

Fulbright U.S. Scholar Program Grantee Portal: Reference Guide

Contents

GRANTEE PORTAL CHECK LIST:	2
UPON FIRST LOG IN.....	3
Update your password.....	3
Check information in the <i>My Details</i> main tab	5
Review the U.S. Scholar Guide.....	7
BEFORE DEPARTURE	9
Upload your signed grant document	9
Upload the Medical History and Examination Form.....	12
Enter emergency contact information.....	14
Enter travel itinerary.....	15
Upload proof of flight purchase (Post scholars only)	17
Upload Electronic Funds Transfer information (Post scholars only)	18
DURING YOUR GRANT.....	20
Update travel itinerary.....	20
Access important documents	20
Upload signed grant amendments.....	21
Reset your password.....	24

GRANTEE PORTAL CHECK LIST:

UPON FIRST LOG IN -

- ✓ [Update your password](#)
- ✓ Check that the information in the [My Details](#) tab (*My Profile; Addresses; Family and Dependents*) is correct. Please note that only IIE/CIES can edit information that is greyed-out in the Grantee Portal.
- ✓ Review the [U.S. Scholar Guide](#), which you can access via the *My Forms & Resources* tab.
- ✓ Add the email address iie@mycusthelp.com to your contacts list so that automated emails sent from the system do not go to your spam/junk folder.
- ✓ Determine if you are going to a Post country or a Commission country:
 - **Post countries:** the Fulbright U.S. Scholar Program is managed in the host country through the Public Affairs Section of the U.S. Embassy or Consulate. The Fulbright grant terms and conditions and payments are handled through IIE/CIES.
 - **Commission countries:** the Fulbright U.S. Scholar Program is managed in the host country through the Fulbright commission. The Fulbright grant terms and conditions, payments, travel, etc. are handled through the commission. If you are going to a commission country and the commission is writing your grant, please follow their instructions. *Please note that the Commission does not have access to the Portal and cannot view the documents you have uploaded.*

BEFORE DEPARTURE -

- ✓ Upload your [signed grant document](#) in the *My Documents* tab within 21 days of receipt.
- ✓ Upload the [Medical History and Examination Form](#) in the *My Documents* tab at least 8 weeks, but no more than 6 months, prior to your departure.
- ✓ Enter information for **two** [emergency contacts](#) in the *Addresses* sub tab (found within the *My Details* tab). These emergency contacts must reside in the United States. **You will not receive medical clearance until these contacts have been added.**
- ✓ Upload [travel itinerary](#) information in the *My Documents* tab:
 - **POST SCHOLARS:** Enter your proposed itinerary in this tab **before purchasing flights**. IIE/CIES must first approve your itinerary.
 - **COMMISSION SCHOLARS:** Once the **Commission has approved your itinerary** and tickets have been purchased, enter your itinerary in this tab. IIE/CIES does not need to approve your itinerary.
- ✓ **POST SCHOLARS ONLY:** After purchasing flights, upload your receipt as [proof of purchase](#) in the *My Documents* tab within one week of purchase.
- ✓ **POST SCHOLARS ONLY:** Upload the [EFT form](#) in the *My Documents* tab at least 8 weeks before your departure.

DURING GRANT -

- ✓ Contact IIE/CIES if any information changes in the *My Details* tab.
- ✓ If your travel itinerary changes, upload the [new itinerary](#) in the *My Documents* tab:

- **POST SCHOLARS:** If you plan to alter your itinerary, upload your proposed new itinerary to the *My Documents* tab **before purchasing flights**. IIE/CIES must approve any itinerary changes.
- **COMMISSION SCHOLARS:** Seek approval from the Fulbright Commission of any travel itinerary changes **before purchasing flights**. Upload your new itinerary to the *My Documents* tab once tickets have been purchased. IIE/CIES does not need to approve itinerary changes.
- ✓ [Access important documents](#) that you or IIE/CIES have uploaded to the portal, including medical clearance documents and your grant document.
- ✓ Upload signed [grant amendments](#) in the *My Documents* tab (if applicable).
- ✓ If you [forget your password](#), you can reset it in the portal at any time.

UPON FIRST LOG IN

Update your password

- You will receive an email from IIE/CIES Fulbright U.S. Scholar Program Staff with a link to the Grantee Portal homepage.
- On the homepage, click *Forgot Password*, enter your email address and create a password.


