



## Fulbright Visiting Scholar Program Roadmap FY23 (AF Region) – Program Administration and Resources

Activity	Resources	Start Date	Due Date
<ul style="list-style-type: none"> <li>2023-24 Visiting Scholar Competitions close, Post receives applications and make selections in Slate</li> </ul>	<a href="https://apply.iie.org/portal/partner">https://apply.iie.org/portal/partner</a>	Rolling, Summer and early Fall 2022	Enough time to meet FFSB submission deadline below
<ul style="list-style-type: none"> <li>Post transmits recommended candidates to ECA and IIE via the FFSB Transmittal System by <b>October 1</b></li> </ul>	<a href="https://ffsb.fulbrightonline.org/">https://ffsb.fulbrightonline.org/</a>	Early Fall 2022	October 1
<ul style="list-style-type: none"> <li>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 Posts can view participant records live.</li> </ul>	<a href="#">IIE Partner Portal</a> <a href="#">Plagiarism Procedure Overview</a>	Rolling	Rolling
<ul style="list-style-type: none"> <li>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.</li> </ul>	<a href="#">Medical Sciences/No Patient Contact Letter</a>	March 2023	March 2023
<ul style="list-style-type: none"> <li>IIE launches Visiting Scholar competition for 2024-2025 cycle (FY24).</li> </ul>	<a href="#">Slate Application</a> - App will open by January 1, 2023	January 2023	Announcement to open FY24 Visiting Scholar competitions shared with the field in January 2023 Fulbright Bulletin
<ul style="list-style-type: none"> <li>IIE Communicates Tax Responsibilities to IIE-administered Participants (Grantax/Sprintax Pilot), and other participants (mainly commission) about any relevant tax liability for Tax year 2022</li> </ul>	<a href="http://www.sprintax.com/faq">http://www.sprintax.com/faq</a>	January-March 2023	March 15, 2023
<ul style="list-style-type: none"> <li>Participants independently supply the appropriate paperwork to Sprintax (IIE-paid) or file their own returns independently (non-IIE-paid)</li> </ul>	<a href="http://www.sprintax.com/faq">http://www.sprintax.com/faq</a>	February/ March 2023	April 18, 2023
<ul style="list-style-type: none"> <li>Posts launch their FY24 competitions in Slate by country.</li> </ul>	The 2024-2025 Launch Template is found in the <a href="#">Post/Commission Slate portal</a> (under Resources tab).	As early as January 2023 (determined by country)	Ongoing (determined by country)

Activity	Resources	Start Date	Due Date
<ul style="list-style-type: none"> <li>• Posts provide completed medical forms to IIE</li> </ul>	<p>Selectees must complete and submit no more than six months before program start date</p> <p><a href="#">Medical Form</a></p>	Should be submitted no more than six months before program start date	At least 8 weeks prior to program start date to allow time for DS-2019 processing
<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p><a href="#">IIE Partner Portal</a></p> <p><a href="#">Medical Sciences/No Patient Contact Letter</a></p> <p><a href="#">DS-2019 Kickoff Webinar</a></p>	Should start submitting as soon as final selections are announced (with exception of medical form if more than 6 months prior to the program start date)	At least 8 weeks prior to program start date to allow time for DS-2019 processing
<ul style="list-style-type: none"> <li>• IIE issues Affiliation (Institutional Reply Form/IRF) and issues Participant Activity Review through the IIE Partner Portal for scholar and Post review</li> <li>• IIE Placement Services Upon Request</li> </ul>	<p><a href="#">IIE Partner Portal</a></p> <p><a href="#">IRF Sample</a></p> <p><a href="#">IIE Placement Services Form</a></p>	As soon as final selections are announced	Prior to issuance of DS-2019
<ul style="list-style-type: none"> <li>• Once Posts share IRF with participant and confirms program dates,</li> <li>• Posts confirm participant activities through the IIE Partner Portal</li> </ul>	<a href="#">IIE Partner Portal</a>	Rolling	Prior to issuance of DS-2019
<ul style="list-style-type: none"> <li>• Posts work with selectee to review and sign Grant documents, Terms and Conditions of Award; Posts submit signed grant documents through the IIE Partner Portal.</li> </ul>	<a href="#">IIE Partner Portal</a>	Once placements are finalized and IIE uploads unsigned Grant Document to partner portal	Prior to issuance of DS-2019 form
<ul style="list-style-type: none"> <li>• IIE issues Forms DS-2019 upon receipt of all supporting documents and signed grant documents/terms and conditions</li> </ul>		Rolling	Target: 8 weeks prior to grant start date
<ul style="list-style-type: none"> <li>• Posts can see predicted shipping dates, N numbers, and tracking information in the IIE Partner Portal.</li> </ul>	<a href="#">IIE Partner Portal</a>	As soon as DS-2019 forms have been processed	Target: 8 weeks before grant start date

