



## Fulbright Scholar Program

# Scholar-in-Residence

Application Guidelines for Institutions  
2020-2021

Proposal Deadline: Friday, November 1, 2019

[www.cies.org](http://www.cies.org)

# S-I-R Application Guidelines for Institutions

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# FULBRIGHT SCHOLAR-IN-RESIDENCE PROGRAM

## 2020-2021 U.S. HOST INSTITUTION PROPOSAL GUIDELINES

**U.S. Host institution applications must be received on or before Friday, November 1, 2019**

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**Note:** The final decision as to the number and availability of grants is subject to funding considerations and approval by the Bureau of Educational and Cultural Affairs of the United States Department of State.

The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit: <https://eca.state.gov/fulbright>.

## Overview and Purpose

Through the Fulbright Scholar-in-Residence (S-I-R) Program, U.S. colleges and universities host scholars from other countries to assist in internationalizing U.S. campuses, institutional curriculum and host communities. Fulbright S-I-Rs primarily teach at the undergraduate level in their areas of expertise and provide cross-cultural or international perspective to promote curriculum, program development and international activities. U.S. institutions may request a scholar for either a semester or a full academic year (no less than **three** months and no more than **ten** months). Proposals are accepted from individual institutions as well as jointly from two institutions. **Preference is given to colleges and universities that serve minority student populations and/or those that have infrequently hosted foreign scholars. Such institutions include: American Indian and Alaska Native Serving Institutions, Tribal Colleges and Universities, Asian American and Native American/Pacific Islander-Serving Institutions, Hispanic Serving Institutions, Historically Black Colleges and Universities, Predominantly Black Institutions, Rural Colleges and Universities, Small Liberal Arts Colleges, and Community Colleges.**

When applying for an S-I-R grant, institutions develop a program of activities describing how they will integrate a Scholar-in-Residence into campus and community activities with the aim of strengthening international resources and programs and enhancing international engagement at the institution and in the surrounding community.

The proposed plan of activities must include a primary focus on undergraduate teaching activities, such as:

- Teaching regular courses from a comparative or foreign area perspective
- Teaching or serving as a resource in interdisciplinary courses or professional programs that focus on international issues
- Teaching special seminars or colloquia
- Assisting in developing new courses or programs
- Assisting in upgrading existing course materials

In addition, the plan *must also* include other campus activities and outside community outreach activities that may involve neighboring colleges, community organizations and consortia, such as:

- Serving as a resource for faculty and students
- Participating in college/university organizations
- Speaking at civic organizations and to other professional and cultural groups and institutions
- Working with local primary and secondary schools and school districts
- Engaging with local media

Institutions will have the opportunity to either name a specific scholar or to request recruitment of a scholar from a specified country (or countries) to take on the proposed program. Please note that preference is given to scholars who have not had extensive recent experience in the United States, including previous Fulbright grantees.

While the majority of proposals are in the humanities and social sciences, proposals in all

disciplines will be considered as long as the scholar brings an international and/or comparative perspective to the department or institution. Non-traditional and interdisciplinary proposals have featured scholars in the fields of architecture, urban studies, international studies, environmental studies, women's studies, journalism, performing and creative arts and other disciplines. Regardless of the discipline, it is required to outline in the proposal how the scholar will add an international perspective to courses in their field and other programs on campus, particularly if proposing a scholar in disciplines such as business or the natural sciences.

Institutions should structure their S-I-R programs to allow visiting scholars to devote some time to their own professional interests during the grant period.

*Benefits:* The Fulbright award provides grant benefits directly to the Fulbright Scholar-in-Residence, and includes a monthly stipend, one-time professional allowance and settling-in allowance, monthly allowances for accompanying dependents, roundtrip travel, and accident and sickness health coverage. Host institutions are encouraged to think creatively about ways they may be able to provide cost-share to the S-I-R through either a salary supplement and/or assistance with other living expenses through in-kind contributions.

# INSTRUCTIONS FOR THE FULBRIGHT SCHOLAR-IN-RESIDENCE INSTITUTIONAL APPLICATION

The Fulbright Scholar-in-Residence institutional application form can be found here:

