

# Welcome to the Scholar Grant Admin Session!

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Bureau of Educational and Cultural Affairs





FULBRIGHT

Scholar Program

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

PRE-DEPARTURE ORIENTATION 2023

*Fulbright Global Scholar Award*

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# Overview

**Fulbright Administration**

**Grant Terms and Benefits**

**Forms and Procedures**

**Scholar Responsibility Checklist and Important Contacts**

**Sharing your Fulbright Experience**



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# 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](#)
- Your grant documents have been uploaded to the IIE Portal for your viewing.



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# 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, 2024** to begin the initial segment of the grant; All grant segments must be completed by August 31, 2025.
- 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.*



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# 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.





# 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 in July for an August start

## 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 2023 start = beginning of August 2023***

## 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 2024 start = beginning of April 2024***

- 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.





# IIE Pay

- Your grant payment will be paid to you via **IlePay** ([iie.org/iiepay](https://iie.org/iiepay)), IIE's digital payment service, which will transfer funds 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 any 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](https://enroll.zellepay.com).
- You will receive an email from [payments@ealerts.bankofamerica.com](mailto: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.



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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 Resources Page

**Website:** [fulbrightscholars.org/us-scholar-grantee-resources](https://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 Participant 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



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# 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 clearance, an updated form or letter from your doctor will be required.



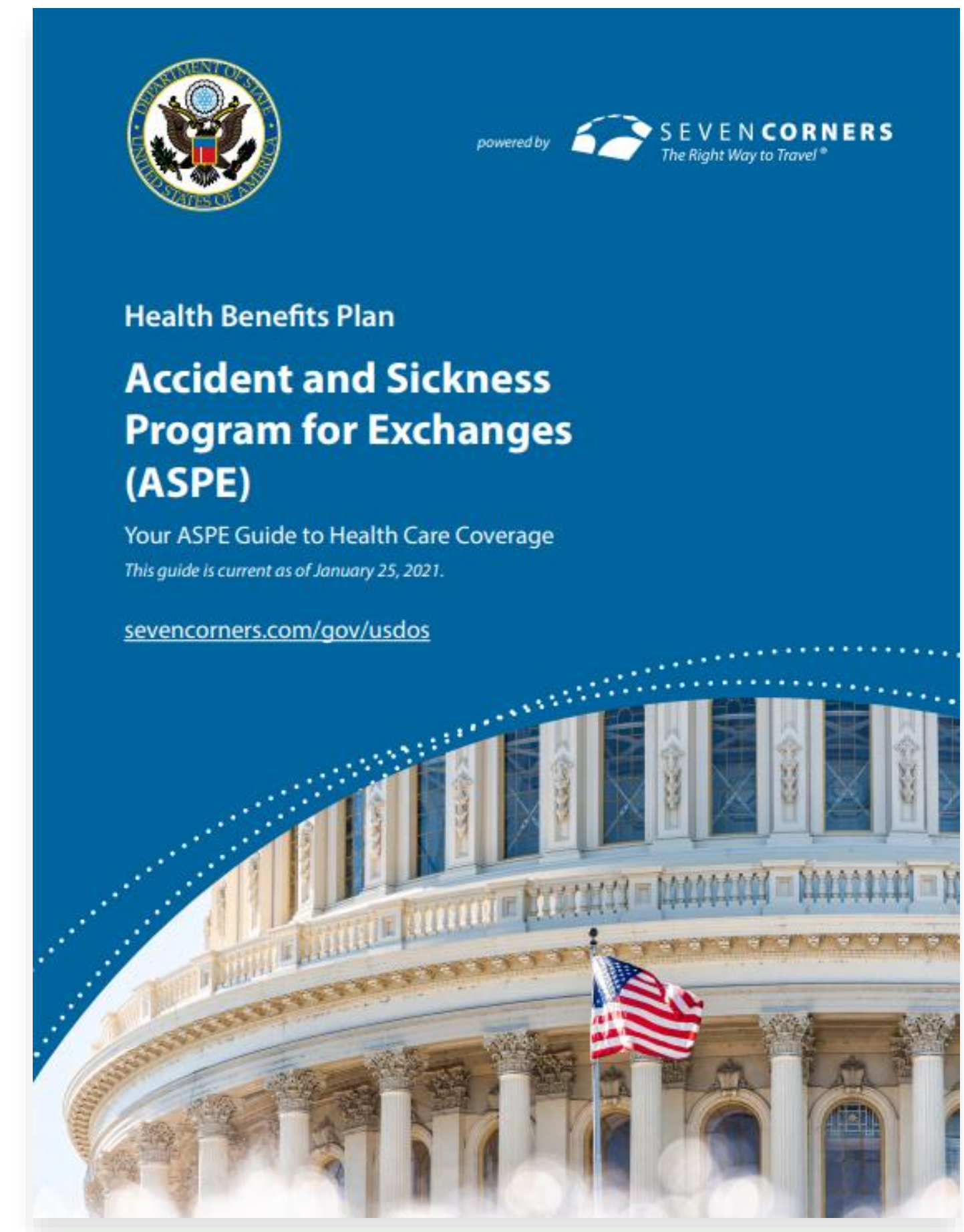
**Advisory on vaccinations:** You do not need to get a TB test or new vaccinations for U.S. medical clearance. If you had immunizations in childhood, then writing “in childhood” will suffice. For the rest of the form, make sure all boxes are either checked or filled with “N/A.” The vaccination history section of the form, including COVID-19 vaccination information, is recommended, but not required.





