

Welcome to the Scholar Grant Admin Session!

Please help us get started by:

- Muting yourself when you are not speaking
- Sharing your webcam
- Click the CC button on your Zoom toolbar to view captions

This session will be recorded and made available to PDO participants – make sure to disable your webcam if you do not want your image recorded.



Sponsored by the U.S. Department of State
Bureau of Educational and Cultural Affairs





FULBRIGHT

Scholar Program

Your Fulbright U.S. Scholar Grant – What To Know Before You Go

PRE-DEPARTURE ORIENTATION 2022
Fulbright Global Scholar Award

Susan Muendl, Assistant Director, Multi-Regional Fulbright Programs, IIE

Natalie Rehberger, Program Officer, Multi-Regional Fulbright Programs, IIE

Cecilia Kocinski-Mulder, Academic Exchange Specialist, U.S. Department of State, ECA



Sponsored by the U.S. Department of State
Bureau of Educational and Cultural Affairs





Overview

Fulbright Administration

Grant Terms and Benefits

Forms and Procedures

Scholar Responsibility Checklist and Important Contacts

Sharing your Fulbright Experience



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



The Fulbright Program

The Fulbright Program was established in 1946 with an ambitious goal to increase mutual understanding and support friendly and peaceful relations between the people of the United States and the people of other countries. Since its inception, 400,000 Fulbrighters have participated from over 160 countries.



40

**Heads of State
or Government**



61

**Nobel Prize
Laureates**



76

**MacArthur
Foundation
Fellows**



16

**U.S. Presidential
Medal of Freedom
Recipients**



89

**Pulitzer Prize
Recipients**



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 (IIE)

- Conduct outreach and recruitment
- Administer peer review
- Administer grant cycle and payments
- Serve as additional point of contact in the United States





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 grantee is not an official or employee of the U.S. Department of State, any other agency of the U.S. government, the Fulbright Commission, IIE, or the host country government.
- Get to know the U.S. Scholar Terms and Conditions and the Fulbright Foreign Scholarship Board (FFSB) Policies – Chapter 6: [Fulbright U.S. Scholar Program Terms and Conditions](#) [FFSB Policies](#)



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



Grant Terms and Conditions

- Report all other scholarships, fellowships, grants or salaries from other sources (except salary continuation income) to IIE.
 - Report any changes to segment dates and length that occur before or during the grant period to IIE and the U.S. Embassy/Fulbright Commission. Report any changes and provide justification to segment dates and length
 - Grant calculations are based on time in country on Fulbright activity.
 - Not possible to postpone to a subsequent academic year; Global Scholars have until **May 31, 2023** to begin the initial segment of the grant; All grant segments must be completed by August 31, 2024
 - Country visit must be a minimum one month (consecutive); total maximum length is 6 months for all country visits
 - Dependent benefits are not available for the Global Scholar Award.
- * All changes are subject to approval by the Department of State and may impact grant benefits.*



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



Grant Benefits*

- **Monthly Payments**
 - Fellowship Allowance
 - Living allowance
 - Housing allowance
- **One-time Payments**
 - Travel/relocation allowances (\$500 per country visit)
 - Book/research allowance (\$750 per country visit)
- **International Round-Trip Travel**
 - Arranged through GBT



*Grant benefits vary by country, based on the cost of living in each country; your grant document/terms and conditions contains the final rates. Changes to the structure of country visits may not be honored due to increased costs.



The Council
of International
Education

The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



Payment Schedule: Consecutive Segments

PAYMENT 1

- Issued prior to grant start (approximately one month in advance)
- Includes one-time allowances for host country 1
- 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)
- Includes one-time allowances for host country 2
- Monthly stipends for months 4, 5, & 6 (if applicable)
- **Example:** Second payment for August start in November

- Global award payments are made as indicated 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.





Payment Schedule: Non-Consecutive Segments

PAYMENT 1

- Issued prior to grant start (*approximately **one month in advance***)
- Includes one-time allowances for host country 1
- Monthly stipend for host country 1

Example:
First payment for a September 2022 start = beginning of August 2022

PAYMENT 2

- Issued **approximately one month prior to start of segment 2**
- Includes one-time allowances for host country 2
- Monthly stipends for host country 2

Example:
First payment for a May 2022 start = beginning of April 2022

- Global award payments are made as indicated 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.