<https://apply.iie.org/sirhost>

## STEP 1: APPLICATION FORM

- I. Eligibility (Preliminary Questions page)**
  - i. Only individuals applying on behalf of an accredited U.S. institution may apply using this application.
- II. Institutional Information Institutional Information page**
  - i. Include all relevant institutional information.
- III. Institutional Contacts (Institutional Contacts page)**
  - i. Include name and contact information for the Responsible Administrative Official; a signed letter of support from the Responsible Administrative Official is to be uploaded on the **Letter of Support** page of the application. If submitting a joint proposal, please complete the corresponding sections for both institutions.
  - ii. Include name and contact information for the Principal Contact for Academic Arrangements, the faculty member who will most closely work with the scholar in an academic setting.
- IV. Proposed Program Dates (Program Information page)**
  - i. Proposed program dates should fall within the 2020-2021 academic year and can be for either one semester or a full academic year in length.
- V. Financial Support (Program Information page)**
  - i. Indicate any Salary Supplement or In-Kind Support that your institution proposes to provide to the scholar (Financial Support section). Please refer to *Step 2. Part II. Section H. Financial Support* for additional information.
- VI. Proposal Summary (Program Information page)**
  - i. In the Proposal Summary section, provide a summary of the proposed program for the Scholar-in-Residence, including discipline and courses the scholar will teach, other campus activities and engagement, and interaction with the local community. (700-character limit).
- VII. Specific Scholar Request (Scholar Profile page)**
  - i. If naming a scholar, please complete scholar information section.
  - ii. Any previous Fulbright grants within the United States should be indicated.

- iii. If requesting recruitment, please indicate up to two countries within the same geographic region. Please refer to *Step 2. Part II. Section J. Requesting Scholar Recruitment* for additional information.

## **STEP 2: INSTRUCTIONS FOR NARRATIVE PROPOSAL**

*The U.S. host institution proposal narrative should not exceed an aggregate of 13 pages in length (not including the Application form, letters of support, CV, letters of recommendation and syllabi). Recommendations for the length of each section is provided within each section. Joint proposals should not exceed an aggregate of 20 pages. While one institution might play the leading role in the partnership, the proposal should clearly state the S-I-R's proposed teaching and/or other academic activities at both institutions.*

### **I. Institutional Profile (Supporting Documentation page) Average length: 4-5 pages or 7-8 pages for joint proposals**

This section of the proposal is used to help reviewers determine the institution's appropriateness for the program. This is your opportunity to illustrate the resources, challenges, and unique attributes of your institution, as well as your internationalization efforts and plans. Priority is given to *minority-serving institutions, small liberal arts colleges, community colleges, rural colleges and universities and/or institutions that do not frequently have the opportunity for contact with foreign scholars*. This section is also used abroad to help recruit scholars and to determine relative suitability of prospective scholar candidates.

#### **a. Provide brief information about your institution**

- i. Size and characteristics of the student body and faculty
- ii. Location
- iii. Mission
- iv. Scope of academic offerings
- v. Community resources

#### **b. Describe your institution's current and previous experience with international or world area studies programs**

- i. Courses, seminars and workshops, including foreign languages taught at the institution
- ii. Study abroad programs for students
- iii. Visits by foreign faculty for lecturing or research, including any **previous participation in the Fulbright Scholar-in-Residence Program**
- iv. Foreign students
- v. Cultural events and programs
- vi. Other relevant internationalization efforts

- c. **Describe short- and long-term goals and objectives**
  - i. Describe the programs that will be enhanced by the participation of the proposed visiting scholar. Clearly state your institution's short- and long-term goals (one to five years and six to ten years respectively) in terms of developing, expanding or strengthening international, global or world area studies programs and activities and other relevant internationalization plans.

## II. **Proposed Program and Financial Support (Supporting Documentation page)**

**Average length: 8-9 pages or 12-13 pages for joint proposals**

The overall purpose of this section is to demonstrate the quality of the S-I-R program you propose and the degree to which it meets the needs of your institution.

- a. **Oversight.** *Briefly* describe the structure within the institution for planning, overseeing and assessing the S-I-R grant. Include the names and responsibilities of key personnel involved. Personnel responsibilities may include overseeing the program, holding regular meetings with the scholar and related faculty members and administrators, organizing the scholar's teaching schedule and other professional and community activities, and serving as the point person to correspond with IIE. List this person as the "principal contact for academic arrangements" (Same contact on **the Institutional Contacts page, Principal Contact for Academic Arrangements**). Please do not submit curricula vitae for the key personnel identified.
- b. **Academic Program of Scholar.** Describe the rationale behind your request for a scholar from the specified country (or countries) and the academic program your institution has designed for the scholar, including specific course responsibilities and guest teaching assignments. Indicate how you will involve the scholar in a variety of academic roles and activities beyond teaching courses, such as curriculum development, academic advising, etc. and how the scholar will help your institution reach the goals and objectives described in the proposal summary. ***Undergraduate teaching must be central to the proposal, and opportunities for the broadest possible contact with students and faculty must be provided.***
- c. **Plans for Other Campus Activities.** Develop a detailed program that will involve the scholar in a variety of campus activities, interacting with students, faculty and administrators. Indicate what arrangements you will make for the scholar's participation in cultural and social events and activities sponsored by clubs and alumni groups. Describe what opportunities the scholar will have to learn about postsecondary education and life in the United States from other professors,



administrators and students from all areas of your institution, and how the scholar will teach members of the campus about his or her country and culture. You will be asked later in the application to attach letters of support from campus groups (see **Supporting Documentation page, Letters of Support**).

