

10 FAM 220

ACADEMIC PROGRAMS

(TL:PEC-005; 03-28-2002)

10 FAM 221 FULBRIGHT TEACHER AND ADMINISTRATOR EXCHANGE

10 FAM 221.1 Overview

(TL:PEC-005; 03-28-2002)

The Fulbright Program is designed to increase mutual understanding between the people of the United States and the people of other countries. The Program encompasses a variety of academic exchanges, one of which is the Fulbright Teacher and Administrator Exchange. The Fulbright Teacher and Administrator Exchange Program is administered by the Teacher Exchange Branch (ECA/A/S/X) located within the Office of Global Educational Programs of the Department's Bureau of Educational and Cultural Affairs. It operates under policy guidelines established by the J. William Fulbright Foreign Scholarship Board, which is also responsible for the selection of participants. Support services are provided by an outside organization, which is selected in an open bid every third year and which operates under a cooperative agreement to furnish administrative and program services. This program provides one-on-one exchange opportunities for U. S. teachers from elementary and secondary schools and faculty of college and university schools of education to teach in schools or institutions abroad, usually for a full academic year, and for foreign educators to work in the United States. It also provides opportunities for educational administrators to take part in short-term exchanges. Finally, summer seminars abroad are also offered for teachers.

10 FAM 221.2 Recruitment

(TL:PEC-005; 03-28-2002)

In the United States, recruitment for the Fulbright Teacher and Administrator Exchange Program follows three steps:

(1) Distribution of posters, fliers, press releases, and form letters to school administrators and academic deans, journal editors, professional associations, etc., in January;

(2) Mailing of the Fulbright Teacher and Administrator Exchange Program Information and Application Booklet throughout the year. The booklet is sent to school administrators, professional association heads, etc., as well as to individual teachers upon request. It can also be downloaded from the Fulbright website. Due to a large and widespread national audience in the United States, the Fulbright Teacher and Administrator Exchange Program begins planning and recruitment on August 1, prior to the annual application deadline date, October 15, for a program beginning in September of the following year. Recruitment schedules abroad depend on the size of the country and applicant pool to be reached. The deadline for planning and recruitment abroad is later, and normally set for December 30. To ensure that educator matches can be achieved, Fulbright Commissions and/or Posts abroad should recruit two candidates for each available slot; and

(3) Regular attendance by a staff member from the Fulbright Commission and/or Post abroad at annual meetings and conferences of professional associations to staff a display booth, answer questions, and disseminate materials.

10 FAM 221.3 Eligibility

(TL:PEC-005; 03-28-2002)

a. **Requirements**—ECA/A/S/X requires that U.S. participants have U.S. citizenship, and currently hold full-time positions as educators to which they will return after the exchange is completed. All U.S. teachers must also have a minimum of three years of full-time teaching experience, fluency in English, and hold at least a Bachelor's Degree or equivalent. Posts, Fulbright Commissions, and cooperating organizations abroad should apply the same requirements to foreign participants. Most exchanges take place at the secondary level, but arrangements are made with specific countries for exchanges at other levels, including primary and post-secondary. U.S. and foreign teachers are expected to remain on exchange during the complete academic year, semester, or other prescribed exchange period, even when it does not match the length of their teaching assignments at home.

b. **Salary Adjustment**—For direct, two-way exchanges, each U.S. teacher must receive a stipend statement from his or her U.S. school authority, indicating that if accepted for exchange, the teacher will receive leave with pay. Posts, Fulbright Commissions, and cooperating institutions are required to secure such approvals from foreign school authorities and teachers. School authorities sign such a form because they are receiving an exchange teacher at no cost to the school districts. In most cases, the salary levels of exchange partners are close enough to allow each teacher

to live abroad on his or her home salary. When a teacher's home salary is insufficient for living in the exchange country, allowances are sometimes provided by the Fulbright Commission or Foundation or the Post. Funding may also be provided by ECA/A/E through the core Fulbright budget or by ECA/A/S/X.

c. In some exceptional cases, one-way exchanges are arranged for U.S. or foreign teachers and administrators. In many instances, cooperating agencies, Fulbright Commissions, or host Education Ministries provide a local allowance, as the educator is granted leave without pay by the U.S. school under such circumstances. These allowances enable the educator to live satisfactorily in the exchange country.

10 FAM 221.3-1 Application Forms

(TL:PEC-005; 03-28-2002)

a. **Prototype Form**—Through consultation with participating countries, the Fulbright Teacher Exchange Branch has developed an application form for U.S. educators, which is recommended as a prototype for foreign applicants. This form is found in the Teacher and Administrator Exchange Program Information and Application Booklet, available from ECA/A/S/X, or from the Fulbright website. In developing application forms abroad, dossiers should include general biographical information. In addition, it is particularly important to include details about the applicant's school and community, education level, current teaching assignment or administrative position, housing information, and, if applicable, an indication of the applicant's ability to teach courses beyond those presently taught; the applicant's foreign language abilities and experiences abroad; extracurricular activities the applicant is able to lead, such as sports, clubs, etc.; a paragraph written by the applicant providing a synopsis of personal and/or professional goals as related to this program, and an essay providing a narrative picture of the applicant and describing future career goals and plans.

b. **References**—In addition to the application, U.S. applicants must provide three references, two by persons of the applicant's choice, at least one of whom should be familiar with the applicant's professional performance, and a third by the applicant's immediate supervisor. Cooperating agencies abroad should require three similar references whenever possible. A foreign applicant should also be required to furnish proof of fluency in English if that is not his or her first language.

c. **Medical Report: Physician's Guidelines**—Applicants for a teaching position abroad should be in sufficient condition, both physically and psychologically, to adjust readily to a foreign environment. The physician administering the exam should be one who has previously treated the applicant and is familiar with his or her medical and psychological history. In preparing the medical examination reports, the following should be kept in mind:

(1) The climate and cultural environment where the applicant will be living may be quite different from that to which he or she is accustomed. Particular attention should be given to the applicant's history of mental or nervous disorders, and susceptibility to chronic respiratory illness or other health conditions which might be aggravated by continuous exposure to disparate climatic conditions and a cultural environment different from the applicant's home culture; and

(2) Final approval of an exchange is contingent upon receipt of a satisfactory medical report. If any questions arise regarding the diagnosis on a medical form by a personal physician, cooperating agencies are urged to consult a medical authority familiar with living conditions abroad and the impact, which a change of environment can have.

10 FAM 221.4 Application Review and Interview

(TL:PEC-005; 03-28-2002)

After applications have been received, screened for technical eligibility and reviewed on their own merits, applicants should be interviewed. This step is essential. Interviews provide a picture of the applicant that complements the written application.

10 FAM 221.4-1 Establishing Peer Review and Interview Committees

(TL:PEC-005; 03-28-2002)

Given the size of the United States and the large numbers of U.S. applicants for positions in many foreign countries, about 70 Fulbright Teacher Exchange Regional Peer Review and Interview Committees have been established in the United States. The number of applicants in competition determines the number of interview committees required. Peer Review and Interview Committees should include educators, international specialists, teacher trainees, and university faculty. Teacher exchange alumni are a very important addition to the interview committees, assuming that they were successful Fulbright teachers. Each interview committee should also include one or more foreign language experts, for judging the

applicant's language proficiency. Interview committees abroad should include, in addition to a U.S. educator, a Fulbright Commission, or U.S. embassy representative, and a Ministry of Education official. Prior to the interview, committee members review each application on its merits.

10 FAM 221.4-2 Criteria

(TL:PEC-005; 03-28-2002)

Peer reviewers and/or interviewers should judge each eligible application and prospective participant on:

- (1) Seriousness of purpose;
- (2) Professional commitment and motivation;
- (3) Professional preparation and development;
- (4) Maturity, adaptability and flexibility in a different cultural environment;
- (5) The ability to be a representative of the home country while abroad; and
- (6) English and, where applicable, foreign language fluency.

NOTE: Interviewing applicants in groups is not recommended; each applicant should have a personal interview.

10 FAM 221.4-3 Guidelines for Questions

(TL:PEC-005; 03-28-2002)

- a. Seriousness of purpose:
 - (1) Why has the applicant applied for participation in the program?
 - (2) How does the applicant perceive the experience contributing to his or her professional development and competency?
 - (3) How does the applicant intend to utilize the experience upon return?
- b. Professional commitment and motivation:
 - (1) Does the applicant show enthusiasm and interest in teaching?
 - (2) Does the applicant seem professionally committed to the education profession?

(3) Does the applicant show interest in gaining understanding of foreign countries and peoples in order to transmit this understanding to students, colleagues, and other nationals of their country?

(4) Does the applicant show awareness of research in his or her field?

c. Professional preparation and development:

(1) How well does the applicant seem to know his or her field?

(2) Does the applicant demonstrate a knowledge of developments and an understanding of problems in education today?

(3) Does the applicant show an interest in research in his or her field?

d. Maturity, adaptability, and flexibility in a different cultural environment:

(1) Is the applicant aware of cultural and other attitudes towards the home country and how he or she will handle them?

(2) What are applicants' attitudes toward the host country for which they applied?

(3) Does the applicant appear to have the ability to respond knowledgeably and tactfully to controversial questions?

(4) Does the applicant's conversation suggest tolerance and ability to see another person's point of view?

(5) What might the applicant's reaction be to a certain amount of stress or physical discomfort, e.g., from extreme heat, cold, dampness, lack of amenities, lack of network?

(6) Is the applicant likely to adjust to new and unusual teaching and living situations?

(7) How would an applicant for a two-way exchange cope with a difficult partner if problems arose during the exchange?

(8) Would the applicant be sufficiently flexible to seek and accept advice from peers and superiors abroad?

e. Impression as a representative of home country while abroad:

(1) Does the applicant indicate some knowledge of domestic and world affairs?

(2) Does the applicant indicate an ability and willingness to communicate readily with others about his or her own country?

f. Foreign language proficiency:

(1) With some exceptions, applicants selected for a teaching position abroad must be fluent in the language of the host country. All foreign applicants must be fluent in English to teach in a U.S. classroom setting. Therefore, in addition to the professional report submitted as part of the application, the oral ability of the applicant should be evaluated by a foreign language expert during the interview; and

(2) Listed below are the criteria that may be used to judge foreign language proficiency, with a brief description following each level of ability. They are adapted from the Foreign Service Institute criteria. Most teaching positions will require advanced or near native proficiency.

a. No Proficiency—Unable to function in the spoken language.

b. Elementary Proficiency—Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.

c. Limited Proficiency—Able to satisfy routine social demands and limited work requirements.

d. General Proficiency—Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations and practical, social, and professional topics.

e. Advanced Proficiency—Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

f. Near Native Proficiency—Functionally equivalent to that of a highly articulate, well-educated native speaker, and reflecting the cultural standards of the language as natively spoken.

10 FAM 221.5 Exchanging Dossiers

(TL:PEC-005; 03-28-2002)

Once U.S. interviews are complete, ECA/A/S/X mails dossiers of U.S. candidates to respective countries abroad. Dossiers include applications, interview reports, foreign language proficiency reports, and recommendations. Identical materials on foreign educators should be mailed in turn by Posts, Commissions, or counterpart agencies to ECA/A/S/X. It is critical that dossiers are exchanged as expeditiously as possible. ECA/A/S/X anticipates mailing completed dossiers abroad by the end of December for a September start-up. Prompt mailing of dossiers enables both sides to go through the matching and proposal processes (described in the following pages) in a timely fashion, thereby giving educators and school authorities ample time to prepare for exchanges.

10 FAM 221.5-1 Proposing One-on-One Teacher Exchanges

(TL:PEC-005; 03-28-2002)

a. Once matching is completed, the exchange is proposed to respective teachers and school or college authorities. ECA/A/S/X and the respective organization abroad mail proposals simultaneously. Exchanges are generally proposed to teachers and schools or colleges in March, and no later than April. ECA/A/S/X is flexible in instances where school calendars are not the same as in the United States.

b. ECA/A/S/X provides as much guidance as possible to U.S. teachers in preparing for the exchange. Along with the letter of proposal to the U. S. teachers, ECA/A/S/X sends a wide variety of appropriate enclosures. Counterpart agencies are asked to do likewise. ECA/A/S/X will provide samples of all documents on request.

c. Information about the exchange of housing, finances, climate, and cost of living is particularly useful in assisting teachers with the practical side of the exchange. Information concerning the educational system in the exchange country and pamphlets explaining how to obtain a visa are also important.

d. Separate proposal and selection letters are sent to the U.S. teacher and the U.S. school superintendent or dean. The actual dossier of the foreign teacher is provided to the U.S. superintendent or other designated official for his or her approval. While the superintendent or dean usually shares the application with the teacher, principal, or faculty, ECA/A/S/X asks the host school superintendent or dean not to share references and to consider them confidential.

NOTE: Teaching abroad is a full-time responsibility. Grantees should not expect to have time during the school year to conduct individual research projects.