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.

IIE Pay

- Your grant payment will be paid to you via **IlePay** (iie.org/iiepay), IIE's digital payment service, which will transfer it directly to your bank account.
- IlePay is a service provided by Zelle. **Confirm with your bank that Zelle payments are accepted** and if there are limitations associated with Zelle payments.
- Make sure the email address on file with your bank is the same primary email address on file with IIE.
 - If you need to change the primary email address on file with IIE, update it directly at the Portal or contact your IIE program officer.
- Visit the Zelle website to register with IlePay and follow the instructions that ask you to identify your bank and login: enroll.zellepay.com.
- You will receive an email from payments@ealerts.bankofamerica.com notify you when the payment has been initiated.
- If your bank does not accept Zelle, please notify your IIE program officer. You will need to submit your bank account information with a voided check for us to pay you via an alternative method.



Sponsored by the U.S. Department of State
Bureau of Educational and Cultural Affairs



IlePAY.
The faster, safer,
easier way to get
your payment.

Sign up for IlePAY online and get your payment
same day or next business day**.

[**iie.org/iiepay**](https://iie.org/iiepay)



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
- Materials should be donated as resources for host university library and/or academic department
- Use diplomatic pouch (*if available in your country*) or relocation allowance for shipping materials





Forms and Procedures Overview

U.S. Scholar Grantee Page

Website: fulbrightscholars.org/us-scholar-grantee-resources

Relevant resources including:

- ASPE health benefit overview
- Link to IRS/Fulbright website
- Reporting requirements (interim and final surveys)
- Medical History and Examination Form available to download

IIE Portal

- Login information and instructions sent to you via email and are located here:
<https://connect.iie.org/user/login>
- Add two emergency contacts & verify personal information
- Submit and receive documents in a protected and secure portal
- Upload signed grant document and terms and conditions
- Submit completed medical form
- Submit proof of citizenship/copy of passport
- Auto-generated emails will notify you when documents are reviewed
- Confirm arrival date after you arrive





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 IIE Portal
- IIE will notify you via the IIE Portal once you have received medical clearance from Fulbright



- Medical clearance is valid for one year from the date of clearance. If your future country visits are more than one year after medical U.S. medical clearance, an updated form or letter from your doctor will be required. **Advisory on vaccinations:** You do not need to get a TB test or new vaccinations for 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." Vaccination history section of the form, including COVID-19 vaccination information, is recommended, but not required.



