FULBRIGHT
Scholar Program

2023-2024
Scholar-in-Residence

Application Guidelines For Institutions

Application Deadline:
Wednesday, June 1st, 2022, 5:00pm EST

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Questions or application support, contact the SIR Team: sir@iie.org

Instructions for Completing the Fulbright Scholar-In-Residence Institutional Application

The Fulbright Scholar-in-Residence institutional application must be completed online and can be found here: https://apply.iie.org/sirhost

Completing the Application

I.   **Preliminary Questions page**

- Only individuals applying on behalf of an accredited U.S. institution may apply using this application. Individuals completing the application must be authorized employees of the institution on whose behalf the application is completed.
- Individual scholars interested in the program will select "no"

II.   **Institutional Information page**

- Please include all relevant institutional information. If you are applying for a joint proposal with another U.S. institution, please denote this in the application. Selecting "yes" to "Is this a Joint Proposal with another U.S. institution?" will open prompts to complete Institutional Information and Contacts for both institutions.
- Provide brief information about your institution in the three prompt boxes: Size and Characteristics of the student body and faculty; Mission; Scope of academic offerings.
- If your institution has previously received a Scholar-in-Residence Program award, please list the previous award year, discipline, and scholar's country of citizenship. Please search our directory of Fulbright Scholar Alumni if you are unsure.
  1. Preference will be given to applicants who have not previously received a Scholar-in-Residence award. If the previous award was received within the past five years, a clear justification must be provided for the need for an additional grant. US institutions may not host SIRs in consecutive academic years. An institution hosting an SIR in a given academic year must wait one academic before becoming eligible to host a subsequent SIR.

III.   **Institutional Contacts page**

- Include name and contact information for the Responsible Administrative Official who will confirm the institutional support and authorize the scholar's affiliation if an S-I-R grant is awarded; a signed letter of support from the Responsible Administrative Official is to be uploaded on the **Institutional Support** page of the application (2-page limit), **Letters of Support** section. If submitting a joint

proposal, please complete the corresponding sections for both institutions (2-pages each).

- Include name and contact information for the Principal Contact for Academic Arrangements, the faculty member who will most closely work with the scholar in an academic setting.

- Include name and contact information for the Principal Contact for Non-Academic Arrangements, the faculty member or administrator who will work closely with the scholar on non-academic, cross-campus and community settings, if different from above.

- Briefly describe the structure within the institution for planning, overseeing and assessing the S-I-R grant. Include the names and responsibilities of key personnel involved and how they will coordinate with each other. Personnel responsibilities may include overseeing the program, holding regular meetings with the scholar and related faculty members and administrators, organizing the scholar's teaching schedule and other professional and community activities, and serving as the point person to correspond with IIE.

IV. Program Information page

- Proposed program dates should fall within the 2023-2024 academic year and can be for either one semester or a full academic year in length.
    1. A one semester grant may be **no less than three months**; a full academic year may be **no more than ten months**. Grants may begin no earlier than August of the U.S. academic year.

- Complete the four Program Information short essay sections on this page:
    1. *Summary of Activities*: provide a **brief** summary of the activities the scholar will be engaged in on your campus and within the community. Please limit to 2-3 sentences.
    2. *Academic Program of Scholar*: What department(s) will the scholar be housed in? Provide information regarding specific course responsibilities and guest teaching assignments. Please include number of courses, course names (if available), anticipated co-instructors, etc. Describe how you will involve the scholar in a variety of academic roles and activities beyond teaching courses, such as curriculum development, academic advising, etc. (***Note: Proposals may include a maximum of two courses per semester. Upload any Course Outlines, Course Descriptions, Sample Syllabi or other academic plans and objectives associated with this proposal.***)
    3. *Plans for Other Campus Activities*: Describe the scholar's anticipated involvement in a variety of campus activities beyond the hosting

department(s) and include interaction with students, faculty and administrators. Indicate what arrangements you will make for the scholar's participation in educational, cultural, civic and social events and activities sponsored by clubs and alumni groups.

4. *Community Outreach*: Detail specific plans to involve the scholar in programs sponsored by community groups such as service clubs, elementary and secondary schools, visits to nearby colleges and universities, fraternal and ethnic organizations, cultural institutions, religious groups, business and professional organizations, international councils and clubs, local media, local government offices and chambers of commerce.

5. *Diversity, Equity, and Inclusion*: Please describe your institution's Diversity, Equity and Inclusion efforts and how the S-I-R would contribute to those efforts.

V.　　Scholar Profile page

- Institutions can either name a specific individual scholar or request assistance to identify an individual from a specific world region.
- If naming a scholar, select "Yes" and complete scholar biographical information section.
  1. If you connected with the named scholar through IIE or a Fulbright office overseas, please select "yes" to "Did you identify your named scholar through an international Fulbright office?"
  2. Briefly explain how your institution knows the scholar.
  3. Any previous Fulbright grants of the individual within the United States should be indicated.
  4. Complete a short essay that addresses the following reasons for naming a particular scholar:
     a. Why this country?
     b. Are the proposed scholar's academic credentials and standing appropriate for the proposed courses and other educational activities?
     c. Does the scholar have sufficient teaching/lecturing experience?
     d. Are the proposed scholar's English language skills sufficient for lecturing at the collegiate level and to allow for participation in discussions with a broad range of students and in community events?
     e. In what ways has your institution been engaged with this scholar previously?

