



INSTRUCTIONS FOR COMPLETING THE 2015-16 OLF APPLICATION FORM

INSTITUTE OF INTERNATIONAL EDUCATION,
COUNCIL FOR INTERNATIONAL EXCHANGE OF SCHOLARS (CIES)

The Outreach Lecturing Fund Travel Award provides opportunities for U.S. institutions to invite Fulbright Visiting Scholars for a guest lectureships.

In order to qualify for an award under the Occasional Lecturer Fund:

1. Your Fulbright Scholar grant period must be for over three months. The lecture cannot take place within the last 30 days of the Scholar's grant period. Please ensure that your lecture plans meet all eligibility requirements found on the [OLF webpage](#).
2. **Visiting Scholars wishing to partake in an OLF must have a Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN).** Please see the section on "Obtaining a Social Security Number or Individual Taxpayer Identification Number" in the *Guide for Visiting Fulbright Scholars* for more information. Please have the scholar email a copy of their SSN or ITIN to olf@iie.org.
2. Submit an invitation letter on your U.S. university or college letterhead stating your request to have the Fulbright Scholar guest lecture. The letter should indicate the proposed dates and lecture topic(s) and honorarium request if applicable. Note that OLF Travel Awards can only be requested for travel within the U.S. and its territories. Travel must be at least 75 miles from the scholar's host U.S. residence.
3. The focus of the OLF is to engage with institutions that are underrepresented within the Fulbright Program. If your institution is outside the scope of these focus institutions, OLF awards may still be granted if you partner and include a visit to a second local institution that meets these standards. Please view a list of these partnering institutions [here](#).
4. Please include the scholar's current U.S. residential address, your institution's address, and the closest airports to the scholar and your institution.
5. Email the completed OLF application form and invitation letter(s) at least 30 days in advance of the planned trip to: olf@iie.org
6. If approved, CIES will email you and the scholar an OLF approval stating the amount of the award. CIES will include a program evaluation link and an Electronic Funds Transfer (EFT) Authorization form to the approval email.
7. Complete the evaluation and ensure that the scholar returns the EFT Authorization forms along with a voided check to CIES within 3 days after the OLF trip.
8. CIES will process the scholar's OLF Travel Award payment within 2 weeks after receipt of the evaluation, SSN/ITIN and EFT form and voided check.

If you have any questions or concerns, please contact program administrators at: olf@iie.org