

FULBRIGHT





YOUR FULBRIGHT GLOBAL SCHOLAR GRANT

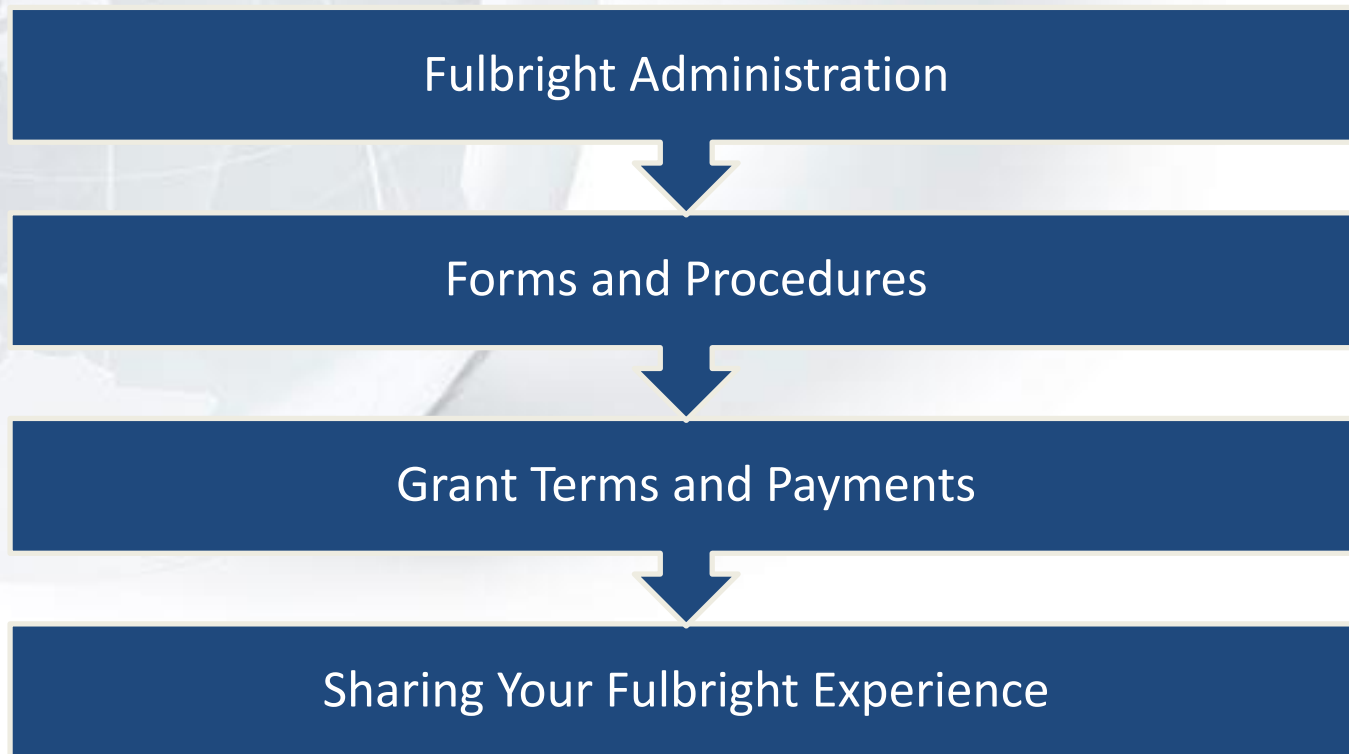
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Overview of Presentation



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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
- 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
- Manage placement and affiliation processes
- Serve as in-country primary point of contact
- Provide guidance on visa processes



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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 requests



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Roles: J. William Fulbright Foreign Scholarship Board (FFSB)



J. William Fulbright Foreign Scholarship Board (FFSB)

- Set overall program policies
- Select grantees



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Grantee Web Page



<http://www.cies.org/grantees/>
Password: CIES_grantee!