5. You must include a copy of the named scholar's CV and two letters of recommendation, including one letter from the scholar's direct supervisor.

    a. The CV must include the scholar's contact information and be limited to a maximum of 6 pages.

    b. Each recommendation letter is limited to a maximum of 2 pages. The letters of recommendation must be written in English on recommender's letterhead. A direct supervisor could be a department head, chair, provost, depending on the scholar's home institution structure but must be able to address support for the scholar's ability to fulfill the proposed activities.

    c. Recommendation letters should be addressed to the institutional host applicant.

    d. Total upload limit is 10 pages for all individual named scholar's supporting documentation.

- If requesting recruitment, select "No" and select two countries from within a specific world region from which you would like the scholar to originate. A complete list of participating countries within each world region is located on page 11 of these guidelines, as well as on the Application tab of our website under "Regions/Countries Participating in S-I-R" https://cies.org/sir#application

    1. For recruitment purposes, please outline the following in a short essay:

        a. Why this world region and countries?

        b. Detailed description of course(s) the prospective scholar will teach and other academic activities expected

        c. Discipline(s) or field(s) of expertise, theoretical orientation (if applicable), and subjects/issues about which you wish the scholar to be particularly knowledgeable

        d. Scholar's desired qualifications including academic degree level and years of teaching experience

VI. Project Statement page

- In the Project Statement section, upload 3-page narrative proposal that addresses how the Scholar-in-Residence Program would enhance your institution's short-term and long-term goals of internationalizing your campus.

    - **Describe your institution's current and previous experience with international or world area studies programs which could include:**

        1. Courses, seminars and workshops, including foreign languages taught at the institution

        2. Study abroad programs for students

3. Visits by foreign faculty for lecturing or research, **including any previous participation in the Fulbright Scholar-in-Residence Program**
4. Foreign students
5. Cultural events and programs
6. Other relevant internationalization efforts

- **Describe short- and long-term goals and objectives** Describe the programs that will be enhanced by the participation of the proposed visiting scholar. Clearly demonstrate your institution's short- and long-term goals (one to five years and six to ten years respectively) in terms of developing, expanding or strengthening international, global or world area studies programs and activities and other relevant internationalization plans.

- **Sustainability**. Describe the long-term impact you expect from the scholar's activities and how your institution will sustain this impact. Examples of long-term impact include:
  1. Creating a new course that will be added to the curriculum
  2. Developing new programs
  3. Adding an international dimension to existing coursework
  4. Collaborating with the scholar to expand the international expertise of the faculty
  5. Initiating an exchange program with the scholar's home institution, which could include student/faculty exchange and online teaching arrangements
  6. Developing student/faculty exchanges with the S-I-R's home institution
  7. Developing an online course taught by your S-I-R after they return home

VII. Institutional Support page

- <u>Letter from Responsible Administrative Official:</u> This letter should confirm the institutional endorsement, academic dates, and amount of financial support available. It should include the signature of the individual named on the Institutional Contacts page of the application form. Letter should be addressed to the Fulbright S-I-R Review Committee.
  - Page limit of 2 pages for one institution and 4 pages for joint proposals
- <u>Letters of Support:</u> Please include letters of support from appropriate campus administrators, other departments, institutions, consortia members, community/civic organizations and schools/school districts referenced on the *Program Information* page, demonstrating support for proposed community engagement activities and other campus outreach activities.
  - Page limit of 10 maximum per institution *(applicants applying jointly with another institution may upload up to 20 pages)*
- <u> In-Kind Support and Cost-sharing:</u> Institutions are encouraged to think creatively about ways they can provide cost-sharing and in-kind support to enhance the scholar's experience. Some examples of in-kind support include housing,

transportation, on-campus meal plan, apartment furnishings, professional allowances for scholars to attend conferences, etc. Direct financial support may be provided in the form of a salary supplement. List total estimated value of support that the institution proposes to provide to the scholar. If your institution is unable to provide any in-kind or salary supplement, enter "$0.00".

- <u>Professional Enrichment:</u> Although the primary grant activity is to support the institution's internationalization efforts, it is important to factor in time for the scholar to pursue his or her own scholarly interests. Briefly describe any activities that the institution would arrange for the scholar's participation in appropriate area academic events, regional or national disciplinary association meetings.

    VIII. **Signature Page**

    IX. **Review**

- Please preview your application proof to ensure all data entered is showing as expected. You should download a copy for your records before submitting the application.