- d. **Community Outreach.** Community involvement is a very important aspect of the Fulbright Scholar-in-Residence Program. Participating in community events and activities will provide the scholar with the opportunity to serve as a valuable resource for community organizations and enrich the scholar's stay in the United States.

Detail specific plans to involve the scholar in programs sponsored by community groups such as service clubs, elementary and secondary schools, fraternal and ethnic organizations, cultural institutions, religious groups, business and professional organizations, international councils and clubs, local media, local government offices and chambers of commerce. You will be asked later in the application to attach letters of support from community representatives indicating their interest in hosting the scholar (see **Supporting Documentation Page, Letters of Support**).

- e. **Professional Enrichment.** Although the primary grant activity is to teach undergraduate courses, it is important to factor in time for the scholar to pursue his or her own scholarly interests. Outline any activities that the institution would arrange for the scholar's participation in appropriate area academic events, regional or national disciplinary association meetings.
- f. **Sustainability.** Describe the long-term impact you expect from the scholar's activities and how your institution will sustain this impact. Examples of long-term impact include:
- i. Creating a new course that will be added to the curriculum
  - ii. Developing new programs
  - iii. Adding an international dimension to existing coursework
  - iv. Collaborating with the scholar to expand the international expertise of the faculty
  - v. Initiating an exchange program with the scholar's home institution, which could include student/faculty exchange and online teaching arrangements
  - vi. Developing student/faculty exchanges with the S-I-R's home institution
  - vii. Developing an online course taught by your S-I-R after they return home
- g. **Duration of Grant Period.** An institution may request a scholar for one semester (no less than three months) or for the full academic year (and no

more than 10 months), beginning no earlier than August of the U.S. academic year. The requested dates must fall within the 2020-2021 academic year. The grant may include a two-week period prior to the beginning of classes to allow for settling-in and class preparation.

h. **Financial Support.** Funding from the United States Department of State's Bureau of Educational and Cultural Affairs provides scholars with the following:

- i. Monthly stipend ranging from \$2,710 to \$3,145 (depending on location of the U.S. host institution)
- ii. Round-trip international travel for the scholar;
- iii. One-time settling-in allowance
- iv. One-time professional allowance for books, services and professional travel within the United States
- v. Monthly dependent allowance for up to two qualifying dependents (must accompany the S-I-R for at least 80% of the entire grant period)
- vi. For full academic-year awards, round-trip travel for one qualifying dependent
- vii. Accident and sickness coverage

All Fulbright funds are paid directly to the scholar, not to the U.S. host institution.

Institutions are encouraged to think through ways they may be able to provide some sort of cost share contribute to the cost of hosting the visiting scholar through a range of possibilities, including **salary supplements** and/or **in-kind contributions** (such as housing, meals or local transportation) which are valuable to help the scholar reside in your area.

Securing appropriate housing for the scholar ahead of time will enable the scholar to begin their grant activity immediately. Some institutions provide on-campus housing as part of their in-kind contribution. If your institution cannot provide housing, we ask that you assist the scholar in making housing arrangements. Depending on the location of the campus, you may want to arrange for the use of a car (please determine the issue of liability before making a commitment to provide a car for the scholar) or make other plans for transportation. Joint institution proposals should speak to the logistics and mode of travel to get the scholar between campuses.

If possible, please also include funds for participating in other professional activities in your cost-sharing contributions. Other benefits to consider include English-language classes or tutorial services for the visiting scholar's dependents, depending on their English language skills. Your institution may wish to provide supplemental health plan coverage for the scholar and/or accompanying dependents.

Institutions are expected to provide normal faculty privileges such as office space with telephone, computer and printer, library access, supplies, research and secretarial assistance. **Do not include these items as cost share in your proposal.**

Determine your institution's cost-sharing and/or salary supplement commitment before submitting your proposal. The application form requires that you name an individual authorized to make a financial commitment on behalf of your institution (Responsible Administrative Official) and you will be asked to upload a signature page for that individual on **the Supporting Documentation page**. Since the S-I-R grant is made to the scholar rather than to the institution, the grant document the scholar receives will include the amount of institutional support (whether cash and/or in-kind as stated in the S-I-R institutional application) as well as the Fulbright funding the scholar will receive.

- j. **The Scholar.** Although many institutions propose a specific individual as their Scholar-in-Residence, naming a scholar is not required and does not affect the review of proposals.

**Naming a Scholar:** If you request a scholar by name, use this section to be specific about the reasons for selecting that particular individual. Relate the scholar's qualifications to the proposed activities. Address these areas about the scholar:

- i. Are the proposed scholar's academic credentials and standing appropriate for the proposed courses and other educational activities?
- ii. Does the scholar have sufficient teaching/lecturing experience?
- iii. Are the proposed scholar's English language skills sufficient for lecturing at the collegiate level and to allow for participation in discussions with a broad range of students and in community events?
- iv. In what ways has your institution been engaged with this scholar previously?