10 FAM 221.6 Matching Teacher Partners for One-on-One Exchanges

10 FAM 221.6-1 Criteria for Corresponding Categories

(TL:PEC-005; 03-28-2002)

a. Once candidate dossiers are exchanged, candidates are then matched. This is a process requiring mutual agreement by both sides (ECA/A/S/X in the United States, and the corresponding agency abroad). In

matching, each side seeks to identify two teachers who are as similar as possible and suited to a direct interchange of teaching positions. Criteria used in judging similarity include: written recommendations, interview report forms, subjects taught, grade levels taught, previous teaching experience, type of community and school (urban, suburban, rural), housing needs and availability, previous qualifying application (especially those previously proposed), degrees attained, foreign language ability, etc.

b. It is necessary for ECA/A/S/X and the corresponding organization abroad to concur on matches before the next step can be taken. ECA/A/S/X stresses that host teachers, schools and exchange agencies should not contact the exchange teacher or school until a match has been formally proposed in writing. Should ECA/A/S/X have questions regarding a proposed exchange teacher or school before suggesting a match, ECA/A/S/X will direct questions to the corresponding U.S. embassy or foreign agency and ask them to inquire on its behalf. If the corresponding agency has similar questions regarding a U.S. teacher or school or college, they should request ECA/A/S/X to contact that U.S. teacher and pursue the matter.

10 FAM 221.6-2 Teacher's Handbook

(TL:PEC-005; 03-28-2002)

A guidebook titled *Your Year in the U.S.A.* is sent to all foreign teachers by ECA/A/S/X. This book, like the comparable guidebook sent to U.S. teachers, contains information concerning the practical side of the exchange, including the educational system in the United States, health and accident insurance as provided by the Department, U.S. government regulations affecting issuance of work permits to participants, etc. Embassies or Commissions or cooperating agencies are urged to provide similar information to incoming U.S. teachers.

10 FAM 221.6-3 Medical Insurance

(TL:PEC-005; 03-28-2002)

See 10 FAM 240 for insurance details.

10 FAM 221.6-4 Formal Notification of Exchanges

(TL:PEC-005; 03-28-2002)

a. An exchange is not considered final until:

1) Written acceptances from the school authorities and teachers have been received;

(2) Both partners have sent satisfactory medical reports; and

(3) Approval from the J. William Fulbright Foreign Scholarship Board (FFSB) has been obtained.

b. At that point, second letters should be sent to the teacher and school authorities notifying them that the exchange has been finalized.

10 FAM 221.6-5 Terms and Conditions for Teachers

(TL:PEC-005; 03-28-2002)

One of the more important documents ECA/A/S/X sends to U.S. teachers is the Terms and Conditions for U.S. Exchange Teachers Going Abroad, which is sent with the letter notifying the teacher of finalization of the match. It explains the conditions under which an exchange might be terminated. It also states that teachers need to be fully aware of the financial ramifications of going on exchange. It is revised regularly. A counterpart "Terms and Conditions" should be prepared and distributed in similar fashion by counterpart agencies abroad to all foreign teachers (see below).

10 FAM 221.6-6 Fulbright Teacher Exchange Program

(TL:PEC-005; 03-28-2002)

a. Acceptance of an assignment includes your agreement to abide by the following terms and conditions:

(1) To teach full-time for the complete academic year abroad, or, for short-term exchanges, the time period specified in the grant. Acceptance of remunerative employment abroad, unless approved in writing by the U.S. Department of State, violates the conditions of the assignment;

(2) In accepting an educational assignment in a foreign country, the program participant assumes a responsibility to perform all the duties of that assignment until the end of the agreed period of exchange. In the event of an emergency situation, which would prevent the exchange teacher from completing the assignment, such as severe illness or accident, the participant should inform and consult the appropriate official of the cooperating exchange organization or binational Fulbright Commission or Foundation in the host country or official of the U.S. Embassy or Consulate as soon as possible. In no case should the exchange teacher depart the country of assignment without attempting such consultation;

(3) Unsatisfactory housing or other living or working conditions or dispute with the exchange counterpart are not sufficient reasons for premature departure from the place of assignment. Amelioration of difficulties or resolution of disputes should be sought through the advice of the host school administrators or officials of the cooperating exchange organization, Fulbright Commission, foundation, or Post in the host country;

(4) Premature or unauthorized departure from the place of assignment reflects badly on the individual, the home school or college, the U.S. educational system, and the Fulbright Program, and may result in a demand for refund of grant or a letter of complaint to the participant's U.S. employer; and

(5) The U.S. employer has the right to recall the U.S. educator in the event that an assigned counterpart from abroad does not satisfactorily perform the required duties.

b. Grantees must participate in all orientation activities. A two-day orientation to be attended by U.S. teachers and their foreign partners is planned in Washington, DC in August, prior to the start of the school year. (In some cases, U.S. teachers and their families will attend orientation activities in their exchange countries rather than in the United States and will be so advised in the relevant cases.)

c. The Department provides limited health and accident insurance for the exchange teacher only. The teacher is insured for the period of assignment, the August orientation, and for the time spent in direct travel to and from his or her assignment. U.S. teachers are required to obtain sufficient health insurance coverage to offset the cost of any major medical contingency, which may occur while abroad. See 10 FAM 240 for insurance details.

10 FAM 221.6-7 Contingencies

(TL:PEC-005; 03-28-2002)

a. The Department, the U.S. Embassy, the Fulbright Commissions or Foundations, other counterpart teacher exchange organizations abroad, and the J. William Fulbright Foreign Scholarship Board assume no responsibility for personal injury, accident, illness, loss of personal property, or other circumstances which may befall the exchange teacher or his or her dependents during or in connection with orientation and his or her stay abroad during the period of this assignment.

b. The Department, the U.S. Embassy, the Fulbright Commissions or Foundations, other counterpart teacher exchange organizations abroad, and the J. William Fulbright Foreign Scholarship Board shall not be liable for any claim which may arise from the exchange teacher's failure to enter into or to complete his or her assignment, even where such failure is due to circumstances beyond the teacher's control.

c. The Department, the U.S. Embassy, the Fulbright Commissions or Foundations, other counterpart teacher exchange organizations abroad, and the J. William Fulbright Foreign Scholarship Board shall not be liable for any claim which may arise from problems related to an accommodations or automobile exchange between the United States and foreign teachers. Exchanges of houses and other financial arrangements are private matters and all responsibility for them remains with the teachers. Staff is not authorized to get involved in private matters such as housing or car exchanges. Car exchanges are discouraged.

d. The effectuation of an exchange is, in every instance, contingent upon the availability of transportation to and from the host country, stable conditions within the host country, and the teacher's ability to procure passports and visas for himself or herself and accompanying family members.

e. **Military Obligations**—Members of the Armed Forces Reserve Corps should inform the appropriate Armed Forces Officers of their plans to leave the United States for the duration of the assignment. The Department will not communicate on behalf of teachers seeking deferment of service. If proof of selection is required, the teacher should present a copy of the Notification of Selection. (Teachers should keep a copy of each document for their own records.)

f. **Reports**—The exchange teacher is required to submit a final report to the Fulbright Commission or Foundation or other counterpart teacher exchange organization abroad before the close of the academic year.

g. **Rights and Responsibilities**

(1) A person accepting the exchange assignment is not by virtue thereof an official nor any employee of the Department or other agency of the Government of the United States of America, nor of any agency of the government of the host country. Exchange teachers are private citizens, retaining the rights of such citizens to the personal and intellectual freedom generally accepted under the U.S. constitutional system and by the educational community. In this respect, they are free to agree or disagree with their government's political and foreign policy positions.

(2) The J. William Fulbright Foreign Scholarship Board (FFSB) believes, however, that individual participants are responsible for protecting the non-political character of the program during their stay. They should be aware that their public political statements or activities while abroad may, in certain circumstances, draw into the political arena an educational exchange program, which has been characterized since its inception as free and non-political.

(3) Further, it should be recognized that U.S. citizens who make political statements abroad or who engage in activities with political connotations may thereby become involved in the domestic political process of their host country even when they wish only to express agreement or disagreement with a U.S. Government policy. Exchange teachers should be aware that they are responsible for exercising discretion and judgment in all of their actions, both public and private.

h. Termination of Assignment

(1) The Department, through the J. William Fulbright Foreign Scholarship Board, reserves the right to terminate the assignment under certain conditions. The binational Fulbright Commissions or foundations have primary authority for recommending that the board revoke or terminate a grant and withhold remaining allowances for reasons specified below. In non-commission or foundation programs, the Posts have primary authority for recommending that the board revoke or terminate a grant and withhold remaining allowances for reasons specified below. In the United States, the Department has primary authority for recommending that the FFSB revoke or terminate a grant. Hosting schools may recommend termination as well. Before acting on such recommendations, the board shall fully evaluate them with the Department.

(2) Grounds for termination include, but are not limited to:

- (a) Violation of any law of the United States or the host country;
- (b) Any act likely to give offense to the host country;
- (c) Failure to observe satisfactory academic or professional standards;
- (d) Physical or mental incapacitation;
- (e) Engaging in unauthorized income-producing activity;
- (f) Failure to comply with the grant's terms and conditions; and

(g) Material misrepresentation made by any grantee in a grant application form or grant document.

(3) If an exchange teacher resigns or is terminated, pursuant to sections 837 and 838 of the Policy Statements of the J. William Fulbright Foreign Scholarship Board, and returns to his and/or her home country, the Bureau of Educational and Cultural Affairs of the U.S. Department of State may find it necessary to terminate the grant held by the matched exchange partner. Whenever possible, the Bureau will take steps to avoid canceling the grant of the matched exchange partner. If these efforts are unsuccessful, the matched exchange teacher must return to his and/or her home country.

i. Responsibilities for Host School Administrators

(1) U.S. and foreign school authorities are assigned several responsibilities. One is to appoint a "support team" of two or three teachers and administrators from the host school to assist the incoming foreign teacher with questions and concerns he or she may have throughout the year. School authorities are also asked to make sure that students and other teachers are aware of the exchange and to arrange welcoming activities, including an orientation for the incoming exchange teacher. Other responsibilities include communication with the exchange teacher prior to exchange, allowing release time for the teachers to attend bureau regional enhancement workshops, and permitting the foreign teacher to visit other U.S. schools during the exchange. Counterpart agencies abroad should implement the same policies.

(2) ECA/A/S/X also prepares guidelines for U.S. school administrators, "Your Exchange Teacher From Abroad: Comments and Suggestions for School Administrators." A video on the same topic, "A Guest is Coming to Your School: Are You Prepared to Welcome Your Guest?" was produced in 1997 for distribution to administrators. It offers five steps on how to make the exchange experience successful. The information helps guide the school or college administrators through the different phases of the exchange program and is sent with the letter, which proposes the exchange. Copies are available from ECA/A/S/X on request. Counterpart agencies are urged to adapt such information for foreign schools or colleges.

10 FAM 221.7 Matching Administrator Exchanges

10 FAM 221.7-1 Selecting Dossiers

(TL:PEC-005; 03-28-2002)

a. Fulbright Commissions and Posts abroad are responsible for receiving applications in their countries and nominating candidates for the exchange. ECA/A/S/X will receive applications and nominate candidates in the United States.

b. The Fulbright Commissions and Posts abroad will send the proposed applications to the program office at ECA/A/S/X for matching. The program officers, in conjunction with supporting agencies, will make final selections for all candidates to the exchange program.

10 FAM 221.7-2 Proposing Exchanges

(TL:PEC-005; 03-28-2002)

a. Once matching is completed, the exchange is proposed to respective administrators and school or college authorities. ECA/A/S/X and the Fulbright Commissions and Posts abroad mail proposals simultaneously.

b. Separate proposals and selection letters are sent to the U.S. administrator and the U.S. school superintendent or dean.

c. U.S. and foreign administrators are then asked to either accept or decline the invitation to participate in the exchange program. All administrators are asked to sign an acceptance form upon agreement that they will participate in the exchange program.

10 FAM 221.7-3 Medical Insurance

(TL:PEC-005; 03-28-2002)

See 10 FAM 240 for insurance details.

10 FAM 221.7-4 Formal Notification of Exchanges

(TL:PEC-005; 03-28-2002)

An exchange is not considered final until:

(1) Written acceptances from the school authorities and administrators have been received; and

(2) Approval from the J. William Fulbright Foreign Scholarship Board (FFSB) has been obtained.

NOTE: At that point, second letters should be sent to the administrator and school authority notifying them that the exchange has been finalized.

10 FAM 221.8 Orientation

(TL:PEC-005; 03-28-2002)

Prior to the exchange, U.S. and foreign exchange partners should meet face to face and discuss final details of their exchange. U.S. teachers and their foreign partners from many of the exchange countries attend a two-day intensive orientation, in August, at a site in Washington, DC. ECA/A/S/X provides room and board for all participants and accompanying dependents, subject to the availability of funds. Teachers and families spend time meeting with their exchange partners and attending briefings on education in the United States and selected countries abroad, tips on living abroad, administrative matters, and cross-cultural issues. Similar orientations are held in some countries abroad. ECA/A/S/X requires U.S. teachers to participate in orientation programming either in their exchange country or in the United States, and counterpart agencies are urged to alert participants from the earliest (proposal) stages of the exchange of the requirement for them to act concurrently.

