**Outreach Lecturing Fund (OLF) Letter of Invitation Requirements/Checklist**

Thank you for your interest in the Fulbright Outreach Lecturing Fund (OLF). The following set of guidelines includes the mandatory components of your letter of invitation to the Fulbright Visiting Scholar. Please ensure you have covered each element as outlined below before submitting the letter along with your OLF application.

* Each hosting institution must submit a letter of invitation. If two institutions partner on an OLF application, two letters of invitation are required.
* Letters should be on the inviting institution’s official letterhead.
* The invitation letter should indicate the Fulbright Visiting Scholar’s name, country of origin, and primary host institution where they are conducting their research (where they would be traveling from).
* Each letter must include the date and time of each individual lecture or activity being asked of the Visiting Scholar.
* Each letter should describe the nature and content of the event (s), including primary audience(s).
* The letter must outline any financial or in-kind arrangements you plan to provide to the Visiting Scholar, whether for transit, lodging, meals, or honorarium. While not required, OLF allows and encourages host institutions to supplement the OLF travel award.
  + **Important**: Honoraria are allowed, but MUST be planned for at the time of application, as they require pre-approval from the Fulbright program sponsor. **Honoraria cannot be added after the events take place**.
* Important: Please outline how your institution would benefit from the Visiting Scholar’s visit; please reference any curriculum, research, or community impact you would foresee because of participation in OLF.