

## Fulbright Visiting Scholar Programs Administration and Resources—FY21

Activity	Resources	Start Date	Due Date
<ul style="list-style-type: none"> <li>2020-21 Application Deadline: <b>January 15, 2020 (Posts) and February 1, 2020 (Commissions)</b></li> <li>Commission/Post receive applications and make selections in Slate</li> </ul>	<a href="https://apply.iee.org/portal/partner">https://apply.iee.org/portal/partner</a>	Ongoing Fall 2020	Posts: 1/15/2021 Commissions 2/1/2021
<ul style="list-style-type: none"> <li>Commission/Post transmits recommended candidates to ECA and IIE via the FFSB Transmittal System</li> <li><b>NOTE:</b> Commissions and Posts must avoid informing selected candidates of their status until global decisions are made about deferrals and FY21 cohort size (early to mid-March 2021).</li> </ul>	<a href="https://ffsb.fulbrightonline.org/">https://ffsb.fulbrightonline.org/</a>	Late 2020	Posts: 1/15/2021 Commissions :2/1/2021 <b>May be delayed to early to mid-March due to 3.1.21 deferrals deadline</b>
<ul style="list-style-type: none"> <li>IIE conducts technical review of applications, migrates data into IIE Partner Portal where Commissions and Posts can view participant records live.</li> </ul>	<a href="https://apply.iee.org/manage/IIE%20Partner%20Portal">https://apply.iee.org/manage/IIE Partner Portal</a>	1/15/2021	Typically within one month of receipt
<ul style="list-style-type: none"> <li>Post/IIE administered countries: IIE/ECA prepare 2021-2022 budgets. ECA confirms selected participants with Post after technical review and budgets completed and FFSB approval received.</li> <li>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.</li> </ul>	<a href="#">Medical Sciences/No Patient Contact Letter</a>	February 2021	Ongoing
<ul style="list-style-type: none"> <li>IIE launches Visiting Scholar competition for 2022-2023 cycle.</li> </ul>	<a href="#">Slate Application</a>	Fall 2020(Dec.)	Completed
<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 2020</li> </ul>	<a href="#">Demystifying U.S. Tax Obligations Video</a>	February/March 2021	March 15, 2021
<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>		February/March 2021	April 15, 2021 or June 15, 2021, depending on tax profile

<ul style="list-style-type: none"> <li>Commissions/Posts launch their competitions in Slate by country.</li> </ul>	The 2022-2023 Launch Template is found in the Post/Commission Slate portal (under Resources).	Early 2021	Ongoing
<ul style="list-style-type: none"> <li>Commissions/Posts provide completed medical forms to IIE</li> </ul>	Selectees must complete and submit no more than six months before departure <a href="#">Medical Form</a>	2/1/2021 (depending on grant start date)	Prior to issuance of Form DS-2019
<ul style="list-style-type: none"> <li>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</li> </ul>	<a href="#">IIE Partner Portal</a> <a href="#">Medical Sciences/No Patient Contact Letter</a>	2/1/2021	Prior to issuance of Form DS-2019
<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 Commission/Post review.</li> </ul>	<a href="#">IIE Partner Portal</a> <a href="#">IRF Sample</a>	4/1/2021	Prior to issuance of Form DS-2019
<ul style="list-style-type: none"> <li>Once Commissions/Posts share IRF with participant and confirms program dates,</li> <li>Commissions/Posts submit confirmations through the IIE Partner Portal</li> </ul>	<a href="#">IIE Partner Portal</a>	4/1/2021	Upon receipt and prior to issuance of Form DS-2019
<ul style="list-style-type: none"> <li>IIE issues Terms and Conditions of Award and transfers to Commissions and Posts through the IIE Partner Portal.</li> </ul>	<a href="#">IIE Partner Portal</a> <a href="#">FY20 Universal Terms and Conditions</a> (FY21 not yet approved) Password: Resources	5/15/2021	Prior to issuance of Form DS-2019
<ul style="list-style-type: none"> <li>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.</li> </ul>	<a href="#">IIE Partner Portal</a>	5/1/2021	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>		5/1/2021	Target: 8 weeks prior to grant start date
<ul style="list-style-type: none"> <li>Commissions and Posts can see predicted shipping dates, N numbers, and tracking information in the IIE Partner Portal.</li> </ul>	<a href="#">IIE Partner Portal</a>	5/1/2020	Target: 8 weeks before grant start date
<ul style="list-style-type: none"> <li>Pre-Departure Orientations (Varies by country)</li> </ul>	<b>RESOURCES for PDO</b> <a href="#">Fulbright Visiting Scholar Guide</a> (password: Resources)		Prior to grant start
<ul style="list-style-type: none"> <li>IIE welcomes scholars to the United States and shares digital grant packet</li> <li>Enroll 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> </ul>	<a href="https://connect.iie.org">https://connect.iie.org</a> FY20 <a href="#">VS Scholar Digital Grant Packet</a> (password: Resources) (FY21 Digital Grant Packet pending)	7/1/2020	Ongoing as participants depart
<ul style="list-style-type: none"> <li>2020-21 Participants arrive in United States</li> </ul>	<a href="https://connect.iie.org">https://connect.iie.org</a>	1/1/2021	7/31/2021

<ul style="list-style-type: none"> <li>Participants notify IIE of their arrival via Self-Service Portal</li> </ul>			
<ul style="list-style-type: none"> <li>IIE will inform Commission/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://www.cies.org/program-advisors">https://www.cies.org/program-advisors</a>	January 2021	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>		Early 2021	At grant mid-point
<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>Transfers of sponsorship</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 Commissions and Posts as individual participant reports through the IIE Partner Portal.</li> </ul>	<a href="#">IIE Partner Portal</a>	Late Fall 2021	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>	04/01/2021	Quarterly, Upon submission of final report

**Key:**

IIE Responsibility
Commission/Post Action Required
Participant Informational/Action