Activity	Resources	Start Date	Due Date
<ul style="list-style-type: none"> <li>Pre-Departure Orientations (Varies by country)</li> </ul>	<b>Resources for PDO</b> <a href="#">Online Scholar Guide</a> PDO PowerPoint slides: <i>*Contact IIE program officer for AF specific PDO PowerPoint</i>	Prior to grant start	Prior to grant start
<ul style="list-style-type: none"> <li>IIE sends welcome email to incoming scholars and shares digital grant packet</li> <li>IIE enrolls participants (not dependents) in ASPE</li> <li>Access to Self-Service Portal</li> <li>IIE administers baseline survey to participants before arrival in country</li> <li>Earliest start date for participants is August 1, and the last possible start date is March 31. Participants should try to conform to the U.S. academic calendar to the extent possible.</li> </ul>	Self-Service Portal: <a href="https://connect.iie.org">https://connect.iie.org</a> FY22 <a href="#">VS Scholar Digital Grant Packet</a> (Post and Commission password: Resources) (Digital Grant Packet updated for each cohort)	Upon issuance of DS-2019 form	Ongoing as participants start their exchanges
<ul style="list-style-type: none"> <li>2023-2024 Participants arrive in United States</li> <li>Participants notify IIE of their arrival via Self-Service Portal</li> </ul>	Self Service Portal: <a href="https://connect.iie.org">https://connect.iie.org</a>	Ongoing as participants start their exchanges (but no earlier than August 1)	Ongoing as participants start their exchanges (but no later than March 31)
<ul style="list-style-type: none"> <li>IIE will inform Post of any grant issues or changes in grant</li> </ul>		Ongoing	Ongoing
<ul style="list-style-type: none"> <li>IIE provides in-country advising services and touch points to Visiting Scholars</li> </ul>	<a href="https://fulbrightscholars.org/fulbright-visiting-scholar-program-advisors">https://fulbrightscholars.org/fulbright-visiting-scholar-program-advisors</a>	Ongoing	Ongoing
<ul style="list-style-type: none"> <li>IIE administers mid-term monitoring survey to participants who are on grant longer than six months</li> </ul>		Ongoing	At grant mid-point

Activity	Resources	Start Date	Due Date
<ul style="list-style-type: none"> <li>Participants inform IIE of any changes in their grant, including but limited to:               <ul style="list-style-type: none"> <li>Changes in personal status</li> <li>Program progress or challenges</li> <li>Health problems (including pregnancies) and legal issues</li> <li>International travel</li> <li>Employment and honoraria</li> <li>Extensions of stay</li> <li>Departure travel</li> </ul> </li> </ul>		Ongoing	Ongoing
<ul style="list-style-type: none"> <li>IIE administers final survey to participants upon completion of grant and shares responses with Posts as individual participant reports through the IIE Partner Portal.</li> </ul>	<a href="#">IIE Partner Portal</a>	Ongoing	Ongoing, within six weeks of grant end
<ul style="list-style-type: none"> <li>IIE provides electronic certificates through the self-service portal upon completion of final survey.</li> </ul>	<a href="#">IIE Partner Portal</a>	Ongoing	Quarterly, Upon submission of final report

**Key:**

<b>IIE Responsibility</b>
<b>Commission/Post Action Required</b>
<b>Participant Informational/Action</b>