Participant Service Portal

*Email Address:

*Password:

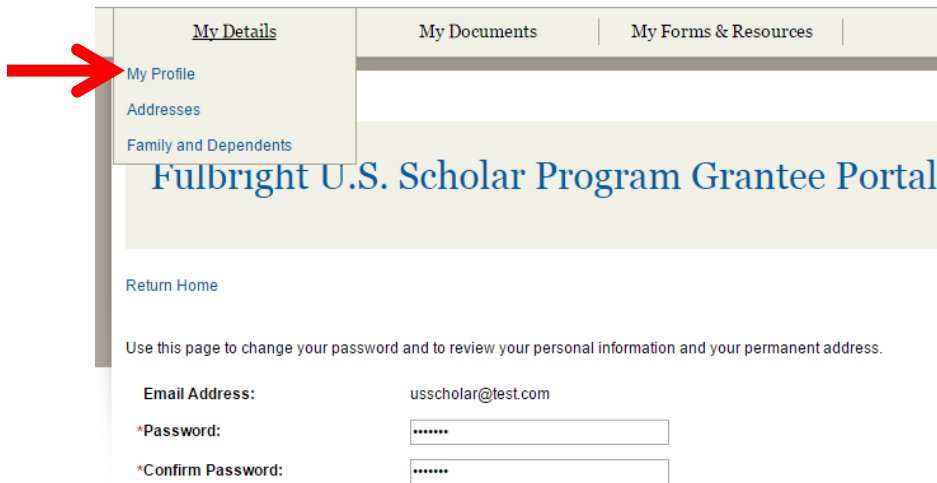
NOTE: Passwords are case sensitive

[Log In](#)

 [Forgot your password?](#)

• Contact your IIE Program Officer with any log in issues

- Passwords may be changed at any time within the *My Profile* sub-tab, located under the *My Details* main tab.



My Details | My Documents | My Forms & Resources

My Profile
Addresses
Family and Dependents

Fulbright U.S. Scholar Program Grantee Portal

[Return Home](#)

Use this page to change your password and to review your personal information and your permanent address.

Email Address: usscholar@test.com

*Password:

*Confirm Password:

- Make sure to click *Submit* at the bottom of the page after editing your password.

Use this page to change your password and to review your personal information and your permanent address.

Email Address: usscholar@test.com

*Password:

*Confirm Password:

*First Name: US Scholar

Middle Name:

*Last Name: Test

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Country: USA

Phone:

Prefix: -- Please Choose --

Occupation/Position:


Department:

Secondary Phone Number:

Fax Number:

Skype Name:

Additional Email Address:



Check information in the *My Details* main tab

- Upon your first log in, check that the information in the *My Details* tab, including in the *My Profile*, *Addresses* and *Family and Dependents* subtabs, is correct.



- In the *My Profile* sub tab, ensure that your personal information and permanent address are correct. Contact IIE/CIES if information here needs to be updated.

Use this page to change your password and to review your personal information and your permanent address.

Email Address:	usscholar@test.com
*Password:	<input type="password"/>
*Confirm Password:	<input type="password"/>
*First Name:	US Scholar
Middle Name:	<input type="text"/>
*Last Name:	Test
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	USA
Phone:	<input type="text"/>
Prefix:	-- Please Choose --
Occupation/Position:	<input type="text"/>
Department:	<input type="text"/>
Secondary Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Skype Name:	<input type="text"/>
Additional Email Address:	<input type="text"/>

- In the *Addresses* sub tab, ensure that the mailing address listed is correct. You can click on each address to see additional information.

Fulbright U.S. Scholar Program Grantee Portal

[Return Home](#)

Address Information

Address Name ▾	Address Type	Number / Street	City	Country
Auto Populate	Emergency Contact	809 UN Plaza	New York	USA
Auto Populate	Emergency Contact	1234 Lane	Jacksonville	USA
Auto Populate	Temporary Address	12222 Normal	Evansville	USA
Auto Populate	Emergency Contact			Albania
Auto Populate	Mailing Address	1234 Test Lane	Washington	USA



[Add Additional Addresses](#)

- If you click on the address (shown in the screenshot above), you will be taken to the following screen with more information about that address. If you need to edit an address, please contact your IIE/CIES program staff.

