

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

Thank you for your interest in 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 along with your OLF application.

- ✓ Submit a letter of invitation for each inviting institution where the Fulbright Visiting Scholar will conduct activities.
- ✓ Letters should be on the inviting institution's official letterhead
- ✓ The 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 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, including 1) Lodging, 2) Meals/Per Diem, 3) Honorarium. OLF typically only covers the travel costs for the scholar and strongly encourages host institution cost share. Please note in your letter whether you expect the scholar to cover any costs on their own.
- ✓ If you are on this list of OLF [priority institutions](#) and are requesting supplemental funding, outline the parameters of that request and include a financial figure. Please note that such requests are not guaranteed and are subject to review by OLF program staff.
- ✓ 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 as a result of participation in OLF.