# 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](https://myplan.sevencorners.com)
- Print a hard copy of your ASPE card to keep with you during your grant



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# ASPE Assist 24/7 Support

[www.fulbrightscholars.org/aspe-assist-us-scholars](http://www.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



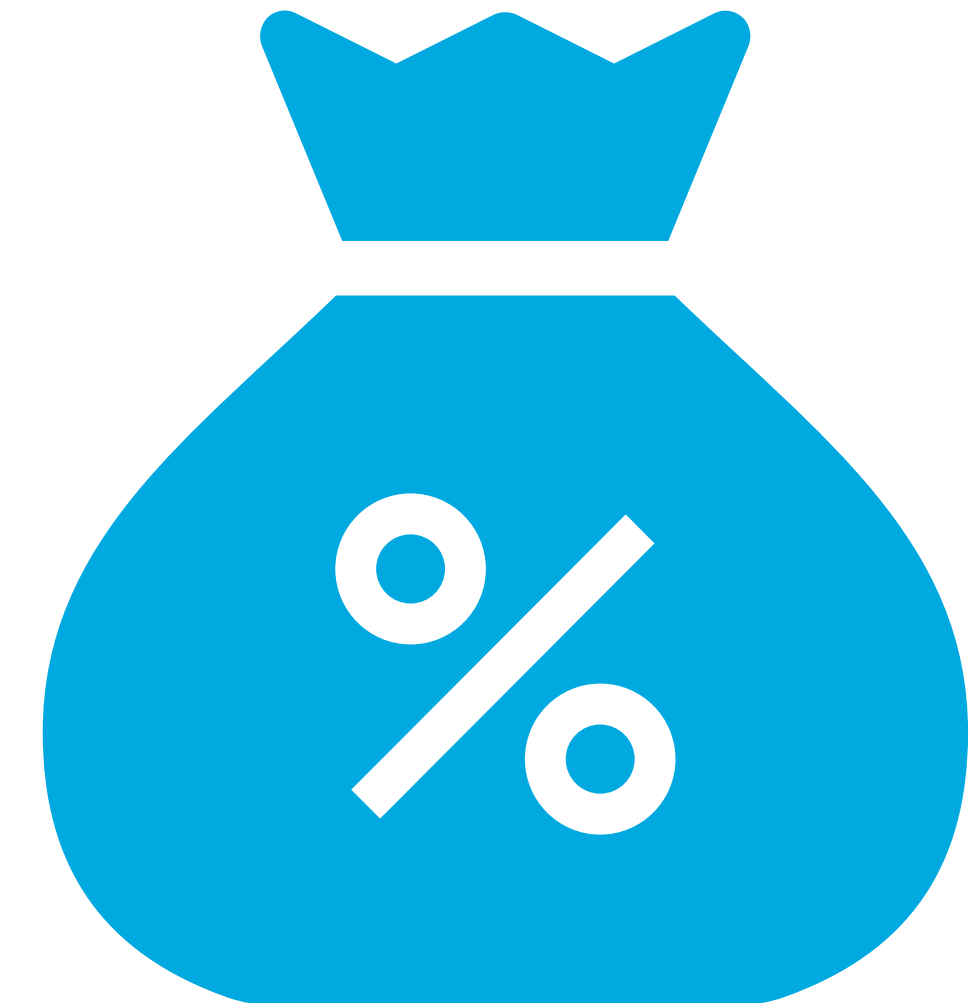
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# Taxes

- 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](http://www.irs.gov)
  - [irs.gov/Individuals/International-Taxpayers/Fulbright-Grants](http://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





# Booking Travel - GBT

- All required documents must be submitted and approved in the IIE Portal before you book your travel.
  - Grantees book travel through GBT (IIE's designated travel agency)
    - IIE Advisor will provide you with instructions and a booking form; grantees work directly with GBT to select the itinerary
    - IIE approves final itinerary or replies with questions; all changes to itineraries must be approved by IIE/ECA
    - Travel must be booked with a U.S. carrier (or code share) in accordance with the ***Fly America Act and the Open Skies Act***
    - IIE will upload approved travel itinerary to the IIE Participant Portal
- *Global Scholar Award grants do not cover cost of dependent travel*

## Grantees will

- Share itinerary/travel information with Fulbright Commission or U.S. Embassy contact

For your safety, always inform your host, Fulbright Commission/U.S. Embassy contact and IIE if you plan to change your travel itinerary and any time you move around within the country. Any travel outside the host country during the segment requires prior approval.



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# 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



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# 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



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# 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 Commission/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







# Contacts

## IIE

- Contact with questions related to grant administration, rules and regulations
- Email – [GlobalScholarAdvising@iie.org](mailto: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](https://step.state.gov)
- 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](https://fulbrightscholars.org/fulbright-us-scholar-program-safety-health-and-security) )



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# Helpful Tips

- Be sure to connect with the Embassy or Fulbright Commission close to your departure
- During travel, make sure to stay hydrated. On long haul flights, make sure to get moving on the plane and stretch your legs
- While in country, consider reaching out to Fulbright alumni networks
- Proactively learn more about healthcare providers in the area of your segment
- Always carry a printed copy of your ASPE card
- If you're within a month of your grant segment and you haven't yet received your stipend, please reach out to

[GlobalScholarAdvising@iie.org](mailto:GlobalScholarAdvising@iie.org)



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# Sharing Your Fulbright Experience

- Submit headshot to [GlobalScholarsAdvising@iie.org](mailto:GlobalScholarsAdvising@iie.org) (at least 500px wide with 300 dpi) by July 1<sup>st</sup>
- Upload photos of your Fulbright at [fulbrightsource.net/portals/source](https://fulbrightsource.net/portals/source)
- 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](mailto:socialmedia@fulbrightmail.org)
- Fulbrighter App- [fulbrighternetwork.com/signup](https://fulbrighternetwork.com/signup)
- Join the [Fulbright Association](#) to stay connected to other alumni through lifelong learning and networking.

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