

FULBRIGHT





**YOUR FULBRIGHT SCHOLAR GRANT  
– WHAT TO KNOW BEFORE YOU GO**

***GLOBAL AWARD – 2017***  
**[GLOBALAWARD@IIE.ORG](mailto:GLOBALAWARD@IIE.ORG)**



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# Overview of Presentation



Fulbright Administration (Roles/Responsibilities)



Forms and Procedures



Grant Terms and Payments



Sharing Your Fulbright Experience



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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: IIE/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
- Administer grant materials and payments
- Receive and distribute interim and final reports



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# Roles: U.S. Public Affairs Section, U.S. Embassy; Fulbright Commissions



## U.S. Embassy Public Affairs Section and Fulbright Commissions in Host Country

- Build and maintain university and local partnerships
- Provide ECA with cost information to establish allowance rates
- Serve as in-country primary point of contact



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# Grantee Web Page



<http://www.cies.org/grantees/>

**Password: CIES\_grantee!**

- Medical History and Examination Form –  
(download from this site and upload to Portal)
- Electronic Funds Transfer (EFT) Form –  
(download from this site and upload to Portal)
  - ASPE Health Benefit Information
    - Tax Information
  - 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
- Upload and receive documents
  - Grant document
  - Medical form
  - EFT form
  - Global Scholars do NOT enter travel information into Portal



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# Medical Form



- Complete no more than six months prior to grant start date
- Download form from Grantee Webpage; upload complete document to Portal
- Must have medical clearance to receive payments and book travel
- Ensure the signed medical form is submitted to IIE/CIES via the Grantee Portal
- IIE/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. **All grant segments must be completed by August 2019.**
- Grantees must report all other fellowships, grants and salaries in addition to sabbatical and other support from home institution to IIE/CIES.
- Grantees must report any changes that occur before or during the grant to IIE/CIES.
- Grant calculations are based on time in country on Fulbright activity. Refer to Terms and Conditions.
- Grant document per segment (versus country visit)



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# Grant Benefits



## *Monthly Base Stipend*

### *Travel Allowances*

A one-time allowance of \$500 for relocation expenses is provided for each country visit. Scholars will book their round-trip economy class air ticket to and from each host country through HRG, the travel agency at IIE/CIES.

### *Book/Research Allowance*

A one-time book/research allowance of \$750 is provided for each country visit to assist with the costs of teaching and research materials. Books purchased should be donated to the host institution upon completion of the grant segment.



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# Payment Schedule



## Payment 1

- Issued approximately one month before the grant start date
- Includes all one time allowances
- Monthly stipend 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 stipend for months 4-5-6 (if applicable)

### Example:

**Second payment for a September start = beginning of December**

- Global award payments are made as above for each grant segment (which may included more than one country visit)
- Signed grant document and medical clearance must be received.



# 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 USA
- MEMO: [Blank]
- Routing Number: 122105278
- Account Number: 5724301068
- Check Number: 2400



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# Travel Overview



- All grant travel is booked through HRG
- Upon receipt of medical clearance and signed grant, IIE/CIES will email HRG Instructions and Travel Reservation Form
- Fly America/Open Skies Act compliant
- IIE/CIES approves itinerary or replies with questions
- IIE/CIES emails itinerary to U.S. Embassy (Post) or Commission prior to your arrival
- Changes to itinerary must be approved



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# ASPE Health Benefits



- Limited coverage, 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; IIE/CIES will notify you once ASPE coverage is active
- Detailed information on ASPE coverage can be found at <https://myplan.sevencorners.com>



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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>

and

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



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# Reports



## Interim Report

- Notification to complete interim report will be e-mailed to you midway through your grant or at the end of your segments

## Final Report

- Notification to complete final report will be e-mailed to you one month before end of your last grant segment
- Completion of final report is required



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# Sharing your Fulbright Experience

## #GlobalScholar



- Send photos or videos to [globalaward@iie.org](mailto:globalaward@iie.org)
- Share links to your personal or professional blogs
- Use **#GlobalScholar** when sharing photos, videos, and memories of your Fulbright experience on social media
- Submit a post to the **Fulbright Scholar Blog**. Email [outreach@iie.org](mailto:outreach@iie.org) for more information.



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# Scholar Responsibilities and Check List



- Complete and upload medical and EFT forms to Grantee Portal
- Upload signed grant to Grantee Portal
- Apply for your visa/research permit, if applicable (contact host country points of contact for details)
- Submit *Travel Reservation Request Form* to HRG to book travel (after medical clearance and grant document are received)
- Communicate with your host institution regarding arrival
- Coordinate/confirm in-country housing arrangements
- Coordinate/discuss arrival with U.S. Embassy/Fulbright Commission
- Notify IIE/CIES if your grant details change



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# Contact Information



If you have additional questions, comments, or specific questions about your grant, please contact [globalaward@iie.org](mailto:globalaward@iie.org)



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