In the proposal, you may include an alternate scholar or request open recruitment of a scholar in the event that the first named individual is not available. *If your institution is only interested in hosting the named scholar, and is not willing to host anyone else, then IIE recommends that you do not apply for an S-I-R grant.* Please note that IIE and ECA reserves the right to deem a scholar ineligible on the basis of the above outlined credentials, suitability and qualifications for the project.

**Preference is given to scholars who have not previously received Fulbright grants, taught, studied, conducted research or worked in the United States for an extended period of time within the past five years.**

*Foreign citizens desiring to hold or holding permanent residence in the*

*United States are not eligible for Fulbright grants.* Fulbright grantees enter the United States on an exchange visitor (J-1) visa under a United States Department of State program, which requires them to return to their home countries for a minimum of two years at the end of the grant period before they can re-apply to re-enter the United States for other than tourism purposes.

**Requesting Scholar Recruitment:** IIE works with Fulbright Commissions and U.S. Embassies abroad to recruit scholars for institutions that request open recruitment. List *one or two countries in the same geographic region* from which you wish to recruit scholars (on **the Scholar Profile page** of the application), and provide a rationale for each country in this section of the narrative proposal. Eligible countries by geographic region appear in the appendices. If you do not see the country you are interested in, please reach out to IIE for guidance.

For recruitment purposes, please outline the following:

- i. Detailed description of course(s) the prospective scholar will teach and other academic activities expected
- ii. Discipline(s) or field(s) of expertise, theoretical orientation (if applicable), and subjects/issues about which you wish the scholar to be particularly knowledgeable
- iii. Scholar's qualifications including academic degree level and years of teaching experience

*Note: The time required in recruiting a scholar, in a few cases, may result in IIE requesting that your institution defer its proposed start date until a suitable scholar can be found. Additionally, it may be difficult to recruit for certain countries due to academic calendars, etc. If your institution is contemplating submitting a proposal without naming a scholar, please discuss your plans with IIE prior to submitting your application.*

For more information about scholar recruitment, please see the Frequently Asked Questions section.

### **STEP 3: SUPPORTING DOCUMENTATION**

#### **I. Sample Syllabi or Course Outlines (Supporting Documentation page)**

Upload Course Outlines, Course Descriptions, Sample Syllabi or other academic plans and objectives associated with this proposal for the proposed classes to be taught by the Scholar-in-Residence (limit 10 pages combined).

*Please do not include voluminous supporting documentation, such as classroom policies, catalogs, or boilerplate institutional information. These will not be forwarded to the external review committee.*

**II. CV and Two Letters of Reference (Supporting Documentation page)**

If naming a scholar, please upload the scholar's **CV** and **two letters of recommendation** for the scholar. Please ask the scholar to include their home address, phone and email with their CV to ensure that we can get in contact with them if need be. One of the two letters of recommendation for the scholar should come from an individual at the scholar's home institution who may speak to their teaching abilities.

**\*\*If you are requesting recruitment of a scholar, this section will not appear on your application's Supporting Documentation page.**

**III. Letters of Support (Supporting Documentation page)**

Please combine all the letters into a single PDF and upload accordingly. There is no maximum number of letters that can be solicited but the file size for this page is limited so please try to compress the size of the PDF when uploading. If you experience technical difficulties, please contact IIE. Letter can include, but are not limited to:

- a. Letters of support from appropriate campus administrators.
- b. Letters of interest from other departments, institutions, consortia members, community/civic organizations and schools/school districts.

**IV. Responsible Administrative Officer (Supporting Documentation page)**

This letter should confirm institutional endorsement, academic dates, and amount of financial support. It should include the signature of the individual named listed on **the Institutional Contacts page** of the application form.

IIE will notify applicant institutions in January whether or not their proposals have been recommended to the United States Department of State and the J. William Fulbright Foreign Scholarship Board. IIE will provide notification of final approval and funding in April 2020.

# FREQUENTLY ASKED QUESTIONS ABOUT SCHOLAR-IN-RESIDENCE PROPOSALS

***Q: What are the Criteria for selecting institutions for the S-I-R award?***

A: There are two principal factors reviewers consider: (1) the benefits of the proposed program to the institution and (2) the quality of the program proposed, including the academic activities and the community outreach activities, plans for other campus activities, professional enrichment opportunities for the scholar and the sustainable impact of the S-I-R's presence. *Proposals that closely follow the Application Guidelines for Institutions tend to be the strongest and therefore more likely to be recommended for an S-I-R award.*

***Q: My institution is not a Minority Serving Institution, Small Liberal Arts College, or Community College or Rural College or University. Are we eligible to apply for an S-I-R grant?***

A: Yes, all accredited U.S. institutions of higher education are eligible to apply to the program. However, the primary objective of the Scholar-in-Residence Program is to bring visiting scholars and professionals to the targeted institutions and/or to campuses that do not have a particularly strong international presence. Institutions not in the priority categories can enhance their chances by applying in partnership with a priority institution.