Fulbright U.S. Scholar Program Grantee Portal

Address Information

Address Type: Emergency Contact

Country: Algeria

Number / Street:

Province:

Address Name: Auto Populate

Effective Start Date: 4/6/2016 12:00:00 AM

Effective End Date :

Contact Name: Bob 2

Contact Email Address:

City:

State:

Address Two:

Address Three:

Primary Phone Number:

Other Phone Number:

Contact Relationship:

[Back](#)

- In the Family and Dependents sub tab, ensure that the information listed for your dependents is correct. First click into the household name:

Fulbright U.S. Scholar Program Grantee Portal

[Return Home](#)

Use this page to review the personal information and details for your dependents. If there are any changes needed, please contact your IIE/CIES Program Staff

Household Name ▲	Relationship to Participant	Email	Address	City
Test-US Scholar				



- The following screen will appear with a list of dependents. Please note your name will be included in the list as “Program Participant.” If any of this information has changed, please contact your IIE/CIES program staff.

Last Name	First Name	Relationship	Primary
Test	US Dep	Child	No
Test	US Scholar	Program Participant	Yes

Review the U.S. Scholar Guide

- Via the *My Forms & Resources* tab, you can access the U.S. Scholar Guide, which contains information relevant to the administration of the Fulbright Scholar program, including program policies, required forms, and other important resources.
- Once you click on *My Forms & Resources*, you will see information about the Guide as well as a link *Grantee login*:

My Details

My Documents

My Forms & Resources

Fulbright U.S. Scholar Program Grantee

[Return Home](#)

U.S. Scholar Guide

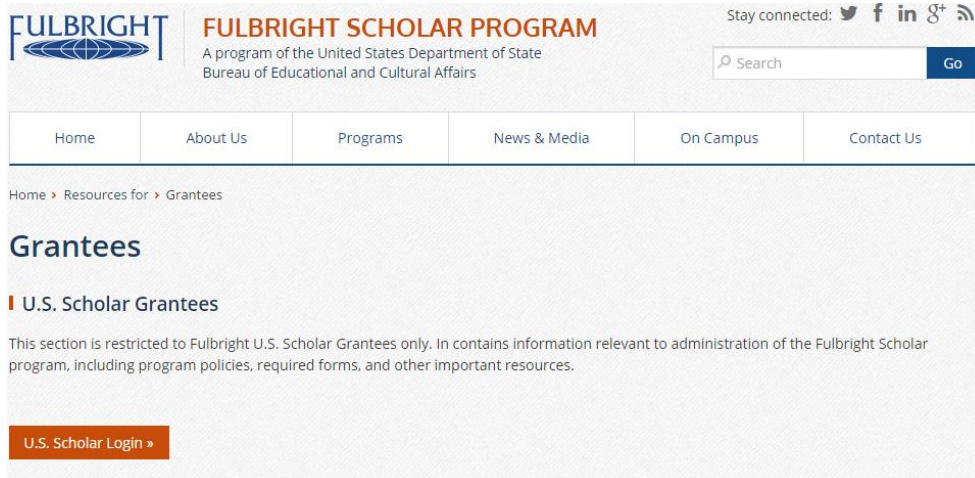
[Grantee Page: Grantee login Password: CIES_grantee!](#)

Parts of the Guide apply only to grantees going to certain countries:

- **Post countries:** the Fulbright U.S. Scholar Program is managed in the host country through the Post grant terms and conditions and payments are handled through CIES.
- **Commission countries:** the Fulbright U.S. Scholar Program is managed in the host country through the Commission. Payments, travel, etc. are handled through the commission. If you are going to a commission country, please see the instructions.

Contact IIE/CIES Program Staff if you have any questions. www.cies.org/grantees

- Once you click on *Grantee login*, you will be taken to the *Grantees* page on the CIES website. Click *U.S. Scholar Login*:



The screenshot shows the Fulbright Scholar Program website. At the top left is the Fulbright logo. To its right is the text "FULBRIGHT SCHOLAR PROGRAM" and "A program of the United States Department of State Bureau of Educational and Cultural Affairs". On the top right, there are social media icons for Twitter, Facebook, LinkedIn, Google+, and RSS, along with the text "Stay connected:". Below this is a search bar with a "Go" button. A navigation menu contains links for Home, About Us, Programs, News & Media, On Campus, and Contact Us. Below the menu, the breadcrumb trail reads "Home > Resources for > Grantees". The main heading is "Grantees". Underneath, there is a sub-heading "U.S. Scholar Grantees" and a paragraph of introductory text. At the bottom of the page, there is a prominent orange button labeled "U.S. Scholar Login >".