10 FAM 221.9 Exchange Activities

10 FAM 221.9-1 Activities While on Exchange

(TL:PEC-005; 03-28-2002)

Once the exchanges have begun, the Bureau maintains contact with the foreign exchange teachers in the United States and asks the Post, Commission, or counterpart agencies to do the same with the U.S. teachers abroad. In September, ECA/A/S/X sends letters to the foreign teachers asking them how they are settling in and inviting them to October conferences. Each foreign teacher's host school or college administrator is also invited and urged to accompany the exchange teacher to the conference. In January, ECA/A/S/X provides the foreign teachers and their U.S. supervisors with evaluation forms for the preparation of final reports regarding the exchange. Reports contain a narrative portion, which include questions regarding teachers' adjustments, highlights of the exchange, and the teachers' follow-up plans upon returning home. Counterparts abroad should adapt the form as it best suits their needs. Final reports of all U.S. teachers and their host school administrators should be obtained by Posts, Commissions, and cooperating agencies and forwarded to ECA/A/S/X at the conclusion of the exchange year.

10 FAM 221.9-2 Administrative Leave Policy

(TL:PEC-005; 03-28-2002)

ECA/A/S/X asks the U.S. school authorities to provide a minimum of four days of administrative leave during the exchange, two days for one semester programs, to enable the visiting teacher to observe other classrooms and other schools, and to participate in different educational and professional programs outside the school. It is advantageous for exchange teachers to be exposed to a variety of teaching styles and methods outside their host schools. U.S. teachers on exchange abroad should also be granted such professional leave. The U.S. school authorities are strongly encouraged to provide as much assistance as possible to enable the foreign exchange teacher and his or her family to become involved in different activities throughout the school and community, including sports and other recreational activities, as well as social, cultural and educational events. Again, ECA/A/S/X strongly urges that such opportunities be made available to U.S. teachers and their families abroad.

10 FAM 221.9-3 Workshops

(TL:PEC-005; 03-28-2002)

a. The two workshops conducted in the United States have the following formats. The October workshops have a dual purpose:

(1) To offer a venue for discussing issues relating to settling in and adjustment, both to the culture and to the educational system; and

(2) For observing thematic educational issues which includes site visits to outstanding educational programs or institutes in the community. ECA/A/S/X holds this series of regional workshops for the foreign teachers in several cities across the United States.

NOTE: The foreign teachers, their U.S. supervisors, and Program alumni participate in the October meetings. Travel, and room and board are provided. Spouses do not attend these professional meetings because of cost, although meetings for spouses would be highly desirable as well.

b. The May workshops also have dual purpose:

(1) The newly "matched" U.S. teachers and their school administrators are invited for a briefing meeting on how to prepare best for the exchange experience, and

(2) Foreign grantees are invited to serve as resources to the U.S. teachers in the morning, and for a debriefing or reentry session in the afternoon.

NOTE: A video on reentry is used at sites where there is a large cluster of Fulbright grantees. Workshops are usually hosted by regional peer review or interview chairpersons or Fulbright alumni.

10 FAM 221.9-4 Activities After Exchange

(TL:PEC-005; 03-28-2002)

ECA/A/S/X maintains contact with U.S. teachers after they have returned from their exchange. In August, ECA/A/S/X writes to U.S. teachers. The mailing includes alumni volunteer forms which ask for retrospective comments and updates on orientation materials. Many alumni assist with orientation and workshop programming for new groups of teachers, serve on Regional Peer Interview Committees, work with alumni groups, and encourage colleagues to apply to the program. A number of countries work with their returning exchange teachers in a similar fashion and are encouraged to do so. Many alumni engage in follow-on activities for years to come, e.g., school linkages, internet projects, student or faculty exchanges, teacher training, etc. They are encouraged to share their experiences with all interested parties.

10 FAM 222 U.S. AND FOREIGN STUDENT GRANTS

10 FAM 222.1 Introduction to U.S. Student Grants

(TL:PEC-005; 03-28-2002)

a. The purpose of this section is to provide information and guidance for processing Fulbright grants to U.S. students. It outlines the responsibilities of the various organizations involved in the selection of grantees, the awarding of grants, supervision of the program, and other administrative functions.

b. Guidance in the achieving of the objectives of the program and managing the operational details follows 10 FAM 400, Academic Exchanges Under Fulbright Program.

c. The grants awarded to U.S. students are for the purpose of academic study and supervised research abroad, or in some cases for instruction and supervised practice in professional skills such as in art, music, law, business, medicine and other fields.

d. The information in this subchapter is intended to be a guide for Posts and Commissions or Foundations abroad, and within the United States, for the Bureau of Educational and Cultural Affairs of the Department of State and other cooperating agencies involved in administering study and research programs for U.S. students under the Fulbright Act.

10 FAM 222.1-1 Legal Authorization

(TL:PEC-005; 03-28-2002)

The activities described in this section are authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended (Pub. L. 87-256, September 21, 1961, the Fulbright-Hays Act).

10 FAM 222.1-2 Definitions of Terms

(TL:PEC-005; 03-28-2002)

a. **United States Student**—A U.S. citizen who is an applicant for a grant, or a grantee, who plans a program of academic study or research at the post-baccalaureate level under the sponsorship of the Fulbright Program.

b. **Teaching Fellows and Assistants**—These grants are for a program of study or research either of which may be combined with a teaching assistantship.

c. **Commission or Foundation**—Either a binational Commission or Foundation established by an Executive Agreement between the U.S. and a foreign government under the Mutual Educational and Cultural Exchange Act of 1961.

d. **Post**—The Public Affairs Section at a U.S mission abroad. If no Public Affairs Section exists, "Post" may refer to the U.S. Embassy in general.

NOTE: In this subchapter situations that require different handling for Commission and non-Commission grants are presented in parallel. The expression "Commission or Post" is used to indicate responsibility of both the Commission and the Post in some instances, and Commission or Post in others.

e. **J. William Fulbright Foreign Scholarship Board (FFSB)**—A 12 member Presidential-appointed body drawn principally from the U.S. academic community with statutory responsibility. This is under the Mutual Educational and Cultural Exchange Act of 1961, the Fulbright-Hays Act, for the selection of all academic exchange grantees and the supervision of the Fulbright Program including the establishing of policy guidelines governing all such exchanges. The authority of the Board applies to programs in both Commission and non-Commission countries. In this section, the initials "FFSB" identify this body.

f. **Cooperating Agency (CA)**—The principal private organization, under contract to the Bureau of Educational and Cultural Affairs that assists in the administration of the regular Fulbright U.S. Student program.

g. **Bureau of Educational and Cultural Affairs (ECA)**—The Bureau of the U.S. Department of State having the responsibility, among others, for the Fulbright Program throughout the world. In its organizational arrangement, the Bureau has an Office of Academic Exchange Programs (ECA/A/E), which has the direct responsibility for the administration of the program.

10 FAM 222.1-3 Background

(TL:PEC-005; 03-28-2002)

a. Prior to World War II, there was an extensive exchange of students between the United States and foreign countries, mostly in Europe. These exchanges were supported by universities both in the United States and abroad, and by privately funded organizations. The exchanges were often for the purpose of mastering a foreign language or study of a culture, but other fields were included.

b. The Fulbright Program has increased the number of opportunities available. Students from virtually all colleges, universities, and other educational institutions in the United States are eligible to apply. Moreover, a student does not have to be enrolled at a university to be eligible for consideration; if the student meets the basic academic or professional qualifications, he or she may apply "at large" and have equal standing as a candidate.

c. Activities considered appropriate for a Fulbright Grant include all academic fields, with few exceptions, and a wide range of professional study, training, and practice.

10 FAM 222.1-4 The Fulbright Grant

(TL:PEC-005; 03-28-2002)

a. All Fulbright Grants are generically the same, they differ only in the amount and type of support provided to a student to permit his or her participation in a program of international educational exchange. The amount of financial support may range from minimum support to many thousands of dollars, or equivalency. Other support may take the form of insurance, books and materials, housing, travel, and other necessities. The objective of the grant is to permit the student to concentrate on the project without undue concern for financing.

b. Grants are awarded for full-time study or research (for candidates in academic fields), or full-time training or activity (for candidates in the performing arts and professional fields). Grantees may not undertake remunerative employment during the grant period without prior written approval by the Commission or Post. Grantees are discouraged from undertaking any remunerative employment if it conflicts with the project to be carried out under the grant. Exceptions to the above are certain assistantships, which involve teaching duties.

10 FAM 222.1-5 Types of Grants

(TL:PEC-005; 03-28-2002)

a. There are two types of grants:

(1) **Fully-Funded Grants**—Some grants are fully funded from Educational and Cultural Exchange appropriations to provide all essential expenses to enable the grantee to carry out an academic year's study, research, or professional instruction abroad; and

(2) **Partial Grants**—Partial grants are awarded to supplement other non-Fulbright funding to a level that will permit the grantee to accept an award for study abroad. The most common form of partial grant is basically to cover travel expenses.

b. As an example of the application of the partial grant, certain countries in Europe and elsewhere offer U.S. students scholarships, which may include tuition or maintenance, and other fees. These grants often do not include travel. A U.S. student recipient of one of these awards may be eligible for a Fulbright grant, which can include funds for travel. To obtain information about eligibility and the terms of these awards the student should be advised to contact the cooperating agency or the campus Fulbright Adviser.

10 FAM 222.1-6 Eligibility Criteria

(TL:PEC-005; 03-28-2002)

a. Applicants must hold U.S. citizenship at the time of application.

b. Grantees must hold the Bachelor's degree or equivalent before beginning the grant. Exceptions to this rule are:

(1) Applicants who have not earned a Bachelor's. degree or the equivalent, but who have extensive professional study or experience in fields in which they wish to pursue a project may be considered;

(2) In the creative and performing arts, four years of professional study or experience meet the basic eligibility requirement;

(3) Applicants in medicine must have an M.D. or the equivalent (e.g. D.D.S., O.D.) degree at the time of application;

(4) Applicants may hold a J. D. degree at the time of application; and

(5) Under certain conditions, Post-doctoral projects may be considered.

c. **Discrimination**—Applicants will be considered without regard to race, color, religion, age, disability, and sex.

d. **Health**—Applicants must be of sound mental and physical health. Candidates who receive the recommendation of the cooperating agency National Screening Committee and who are designated principals by the Commission or Post will be required to submit a satisfactory Certificate of Health from a physician.

e. **Language**—Applicants must have sufficient fluency in the language(s) of the host country to communicate with the people and to carry out the proposed study. This is especially important for students wishing to undertake projects in the social sciences and humanities.

f. **Adaptability**—Screening committees are asked to evaluate the candidates' personal qualifications and potential for effective adjustment to living and to the academic situation abroad. Personal interviews are often useful in assessing these qualities. Normally, candidates who apply through their college or university are interviewed by the campus committee and the results forwarded with the application documents to the cooperating agency for the information of the National Screening Committee (NSC).

g. **Representative of the United States**—Applicants are expected to be responsible citizens who can contribute a full and fair picture of the culture and civilization of the United States, including its remarkable diversity, and can, thereby, contribute to the understanding and friendship between the people of the United States and the people of the host country.

h. Preference will be given to those who had most of their high school and undergraduate college education at institutions in the United States. Study completed at foreign institutions during the junior year or for other periods of undergraduate study, which, are integral parts of the curriculum of their institution, is not considered disqualifying.

10 FAM 222.1-7 Special Cases and Exceptions

(TL:PEC-005; 03-28-2002)

a. Certain employees and the immediate members of their families of any agency involved in the administration of the Fulbright Program are ineligible for consideration for grants.

b. A person who has been convicted, or under indictment for a felony, may be considered ineligible.

c. No candidate may receive concurrently or consecutively more than one student grant under the Fulbright-Hays Act. This provision does not apply to second year renewals in continuation of an initial grant or to individuals who have previously held only a travel grant.

10 FAM 222.1-8 Factors Affecting Selections

(TL:PEC-005; 03-28-2002)

a. Other qualifications being equal, applicants having served in the U.S. armed forces will receive preference.

b. Preference will be given to those candidates who have not resided or studied in the country to which they are applying for more than six months.

c. Foreign-born candidates may be considered for the country of their birth, but preference will be given to those who have not recently been in the country of their birth for significant periods.

d. Duty abroad in the U.S. armed forces is not considered disqualifying within the meaning of this section.

e. Fundamental to the objectives of the program is the affiliation of the applicant with an acceptable institution abroad. If, in the country to which the student is applying, no supervising agency can effect a satisfactory placement of the applicant, and it is the view of the Commission or Post that the nature of the project requires a placement, the grant cannot be awarded.

f. Requirements of programs in certain countries permit only the placement of advanced degree applicants, and in some other countries certain fields of study are closed. Applicants should check with the cooperating agency to ascertain if the country in which they are interested has any restrictions of this type.

g. For certain countries, especially those in which English is the native language, the competition for grants is so keen that many highly-qualified candidates cannot be placed. Applicants should be advised of this situation and counseled to apply to some alternate country where their project can be carried out, assuming, of course, that any language requirements can be met.

h. Members of the same family are eligible to receive grants concurrently when both have applied and have been recommended in the regular competition.

10 FAM 222.1-9 Publicity And Application Processing

(TL:PEC-005; 03-28-2002)

a. **National Publicity in the United States**—National publicity for the U.S. student exchange activities of the Fulbright Program is a shared responsibility of the Bureau and of the Cooperating Agency. The Fulbright name is recognized in the academic world. What is not as widely understood is the process by which one obtains a Fulbright grant.

