen below add or edit the content in the fields you wish to change.



- To hyperlink text, highlight the text you want to link and select the link icon in the textbox toolbar. Then add the full URL and click Save.

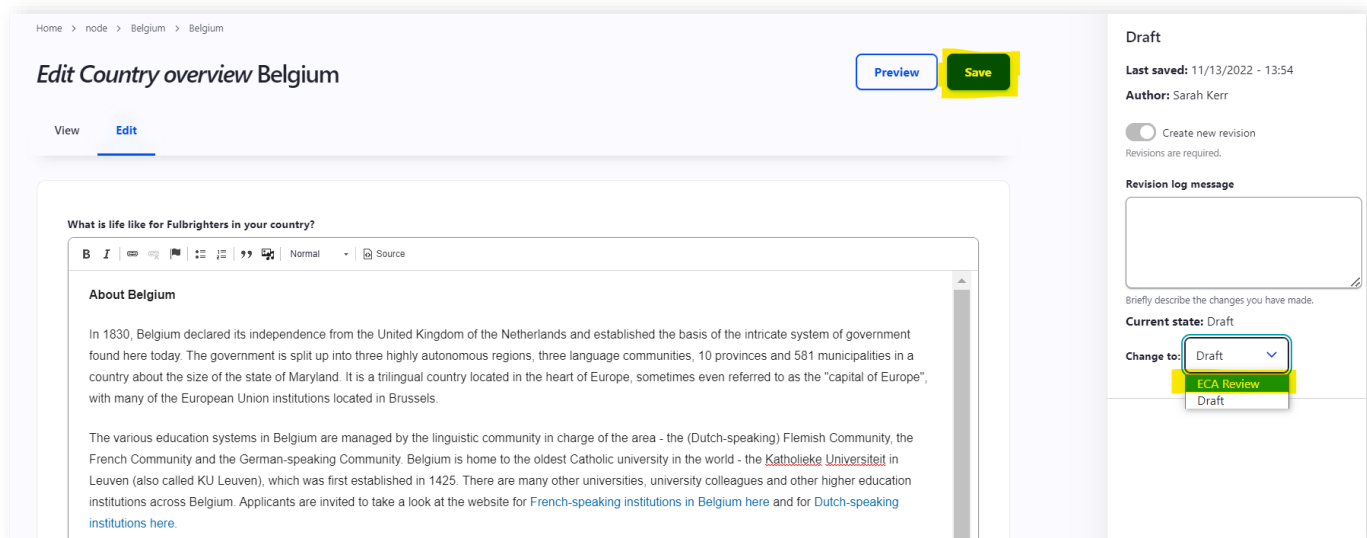


- To add photos or videos, please email them to your Program Management contact with guidance on where you would like them added.

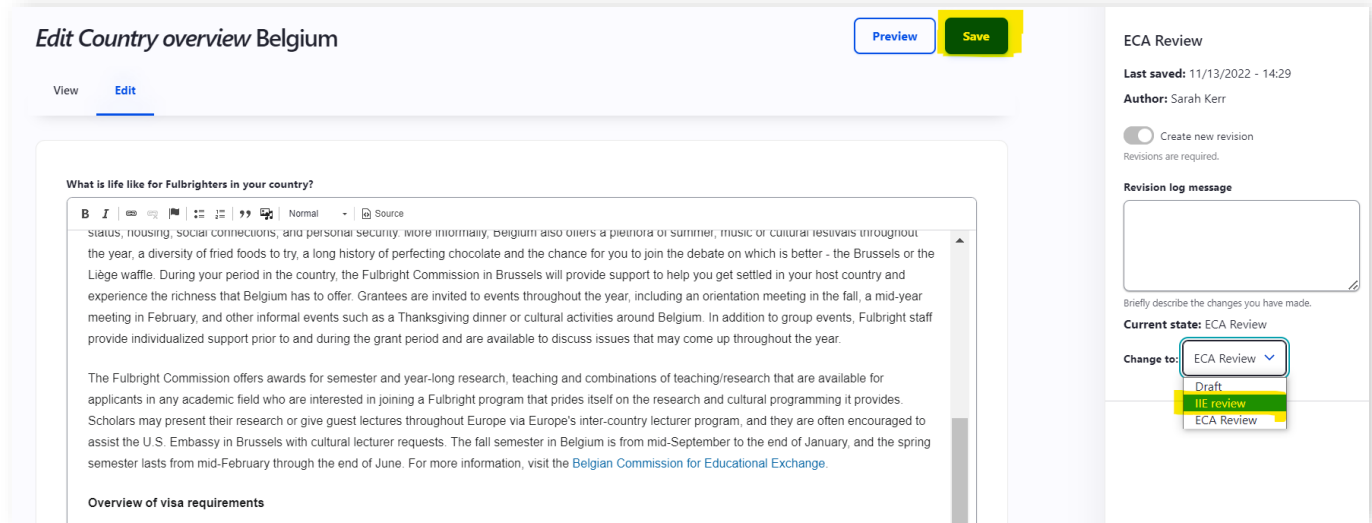
Saving New Country Overview Draft or Submitting for Review

When you're done entering country overview content you can either save it as a draft or submit it for review.

- Saving your draft.** If you are done editing this country overview for now, but you want to continue editing this country overview at some other time, just click **Save**.
- Commission and Post Users - Submitting for Review.** After your country overview has been saved, it will be in a "draft" state. From the country overview screen, you may submit it for ECA review by selecting **ECA Review** from the dropdown in the sidebar and then clicking **Save**.



3. ECA Users – Submitting for Review. After your country overview has been saved, it will be in a draft state. From the country overview screen, you may submit it for IIE Review by selecting **IIE Review** from the dropdown in the sidebar and then clicking **Save**.



Country Overview Checklist

***This is a separate content type that must be filled out.** This page is attached to every award in each country, so it should not go into detail about specific awards:

<p>What is life like for Fulbrighters in your country? Please include information about what it is like for an American Fulbrighter to live in your country, including information about housing, the education system, transportation, schooling options for dependents, relevant information about medical/health care in the country, and any additional information you think would be valuable for a potential applicant to know. Include the US Embassy link and Commission website.</p>	
<p>Previous Fulbright Recipients: If possible, please include information about recent Fulbright U.S. Scholar alumni to your country that will be valuable for potential applicants. You can include links to your website and videos of U.S. Scholar alumni. If you have relevant photos you would like embedded, please send them to your IIE Program Officer and they will ensure they are included.</p>	

Other Suggestions

- What makes your award stand out?
- Is your award easy to skim for key details?
- Did you use U.S. spelling conventions (e.g., defense vs. defence; analyze vs. analyse)?
- Have you updated your website to capture any relevant information about the upcoming competition?

Glossary

- **Status** - Current moderation status of an Award/Country overview
- **Draft** - Award/Country Overview is currently being created/edited
- **ECA Review** - the draft is currently ready to be reviewed by an ECA staff member. The award or country overview cannot be edited by a Commission or Post user.
- **IIE Review** - The draft is currently being reviewed by an IIE staff member.
- **Final Review** - The draft is currently being reviewed by the award catalog's administrator.
- **Published** - The draft of the Award/Country Overview is published to the Fulbright Awards Catalog and available for prospective scholars to view.

5.