- Enter the password (CIES_grantee!) on the next page, which will then take you to the U.S. Scholar Guide.

FULBRIGHT | **FULBRIGHT SCHOLAR PROGRAM**
A program of the United States Department of State
Bureau of Educational and Cultural Affairs

Home | About Us | Programs | News & Media

Home > Protected page -- Enter password

Protected page -- Enter password

If you are a grantee and forgot your password, Send an Email to Scholars@iie.org

Grantee Password

OK

BEFORE DEPARTURE

Upload your signed grant document

- Upload your signed grant document within 21 days of receipt. Post scholars will receive an unsigned grant document from IIE/CIES; Commission scholars will receive an unsigned grant document from the Fulbright Commission.
- After clicking on *My Documents*, click on the program you wish to upload documents for (e.g., Fulbright U.S. Scholar Program).

My Details | **My Documents** | My Forms & Resources | Log Out

Fulbright U.S. Scholar Program Grantee Portal

[Return Home](#)

Program(s)
Please select the program you wish to upload documents for.

Program	Participant ID	Location Country	Country of Nomination
Fulbright U.S. Scholar Program	65656565	Algeria	

- Once you click on the program name, you will be taken to the screen below. If you are a Post scholar, IIE/CIES will have uploaded an unsigned grant document for you to review, which you can access on this page (see red arrow below; the document will be titled “Grant Document – Unsigned”). If you are a Commission scholar, the Fulbright Commission will send you your unsigned grant document directly, so you may skip this step.

Fulbright U.S. Scholar Program Grantee Portal

Program

Program: Fulbright U.S. Scholar Program
Participant ID: 65656565

Location Country:
World Region:

Documents you have uploaded (6)

Click “Add New Document” below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & Resources tab.
- Once IIE/CIES staff have reviewed and approved the document, the document’s status will change to “Approved.”
- If the document is not approved by IIE/CIES or requires additional information, the document’s status will change to “Rejected,” and you will receive an email from IIE/CIES explaining why the document was rejected.

Document Category ▲	Date Received	Review and Approval
Application		
Bank Information	03/06/2016	Approved
Bank Information	03/18/2016	
Grant Document	03/18/2016	
Grant Document - Unsigned		IIE Uploaded
Medical Form	03/18/2016	



- Both Post and Commission scholars will upload the signed grant document to this page by clicking *Add New Document*.
Please note: You should upload the terms and conditions and the grant document as **one file to the My Documents tab.*

Fulbright U.S. Scholar Program Grantee Portal

Program

Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:
Participant ID:	65656565	Institution/Account:	New Portal U:
World Region:		Field of Study:	

Documents you have uploaded (1)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & R
- Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected," from IIE/CIES explaining why the document was rejected.

Document Category	Date Received	Review and Approval
Bank Information	03/06/2016	Approved

[Add New Document](#)

- Once you click *Add New Document*, choose "Grant Document" as the Document Category and click *Browse* to select the file you wish to upload. The "Date Received" field will auto-populate with today's date. When you are finished, click *Save*.

Fulbright U.S. Scholar Program Grantee Portal

* Document Category: Date Received:

Attachment:

- After you have added the grant document, it will show up in the list of documents you have uploaded. The "Review and Approval" status of the document will change to "Approved" once IIE/CIES has reviewed and approved the document. If the document status changes to "Rejected," you will receive an

automated email explaining why the document was rejected and next steps to take.

Fulbright U.S. Scholar Program Grantee Portal

Program

Program: Fulbright U.S. Scholar Program
Participant ID: 65656565

Location Country:
World Region:

Documents you have uploaded (6)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & Resources tab.
- Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected," and you will receive an email from IIE/CIES explaining why the document was rejected.