***Q: My institution is a Minority Serving Institution that already has strong international ties. Are we eligible to apply for an S-I-R award?***

A: Yes, the Fulbright Scholar-in-Residence competition does not exclude institutions with existing international programs or those that have other opportunities to host visiting scholars, but these types of institutions need to demonstrate clearly how the proposed S-I-R will enhance or expand any existing international program, serve the students and the campus, and benefit surrounding communities.

***Q: My institution enrolls a large proportion of minority students. Will we be given priority status under the S-I-R program?***

A: Yes. In addition to giving priority to Historically Black Colleges and Universities (HBCUs), Predominantly Black Institutions (PBIs), Hispanic Serving Institutions (HSIs), American Indian and Alaska Native Serving Institution (AIANSIs), Tribal Colleges and Universities (TCUs), Asian American and Native American/Pacific Islander-Serving Institutions (AANAPISIs), the S-I-R Program gives priority to other Minority Serving Institutions whose composite student enrollment is at least 50 percent racial and/or ethnic minority. Please contact us for more information on institutions that may not fall into the above categories but still serve a minority student body.

***Q: What U.S. institutions have participated in the Fulbright Scholar-in-Residence Program?***

A: A list of recent participants is available here: <http://www.cies.org/recent-s-i-r-awarded-institutions>.

***Q: Our institution benefited so much from the S-I-R Program last year. May we apply to host again?***

A: Immediate re-application to the program is discouraged. We highly recommend that institutions wait until after they hosted their most recent S-I-R so that you are able to assess your recent experience before moving on to your next S-I-R request.

***Q: My institution has limited resources. Will our proposal be accepted if we do not offer any salary supplement or in-kind support?***

A: Financial contributions are evaluated on the basis of the institution's capacity to contribute. Institutions are encouraged to think creatively about ways they can provide in-kind support. Some examples of in-kind support include housing, transportation, on-campus meal plan, apartment furnishings, professional allowances for scholars to attend conferences, etc. Please consult the S-I-R Program contact for more information.

***Q: My institution does not have much experience writing and submitting proposals. Should we even consider submitting a proposal for a Fulbright S-I-R award?***

A: Yes. During the spring and summer months, IIE will conduct a series of Webinars to assist colleges and universities in preparing successful Scholar-in-Residence proposals. IIE staff is also available to provide guidance and feedback on draft proposals that it receives up to two weeks before the application deadline. The S-I-R program welcomes first-time applicants and encourages all applicants to discuss their proposals with the IIE Program contact (contact information included at the beginning of the guidelines).

***Q: Can an institution submit more than one application within the same cycle?***

A: Yes. However, only one proposal from the institution will be funded.

***Q: Can an institution apply to host more than one scholar?***

A Yes, you may submit more than one S-I-R application, however, more than one S-I-R may not be on campus at the same time.

***Q: Our institution proposes to bring a scholar who is not in the humanities or social sciences. Is it appropriate for us to apply for an S-I-R award?***

A: While the majority of proposals are in the humanities and social sciences, proposals in all disciplines will be considered as long as the scholar brings an international and/or comparative perspective to the department or institution. Non-traditional and interdisciplinary proposals have featured scholars in the fields of architecture, urban studies, international studies, environmental studies, women's studies, journalism, performing and creative arts and other disciplines. Regardless of the discipline, it is required to outline in

the proposal how the scholar will add an international perspective to courses in their field and other programs on campus, particularly if proposing a scholar in disciplines such as business or the natural sciences.

***Q: Our institution seeks to bring a scholar to teach foreign language. Is it appropriate for us to apply for an S-I-R award?***

A: Proposals requesting foreign-language teaching must also have the Scholar-in-Residence teach about their home country's customs, culture and society. If you are seeking a scholar to only teach a foreign language, we suggest that you consider applying to host a [Fulbright Foreign Language Teaching Assistant](#) rather than a Fulbright Scholar-in-Residence.

***Q: Our institution would like to apply for an S-I-R award and name someone who was recently in the United States on a Fulbright Scholar award. Is this acceptable?***

A: Preference is given to scholars who have not had opportunities to teach, study or conduct research in the United States for an extended period within the past five years. If you request a scholar with such recent experience in the United States, the proposal must give special justification (please check with IIE regarding questions about the eligibility of the scholar). The review committee may recommend the proposal on the condition that a different scholar be identified for the award.

