FULBRIGHT

Fulbright Visiting Scholar Program Roadmap FY24

Program Administration and Resources

Activity	Resources	Start Date	Due Date
• **2024-25 Visiting Scholar Competitions close**, Commission/Post receive applications and make selections in Slate	Commission/Post Portal	Rolling, Summer and Fall 2023	Enough time to meet FFSB submission deadline below
• Commission/Post **transmits recommended candidates** to ECA and IIE via the FFSB Transmittal System by **January 15, 2024 (Posts) and February 1, 2024 (Commissions)**	FFSB Transmittal System	Late 2023	**Posts:** 1/15/2024 **Commissions:** 2/1/2024
• Upon panel submission by the field to ECA, IIE **commences technical review of applications**, including plagiarism review, and migrates data into IIE's Partner Portal where Commissions and Posts can view participant records live.	Fulbright Online Application Management System (Slate) IIE Partner Portal Scholar Website - Plagiarism Procedure Overview	1/15/2024	Within one month of receipt
• **Post/IIE administered countries**: IIE/ECA prepare 2023-2024 budgets. ECA confirms selected participants with Post after technical review and budgets completed and FFSB approval received. • **Commission-paid countries**: ECA confirms selected participants with Commission after technical review completed and FFSB approval received. Any participants with potential J-visa restrictions or candidates requiring a No-patient contact letter (Medical Sciences memo) are flagged.	Scholar Website - Medical Sciences/No Patient Contact Letter	February 2024	Ongoing
• IIE **launches Visiting Scholar competition** for 2025-2026 cycle (FY25).	Fulbright Online Application (Slate) - App will open by January 1, 2024	December 2023	Announcement to open FY25 Visiting Scholar competitions shared with the field in January 2024 Fulbright Bulletin
• IIE **Communicates Tax Responsibilities** to IIE-administered Participants (Grantax/Sprintax Pilot), and other participants (mainly commission) about any relevant tax liability for Tax year 2023	Sprintax - FAQs	January-March 2024	March 15, 2024

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• Participants who received IIE-paid income (whether stipends or enrichment/OLF benefits) **independently supply the appropriate paperwork to Sprintax** and file their own returns independently. Scholars who did not receive IIE income will receive instructions to guide them on minor tax-related paperwork (typically form 8843).	Sprintax - FAQs	February/ March 2024	April 15, 2024
• Commissions/Posts **launch their FY25 competitions** in Slate by country.	The 2025-2026 Launch Template is found in the Commission/Post Portal (under Resources).	January 2024	Ongoing
• Commissions/Posts **provide completed medical forms to IIE**	Selectees must complete and submit no more than six months before program start date Scholar Website - Medical Form	2/1/2024 (depending on grant start date)	Prior to issuance of Form DS-2019
• Commissions/Posts **provide supporting materials** (in conversation with nominee), such as all documents, J1 and J2 verifications (including financial support information and medical sciences forms), as needed through the IIE Partner Portal	IIE Partner Portal Scholar Website - Medical Sciences/No Patient Contact Letter DS-2019 Kickoff Webinar	2/1/2024 and continues through Spring/early summer	Prior to issuance of Form DS-2019
• IIE **issues Affiliation (Institutional Reply Form/IRF) and issues Participant Activity Review** through the IIE Partner Portal for scholar and Commission/Post review. • IIE Placement Services Upon Request	IIE Partner Portal Scholar Website - IRF Sample Scholar Website - IIE Placement Services Form	2/1/2024 and continues through Spring/early summer	Prior to issuance of Form DS-2019
• Once Commissions/Posts **share IRF with participant** and confirms program dates, • Commissions/Posts **submit confirmations** through the IIE Partner Portal	IIE Partner Portal	2/1/2024 and continues through Spring/early summer	Upon receipt and prior to issuance of Form DS-2019
• IIE **issues Terms and Conditions of Award** and transfers to Commissions and Posts through the IIE Partner Portal.	IIE Partner Portal Scholar Website - FY24 Universal Terms and Conditions (coming in late 2023) Password: Resources	2/1/2024 and continues through Spring/early summer	Prior to issuance of Form DS-2019
• **Posts** work with selectee to review and sign Grant documents, Terms and Conditions of Award; **Commissions** issue grant documents; Commissions and Posts submit signed grant documents through the IIE Partner Portal.	IIE Partner Portal	2/1/2024 and continues through Spring/early summer	Prior to issuance of DS-2019 form

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• **IIE issues Forms DS-2019** upon receipt of all supporting documents and signed grant documents/terms and conditions		4/1/2024 and continues through summer	Target: 8 weeks prior to grant start date
• Commissions and Posts can **see predicted issuing dates and N numbers** in the IIE Partner Portal.	IIE Partner Portal	Rolling through spring and summer: As soon as all DS-2019 documents are on file	Target: 8 weeks before grant start date
• **Pre-Departure Orientations** (Varies by country)	**Resources for PDO** Scholar Website - Online Visiting Scholar Guide PowerPoint slides: Posts Commissions	Spring/Summer 2024	Prior to grant start
• IIE **welcomes scholars to the United States** and shares digital grant packet • Enroll participants (not dependents) in ASPE • Access to Self-Service Portal • IIE administers baseline survey to participants before arrival in country • Participants should arrive for full academic year grants in the Fall of 2024 and conform to the U.S. academic calendar to the extent possible. The last possible start date for the FY24 cohort is May 31, 2025	Self-Service Portal Scholar Website - FY23 Visiting Scholar Digital Grant Packet (password: Resources) Coming in Spring 2024: FY24 VS Digital Grant Packet	7/1/2024	Ongoing as participants start their exchanges.
• **2024-2025 Participants arrive in United States** • Participants notify IIE of their arrival via Self-Service Portal • Participants should arrive for full academic year grants in the Fall of 2024 and conform to the U.S. academic calendar to the extent possible. The last possible start date for the FY24 cohort is May 31, 2025	Self-Service Portal	7/1/2024	Ongoing as participants start their exchanges
• IIE will **inform Commission/Post of any grant issues or changes** in grant		Ongoing	Ongoing
• IIE **provides in-country advising services and touch points** to Visiting Scholars	Scholar Website - Visiting Scholar Program Advisors	Ongoing	Ongoing
• IIE **administers mid-term monitoring survey** to participants who are on grant longer than six months		Ongoing	At grant mid-point

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• Participants **inform IIE of any changes in their grant**, including but limited to:
  o Changes in personal status
  o Program progress or challenges
  o Health problems (including pregnancies) and legal issues
  o International travel
  o Employment and honoraria
  o Extensions of stay
  o Transfers of sponsorship
  o Departure travel
		Ongoing	Ongoing

• IIE **administers final survey to participants upon completion of grant and shares responses** with Commissions and Posts as individual participant reports through the IIE Partner Portal.	IIE Partner Portal	Ongoing	Ongoing, within six weeks of grant end
• IIE **provides electronic certificates through the self-service portal** upon completion of final survey.	IIE Partner Portal	Ongoing	Quarterly, Upon submission of final report

Key:

IIE Responsibility
Commission/Post Action Required
Participant Informational/Action