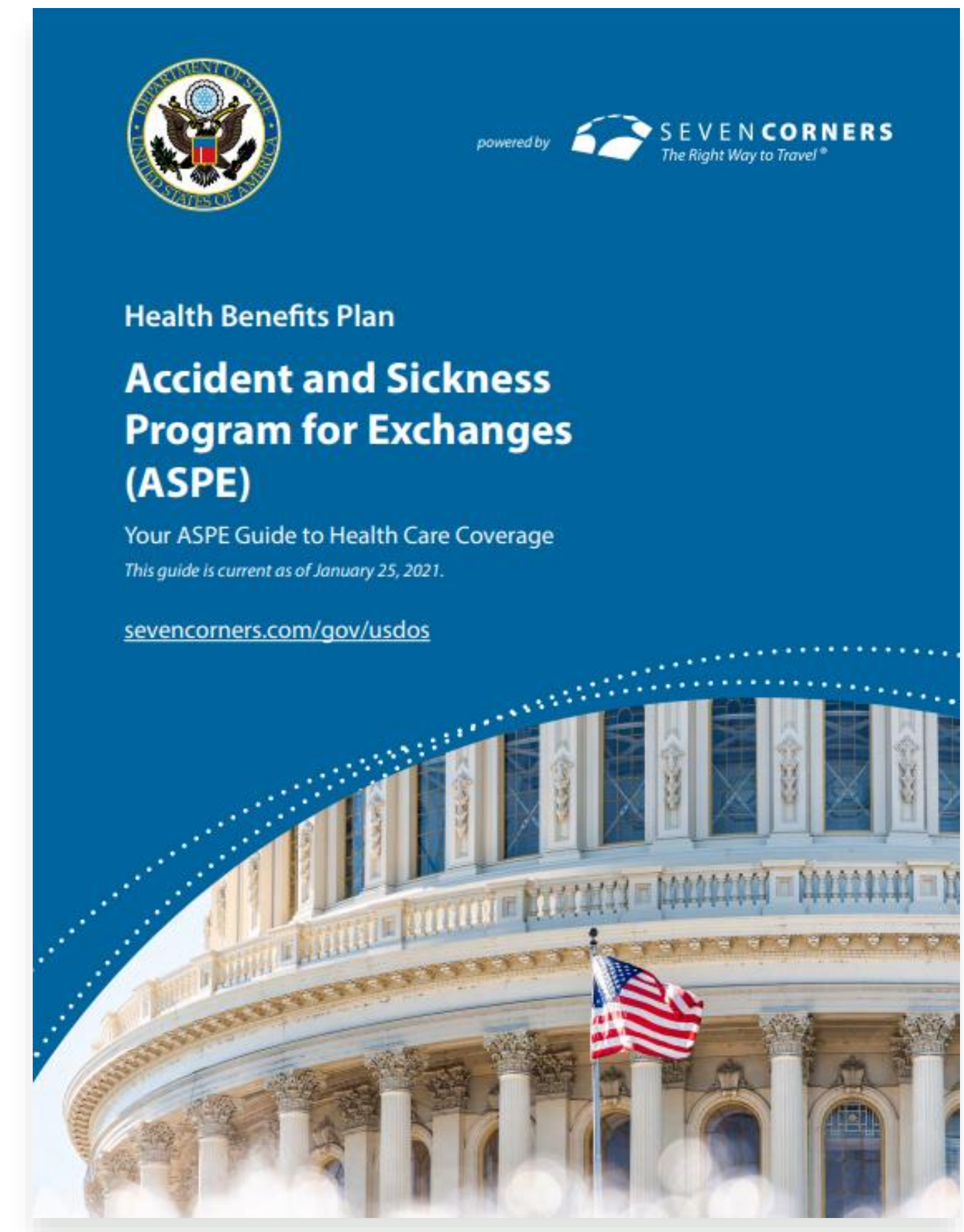
The Power
of International
Education

The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



ASPE Health Benefits

- Limited coverage for you only, serving as supplemental coverage
- Maintain your health insurance policy and research international coverage
- ID card can be downloaded after your travel is approved
- Detailed information on ASPE coverage can be found at myplan.sevencorners.com
- Print a hard copy of your ASPE card to keep with you during your grant





ASPE Assist 24/7 Support

fulbrightscholars.org/aspe-assist-us-scholars

Online and phone assistance for urgent situations:

- Mental health crisis support
- Sexual assault response
- Violent crime response
- Providing advice to grantees when they feel at risk or vulnerable

Non-urgent case services:

- Medical advice (provided by licensed intensive care nurses)
- Travel health information
- Personal security advice





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
 - www.irs.gov
 - irs.gov/Individuals/International-Taxpayers/Fulbright-Grants





Diplomatic Pouch Services

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





Travel Overview - GBT

- All grant travel **IS** booked through GBT
- Fly America/Open Skies Act compliant
- IIE approves itinerary or replies with questions
- Changes to itinerary must be approved
- The dates of your itinerary should match the parameters of your grant document

**** Important:** For your safety, always 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.*



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



Booking Travel

- ✓ STEP ONE: IIE will send you Travel Instructions and Travel Reservation Request Form
- ✓ STEP TWO: Submit the Travel Request Form to IIE's travel vendor, GBT, by emailing IIE.US@amexgbt.com (*only after grant document, medical form, and passport have been approved*)
- ✓ STEP THREE: GBT will work with you to identify potential itineraries.
- ✓ STEP FOUR: Your flight itinerary will be emailed to you from GBT 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.
- ✓ STEP SIX: Grantee emails the final itinerary to the Post/Commission
- ❖ If there are questions/concerns regarding your request IIE's Travel Team may be in touch with you.
- ❖ *Global Scholar Award grants do not cover cost of dependent travel*