(1) It is the responsibility of the Bureau and the cooperating agency to disseminate information about the award possibilities for students. Each year this organization publishes a number of booklets listing grant opportunities all over the world, and detailing the qualifications necessary to apply for a grant. These bulletins go to colleges, universities, publications and professional organizations. More than 1,700 Fulbright Program Advisers on campuses all over the country get these materials routinely, and individual announcements go to more than 12,000 department chairmen, area studies directors, study abroad advisers, as well as to Members of Congress, all Commissions or foundations or Posts abroad, and interested individuals. In addition workshops are held in various parts of the United States in order to explain criteria and procedures, and to respond to the questions and concerns of those seeking information about the program.

(2) Up-to-date information on the Fulbright Student program is available on the ECA website <http://exchanges.state.gov/education/fulbright/>.

(3) Grants to U.S. students to permit them to study abroad number about 900 per year, with the majority of these in European countries. However, U.S. students are demonstrating increasing interest in other world areas.

b. **Campus Publicity**—Most campuses have someone on the faculty or administration designated as the Fulbright Program Advisor. This person will receive from the cooperating agency the materials announcing the grant opportunities for the next academic year with the necessary application forms, detailed instructions for applying, and supporting materials calling attention to new openings and specific opportunities in certain subjects. The Fulbright Program Advisor will also publicize the Cooperating Agency website which contains information about the program.

c. **Non-Academic Grants**—The Fulbright Program is often thought of as fundamentally an academic activity. Not as well understood are the many opportunities for students and young professionals in the creative and performing arts, and also some in the more traditional professions of medicine, law, engineering and other subjects. The cooperating agency includes listings of these opportunities in its national publicity for the entire program. In addition, the cooperating agency participates in meetings, conferences, and other activities involving professionals in specific fields to disseminate information about the program and the availability of grants.

d. **Partial Grants**

(1) Partial grants are available for some countries and applications should be submitted to the cooperating agency to meet the late October deadline, the same as for fully funded grants.

(2) The cooperating agency will accept partial grant applications under a number of different circumstances:

(a) As a separate application for partial support including travel because the student has already arranged his or her support; and

(b) For certain other situations under which the student might be able to establish eligibility.

e. **Method of Application**

(1) Interested students may obtain application forms from the Fulbright Program Adviser on campus. If there is no such person designated, or if the interested student is not enrolled at a university, the prospective applicant may obtain application forms directly from the cooperating agency. Students abroad may obtain application materials by writing to the cooperating agency and requesting the documents necessary, or by finding them on the website.

(2) At-large students may receive application materials by obtaining and submitting a "Request for Application Form for At-Large Applicants Only." This form is the final page of the cooperating agency's booklet, "Fulbright and other grants for graduate study abroad." The booklet may be found in the offices of Fulbright Program Advisers at most colleges and universities, and may also be obtained by writing to the cooperating agency.

10 FAM 222.1-10 Schedule for Processing Applications

(TL:PEC-005; 03-28-2002)

May 1—Application period begins for grants to be activated the following year.

Late October—Application period ends.

November/December—Applications considered by National Screening Committees.

January—Recommended applications will be sent by the cooperating agency to Commissions or Posts and to appropriate ECA/A/E branches.

February—**FFSB** approvals are sent to Commissions or Posts and to appropriate ECA/A/E branches.

March/April—Acceptances are received from Commissions or Posts. Grantees are notified. Non-selected applicants are advised of decisions.

May/June/July—Some ECA/A/E branches arrange orientation programs.

September—Grantees begin their projects.

10 FAM 222.1-11 Stages in Selection: Review of Applications and Campus Interviews

(TL:PEC-005; 03-28-2002)

a. Campus committees consisting of representatives of several different departments of the university or college are usually convened by the institution's Fulbright Program Adviser to interview candidates. The committee is expected to evaluate the applicants in both personal and academic or professional terms. Applicants are rated in a range from the very highest qualifications to not acceptable; the committee then forwards the applications to the cooperating agency. At this stage of the competition, no applications may be eliminated.

b. The competition for grants to "at-large" candidates follows the same general procedures as that for candidates affiliated with universities in the United States except there are no interviews.

c. Action on Applications

(1) Upon receipt of the applications processed by the campus committees, the cooperating agency staff screens the dossiers for completeness and any misinterpretations of the instructions. Any problems are brought to the attention of the applicant for correction, if possible.

(2) The cooperating agency has established a National Screening Committee (NSC). A NSC is composed of senior academicians and leaders of professions in the United States tasked to review and evaluate applications and to determine the final panels of candidates recommended for grants. The screening process in academic fields is conducted by the NSC on a national basis. Recommendations in the creative and performing arts are made from a single national competition by professional panels in specific fields.

(3) Most campus committees require a personal interview with each applicant. Reports of these interviews are used by the NSCs in their evaluation of a candidate's credentials.

(4) The cooperating agency reviews the panels of recommended candidates and alternates to verify eligibility and prepares the panels to be sent to each country following the recommendations of the NSC.

(5) The panels list candidates in rank order, field of study, and according to program, either academic or for the creative and performing arts. The panel listing and the candidate's application materials are sent by the cooperating agency directly to the Commissions or Posts with copies to ECA/A/E.

(6) In establishing the rank order the academic group is separated from the professional group so that the number ranked 1 of the academic group and the number ranked 1 of the professional group may be considered equal in standing.

d. Review of Applications by Commissions or Posts

(1) The cooperating agency forwards the panels and applications to the Commissions or Posts by January 15 of the year in which the grant is expected to be activated. Upon receipt of the documents the Commissions or Posts study the applications, taking into account factors, which include suitability of the project proposed, the language ability of the applicant, indications of possible health problems and the acceptability of the applicant to the institution to which he or she may be affiliated.

(2) In certain fields, depending on the conditions prevailing in the country, some proposals may arouse sensitivities, which Commissions or Posts may wish to consider carefully before accepting an application. The use of questionnaires or extensive interviewing may cause problems and be unacceptable to the host country, and some areas for research such as public opinions on political, economic, or military matters can be off-limits to foreign students generally.

(3) The binational organization of the Commissions is most helpful in evaluating the acceptability of a proposed project.

(4) In view of the essentially academic character of the program, it is expected that the majority of student grantees will have projects requiring institutional affiliation. However, for advanced graduates interested primarily in independent research, this affiliation may in actuality be nominal. If the executive agreement with the country so provides, the Commission may recommend that this requirement be waived if the circumstances of the individual case seem to warrant such a recommendation. This is most likely to occur in the special category fields such as art or music, in which a grantee may pursue a valid study program under the direction of an individual teacher.

e. Reporting on Candidates

(1) At the earliest possible date after receipt and review of the applications, the Commission or Post should report their decisions to ECA/A/E with a copy to the cooperating agency.

(2) Candidates for whom the Post or Commission recommends non-selection means that under no circumstances would the Post or Commission be able to accommodate the candidate in the current year. Such a recommendation does not necessarily imply any lack of quality on the part of the candidate or his or her project. In some cases, for example, it may be simply a matter of unavailability of an opening for the specific field of study. The Commission or Post should give specific reasons for which non-selection is recommended. Grouping a number of candidates under several general reasons is not sufficient unless all of the reasons apply equally to all of the candidates.

(3) Some valid reasons for recommending non-selection are:

(a) Resources or facilities for the proposed study project are unavailable in the host country, or suitable academic affiliation or supervision cannot be arranged;

(b) The grant is unsuitable in the light of prevailing conditions or attitudes in the host country;

(c) The candidate's academic preparation or language competence is insufficient to enable the scholar to carry out the project successfully under the conditions afforded in the host country; and

(d) The candidate is personally unacceptable to the host country or to the institution where he or she would have to be placed.

NOTE: Commissions or Posts should not give reasons to candidates who have been recommended for non-selection.

(4) Commissions or Posts report simultaneously to the cooperating agency and the appropriate ECA/A/E area branch office the names of candidates whom the Commission or Post expects to place and those to whom it wishes to assign alternate status, with an indication of the priority order of those listed as alternates.

(5) The Commission or Post notifies ECA/A/E of any candidates it recommends for non-selection.

(6) For those the Commission or Post is intending to accept, it proceeds to arrange institutional affiliation as appropriate while following the guidelines of the FFBSB.

(7) It may not be desirable or possible to arrange a satisfactory institutional affiliation at the time the Commission wishes to issue a grant. If there is convincing evidence that the student can be affiliated given a reasonable amount of time, under these circumstances the grant may be issued with the notation "Affiliation (Placement) to be Arranged." Otherwise, if there is any doubt that a placement may be possible, the issuing of the grant should be withheld until the situation has been clarified.

10 FAM 222.1-12 Responsibilities—Commission Countries

(TL:PEC-005; 03-28-2002)

a. The cooperating agency sends the panel of candidates recommended by the NSC to the Commission and to the relevant geographic branch of ECA/A/E which, in turn, submits the panel to the FFBSB for approval. The Commission reviews the panel and makes its decision about the students to be offered grants. The cooperating agency prepares a congratulatory letter which is signed by the FFBSB Chairman. The Commission then sends each student approved a letter of award, the grant document (in quadruplicate), and the terms and conditions of award statement which is usually a three to four page document. The student keeps the original grant document and signs the three copies. The student then sends one copy to the Commission and two copies to the cooperating agency. The cooperating agency sends one copy to the ECA/A/E relevant geographic branch.

b. Subsequently, the Commission sends a congratulatory letter to the student with a copy of a press release form, announcing the grant, which the student can send to the local newspaper.

c. The cooperating agency sends a non-select letter to students who have applied for grants to Commission countries and have not been selected.

d. Non-Commission Countries

(1) The cooperating agency sends the panel of candidates, recommended by the NSC, to the Posts and to the relevant ECA/A/E geographic branch, which, in turn, submits them to the FFSB for approval. The branch notifies the cooperating agency and the Post of FFSB approval. The Post reviews the panel and makes its decision. The Post's recommendations are forwarded to the cooperating agency and the geographic branch. The branch, in regionally funded programs, informs the cooperating agency as to which candidates will receive funding. The cooperating agency prepares the FFSB congratulatory letter. ECA/A/E then authorizes the cooperating agency to prepare and send the grant document with terms and conditions of award to the student. The student signs the grant and returns it to the cooperating agency which sends a copy to the appropriate ECA/A/E geographic branch. After the student accepts the award, the cooperating agency sends the grantee information on travel, insurance, a press release form, and any other relevant material.

(2) The cooperating agency sends the alternate and non-select letter to students who have applied for the grants to non-Commissions countries and have not been selected, or have been named alternates.

e. Final Selection

(1) The FFSB makes final decisions on the applications of all candidates in the program. It is the policy of the FFSB not to make information generally available explaining the reasons for acceptance or rejection of any candidate, but it does give the cooperating agency the background for decisions to reject or to assign alternate status for the guidance of these organizations in the conduct of future competitions.

(2) ECA/A/E notifies Commissions of action taken by the FFSB, and for non-Commissions countries, notifies the cooperating agency of the FFSB decision.

(3) Final approval and issuance of any grant depends on:

(a) Completion of ECA/A/E administrative actions;

(b) Commission or Post concurrence on proposed selections;

(c) Affiliation with suitable academic institution abroad, or acceptable alternative;

(d) Approval of student applicant and research activities if required by the host country government; and

(e) Student's satisfactory medical report.

10 FAM 222.1-13 Action on Panels of Candidates

(TL:PEC-005; 03-28-2002)

a. Placement Abroad by Post or Commission—In some countries, the Post or Commission undertakes the responsibility for the placement of student applicants. In many cases Commissions or Posts have a working relationship with the institutions of the country and placement can be arranged routinely. Occasionally, some project proposals pose problems

because of the lack of facilities or the non-availability of qualified personnel at the institution which is normally the host for U.S. students in the particular field. The Post or Commission is then faced with the problem of finding a suitable alternative, or rejecting the application.

b. Self-Placement by Applicant

(1) Some student grantees are able to secure their own placement, in which case the Post or Commission has only to confirm the arrangement.

(2) In many countries, affiliation with a university is the responsibility of the student grantee.

10 FAM 222.1-14 Grants to Members of U. S. Armed Forces

(TL:PEC-005; 03-28-2002)

Members of the U.S. Armed Forces receiving Fulbright awards may have available to them continuing support from the military. With this in mind, the Fulbright award is generally applied to those items not covered such as tuition or fees, books and incidentals. This conforms to limits of support extended to civilian applicants who similarly have financial assistance from outside the Program.