***Q: My institution seeks to host someone who has limited English language skills. Is this acceptable?***

A: No, the scholar must be able to lecture in English. The scholar's proficiency in English should allow him or her to successfully perform their collegiate teaching duties and speak at community events.

***Q: Our institution is interested in hosting a professional from another country, is this appropriate?***

A: Yes, provided the individual has the appropriate teaching experience. The S-I-R Guidelines encourage institutions to consider not only academics, but professionals in the media, government, the arts and from other fields. Professionals and artists have successfully participated in the S-I-R Program.

***Q: What are the reviewers looking for in the section on "community resources" under "Information about the institution"?***

A: This section should indicate what educational, social, cultural and business/professional organizations, activities and events in the community might be attractive to a Scholar-in-Residence. These should be resources where the scholar can learn from the community and where the community can learn from the scholar.

***Q: What are the reviewers looking for in the section on "professional enrichment"?***

A: Opportunities that institutions can provide for their S-I-R's professional development



such as attendance of professional conferences, introductions to colleagues in the same discipline at other institutions, collaborative research projects with faculty members, access to research or other academic facilities, etc.

***Q: What kind of outreach activities should we include in our proposal?***

A: Provide letters from civic, religious, professional, social and cultural community organizations, schools and school districts and other groups and organizations expressing an interest in hosting the S-I-R for substantive public speaking engagements and other outreach activities.

***Q: Is preference given to proposals with named scholars?***

A: No. It is not necessary to name a scholar; most U.S. Embassies and Fulbright Commissions abroad are quite willing to recruit candidates.

***Q: Our institution is planning to name a specific scholar – are there specific requirements?***

A: If you request a scholar by name, be specific about the reasons for selecting that particular individual. Relate the scholar's qualifications to the proposed activities, including how the proposed scholar's academic credentials, standing, and English language skills are appropriate for the proposed courses and other educational activities, their teaching/lecturing experience, and in what ways has your institution been engaged with this scholar previously.

***Q: What is the process for scholar recruitment?***

A: If you request scholar recruitment, IIE coordinates with U.S. Embassies and Fulbright Commissions abroad to recruit for your institution. When recruitment is concluded, each country nominates 1-2 scholars for review. Once approved by the U.S. Department of State's Bureau of Educational and Cultural Affairs, potential scholars will be forwarded to your institution for final selection. This is typically in April. If the institution deems no scholar suitable, IIE may request that your institution defer its proposed start date until a suitable scholar can be found.

***Q: Which is the most important goal of the program: to serve the institution or to serve the scholar?***

A: Service to the institution is the most important goal. Other Fulbright Programs support scholars who are selected to pursue their own research and lecturing interests.

# APPLICATION PROCESS/CALENDAR

<b>October 1, 2019</b>	Last day to submit draft proposals (optional)
<b>November 1, 2019</b>	Proposal due (access the online application at <a href="https://apply.iie.org/sirhost">https://apply.iie.org/sirhost</a> )
<b>December 2019</b>	External review committee evaluates proposals
<b>January 2020</b>	IIE notifies applicants of review outcome
<b>January-April 2020</b>	Department of State and the J. William Fulbright Foreign Scholarship Board review recommended proposals. IIE confirms institutional funding
<b>January-April 2020</b>	Fulbright Commissions or Public Affairs Sections of U.S. Embassies abroad recruit and/or review prospective scholars
<b>April 2020-onward</b>	IIE issues grant packets to scholars

## Pre-Submission Inquiries

IIE strongly encourages all institutions interested in applying for an S-I-R award to contact the S-I-R program staff for advice before preparing and submitting proposals. IIE is available to provide feedback on draft proposals if submitted no later than one month before the deadline. Please contact Kailey (Smaczniak) Atwater at 1.202.686.8665, [sir@iie.org](mailto:sir@iie.org).

## Deadline

Online application on or before **Friday, November 1, 2019**.

## Review Committee

IIE convenes an external review committee to evaluate Fulbright Scholar-in-Residence Program proposals. The most important review criteria are: the proposed program of academic activities, and the benefits the scholar will provide to the host institution. The scholar's ability to successfully carry out the S-I-R responsibilities is also obviously important. While the Committee looks at community outreach activities, professional enrichment opportunities for the scholar, and sustainability in applicant institution., such factors are relatively less important.

The committee will also take into account other program priorities, including: (1) if the institutional applicant is a priority institution within the S-I-R program; 2) the need for broad distribution of grantee opportunities among countries in different world areas and (3) the need for broad distribution of opportunities for institutions across the United States. .