Reporting

- **Baseline Survey:** You will receive an email prompting you to complete before your grants begin
- **Interim/Flex:** Complete after each country segment. Survey link available within US Scholar Guide
- **Final:** You will receive an email in the final month/segment of your grant prompting you to submit
- **Alumni:** one year post-grant

Completion of surveys is required as a condition of the grant and your Fulbright Certificate



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



ECA Pre-Departure Resources

Fulbright Pre-Departure Resources

<http://eca.state.gov/pre-departure-resources>

- Password-protected: mu2alxchange
- Country-specific information for living in your host country
 - Safety & security, health, cross-cultural adjustments, identity abroad
- Contact information for the Embassy
- Visa information, if applicable

Home →

East Asia and the Pacific →

Europe and Eurasia →

Middle East and North Africa →

South and Central Asia →

Sub-Saharan Africa →

Western Hemisphere →

Fulbright Pre-Departure Resources

These pre-departure resources provide administrative details pertaining to your Fulbright grant, as well as practical information on living in the host country and region. Additionally, the subsequent webpages will provide opportunities to connect with your fellow Fulbright U.S. scholars and students, as well as Fulbright alumni.

Select the world region below where you will be conducting your Fulbright grant to visit the region's orientation portal.



→ Share Your Fulbright Story

Alumni



Cross-Cultural Adaptation



Identity Abroad



Grant Benefits



Health



Safety



Spouses and Dependents



The Fulbright Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by the Institute of International Education.



Scholar Responsibility Checklist

- ✓ **Complete and return** medical forms to IIE
- ✓ **Complete and return** grant document, Terms and Conditions, and passport copy to IIE
- ✓ **Apply** for your visa/research permit, if applicable (contact host country points of contact for details)
- ✓ **Book** travel of approved itinerary through submitting the Travel Reservation Request form to GBT
- ✓ **Confirm** payment details, contact your IIE program officer if Zelle is not an option for your bank
- ✓ **Review** ASPE information, download and print ASPE ID card 1-2 weeks before departure
- ✓ **Communicate** with your host institution and the U.S. Embassy regarding teaching, research and arrival
- ✓ **Coordinate** and confirm in-country housing arrangements
- ✓ **Enroll** in STEP



Notify IIE and Embassy/Commission and host institution if any other grant details change or about any travel during grant period and provide a justification

The Power
of International
Education

The Fulbright Program is sponsored by the U.S. Department of State with
funding provided by the U.S. Government and administered by the Institute
of International Education.



Contacts

IIE

- Contact with questions related to grant administration, rules and regulations
- Email – GlobalScholarAdvising@IIE.org





U.S. Embassy Public Affairs Section or Fulbright Commission

- *The U.S. Embassy (“Post”) or Fulbright Commission “Commission”) is your primary point of contact in **each** host country. On the US Scholar Resources page, click on [Determine if there is a Fulbright Commission in your host country](#) to find the relevant office in each of your host countries.*
- Enroll in Smart Traveler Enrollment Program (STEP): step.state.gov
- Attend U.S. Embassy security briefing as soon as possible upon arrival – ensure you understand these requirements before booking travel.
- 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 U.S. Embassy/Commission staff, your host institution, and IIE updated on all travel plans.
- Review the Fulbright U.S. Scholar Program: Safety, Health, and Security page for important contacts (fulbrightscholars.org/fulbright-us-scholar-program-safety-health-and-security)





Sharing Your Fulbright Experience

- Submit headshot (at least 500px wide with 300 dpi) by July 1st
- Brief bio (125-word limit) including Name, Home Institution, Host Countries, Discipline and Project Title by July 1st
- Upload photos of your Fulbright at fulbrightonline.org/photouploads
- Use **#Fulbright** when sharing photos, and memories of your Fulbright experience on social media
- If you want to share your stories/news: socialmedia@fulbrightmail.org
- Fulbrighter App- fulbrighternetwork.com/signup
- Join the [Fulbright Association](#) to stay connected to other alumni through a lifelong learning and networking program
- Follow us on:  [@FulbrightPrgrm](#)  [@the_fulbright_program](#)  [Follow us on!](#)  [/the-fulbright-program](#)