Document Category ▲	Date Received	Review and Approval
Application		
Bank Information	03/06/2016	Approved
Bank Information	03/18/2016	Approved
Grant Document	03/18/2016	Approved
Grant Document - Unsigned		IIE Uploaded
Medical Form	03/18/2016	

Add New Document

Upload the Medical History and Examination Form

- All Fulbright grants are contingent upon medical clearance. Please read carefully through the instructions on the *My Documents* tab under "Required Pre-Departure Documents":

II. MEDICAL HISTORY AND EXAMINATION FORM: due at least 8 weeks prior to, but no more than 6 months before, grant start date

**All Fulbright grants are contingent upon medical clearance.*

***This process is the same for Commission and Post grantees.*

IMPORTANT INSTRUCTIONS:

- Complete Part I prior to the medical examination.
- Part II, "Health History" and Part III, "Medical Examination" must be completed by a qualified, licensed doctor or physician **no more than six months before your grant start date.**
** You are not required to get a TB test or any vaccinations. If you've had any of the vaccinations listed on page 7, please enter dates. If you are certain you had them in childhood, then writing "in childhood" will suffice.*
*** For the rest of the form, please make sure all boxes/fields are either checked or filled with "N/A."*
- Please make sure to sign and date at the bottom of page 8 before submitting your form.
- Upload the completed Medical History and Examination Form in the "My Documents" tab
- IIE/CIES will review the form for completeness.
- Your form will be forwarded to the State Department for final approval. This process can take about two weeks.
- Once IIE/CIES has received your medical clearance from the State Department, your program staff contact will notify you that you have received clearance and upload the medical clearance documents to the "My Documents" tab for you to access.
**We encourage scholars to take these medical documents with them on grant, as the comprehensive medical history, examination, and current laboratory results may be useful should you need to seek medical care while abroad.*

- In order to upload the Medical History and Examination Form, click *Add New Document*.

Fulbright U.S. Scholar Program Grantee Portal

Program


Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:
Participant ID:	65656565	Institution/Account:	New Portal U:
World Region:		Field of Study:	

Documents you have uploaded (1)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- o You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & R
- o Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- o If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected, from IIE/CIES explaining why the document was rejected.

Document Category	Date Received	Review and Approval
Bank Information	03/06/2016	Approved



- Once you click *Add New Document*, choose "Medical Form" as the Document Category and click *Browse* to select the file you wish to upload. The Date Received field will auto-populate with today's date. When you are finished, click *Save*.

Fulbright U.S. Scholar Program Grantee Portal

*Document Category:

Date Received:

Attachment:



- After you have added the Medical History and Examination Form, it will show up in the list of documents you have uploaded.
 - o If the document status changes to "Rejected," you will receive an automated email explaining why the document was rejected and next steps to take.
 - o If you do not receive a rejected email your medical form has been reviewed and forwarded to the Department of State. Once your medical clearance has been processed, you will then receive an email stating that you have received medical clearance. Memos from CIES and the Department of State confirming your clearance will be uploaded to the *My Documents* tab by IIE/CIES so that you may access this information during your grant. This process can take **about two weeks**.

Fulbright U.S. Scholar Program Grantee Portal

Program

Program: Fulbright U.S. Scholar Program
Participant ID: 65656565

Location Country:
World Region:

Documents you have uploaded (15)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & Resources tab.
- Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected," and you will receive an email from IIE/CIES explaining why the document was rejected.

Document Category	Date Received	Review and Approval
Application	03/18/2016	Rejected
Bank Information	03/06/2016	Rejected
Bank Information	03/18/2016	Approved
Bank Information	03/18/2016	
Bank Information	03/18/2016	
Grant Document	03/18/2016	Approved
Grant Document	03/18/2016	Rejected
Grant Document - Unsigned		IIE Uploaded
Grant Document - Unsigned		IIE Uploaded
Grant Document - Unsigned		IIE Uploaded
Grant Renewal Document	03/24/2016	
Medical Clearance		IIE Uploaded
Medical Clearance		
Medical Form	03/18/2016	
Medical Form	03/18/2016	Rejected



Enter emergency contact information

- You must enter contact information for two emergency contacts before you can be medically cleared.** IIE/CIES may contact them in the case of an emergency while you are on grant. Therefore, do not include anyone who will be accompanying you on your grant, and only include contacts who reside in the United States.
- To add emergency contacts, click on the *Addresses* subtab under the *My Details* main tab.



My Details | My Documents | My Forms & Resources

- My Profile
- Addresses**
- Family and Dependents

Fulbright U.S. Scholar Program Grantee

- Click *Add Additional Addresses* on the next page.