10 FAM 222.1-15 Information on Decisions—Letter of Award

(TL:PEC-005; 03-28-2002)

a. Commission countries send to each successful applicant a grant authorization, a letter of award, and an explanatory text, "Terms and Conditions of a Fulbright Grant." This last document explains the purpose of the grant, the duration, benefits extended, transportation arrangements, insurance coverage, rights and responsibilities of the grantee, and outlines of procedures in the event of certain contingencies. When issuing grants, the Commission should instruct students how to proceed with applications for a visa to visit the country in which they expect to work. If precedents have indicated certain difficulties, the Commission might prepare a list of do's and don'ts, because many U.S. students will not have had any previous experience in dealing with a foreign mission. Should this be a recurring problem, the Board of the Commission might wish to investigate the matter to see if the problems can be resolved. For some Commission countries, the cooperating agency issues the grant authorization and letter of award.

b. In non-Commission countries, ECA/A/E authorizes the grant and the cooperating agency issues it along with a Terms and Conditions advisory statement. Upon receipt of the applicant's acceptance the cooperating agency forwards to the grantee insurance information, a U.S. carrier notice, emergency and arrival information forms, and press release forms.

c. As noted above, occasionally student grantees experience difficulty in obtaining a visa to visit the country where they expect to carry out their project. To the extent possible, the Post, through the cooperating agency and ECA/A/E, should provide its best advice on procedures to be followed to obtain the necessary clearance.

d. The cooperating agency also sends to the grantee a congratulatory letter and any specific area or Post information available for guidance in making preparations.

e. Notification to Alternates

(1) In the process of selecting grantees, Commissions or Posts may find it desirable to place some applicants in an alternate position, noting that although the applicant's qualifications are satisfactory, another applicant is preferred. Should the first choice decide not to accept, the Commission or Posts will have the alternate as a possibility. However, placing an applicant in alternate status should not be done unless there is a possibility for an opening.

(2) Alternates should be notified of their status as promptly as possible. In the case of those retained by the Commission as alternates, the Commission should send the alternate letter as soon as it has received word of FFBS approval. In the case of those nominated as principals by the cooperating agency, but proposed for alternate status by the Commission or Post, the latter await confirmation from ECA/A/E that the FFBS has reviewed the application and has concurred in placing the applicant in alternate status.

(3) Each Commission should report to the cooperating agency the names of alternates in priority order and should indicate the date on which each alternate letter is sent.

f. Notification of Non-Selection

(1) In March of the year for which the application has been submitted, the cooperating agency will begin to send letters of non-selection to those candidates who have been unsuccessful for all countries. The cooperating agency will also send alternate letters to those candidates who are being held in this status for non-Commission countries and some Commission countries.

(2) At approximately this same time of year, the cooperating agency will begin to send letters to Fulbright Program Advisers on the various campuses reporting awards, non-selection, and those designated alternates.

10 FAM 222.1-16 Grant Acceptances or Declinations

(TL:PEC-005; 03-28-2002)

a. Commission Countries

(1) If the student accepts the grant, the cooperating agency prepares a congratulatory letter for the FFSB to send to the grantee.

(2) Upon deciding to accept the application of a U.S. student, the Commission prepares four copies of the grant documents, and sends them to the student applicant. The prospective grantee signs three copies either accepting or declining the grant. He or she sends one to the Commission, and two to the cooperating agency, which, in turn, distributes one to the ECA/A/E area branch.

b. Non-Commission Countries (Posts)

(1) After the authorization for a grant is processed by ECA/A/E, the documents are given to the cooperating agency to issue the grant. These are fixed-sum awards with the amounts calculated for each category of grant and for each country. Letters containing the award documents, the Terms and Conditions of Award, and the cooperating agency's congratulatory letter will be sent to the applicant with instructions.

(2) Upon receiving the responses from the applicants, the cooperating agency will forward the signed grant documents to ECA/A/E branch offices with a signed copy of acceptance to the Post. If the applicant accepts the award the cooperating agency will then send more detailed information on insurance coverage, travel and other pertinent material.

10 FAM 222.1-17 Special Points—Timing

(TL:PEC-005; 03-28-2002)

a. Since most graduate schools in the United States issue their awards on or about April 1, and request responses by April 15, either accepting or declining the award, every effort should be made to notify all Fulbright grant applicants of their status before the first week of April. Commissions especially should be alerted to this situation because extra efforts may have to be made to expedite decisions because of possible delays in communications.

b. **Accounting for Nominees on Panels**—All nominated candidates must be accounted for through official channels. The cooperating agency and/or ECA/A/E keep the Commissions informed of all pertinent changes of status, and the Commissions advise ECA/A/E of any information they receive directly, such as withdrawals, postponements, etc.

NOTE: With the exception of those who withdraw, all others either receive grants, become alternates, or are unsuccessful.

c. **Institutional Affiliation**—In most cases, grantees are affiliated with one approved institution in the host country, but, in special cases, the student's project may require that more than one institution should be involved.

d. **Revision of Grant**—If the Commission finds it necessary to revise the terms of a grant, it advises the grantee by letter of the changes to be made. A copy of this letter should be sent to the cooperating agency and ECA/A/E.

e. **Marriage after Grant Issuance**

(1) A student who marries after the grant is issued should immediately advise the cooperating agency or the Commission, whichever is appropriate. Generally, if the marriage takes place before the grant is activated, an adjustment is routinely made, subject to the availability of funds, if the grant is a fixed-sum award. Commissions do not necessarily follow this practice, and may or may not increase the grant because of the marriage.

(2) If the marriage takes place after the student has begun his or her project, the office issuing a fixed-sum award will consider an adjustment to the grant according to the administrative regulations then in effect.

10 FAM 222.1-18 Duration and Benefits of Grants

(TL:PEC-005; 03-28-2002)

a. Initial grants are issued for 8-12 months or for one academic year. A grantee who requires additional time to complete his or her project may be granted up to three months extension by a Commission or Post without prior approval, assuming funding is available. In Commission countries, extensions are authorized by a Commission letter to the grantee with copies to the cooperating agency and ECA/A/E. In non-Commission countries, extensions are awarded by the Department and issued by the cooperating agency with copies to ECA/A/E.

b. Students holding fixed-sum awards may be renewed up to a maximum of 12 months total, regardless of the duration of the initial award.

c. **Renewals**

(1) A renewal grant is a grant for a second year abroad, or a major portion thereof, in continuation of the initial one-year grant. Renewals may be made at the discretion of the Commission without prior approval by the FF SB or ECA/A/E. However, ECA/A/E must be notified of renewal grants.

(2) Renewals may also be recommended by Posts, but are contingent upon funds being available at the cooperating agency for ECA/A/E grants.

(3) Justification for a renewal must explain the need for an additional year, or for the time requested, and evaluate the grantee's progress to date.

(4) Requests for extensions and/or renewals beyond a second year require the approval of the FFSB; such requests must be thoroughly justified and recommended by the Commission or Post and ECA/A/E.

(5) Renewal grants provide only maintenance and other benefits normally given in the host country; they do not provide additional travel. At the discretion of the Commission, however, students with first year partial grants may be given maintenance and other benefits to permit a second year of study or research.

10 FAM 222.1-19 Grant Benefits

(TL:PEC-005; 03-28-2002)

a. General Benefits (available to all students)

(1) **Use of diplomatic pouch**—U.S. Fulbright grantees are authorized use of the diplomatic pouch for first-class letter mail only, and a one-time outbound shipment of educational materials to post (four packages, each with a maximum weight of 40 pounds and size of 62 inches length plus girth).

(2) **Availability of Embassy Services**—There is no general rule for any U.S. Embassy services to be made available to U.S. Fulbright grantees, but in some countries for reasons which are considered of sufficient weight to justify the activity, grantees are sometimes permitted access to the Embassy's medical services, and in some cases may have check-cashing and other privileges. These are matters to be decided by the Posts individually and the practice at one does not necessarily establish a precedent for another; and

(3) Health and Accident Insurance

(a) **Grantees covered**—All grantees under the Fulbright Program are covered by health and accident insurance provided by the ECA Bureau. The current limit of this coverage is \$50,000 per illness or injury. Upon receipt of the signed grant document, an insurance identity card is issued by the Commission or the cooperating agency to the grantee along with explanatory materials and instructions.

(b) Grantees are advised that the health insurance provided does not extend to any dependents. It is highly recommended that any accompanying dependents should be covered by health and accident insurance although it is necessary that the grantee procure this personally and at his and/or her own expense.

(c) Because the exchange program operates worldwide, there are great variations among the participating countries in such matters as political stability, the possibility of natural disasters, and the availability of competent medical treatment. Grantees should be counseled by the Commissions or Posts or the cooperating agency to consider these possibilities and to weigh the need for insurance for dependents to cover any contingencies that might require emergency evacuation.

(d) Some Commission countries require evacuation insurance and will so advise grantees when the grant documents are issued. Detailed information can be obtained from ECA/EX.

b. Fully-Funded Grants

(1) **Commission Countries**—The countries in which Commissions have been organized offer widely diversified conditions for the international exchange activities of the Fulbright Program. Not only are there many different cultures, languages, and other societal factors, but there are widely different economic levels and degrees of development. For these reasons, among others, Commissions are usually acutely aware of the factors affecting the visiting student, and they maintain an active interest in providing adequate support of the grantee and his or her project. In some Commission countries, U.S. grantees may have problems adjusting to economic levels to which they are not accustomed. The maintenance portion of the grant is presumed to provide adequate, but not lavish, support, but sometimes costs for specific items, such as rent, food, heat, transportation, seem outrageously high when compared with cost for similar items in the United States. Commissions try to explain how allowances are determined and point out that people in the academic world everywhere have to adjust to life styles which may be somewhat constraining, and in their Commission budgeting they try to find a balance between what the local students find acceptable, and what a U.S. student might expect. Budgets do not permit funding in excess of needs, but normally a perceived inequity is met with an appropriate adjustment.

(2) In general, fully-funded grants provided by the Commissions include a maintenance allowance, travel, tuition and related fees, an allowance for books and incidentals, language study and orientation, as deemed necessary, health and accident insurance (provided by ECA), plus any other approved allowances deemed necessary on an individual basis.

(3) In deciding the levels and types of support for grantees in the different categories, the Commissions are concerned only with the conditions prevalent in their own country. It is intended that grants be adequate to assure that high quality candidates are attracted to the Program and that grantees who participate will be able to fulfill their projects without undue financial hardship.

c. Non-Commission Countries

(1) All U.S. Student Grantees in non-Commission and regional programs are given fixed-sum grants that are calculated to provide support for the grantee and his or her planned project activities.

(2) The total fixed-sum is determined by the Bureau in consultation with the Post.

(3) Two general factors affect the calculations: a monthly rate encompassing all items affected by time, such as rent, food, heat, and other on-going expenses, and those expenses that are of a one-time nature such as international travel, local travel necessary for the grant activities, books and equipment, and other expenses.

(4) The amounts to be awarded to students going to any particular country are reviewed annually and adjusted as necessary.

d. Allowances for Dependents

(1) Maintenance allowances for one or more dependents of a fully-funded student grant may be authorized. Such an allowance, if provided, may be continued for extensions or renewals given to the grantee.

(2) Among Commission countries, the practice of providing support for dependents of a student grantee is not universal. In most instances, if offered, it is limited to one person.

e. Partial Grants for Travel—Partial grants for travel, approved by the FFSB, usually provide domestic and international transportation, as required, only for the study or research activities. In addition, the student is covered by health and accident insurance, emergency medical expenses, and, under certain circumstances, some other benefits, such as funds to permit participation in professional conferences, may be provided.

f. Assistance from Other Sources—Grantees must report to the Commission or the cooperating agency all grants or other funds from other sources which are received concurrently with the Fulbright award. If such additional funds duplicate benefits received from the Fulbright award, the Fulbright grant may be adjusted accordingly.

10 FAM 222.1-20 Revocation, Termination and Suspension of Grants

(TL:PEC-005; 03-28-2002)

a. A grant may be revoked, terminated, or suspended. After a revocation, the grantee is considered as not having received the grant and will not be an alumnus or alumna of the Fulbright Program. After a termination, unless otherwise stated, the grant will be considered to have ended when the FFSB announces its decision to terminate. After a suspension, the grant will be considered inoperative until a decision is made to reinstate, revoke or terminate the grant.

b. A Commission and/or Post has authority to recommend that the FFSB revoke or terminate the grant held by a grantee who has departed the United States for the host country.

c. The cooperating agency has authority to recommend that the FFSB revoke or terminate a grant to a grantee who has not yet departed the United States for the host country. Before acting on such recommendations, the FFSB will review them with the Department.

d. Grounds for revocation include, but are not limited to, the following:

(1) Violation of the laws of the United States or of the host country, including currency exchange regulations;

(2) Any act likely to give offense to the host country because contrary to the spirit of mutual understanding;

(3) Failure to observe satisfactory academic or professional standards;

(4) Failure to carry out the professional purpose for which the grant was awarded;

(5) Engaging in unauthorized income-producing activities, or other activities, which, in the discretion of the Commission, the FFSB, and ECA/A/E are inconsistent with the purposes and best interests of the program; and

(6) Physical or mental incapacitation.

e. Unless otherwise specified by the FFSB, if a grant is revoked or terminated on any grounds other than physical or mental incapacitation, the remaining allowances and benefits will cease, except for return travel. If a grant is revoked, the grantee will be asked to repay any advance in allowances or benefits theretofore received under the grant.

f. Grantees, who stay abroad at their own expense after the expiration of the grant, may be allowed to do so at the discretion of the Commission or Post without forfeiting the return travel entitlement. The grantee must meet any increase in travel costs resulting from the longer stay and will not have insurance provided by the Department.

g. The additional period abroad will be contingent upon compliance with visa requirements and any other limitations imposed by the host country. U.S. citizens remaining abroad under this authority will no longer be considered grantees, and must not continue to represent themselves as such.