Tips for Strengthening the Application

- Ensure that not only the host department's commitment is clear, but also how the impact of the scholar will be institutionalized and the real commitment of the institution as a whole is demonstrated.
- The degree to which the proposed program will be integrated into institutional objectives is clearly articulated. The proposal demonstrates a clear link between the scholar's activities/expertise and the institution's internationalization goals.
- The proposal includes a program of courses and activities for the scholar, as well as a compelling rationale of why a scholar was requested from the specified country or region, information on the types and extent of prior engagement with a named scholar.
- The proposal demonstrates attention to diversity, equity, and inclusion in terms of the S-I-R's academic activities, interaction with diverse students, faculty, and staff, and engagement with the diverse surrounding community.
- The proposal includes letters from local organizations (e.g. local libraries, cultural centers, or schools) that pledge to work with and support the scholar during their exchange, as well as your institution's leadership to show support for your application beyond the hosting department. Plans for professional enrichment are well defined and include visits to nearby academic centers or libraries with resources in the scholar's discipline.

Deadline

Online application will close on **Wednesday, June 1, 2022, 5:00pm Eastern Standard Time**. All application materials must be submitted through the online application by this date and time.

Application Review/Timeline

June 1, 2022,	Applications due at **5:00pm Eastern Standard Time** at https://apply.iie.org/sirhost
July-August 2022	Review of proposals
September 2022	IIE notifies applicants of review outcome
October 2022-March2023	Department of State and the Fulbright Foreign Scholarship Board review recommended proposals. Fulbright Commissions or Public Affairs Sections of U.S. Embassies abroad recruit and/or review prospective scholars for selected institutions.
March 2023-onward	IIE issues grant packets to scholars
June 2023	S-I-R Virtual Pre-Departure Orientation
August 2023-January 2024	Scholar Arrivals

Fulbright Foreign Scholarship Board Selection

The Presidentially-appointed Fulbright Foreign Scholarship Board (FFSB) is ultimately responsible for the approval of each proposal and the final selection of all grantees. Therefore, the FFSB reviews all recommended proposals to ensure that they meet S-I-R eligibility requirements and are consistent with Fulbright Program objectives.

Note: The final decision as to the number and availability of grants is subject to funding considerations and approval by the Bureau of Educational and Cultural Affairs of the United States Department of State.

The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit: https://eca.state.gov/fulbright.

IIE will notify applicant institutions by September whether or not their proposals have been recommended to the United States Department of State and the Fulbright Foreign Scholarship Board. IIE will provide notification of final approval and funding by Spring 2023.

Regions/Countries Participating in the Fulbright Scholar-In-Residence Program

Note: Geographical listings in this publication are a matter of administrative convenience and are not intended to imply a United States government position on the legal status of the areas listed.

AFRICA, SUB-SAHARAN

Angola	Kenya	Senegal
Benin	Mozambique	Sierra Leone
Botswana	Namibia	South Africa
Burkina Faso	Niger	Swaziland
Cameroon	Nigeria	Tanzania
Cote d'Ivoire	Mozambique	Togo
Democratic Republic of Congo	Namibia	Uganda
Ethiopia	Niger	Zambia
Ghana	Nigeria	Zimbabwe
Guinea	Rwanda	

MIDDLE EAST AND NORTH AFRICA

Algeria	Kuwait	Qatar
Bahrain	Lebanon	Saudi Arabia
Egypt	Libya	Tunisia
Israel	Morocco	United Arab Emirates
Jordan	Palestinian Territories	

EUROPE AND EURASIA

Albania	Georgia	Norway
Andorra	Germany	Poland
Armenia	Greece	Portugal
Austria	Hungary	Romania
Azerbaijan	Iceland	Russian Federation
Belarus	Kosovo	Serbia
Belgium	Ireland	Slovak Republic
Bosnia-Herzegovina	Italy	Slovenia
Bulgaria	Latvia	Spain
Croatia	Lithuania	Sweden
Cyprus	Luxembourg	Switzerland
Czech Republic	Malta	Turkey
Denmark	Moldova	Ukraine
Estonia	Montenegro	United Kingdom
Finland	Netherlands	
France	North Macedonia	

EAST ASIA AND THE PACIFIC

Australia	Laos	South Korea
Brunei	Malaysia	South Pacific
Burma	Mongolia	Taiwan
Cambodia	New Zealand	Thailand
Indonesia	Philippines	Timor-Leste
Japan	Singapore	Vietnam

SOUTH AND CENTRAL ASIA

Bangladesh	Kyrgyz Republic	Tajikistan
Bhutan	Nepal	Turkmenistan
India	Pakistan	Uzbekistan
Kazakhstan	Sri Lanka	

WESTERN HEMISPHERE

Argentina	Costa Rica	Mexico
Bahamas	Dominican Republic	Nicaragua
Barbados and the Eastern Caribbean	Ecuador	Panama
Belize	El Salvador	Paraguay
Bolivia	Guatemala	Peru
Brazil	Guyana	Suriname
Canada	Haiti	Trinidad and Tobago
Chile	Honduras	Uruguay
Colombia	Jamaica	Venezuela