Fulbright U.S. Scholar Program Grantee Portal

[Return Home](#)

Address Information

Address Name ▾	Address Type	Number / Street	City	Country
Auto Populate	Emergency Contact	809 UN Plaza	New York	USA



[Add Additional Addresses](#)

- Choose “Emergency Contact” as the “Address Type” and fill in the remaining fields. Click **Save** when you are done.
**Please note: You should not edit the field “Address Name.” This field auto-populates.*

Fulbright U.S. Scholar Program Grantee Portal

Address Information



* Address Type:	<input type="text" value="Emergency Contact"/>	City:	<input type="text"/>
* Country:	<input type="text"/>	State:	<input type="text" value="Please Choose"/>
Number / Street:	<input type="text"/>	Zip Code + 4:	<input type="text" value="XXXXX or XXXXX-XXXX"/>
Address Two:	<input type="text"/>	Province:	<input type="text"/>
Address Three:	<input type="text"/>	* Address Name:	<input type="text" value="Auto Populate"/>
Contact Name:	<input type="text"/>	Contact Relationship:	<input type="text"/>
Contact Email Address:	<input type="text"/>		



[Save](#)

[Cancel](#)

**Please note: If you need to edit emergency contact information after clicking Save, please contact your IIE/CIES program staff.*

Enter travel itinerary

***Please Note:** Scholars going to Sub-Saharan Africa, Post countries in the Middle East/North Africa, or who are recipients of the Global Award will use HRG to reserve travel and can disregard this section.

TRAVEL APPROVAL PROCESS:

- You should upload any travel itineraries for travel that is relevant to your grant in the *My Documents* tab. This includes all personal or professional trips and any trip outside of your host country
- The process of receiving approval for travel differs between Post and Commission scholars.
 - POST SCHOLARS: Before purchasing your flights**, upload your proposed travel itinerary in the *My Documents* tab. IIE/CIES will then review your itinerary, and once it appears as “Approved” in the portal, you may purchase tickets (so long as you have also received medical clearance).
 - *Please note:** Post scholars may either complete the Travel Itinerary Form found in the U.S. Scholar Guide or may upload a screenshot of the proposed itinerary from the airline’s website.
 - **Please note:** After purchasing flights, Post scholars must upload his/her receipt as proof of purchase to the *My Documents* tab. See instructions below.
 - COMMISSION SCHOLARS: Once you have purchased Commission-approved flights**, please upload this itinerary in the *My Documents* tab. IIE/CIES does not need to approve your itinerary.
 - Professional: outbound itinerary from country of grant and return itinerary to country of grant if you leave your grant country for professional reasons
- In order to upload your travel itinerary, click “Add New Document” in the *My Documents* tab:

Fulbright U.S. Scholar Program Grantee Portal

Program

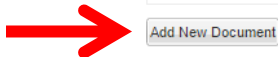
Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:
Participant ID:	65656565	Institution/Account:	New Portal U:
World Region:		Field of Study:	

Documents you have uploaded (1)

Click “Add New Document” below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & R
- Once IIE/CIES staff have reviewed and approved the document, the document’s status will change to “Approved.”
- If the document is not approved by IIE/CIES or requires additional information, the document’s status will change to “Rejected, from IIE/CIES explaining why the document was rejected.

Document Category ▲	Date Received	Review and Approval
Bank Information	03/06/2016	Approved



- Once you click *Add New Document*, choose “Itinerary” as the Document Category and click *Browse* to select the file you wish to upload. The Date Received field will auto-populate with today’s date. When you are finished, click *Save*.

Fulbright U.S. Scholar Program Grantee Portal

* Document Category: Date Received:

Attachment:



Upload proof of flight purchase (Post scholars only)

- Once you have purchased IIE/CIES-approved flights, it is required that you upload your receipt to the *My Documents* tab. The receipt will likely be in the form of an email from the airline, which you can convert to a PDF before uploading it to the Grantee Portal.
- To upload your receipt to the Grantee Portal, click “Add New Document” in the *My Documents* tab:

Fulbright U.S. Scholar Program Grantee Portal

Program


Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:
Participant ID:	65656565	Institution/Account:	New Portal Us
World Region:		Field of Study:	

Documents you have uploaded (1)

Click “Add New Document” below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & R
- Once IIE/CIES staff have reviewed and approved the document, the document’s status will change to “Approved.”
- If the document is not approved by IIE/CIES or requires additional information, the document’s status will change to “Rejected, from IIE/CIES explaining why the document was rejected.