10 FAM 222.1-21 Channels of Communication

(TL:PEC-005; 03-28-2002)

a. **Communications with Candidates**—Commissions or Posts are advised not to write to students prior to selection and awarding of the grant. The cooperating agency has the responsibility for communications with applicants at this stage of the grant process.

b. **Communications with Grantees**— After grants are issued, Commissions or Posts are urged to communicate with grantees on all matters relevant to their grants and the prospective sojourns abroad.

(1) Depending on the question, it is sometimes desirable for the student grantee seeking clarification of some item in the grant to communicate directly with the cooperating agency, which, except for matters uniquely of Commission and/or Post concern, is in the best position to respond and advise.

(2) Student grantees receiving fixed-sum awards will address all questions to the cooperating agency.

10 FAM 222.1-22 Communications Requesting Personal Information

(TL:PEC-005; 03-28-2002)

Inquiries from individuals or organizations outside the group directly involved in the application, selection, and awards process should be referred to the cooperating agency. Usually, the queries refer to the status of an application, or the reasons for non-selection that may frequently involve matters of a personal, or possibly controversial

nature. Commissions, particularly, should be alert to the public relations aspects of releasing this type of information and should without delay advise the cooperating agency and ECA/A/E of the contact. Should the Commission feel it has some information that is relevant to the processing of the award in question, and which the cooperating agency should know when framing a reply, the Commission should send this information by letter, fax, or telegram to the cooperating agency.

10 FAM 222.1-23 Supervision

(TL:PEC-005; 03-28-2002)

a. Commission Countries

(1) Grantees are under the supervision of the Commission while in grant status abroad. Commission responsibilities include disbursing funds for support and other purposes under the terms of the grant; supervision of the academic program; orientation to the country; assistance in arranging and maintaining suitable housing or living arrangements; and assistance in emergencies.

(2) Should any incident, illness, accident, or other development be considered an emergency situation, the Commission should advise ECA/A/E or the cooperating agency immediately with all available details, and with a statement reporting if the grantee's family, or any person designated to be advised in case of emergency, has been contacted and informed of the situation. Commissions should be alert to any possible public relations ramifications and report these to the cooperating agency immediately.

b. Non-Commission Countries

(1) In non-Commission countries student grantees are under the supervision of the Post. Most of the financial matters and routines of administration are performed by the cooperating agency, and the Post's principal responsibility is the promotion of satisfactory relations between the student and the institution of affiliation. In general, Fulbright grantees are independent, serious students and well able to handle their own affairs, but occasionally problems arise and the grantee may seek counseling from the Post. Such assistance and advice as may be given can be of great importance to the success of the program and should be provided whenever possible.

(2) If the Post can include the student grantee and any dependents in orientation programs, or in briefings on local customs and practices, this may contribute to his or her adjustment to the culture, and, therefore, to the establishment of a rapport with his or her academic colleagues.

10 FAM 222.1-24 Reporting

(TL:PEC-005; 03-28-2002)

a. Grantees are expected to submit reports to the Commission, as required. Normally, a report is requested in order to ascertain what progress is being made and also to learn of any problems which might have an impact on future activities of the program. Grantees are urged to be specific and candid in evaluating their activities and the success they may be enjoying.

b. Student grantees in both Commission and non-Commission countries are required to submit a mid-term report.

c. All Commissions and the cooperating agency require a final end-of-the-year report which is supposed to elicit more detail about the grant activities. This information is often useful in preparing the Commission's annual report, and sometimes a thoughtful student report is of interest to the administration of the host institution and the cooperating agency as it relates to the institution's participation in the Fulbright Program.

d. Upon the completion of the student grant, the Commission prepares and submits to ECA/A/E a report on the student's activities and evaluates the degree of success achieved by the grantee.

10 FAM 222.1-25 Rights and Responsibilities of the Grantee

(TL:PEC-005; 03-28-2002)

Non-Academic

(1) Grantees are responsible for any visas and passports necessary for themselves and their dependents. They must also bear the cost for these items.

(2) Grantees are responsible for any income tax reporting or liabilities of concern to the IRS or to the tax departments of their States.

10 FAM 222.1-26 Cultural Promotion of Mutual Understanding

(TL:PEC-005; 03-28-2002)

a. As provided in U.S. law, all recipients of Fulbright academic exchange grants will have full academic and artistic freedom, including freedom to write, publish, and create. No grant granted by the FFEB may be revoked or diminished on account of the political views expressed by the

recipient or on account of any scholarly or artistic activity that would be subject to the protections of academic and artistic freedom normally observed in universities in the United States. It is the policy of the FFBSB to ensure that the academic and artistic freedoms of all persons receiving grants are protected.

b. Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright Program and which will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Grant recipients are expected to obey the laws of the host country.

c. A person accepting a grant is not by virtue thereof an official or employee of the U.S. Department of State or other agency of the U.S. Government, or of an agency of the government of the host country.

10 FAM 222.2 Introduction to Foreign Student Grants

10 FAM 222.2-1 Purpose

(TL:PEC-005; 03-28-2002)

a. The purpose of the Foreign Student Grants Program is the furtherance of mutual understanding by enabling selected foreign students to pursue advanced academic study and supervised research in the United States.

b. This material is designed as a working guide for operations of foreign student exchanges abroad and in the United States, and should be used in conjunction with Chapter 500 of the J. William Fulbright Foreign Scholarship Board Policies (FFSB-Policies). The activities described are applicable to student exchanges in both Commission and non-Commission countries, for which the procedures are essentially the same, and should be followed by all Commissions and/or Posts having foreign student exchange programs.

c. In the United States, the procedures will be observed by operating personnel in ECA and cooperating agencies that may be requested to assist, as appropriate, in arranging programs for foreign students.

10 FAM 222.2-2 Legal Authorization

(TL:PEC-005; 03-28-2002)

The activities described in this section of the directive are authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended (Pub.L. 87-256, September 21, 1961 (the "Fulbright-Hays Act").

10 FAM 222.2-3 Definition of Terms

(TL:PEC-005; 03-28-2002)

a. **Foreign Student**—A foreign student is a national of a foreign country who comes to the United States to pursue full-time academic or professional study, or to engage in research activities supervised by an approved institution, or a combination of both. It is expected that the student has, as a minimum, the equivalent of the bachelor's degree, but less than the Ph.D. However, under certain circumstances, an undergraduate may be approved for an award, and, likewise, the holder of a doctorate in one field may be considered an advanced student in the particular field or activity he/she has chosen to pursue during the period of study in the United States.

Note: For dual citizenship see FFSB Policies 341.2-1b.

(1) **Commission/Foundation**—Either a bi-national Commission or Foundation established by an Executive Agreement between the United States and a foreign government under the Fulbright-Hays Act.

(2) **Post**—The Public Affairs Section (“PAS”) of a U.S. Embassy office at a ranking U.S. mission outside the United States. If no PAS office exists, “Post” may refer to the U.S. Embassy generally.

(3) **J. William Fulbright Foreign Scholarship Board (FFSB)**—The FFSB was created by Congress to supervise the Fulbright educational exchange program. The Board sets policies and procedures for administration of the program, has final responsibility for approving selection of all grantees, and supervises the conduct of the program both in the United States and abroad. Appointed by the President, the Board is composed of 12 members drawn from academic, cultural, and public life.

(4) **Bureau of Educational and Cultural Affairs**—The Bureau of Educational and Cultural Affairs of the U.S. Department of State is charged with the responsibility for administering the exchange program authorized by the Fulbright-Hays Act. ECA includes, among others, an Office of Academic Exchange Programs (ECA/A/E), which is responsible for the Fulbright Program exchanges.

(5) **Cooperating Agencies (CA)**—Under a cooperative agreement, the Department contracts with private organizations.

b. **The Fulbright Award**

(1) First and foremost, a Fulbright award is a recognition of academic and/or professional excellence, exemplary personal qualities, and interest and dedication to the accomplishment of better human relations through international contacts and shared goals.

(2) A Fulbright award is not a prize; rather, it provides an opportunity to engage in an activity that has as its objective greater understanding and appreciation of personal and professional responsibilities, and the achievement of greater competence and broader knowledge.

(3) The function of the grant of funds is to permit the selected student to undertake a period of study or professional training at a U.S. university, or other institution, directed to the completion of a project, selected by the student because of his/her own interests, and, in terms of the objectives of the Fulbright Program, in keeping with the broader aims of increased mutual understanding through international educational exchange.

(4) The monetary award is determined on an individual basis depending on a number of factors, many of which are variable. From the U.S. governmental side, the Fulbright Program is funded by appropriations voted annually by the Congress, but the Program operates in conjunction with grants and other forms of support provided by the home country government, universities, institutions, foundations, industry, educational trusts, and many other organizations in both countries. Thus, the recipients of an award may be supported by one, or possibly several different donors and contributors, including the U.S. Government.

(5) The administrators of the Program draw all support elements together to make an individual "Fulbright Grant." However, regardless of the amount, or from whatever resources, the prestige and honor of a "Fulbright" remains unchanged.

10 FAM 222.2-3 Selection Procedure for Student Placement and Awards

(TL:PEC-005; 03-28-2002)

a. Announcements, Applications, Competitions, and Screening

(1) Announcements and Publicity and Commissions and/or Posts have the responsibility to issue general announcements about grant opportunities. The techniques vary from country to country, depending largely on the sensitivities of the host country government. Usually it is permissible for the Commission and/or Post to have posters and leaflets on university notice boards.

(2) Ads in the local newspapers are sometimes acceptable and effective, although in many countries the information may not reach students in locales outside the principal city.

(3) Commissions and/or Posts, depending on their priorities, should decide how much information should be included in announcements, but, as a minimum, it should be clear that grants are available for study, research, or professional training at the graduate level; that students having at least the equivalent of the U.S. bachelor's degree are eligible to apply; and that application materials and further details can be obtained from the Commission and/or Post, or, where applicable, at the branch office of a contract agency.

(4) The deadline dates for filing applications should be clearly stated, and, in most countries this requirement should be stressed very strongly. It is important that applications be received by the deadline set by the appropriate cooperating agency. Students should register for the TOEFL, GRE, or GMAT examinations at the earliest possible date.

(5) Late applications can cause problems for the Commissions and/or Posts and can jeopardize the chances for acceptance.

(6) In the announcement, no mention should be made of the exact number of grants to be awarded. Often at the time of the announcement, the allocation of funds may not have been finally determined, and even if it has been, the Commission and/or Post may wish to adjust the awards to include more students, or fewer. Also, in some countries, there may not be as many qualified students as there are grants planned to be offered, which may cause a public relations problem if a fixed number of grants has been announced.

b. **Application Forms**—Commissions and/or Posts are encouraged to devise their own preliminary application forms which should be designed to elicit the specific information needed for the Screening Committee to form a judgment on the applicant's qualifications. In some countries, the Commissions and/or Posts have used for preliminary applications the form furnished by the cooperating agencies. In the interests of cost-control, it is preferable that these forms be given only to those candidates who have been selected as nominees for grants. In all cases, final applicants must use the form supplied by the appropriate cooperating agency either in hard copy or on-line. This document will be submitted to U.S. universities, and its use is mandatory.

c. **Screening Procedures**—Screening procedures vary from country to country and adjustments must be made to accommodate local preferences, but, at the same time, to maintain the integrity of the process. The essential components of the screening process are:

(1) Applications are considered in a bona fide competition; and

(2) The screening committee is comprised of highly qualified U.S. and local persons. The bi-national composition of the Commissions tends to promote the formation of balanced committees of qualified professionals representing the academic exchange interests of the United States and the host country.

NOTE: Commissions and/or Posts should be aware that in most countries where the Fulbright Program is active there have developed over the years substantial numbers of Fulbright alumni who have unique qualifications to serve as members of a Screening Committee. Also, there are sometimes U.S. Fulbright scholars in residence, and they, very often, can provide up-to-date knowledge of admissions policies and practices.

10 FAM 222.2-4 Eligibility and Selection Criteria and Study Requirements

(TL:PEC-005; 03-28-2002)

a. **Eligibility and Selection Criteria**—Candidates must meet the eligibility and selection requirements as established in sections 510 through 520 of the FFSB Policies. In addition, the FFSB and ECA/A/E may, from time to time, indicate other preferences or priorities considered desirable to achieve maximum program effectiveness.

b. **Remunerative Employment**—Except for certain assistantships which involve teaching duties, Fulbright awards require full-time study, research, or professional activities. Grantees may not undertake remunerative employment during the grant period without prior approval of the cooperating agency responsible for the grantee's program. Any activity, remunerative or otherwise, that is not an integral part of the student's program, and which may delay the completion of the proposed study, research, or professional training, should be discouraged by the cooperating agency and can be grounds for revocation of the award. (See FFSB-Policies 532.)

c. **Study Requirements**—Full-time academic activities are necessarily defined for each recipient in terms of: academic background; approved academic objectives; and, the regulations of the institution. Guidelines for specific categories of study grants are as follows:

(1) **Undergraduate Students**—As a general rule, grants are not given to undergraduates, however, when exceptions are justified, all undergraduates who meet admission standards of the institution should be enrolled each term for full academic programs. This requirement applies both to the number of hours and to the content of courses. In general, the standard of twelve credit hours will be considered full-time for institutions operating on a semester system.