## **Common Weaknesses Cited by Reviewers**

- The institutional proposal has not adequately addressed all the required components of the institutional application.
- The various sections of the proposal have not been integrated. The description of the institution and its international activities is too detailed and the academic program plan too general.
- The department's commitment is clear, but it is not clear how the impact of the scholar will be institutionalized or what the real commitment of the institution as a whole will be in the long run.
- The degree to which the proposed program will be integrated into institutional objectives is phrased well in theory, but not clearly integrated into the academic program plan.
- While the proposal includes a program of courses and activities for the scholar, there is no explanation of why a scholar was requested from the specified country or region, information on the types and extent of prior engagement with a named scholar, nor an indication of how the scholar will leave a sustainable impact after returning home.
- Quality of plans for community outreach is pro forma, general and relatively unexplored. There are no letters of support from community organizations.
- Plans for professional enrichment are not well defined and do not include visits to nearby academic centers or libraries with resources in the scholar's discipline.
- There are no letters of support from administrators of the applicant institution(s).
- There is no inclusion of what would be gained from the scholar's visit from a student's point of view.

## **Recommendations**

The review committee selects the strongest proposals to recommend to the U.S. Department of State's Bureau of Educational and Cultural Affairs and to the appropriate Fulbright Commissions or U.S. Embassies. In some cases, IIE will notify institutions that the review committee has recommended changes/improvements to their proposals. Such changes may involve course load, increased campus engagement, clearer, expanded community outreach, proposed cost-sharing, or that the scholar be shared with other institutions.

If your institution does not name a scholar, IIE in collaboration with the Fulbright Commissions or Public Affairs Sections of U.S. Embassies abroad will attempt to recruit candidates for your award. Once prospective candidates are identified, IIE will forward their papers to you for selection.

If your institution is naming a scholar, IIE in collaboration with the Fulbright Commission and Public Affairs Sections of the U.S. Embassies abroad will work to confirm the availability and eligibility of the scholar. Occasionally, the review committee may recommend an institution, but not the scholar who has been identified by that institution. In such cases, the institution will have the option of identifying another scholar or working through IIE to coordinate recruitment abroad of a suitable scholar.

## **J. William Fulbright Foreign Scholarship Board Selection**

The Presidentially-appointed J. William Fulbright Foreign Scholarship Board (FFSB) is ultimately responsible for the approval of each proposal and the final selection of all grantees. Therefore, the FFSB reviews all recommended proposals to ensure that they meet S-I-R eligibility requirements and are consistent with Fulbright Program objectives.

### **Grant Confirmation and next steps to assist your S-I-R**

Immediately upon confirmation of the grant, your institution should share information with your S-I-R about your institution such as its history, size, student body and host department structure. Also include information about your community such as cost of living, schools (for scholars bringing children), weather, transportation and recreational opportunities. Additionally, it is recommended that you notify the scholar of professional meetings scheduled during his or her residency.

Please keep in mind that universities in most countries function differently from their U.S. counterparts. Help your S-I-R prepare for their lecturing assignments by presenting course outlines and textbooks. Encourage the scholar to suggest texts and other materials for his or her courses.

**It is important to note that the institution is responsible for assisting the Scholar-in-Residence in finding suitable housing near public transportation or on or within walking distance of the campus.** Many scholars may not be able to drive or be able to afford a car, so it is important that they not be isolated from the campus. Arrange housing, or at least temporary accommodations, before the scholar arrives. If the scholar's family will accompany him or her, plan to assist with such family needs as school enrollment and English language classes for the scholar's spouse and children.

When the scholar arrives, it is important that you formally brief them on your institution, the community and the educational system in the United States. Orient the scholar to U.S. student attitudes and expectations, as well as to teaching policies and grading systems at your institution. Designate specific individuals at your institution to help and advise the scholar throughout his or her residency. If any problems concerning the scholar's program arise during the residency, immediately contact S-I-R program staff.

IIE will issue the scholar's Form DS-2019 for use in obtaining an Exchange Visitor (J-1) visa.

Please send any media coverage, highlights, photographs and other materials to [sir@iie.org](mailto:sir@iie.org).

## **Fulbright Outreach Lecturing Fund (Fulbright OLF)**

Any accredited U.S. institution of higher education can invite current Fulbright Scholars-in-Residence or Fulbright Visiting Scholars in the United States to visit and provide lectures on campus. Institutions may apply to bring a scholar on campus for a short-term visit. OLF visits are excellent opportunities to expose students to diverse international lecturers and to enable host institutions to become more familiar with the Fulbright Program.

IIE publishes an online *Fulbright Visiting Scholar List* to assist institutions in identifying suitable Fulbright Scholars. For more information, please see our website: <http://www.cies.org/program/outreach-lecturing-fund> or contact the Outreach Lecturing Fund at [OLF@iie.org](mailto:OLF@iie.org).

# **REGIONS/COUNTRIES PARTICIPATING IN THE FULBRIGHT SCHOLAR-IN-RESIDENCE PROGRAM**

*Note:* Geographical listings in this publication are a matter of administrative convenience and are not intended to imply a United States government position on the legal status of the areas listed.