- U.S. Scholar Guide (includes grant provisions)
- Medical History and Examination Form –
(download from this site and upload to IIE Participant Portal)
- IIE PAY Information
- ASPE Health Benefit Information
- Tax information
- Sample press release



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IIE Participant Portal



- Guide for using the portal: <https://www.cies.org/system/files/private-documents/us-scholar-portal-guide-2019-20.pdf>
- Portal Address: <https://connect.iie.org/user/login>
- Login information, checklist, and instructions sent to you via email
- Add two emergency contacts; verify all personal information
- Upload and receive documents
 - Passport
 - Grant document
 - Medical form
 - Email for IIE PAY

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 31, 2021.
- 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.
- Grantees must receive approval from IIE/CIES, U.S. Department of State, and U.S. Embassy/Fulbright Commission for any changes to segment length or dates.
- Grant calculations are based on time in country on Fulbright activity.
- Dependent benefits are not available for the Global Scholar Award.



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Grant Benefits



Monthly Stipend

Based on the cost of living in each host country

Travel Allowances

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



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Payment Schedule: Consecutive Segments



Payment 1

- Issued approximately one month before the grant start date
- Includes one time allowances for host country 1
- 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
- Includes one time allowances for host country 2
- 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 include more than one country visit)
- Payment schedule will vary depending on the length of segments
- Signed grant document and medical clearance must be received.



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Payment Schedule: Non-Consecutive Segments



Payment 1

- Issued approximately one month before the grant start date
- Includes one time allowances for host country 1
- Monthly stipend for host country 1

Example:

First payment for a September 2019 start = beginning of August 2019

Payment 2

- Issued approximately one month before the start of segment 2
- Includes one time allowances for host country 2
- Monthly stipend for host country 2

Example:

Second payment for a second segment beginning September 2020 = beginning of August 2020

- Global award payments are made as above for each grant segment (which may include more than one country visit)
- Payment schedule will vary depending on length and number of segments
- Signed grant document and medical clearance must be received.



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IIEPAY – RECEIVING YOUR STIPEND PAYMENTS

Grant Payments will be made by **IIE PAY**, IIE's digital payment service.

Two Important emails:

- 1) From your IIE Advisor
- 2) From Zelle/Bank of America that includes registration details on enrolling in IIE PAY

*Please be on the lookout for these communications from IIE and Bank of America to ensure your first stipend is processed appropriately.

Must have a U.S. bank account for IIE to deposit your first payment electronically.

Your email address will be used for important communication regarding your first payment, and subsequent payment notifications. To receive timely payment from IIE, you must keep your email address current and on file with IIE. **If your primary email address that IIE has on file needs to be changed, please notify your IIE Advisor immediately.**

***Contact us at GlobalScholarAdvising@iie.org if your bank does not accept Zelle or if there are limitations on the transfer amount*



Travel Overview



BOOKING YOUR FLIGHTS

STEP ONE: IIE will send you Travel Instructions and Travel Reservation Request Form

STEP TWO: Submit the Travel Request Form to IIE's travel administrator HRG Worldwide by emailing IIE.US@hrgworldwide.com (only after grant document, medical form, and passport have been approved)

STEP THREE: HRG will work with you to identify potential itineraries.

STEP FOUR: Your flight itinerary will be emailed to you from HRG and **it is important that you review and respond to with your approval of the itinerary within 24 hours or less.**

STEP FIVE: IIE will approve or deny your flight. Your itinerary will be issued immediately after.

If there are questions/concerns regarding your request IIE's Travel Team may be in touch with you.

** Global Scholar Award grants do not pay for dependent travel.*



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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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- 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>



Reports



Interim Report

- Notification to complete interim report will be e-mailed to you midway through your grant

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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Share Your Story



Before you go:

- Submit headshot (at least 500px wide with 300 dpi)
- Brief bio (125-word limit) including Name, Home Institution, Host Countries, Discipline and Project Title

During your grant:

- Send photos or videos to 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 for more information.



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Scholar Responsibilities and Check List



- Upload biographical page of passport to IIE Participant Portal
- Complete and upload medical forms to IIE Participant Portal
- Upload signed grant to IIE Participant 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 visa requirements and arrival with each U.S. Embassy/Fulbright Commission
- Notify IIE/CIES if your grant details change



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Resources



Pre-Departure Resources Webpage

<https://alumni.state.gov/>



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Contact Information



If you have additional questions, comments, or specific questions about your grant, please contact

IIE-Advising contact:

Hilary Price / Susan Muendl

GlobalScholarAdvising@iie.org



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