(2) **Graduate Students**—U.S. universities have developed different levels of graduate study, and many variations are possible. Some Fulbright students taking graduate-level courses do so for cultural enrichment, in conjunction with a degree program in their own country, or because of some other motivation, but not for degree credit. Some Commissions/Posts award Fulbright grants for such purposes, and, in a few countries, a large proportion of the total number is for non-degree objectives. In others, the reverse is true and almost all grantees are enrolled in degree programs, either Master's or the Ph.D.

NOTE: In all cases, each student must be enrolled full-time in accordance with the requirements set by the institution. Whether or not a Fulbright graduate student is working for a degree, the program should be planned so that the purposes of the grant can be achieved within the maximum duration of stay approved by the home country and/or within FFSB limits.

10 FAM 222.2-5 Test Requirements

(TL:PEC-005; 03-28-2002)

Proficiency in English—The testing of proficiency in the English language is a requirement for applicants recommended from non-English-speaking countries. Some U.S. universities also require testing of applicants from some of the English-speaking countries as well.

(1) The preliminary test is a screening device prescribed for both Commission and non-Commission countries. The origin and form of the test to be used is left to the discretion of the Commission and/or Post.

(2) The information gleaned from preliminary tests maybe useful for the screening committees when evaluating a candidate, but it does not replace the standard TOEFL which must also be taken to comply with the requirements of U.S. universities.

b. **TOEFL Examination**—The International Test of English as a Foreign Language (TOEFL) is an examination developed by the Educational Testing Service to evaluate competence in English at levels likely to be encountered in a U.S. academic situation. It is required of all non-English speaking candidates applying for admission to U.S. universities. It is administered worldwide at designated centers on selected dates, announced well in advance, with admission open only to ticket holders.

NOTE: Most nominated candidates in both Commission and non-Commission countries will receive fee-exemption vouchers supplied by the cooperating agency, and, with these, the admission ticket to the TOEFL examination can be obtained. The costs of this examination are borne by ECA/A/E. Only students nominated for grants may make use of the vouchers.

c. **Other Tests**—Two tests that are often required by U.S. universities are:

(1) The Graduate Record Examination (GRE), and

(2) The Graduate Management Admissions Test (GMAT) for students in business administration.

NOTE: As for the TOEFL test above, any nominated student applicants who are required to take the GRE, either the general test and/or a subject test, will receive from the cooperating agency or the Commission and/or Post, instructions including information materials about the examination and the dates on which it will be administered. Also, the student will receive a fee-exemption voucher for the selected examination date. The costs of the test are borne by ECA/A/E. Arrangements for issuing a fee-exemption voucher for the GMAT examination follow the same procedures as for the GRE above.

d. **Applicant Interviews**

(1) It is the practice in many countries, both Commission and non-Commission, to schedule personal interviews of each applicant as part of the selection process. The interviews are conducted by the Selection Committee, sometimes assisted by qualified academics or professionals from the United States and/or the host country. Usually, no serious attempt is made to evaluate the student's knowledge of his subject field, but, most likely, the Committee will aim to gain some insight into his/her motivation and career objectives. The interview also provides an opportunity to assess the student's command of oral English.

(2) The FFSB recommends the interview as a screening device whenever and wherever it can be programmed to include all applicants in a competition.

10 FAM 222.2-6 Nomination Procedures

(TL:PEC-005; 03-28-2002)

a. **Preparation of Panel**—In the preparation of a panel of nominees the selection committee should take into consideration three goals that may not always be in consonance: (1) the objectives of the Mission Program Plan; (2) the project objective of the applicant; and (3) the ideal of excellence. The ideal situation would have the most qualified applicants in the fields given the highest priorities in the Country Plan and/or Proposal.

b. **Identification Data**—In submitting a panel of recommended candidates, the Commission and/or Post should produce a ranked list of applicants identified according to their programmatic needs, ability in English, and any special treatment requested: (1) candidates meeting all requirements recommended for Fulbright grants with no special treatment; (2) those candidates who require special training in English prior to commencement of the academic program; and (3) those who, in the opinion of the selection committee, merit priority placement by the cooperating agency. For this last group, comments justifying or prompting this recommendation will be useful to the cooperating agency for the placement process.

c. **Health Certification**—Each nominated candidate must furnish the Commission and/or /Post with a certification of good mental and physical health issued by an authorized health official or licensed physician, on the basis of extensive testing.

NOTES: Special mention should be made of any disability or handicap even though the condition is not expected to hinder the applicant in any way relevant to participation in an academic program. Although the physical and mental health of candidates must be adequate to allow them to fulfill the terms of their grant, the selection process will not discriminate among qualified individuals on the basis of disability. (See FFSB-Policies –521.4.)

If at all possible, grantees should provide an immunization record, whether as part of the medical statement or separately. This information is useful for general purposes and of particular interest to universities. Students who have no immunization record will most likely be required by their U.S. universities to get all necessary immunizations before full enrollment will be permitted.

d. **Preparation of Nominating Panel Memorandum**

(1) **Selection Committee Action**—Immediately after final selection of candidates for cooperating agency placement, selection committees should send the appropriate cooperating agency a list of the students selected, giving full names (family and first name), fields of study, and dates for which each has registered to take standardized tests (TOEFL, GMAT, and/or GRE).

(2) **Preparation of the Panel for Submission**—When the actual applications are sent to the United States, each application should have attached a completed Selection Committee Advice Form and a Selection Committee Transmittal Form.

(3) In judging the applicant, the Selection Committee bases its opinion on academic credentials, work/professional experience, if any, and the results of the personal interview.

(4) Selection Committees do not have to concern themselves with funding arrangements for grants, but if they have opinions on these matters, either applicable to individual applicants or to the group, they should include with their transmission of the recommended panels, a memorandum stating their views and providing any justification they believe pertinent.

(5) Placement (applies to the cooperating agencies.)

e. Review by Cooperating Agencies

(1) The cooperating agencies (CA) review all applications to confirm that the applicants meet the criteria for placement at United States institutions.

(2) The cooperating agencies will initially report to the Commission and/or Post only on candidates for whom additional information is required; the report will indicate if placement action must be deferred until the additional information and missing documents are received.

f. Reports on Placement

(1) After reviewing the candidates' credentials, the cooperating agencies will inform the Commission and/or Post and ECA/A/E of all candidates who do not meet the placement criteria. If, in the judgment of the Commission and/or Post and ECA/A/E, further consideration should be given to any particular candidate of this category, the appropriate cooperating agency may be asked to attempt to place the student without regard to the availability of tuition support. This approach may be necessary in the case of high priority candidates who may not meet the academic standards required by the educational institution.

(2) As part of the reporting on placement processing, the cooperating agency also provides a breakdown of costs and any financial aid available at the institution under consideration. Thus, the Commission and/or Post will have this information in case there are placement problems and the amount of financing required is a matter of concern.

g. **Funding Fulbright Grants** - Fulbright awards are funded by the Fulbright-Hays appropriations of the Congress, and by supplementary support from a variety of sources but mostly from universities and educational organizations.

(1) Thus, the award is often a composite of university support such as tuition remission, housing, and other forms of assistance, and possibly funds from foreign governments, international corporations, or others, coupled with United States Government appropriated funds. For some countries or areas, travel may be provided by foreign flag or international airlines –In some situations personal resources of the applicant may also be added.

(2) Obviously in the interests of maintaining the number of exchanges at the highest level possible, it is desirable to have as much private participation and funding as can be obtained.

(3) In making an award to an individual applicant the first step is for the cooperating agency to:

a. Obtain placement at an institution suitable for the applicant's academic project, and;

b. Confirm, if possible, some amount of support from other sources. Over the years U.S. universities have accepted the practice of providing tuition support to foreign students as their contribution to the Program. Because of the excellence of the participants, U.S. universities have continued this active role in spite of rising costs and stringent budgets.

(4) When the cooperating agencies receive a panel of applicants from the Commissions and/or Posts they examine the dossiers and from their experience and professional expertise they usually can make a quick assessment of the possibilities for obtaining admission and/or financial aid at a particular university. If an offer is forthcoming it is a comparatively easy matter to put together the funding package. As a general observation, it is likely that the applicants holding the highest ranking on the panel will be better qualified and, therefore, stronger candidates for financial assistance from the university.

(5) Only a relatively small percentage of qualified foreign students will require full funding from appropriated Fulbright-Hays funds. It sometimes happens that students in this category prove themselves during their first year and subsequently do receive some support from their university. Should this happen the amount of funding from Fulbright sources will be correspondingly diminished.

h. Summary - Award Processing

(1) Applications received by the cooperating agency are checked for eligibility and qualifications for placement.

(2) Dossiers sent to selected universities for placement and possible university financial support.

(3) Universities respond, usually offering acceptance and some level of financial support.

(4) Cooperating agency through ECA/A/E branches, advises Commission and/or Post of placement and prepares calculation of award for expenses not covered by university support.

(5) Commission and/or Post discusses university offer with applicant and together a decision is reached accepting placement and funding arrangements.

(6) Assuming applicant acceptance, the Commission and/or Post advises cooperating agency.

(7) CA submits application materials to FFSB for approval.

(8) The cooperating agency issues grants for approved applicants.

i. Placement State

(1) During the processing period in the United States, the cooperating agency and the Commission and/or Post will correspond directly on such items as missing documents, status of candidates, withdrawals, placement, etc.

(2) In the case of Post programs supported through a regional pool of funds managed by ECA/A/E, all discussion of funding levels and changes in these levels must involve ECA/A/E, the only office with the authority to make program budget adjustments.

j Cooperating Agencies Notification to ECA/A/E—When the cooperating agencies receive the applications from the Commissions and/or Posts, two copies of the application document (not the supporting materials) are forwarded to ECA/A/E for information and submission to the FFSB for its review and approval.

10 FAM 222.2-7 Selection

(TL:PEC-005; 03-28-2002)

a. **FFSB Approval**—Approval by the FFSB is necessary before grants can be issued. The Commissions/Posts will be notified when approval has been received.

b. **Non-Selection Notification**—Non-selection by the FFSB is reported to the appropriate cooperating agency for those students who are being processed through its organization and ECA/A/E notifies the Commission and/or Post which, in turn, advises the applicant of non-selection.

c. **Self-Placed Nominees**—For candidates who have secured their own placement, FFSB action is reported simultaneously: (1) to the Commissions, and (2) to the cooperating agency so that a grantee file can be established and appropriate supervision be initiated.

10 FAM 222.2-8 Issuance of Awards

(TL:PEC-005; 03-28-2002)

a. Preparation of Terms of Award

(1) The cooperating agencies prepare the Terms of Award for all applicants for whom they individually have secured placement; these terms are sent directly to the Commissions and/or Posts with a copy to ECA/A/E.

(2) If there is not enough time for this action before departure of the grantee, the Commission and/or Post will be notified of the award and its benefits and terms will be issued to the grantee after arrival in the United States.

b. **Issuance of Awards**—The Commission and/or Post notifies the grantee and issues the award with the Terms and Conditions document received from the CA, provided the grantee has obtained the J-1 visa, or the Consular Section advises that the student has complied with the regulations and the visa will be issued.

c. **Copy of Cooperating Agency Awards Document**—The Commission and/or Post sends one copy of the signed award document issued by the cooperating agency back to the issuing office as soon as it is received from the grantee.

d. **Resignation or Withdrawal**—The Commission/Post should notify the cooperating agency and ECA/A/E of all resignations, withdrawals, or changes of affiliation occurring before the grantee's departure from the home country.

10 FAM 222.2-9 Grant Benefits and Grant Supervision

(TL:PEC-005; 03-28-2002)

a. Disbursement of Funds

(1) ECA/A/E authorizes the transfer of funds to the appropriate cooperating agency to support foreign students holding Fulbright awards. These funds are for tuition, room and board, books and incidentals, thesis fees, non-waiverable university fees, taxes and other expenses, as applicable.

(2) Funds for pre-academic training programs are transferred as a separate item.

b. Regular Grants Benefits

(1) Maintenance Allowance:

(a.) The cooperating agencies are authorized to disburse the amount of maintenance funds (room, board, incidentals) for each student as required by the college or university. (For budgeting information for the program, the cooperating agency obtains overall cost estimates by referring to a maintenance cost listing prepared annually by cooperating agencies for each college and university in the United States.) This data is used by the cooperating agencies, ECA/A/E, and some other organizations for which accurate data on expenses at specific colleges and universities is a necessity; and

(b.) The cooperating agencies pay allowances directly to grantees except for those at certain institutions which require payment of board and room directly to the institution.

(2) **Tuition and Fees**—The cooperating agencies are authorized to pay tuition costs and fees of grantees entitled to them upon receipt of bills from the academic institutions.

(3) **Pre-academic Training Programs Costs**—The cooperating agencies are authorized to pay tuition, room and board, book allowances and minimal incidental expenses for all grantees who attend English language training courses or summer pre-academic training program centers.