## **AFRICA, SUB-SAHARAN**

Angola	Mozambique
Benin	Namibia
Botswana	Niger
Burkina Faso	Nigeria
Cameroon	Rwanda
Cote d'Ivoire	Senegal
Democratic Republic of Congo	Sierra Leone
Ethiopia	South Africa
Ghana	Swaziland
Guinea	Tanzania
Kenya	Togo
Madagascar	Uganda
Malawi	Zambia
Mali	Zimbabwe
Mauritius	

## **MIDDLE EAST AND NORTH AFRICA**

Algeria	Libya
Bahrain	Morocco
Egypt	Palestinian Territories
Israel	Qatar
Jordan	Saudi Arabia
Kuwait	Tunisia
Lebanon	United Arab Emirates

## EUROPE AND EURASIA

Albania	Kosovo
Andorra	Latvia
Armenia	Lithuania
Austria	Luxembourg
Azerbaijan	Macedonia
Belarus	Malta
Belgium	Moldova
Bosnia-Herzegovina	Montenegro
Bulgaria	Netherlands
Croatia	Norway
Cyprus	Poland
Czech Republic	Portugal
Denmark	Romania
Estonia	Russian Federation
Finland	Serbia
France	Slovak Republic
Georgia	Slovenia
Germany	Spain
Greece	Sweden
Hungary	Switzerland
Iceland	Turkey
Ireland	Ukraine
Italy	United Kingdom

## EAST ASIA AND THE PACIFIC

Australia	Mongolia
Brunei	New Zealand
Burma	Philippines
Cambodia	Singapore
China	South Korea
Hong Kong	South Pacific
Indonesia	Taiwan
Japan	Thailand
Laos	Timor-Leste
Malaysia	Vietnam

## **SOUTH AND CENTRAL ASIA**

Afghanistan  
Bangladesh  
Bhutan  
India  
Kazakhstan  
Kyrgyz Republic

Nepal  
Pakistan  
Sri Lanka  
Tajikistan  
Turkmenistan  
Uzbekistan

## **WESTERN HEMISPHERE**

Argentina  
Bahamas  
Barbados and the Eastern Caribbean  
Belize  
Bolivia  
Brazil  
Canada  
Chile  
Colombia  
Costa Rica  
Dominican Republic  
Ecuador  
El Salvador  
Guatemala

Guyana  
Haiti  
Honduras  
Jamaica  
Mexico  
Nicaragua  
Panama  
Paraguay  
Peru  
Suriname  
Trinidad and Tobago  
Uruguay  
Venezuela



# **ADMINISTRATION AND FUNDING OF THE FULBRIGHT SCHOLAR PROGRAM**

The flagship international educational exchange program sponsored by the U.S. Government, the Fulbright Program is designed to increase mutual understanding between the people of the United States and other countries. With this goal as a starting point, the Fulbright Program has provided more than 390,000 participants—chosen for their academic merit and leadership potential—with the opportunity to study, teach, conduct research, exchange ideas and contribute to finding solutions to shared international concerns.

The Fulbright Program was established in 1946 under legislation introduced by then Senator J. William Fulbright of Arkansas. The Fulbright Program is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State.

The Fulbright Program awards approximately 900 grants to visiting scholars each year. Currently, the Fulbright Scholar Program operates in over 160 countries worldwide. The primary source of funding for the Fulbright Program is an annual appropriation made by the U.S. Congress to the U.S. Department of State. Participating governments and host institutions in foreign countries and in the United States also contribute financially through cost sharing and indirect support, such as salary supplements, tuition waivers and university housing.

The J. William Fulbright Foreign Scholarship Board (FFSB), composed of 12 educational and public leaders appointed by the President of the United States, formulates policy for the administration of the program, establishes criteria for the selection of candidates and approves candidates nominated for awards.

The U.S. Department of State, Bureau of Educational and Cultural Affairs develops policies to assure fulfillment of the purposes of the Program and administers it with the assistance of binational educational commissions and foundations in 49 countries that have executive agreements with the United States for continuing exchange programs, U.S. Embassies in more than 100 other countries and a number of cooperating agencies in the United States.

Binational commissions and foundations propose the annual program plan for exchanges, in consultation with participating universities and organizations in the host country. They also screen, interview and recommend to the FFSB qualified candidates for student and faculty grants under their exchange programs. In a country without a commission or foundation, the Public Affairs Section of the U.S. Embassy develops the program and supervises it locally.

The Institute of International Education, under a cooperative agreement with the U.S. Department of State, administers the Fulbright Scholar Program for faculty and professionals. IIE has close working relationships with the major disciplinary bodies in the humanities, social sciences and natural sciences. During the terms of their grants in the United States, Fulbright lecturers and researchers are assisted by IIE.