Document Category ▲	Date Received	Review and Approval
Bank Information	03/06/2016	Approved



- Once you click *Add New Document*, choose “Receipts” as the Document Category and click *Browse* to select the file you wish to upload. The Date Received field will auto-populate with today’s date. When you are finished, click *Save*.

Fulbright U.S. Scholar Program Grantee Portal

* Document Category: Date Received:

Attachment:



Upload Electronic Funds Transfer information (Post scholars only)

- **COMMISSION SCHOLARS:** The Fulbright Commission will collect your bank information and provide more details about your payment schedule. **You do not need to update this information to the portal.**
- **POST SCHOLARS:** Because Post scholars are paid through IIE/CIES, IIE/CIES must collect their EFT information in order to process payments via EFT. To upload your EFT information, navigate to the *My Documents* tab and click *Add New Document*.
 - ***Please note:** You can access the blank EFT form in the U.S. Scholar Guide, which is linked to the *My Forms & Resources* tab. You must upload both the form as well as a voided check. Please combine these two documents into one document and then upload it to the portal.

Fulbright U.S. Scholar Program Grantee Portal

Program


Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:
Participant ID:	65656565	Institution/Account:	New Portal U:
World Region:		Field of Study:	

Documents you have uploaded (1)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & R
- Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected, from IIE/CIES explaining why the document was rejected.

Document Category	Date Received	Review and Approval
Bank Information	03/06/2016	Approved




- Once you have clicked *Add New Document*, choose “Bank Information” as the Document Category and click *Browse* to select the file you wish to upload. The Date Received field will auto-populate with today’s date. When you are finished, click *Save*.

Fulbright U.S. Scholar Program Grantee Portal

*Document Category: Date Received:

Attachment:



- After you have uploaded your EFT information, it will show up in the list of documents you have uploaded. The “Review and Approval” status of the document will change to “Approved” once IIE/CIES has reviewed/approved the document. If the document status changes to “Rejected,” you will receive an automated email explaining why the document was rejected and next steps to take.

Fulbright U.S. Scholar Program Grantee Portal

Program

Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:00:00 AM
Participant ID:	65656565	Institution/Account:	New Portal User
World Region:		Field of Study:	

Documents you have uploaded (1)

Click “Add New Document” below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & Resources tab.
- Once IIE/CIES staff have reviewed and approved the document, the document’s status will change to “Approved.”
- If the document is not approved by IIE/CIES or requires additional information, the document’s status will change to “Rejected,” and you will receive an email from IIE/CIES explaining why the document was rejected.

Document Category	Date Received	Review and Approval
Bank Information	03/06/2016	Approved



DURING YOUR GRANT

Update travel itinerary

- If your travel plans change at any time, upload your updated travel itinerary in the *My Documents* tab. You will upload the updated travel itinerary the same way you uploaded your original itinerary. (Please see above for [instructions](#).)
 - **POST SCHOLARS:** If you plan to alter your itinerary, upload your new proposed itinerary in the *My Documents* tab **before purchasing flights**. IIE/CIES must approve any itinerary changes.
 - **COMMISSION SCHOLARS:** Seek approval from the Fulbright Commission of any travel itinerary changes **before purchasing flights**. Upload the new itinerary to the *My Documents* tab once tickets have been purchased. IIE/CIES does not need to approve itinerary changes.
- **POST SCHOLARS:** Once your updated itinerary is reviewed by IIE/CIES, the “Review and Approval” column will either say “Approved” or “Rejected.”
- **COMMISSION SCHOLARS:** IIE/CIES does not need to approve any changes to your itinerary, but make sure to keep your itinerary updated so that the accurate information is on file for you.

Access important documents

- While on grant, you will be able to access all documents that you or IIE/CIES have uploaded to the portal in the *My Documents* tab. Click on the document’s name to access it:

[Fulbright U.S. Scholar Program Grantee Portal](#)


Program

Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:
Participant ID:	65656565	Institution/Account:	New Portal U:
World Region:		Field of Study:	

Documents you have uploaded (1)

Click “Add New Document” below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & R
- Once IIE/CIES staff have reviewed and approved the document, the document’s status will change to “Approved.”
- If the document is not approved by IIE/CIES or requires additional information, the document’s status will change to “Rejected, from IIE/CIES explaining why the document was rejected.



Document Category ▲	Date Received	Review and Approval
Bank Information	03/06/2016	Approved

- Then click the attachment on the following page:

Fulbright U.S. Scholar Program Grantee Portal

Document
Category:

Bank Information

Date Received: 3/6/2016 12:00:00 AM

Attachments:

[Forms_fid.xlsx](#)



[Back](#)

- After you have received medical clearance, you will be able to access your Medical History and Examination Form as well as memos from CIES and the Department of State confirming your clearance in this tab. You will also be able to access your grant document in this tab.

Upload signed grant amendments

- If your grant is amended, you must upload the signed grant document to the portal in the *My Documents* tab.
 - POST SCHOLARS: IIE/CIES will upload the blank version of the grant amendment in the *My Documents* tab. Access the blank version here, sign the document in ink and upload the signed version in the *My Documents* tab.
 - COMMISSION SCHOLARS: The Fulbright Commission may generate a grant amendment if your grant is amended, but not all Commissions do so. If the Commission does generate this document for you to sign, please upload the signed version to the portal. If the Commission does not provide this document, please let IIE/CIES know that your grant has been amended.
- To upload your grant amendment to the portal, navigate to the *My Documents* tab and click *Add New Document*.

Fulbright U.S. Scholar Program Grantee Portal

Program

Program:	Fulbright U.S. Scholar Program	Start Date:	
Location Country:		End Date:	3/6/2005 12:00:00 AM
Participant ID:	65656565	Institution/Account:	New Portal User
World Region:		Field of Study:	

Documents you have uploaded (1)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & Resources tab.
- Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected," and you will receive an email from IIE/CIES explaining why the document was rejected.

Document Category ▾	Date Received	Review and Approval
Bank Information	03/06/2016	Approved



[Add New Document](#)

- Once you click *Add New Document*, choose "Grant Document" as the Document Category and click *Browse* to select the file you wish to upload. The Date Received field will auto-populate with today's date. When you are finished, click *Save*.

Fulbright U.S. Scholar Program Grantee Portal

*Document Category: Date Received:

Attachment:

- After you have added the grant document, it will show up in the list of documents you have uploaded. The "Review and Approval" status of the document will change to "Approved" once IIE/CIES have reviewed and approved the document. If the document status changes to "Rejected," you will receive an automated email explaining why the document was rejected and next steps to take.

Fulbright U.S. Scholar Program Grantee Portal

Program

Program: Fulbright U.S. Scholar Program
Participant ID: 65656565

Location Country:
World Region:

Documents you have uploaded (6)

Click "Add New Document" below to submit a document to IIE /CIES for review.

- You may download the blank versions of these forms from the U.S. Scholar Guide, which you may access via the My Forms & Resources tab.
- Once IIE/CIES staff have reviewed and approved the document, the document's status will change to "Approved."
- If the document is not approved by IIE/CIES or requires additional information, the document's status will change to "Rejected," and you will receive an email from IIE/CIES explaining why the document was rejected.

Document Category ▲	Date Received	Review and Approval
Application		
Bank Information	03/06/2016	Approved
Bank Information	03/18/2016	
Grant Document	03/18/2016	Approved
Grant Document - Unsigned		IIE Uploaded
Medical Form	03/18/2016	

Add New Document



Reset your password

- If you forget your password, click *Forgot your password?* on the log-in page of the portal:

Participant Service Portal

*Email Address:

*Password:

NOTE: Passwords are case sensitive

[Log In](#)

[Forgot your password?](#)

• Contact your IIE Program Officer with any log in issues

© 2014 Institute of International Education, Inc. All rights reserved.

- You will be prompted to enter your email address and will then receive an automated email from the system with a temporary password:

IIE Portal Information Inbox x



IIE Support <iie@mycusthelp.com>

to me ▾

Hello US Scholar,

Thank you for resetting your password for the IIE Participant Self-Service Portal. Below is your temporary password:

Temporary Password: 7777dcd0c

[Click here](#) to update your password and log into the system.

Best regards,

IIE Support

PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS. Messages sent to this address will not be read. Please contact your IIE program manager with any questions or concerns.

- Once you log back in to the portal with your temporary password, you will be prompted to enter a new password, which you can then use to log in to the system in the future.