(4) **Book Allowance**—The cooperating agencies are authorized to pay a book allowance in accordance with amounts approved annually by ECA/A/E. The availability and amount of this allowance may vary by country.

c. Special Program Stipends

(1) English and Pre-academic Training Programs

(a.) The cooperating agencies are authorized to pay special program stipends and incidental allowances to grantees assigned for the entire period of an English language and pre-academic training program.

(b.) Grantees who arrive early for personal reasons are not entitled to program allowances.

(2) **Cultural Enrichment Programs**—To enrich the experiences of foreign students in the United States, the CA, in consultation with ECA/A/E, may plan for sponsored students to participate in seminars, professional programs and other activities. Funds, when available, are transferred by ECA/A/E to the organizing CA.

d. **Health and Accident Insurance**

(1) **Grantees Covered**—All grantees under the Fulbright Program are covered by health and accident insurance provided by the Department of State. The current limit of this coverage is \$50,000 per illness or injury. Upon receipt of the signed grant document, an insurance identity card is issued by the cooperating agency along with explanatory materials and instructions.

(2) The health and accident insurance for the grantee does not provide for any accompanying dependents. Grantees are required to purchase supplementary insurance for dependants.

e. **Emergencies**

(1) **Responsibility of Cooperating Agencies**—In cases of emergency related to the physical or emotional health of grantees, the cooperating agencies are responsible for informing ECA/A/E and the Commission and/or Post and for taking the necessary action to handle the emergency. Each of the cooperating agencies has a procedure for handling emergencies, either through its headquarters office or branches. In ECA/A/E, basic responsibility is assigned to the area branch.

(2) ECA/A/E assists the cooperating agencies in dealing with emergencies if return travel, escorts, financial, political or compassionate factors are involved.

(3) Commissions and/or Posts inform parents or family members of grantees in case of serious illness or injury, return to home country or other emergency situations.

10 FAM 222.2-10 Grantee Supervision in the United States

(TL:PEC-005; 03-28-2002)

Pursuant to their contracts with ECA/A/E, cooperating agencies supervise assigned foreign students while they are in the United States on Fulbright grants.

10 FAM 222.2-11 Travel Arrangements and Visa Requirements

(TL:PEC-005; 03-28-2002)

a. **Commission Countries**—In most cases, Commissions issue awards, and make travel arrangements for all student grantees in their program.

b. **Non-Commission Countries**—For non-Commission countries, travel to the United States will be authorized by ECA/A/E and tickets and/or travel orders issued by the Post, or by the field office of the CA, if there is one in the country.

c. Extent and Class of Travel

(1) Transportation for Fulbright grantees is normally economy and/or tourist airplane from the grantee's home to the institution of affiliation in the United States by way of the place of pre-academic training, when applicable, and return to the grantee's home.

(2) All air travel and air shipments paid for by U.S. Government funds must comply with U.S. regulations which require the use of U.S. Flag carriers where such service is available. Copies of the pertinent regulations should be in all offices having any function relative to travel or shipping, and compliance with these regulations is mandatory.

(3) Exceptions are allowable only under certain specific conditions as set out in the applicable statute and regulations and any deviations must be justified.

d. **Baggage Allowances**—Excess baggage provisions, if any, will be specified in the grant authorization.

e. Travel Allowance

(1) An initial allowance for travel to the United States may be issued under certain circumstances and limited to specific authorization by ECA/A/E area offices in individual cases.

(2) When the ECA/A/E area office authorizes the travel allowance, it will make the payment to the grantee.

f. Arrival in the United States

(1) The Commission and/or Post should report arrival information on all foreign student grantees. Information should include the grantee's name, flight number or port of entry, and the date and time of arrival. If time permits, arrival notices should be sent on forms provided for this purpose to the appropriate cooperating agency; if not, arrival notices should be cabled to the cooperating agency with a copy to ECA/A/E.

(2) Arrival information is required to enable certain incoming grantees to be met under arrangements with ECA/A/E and the cooperating agencies, and, where applicable, to enable the cooperating agencies to inform orientation center directors of the exact arrival time of the grantees.

(3) In the event a grantee cannot depart his home country in time to arrive in the United States by the scheduled reporting date, the Commission and/or Post must inform ECA/A/E with an indication of the reason for the delay and the approximate date the grantee can be expected to arrive.

g. Early or Late Arrivals—The notification procedure for either early or late arrivals is as follows:

(1) For Commission grantees, the Commission will notify the ECA/A/E area office and the cooperating agency of early or late arrivals with reasons for the exceptions.

(2) For non-Commission countries, grantees' travel is issued by Posts with authorization from ECA/A/E, and the information will be available through communications on travel arrangements.

(3) For authorized early arrivals supported by justification, holders of ECA/A/E authorized grants may receive funds during the interim period.

(4) For early arrivals because of personal reasons, no interim support will be provided to holders of ECA/A/E grants. The Commission and /or Post should confirm that these grantees have sufficient funds of their own to support themselves during interim periods.

h. Return Tickets

(1) Grantees from most Commission countries make arrangements with the Commission for return travel. Grantees are requested to keep the cooperating agency informed of their travel plans. Commissions should send to the cooperating agency the travel instructions and information to pass to the grantee.

(2) Grantees from non-Commission countries inform the cooperating agency of their travel plans and the cooperating agency makes the reservations and purchases the ticket. It is usually desirable for the grantee to provide this information well in advance of his and/or her intended departure, especially if his and/or her planned travel coincides with the peak period of the air travel season.

(3) The cooperating agency also provides the return baggage allowance in accordance with the ECA/A/E authorization.

(4) For return travel, FFSB Policies, Section 541.2, should be consulted and its reporting requirements observed before any action is taken on return travel.

10 FAM 222.2-12 Visa Eligibility and Requirements

(TL:PEC-005; 03-28-2002)

a. **Post Responsibility**—Consular officers cannot make a definitive determination as to the eligibility of an alien to receive a visa until the alien has submitted an application and has been interviewed by the consular officer. However, a preliminary screening can be initiated prior to that time. The cultural affairs section of the Embassy should refer to the consular section the names of nominated candidates, together with as much identifying data as possible, so that record checks and other inquiries short of inviting the nominee to apply for a visa can be made. In this way, the possibility that a successful candidate may prove to be ineligible to receive a visa can be minimized.

b. **Dual Citizenship**—Students holding dual citizenship in their country of residence and the United States are ineligible to apply for a Fulbright-Hays exchange grant. An objective of the program is the exchange of persons with different nationalities and different cultures and dual citizenship is construed as eliminating the difference. Moreover, the law requires the issuance of a "J" visa to a foreign participant; this cannot be given to a person who is a U.S. citizen.

c. **Awards and Visa Eligibility**—All recipients of Mutual Educational Exchange grants (Fulbright-Hays) in the student category, regardless of the amount of funding awarded, are required to enter the United States on "J" visas under the Exchange Visitor Program Number G-1-1 and remain under the same program number only for the duration of their financial sponsorship, including travel. (FFSB-Policies-531.1.)

d. **Certificate of Eligibility**—When filling out the Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) status, add the following:

(1) In item 2, following the words "sponsored by", add: Bureau of Educational and Cultural Affairs - administered by (name of the Contract Agency). Enter the program number G-1-1, using only Arabic numbers; and

(2) In the continuing space provided in item 2, the following program description (which may be entered by typing, overprinting or by the use of a rubber stamp) is to be quoted in full and exactly as given.

NOTE: A program of the Bureau of Educational and Cultural Affairs, to award and administer U.S. Government study grants to qualified foreign students on regular pre-doctoral academic programs and on professional training programs (law, etc.) to enable them to pursue study, research, and training projects at colleges, universities, and selected institutions conducting educational activities in the United States to promote the general interests of the international educational exchange.

(3) In item 3, period covered by the Certificate, the beginning date on Form DS-2019 should be as close to the grantee's actual arrival date as possible. The termination date should represent the duration of the mutual grant and must not exceed one year, as stated on the Form DS-2019.

NOTE: The awards prepared by the cooperating agencies and forwarded to the Commissions and/or Posts and those prepared in the host country should not be issued until the results of the inquiries have been received and evaluated.

10 FAM 222.2-13 Exchange Visitor Visa: Designation and Program Number

(TL:PEC-005; 03-28-2002)

Use of "J" Visa

All recipients of Mutual Educational Exchange Grants (Fulbright-Hays Grants), receive awards with the total duration period limited to one academic year. Academic programs exceeding 12 months in duration require an extension of the Form DS-2019 which can be issued by the appropriate CA.

10 FAM 222.2-14 Two-Year Residence Policy

(TL:PEC-005; 03-28-2002)

a. Under section 212(e) of the Immigration and Nationality Act, as amended (8 U.S. C. 1182(e)), certain persons taking part in an exchange visitor program under "J" visa status may not apply for an immigrant visa, for an "H" or "L" visa, or for permanent residence in the United States unless they have resided and been physically present in their home countries for a period of two years following participation in the program. The provision applies to each person whose participation in an exchange visitor program was financed in whole or in part, directly or indirectly, by a U.S. Government agency, or by the alien's own government, or who, at the

time of admission to the United States, or acquisition of exchange visitor status after admission, was a national of a country designated in prescribed regulations by the Secretary of State as clearly requiring the services of persons with the alien's specialized knowledge or skill.

b. This two-year foreign residence requirement may be waived on any of four grounds set forth in section 212(e) of the Fulbright-Hays Act. Further information on the waiver requirements may be obtained at a U.S. consular office.

10 FAM 222.2-15 Responsibilities for Issuance and Control of Exchange Visitor Program

(TL:PEC-005; 03-28-2002)

a. **Confirmation by Cooperating Agencies (CA)**—The cooperating agencies confirm that each foreign student grantee enters the United States under a "J" visa, G-1-1 Program number, or transfers to it immediately if, for some reason, the student has entered under another number, or under another type of visa.

b. **Exceptions: ECA/A/E Role**—The ECA/A/E area offices have no action responsibility other than approving or disapproving exceptions if an exception is recommended.

c. **Responsibilities of Posts or Commissions**—The Commissions and/or Posts are responsible for:

(1) Informing selected students of the Exchange Visitor Program requirements and for confirming that students are fully informed of the requirements and limitations of the exchange visitor visa designation.

(2) Removing copy 4 (green) of the Form DS-2019 form prior to its presentation to the consular officer. This copy is for the files of the issuing office. It is also useful to send a photocopy to the appropriate CA.

(3) Assuring that the student is given copies 1, 2, and 3, of the completed form to present to the consular officer and to the Immigration and Naturalization Service (INS) when applying for a visa and for entry into the United States. Copy 1 is retained by the INS for its records. Copy 2 will be removed by INS and forwarded to L/PS, and copy 3 will be returned by INS to the grantee to be used for re-entering the United States after travel abroad during the period of validity of the exchange visitor program.

(4) Notifying ECA/A/E if the student travels under a different program or on an "F" visa.

10 FAM 222.2-16 Release to Another Program Number

(TL:PEC-005; 03-28-2002)

If an extension is not approved but approval is given to permit the grantee to transfer to another program, the cooperating agency informs the grantee of the following:

- (1) Disapproval of the request for extension;
- (2) Release to the exchange visitor program of the sponsoring university;
- (3) Requirement for completion of a Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. This form is prepared by the responsible officer of the visitor exchange program accepting sponsorship of the grantee and is to be sent to the appropriate cooperating agency to complete the release from the G-1-1 program to that of the university; and
- (4) Cancellation of any remaining grant benefits.

10 FAM 222.2-17 English Language and Orientation Programs

(TL:PEC-005; 03-28-2002)

a. **Purpose of Pre-academic Training Programs**—To provide grantees with basic information on the U.S. educational system with special emphasis on U.S. life and customs and to provide additional training in English, when necessary. A limited number of opportunities to attend pre-academic training is made available each year.

b. **Pre-departure Orientation**—The Commission and/or Post should provide pre-departure orientation for all grantees. Guidelines for pre-departure orientation are available from ECA/A/E.

c. **Programs in the United State**—The following programs are administered by cooperating agencies for ECA/A/E:

(1) University Contract Center Programs

(a) An academic program with lectures, seminars, classes, field trips, and discussion periods concerning information on university and college procedures and on the social, political, and cultural aspects of United States life.

(b) English language training related to the needs of students. The length of the program assignment is determined on an individual-need basis.

(c) Home hospitality with U.S. families in the vicinity offered as part of the program.

(d) Recreational activities.

(2) **University (Privately-Sponsored) Programs**—As appropriate, grantees may be assigned to privately sponsored pre-academic training programs conducted by universities generally on a regional or consortium basis. The programs must meet the general standards of instruction and program content present in the IIE University Contract Center Programs.

d. Requirements and Notification

(1) The cooperating agency assigns grantees from all geographic areas to pre-academic training programs on the basis of individual need. Assignments are made without regard to the type of grant. All eligible students cannot be assigned to orientation, but when assignments are made, they are considered desirable. Unless the Commission and/or Post presents adequate justification for exemption, and this is accepted, every grantee assigned to pre-academic training is expected to attend on a full-time basis. Grantees should not be accompanied by dependents. Program activities and financial arrangements include no provisions for dependents.

(2) Each year ECA/A/E notifies the Commission and/or Post of the type of orientation available, the dates, locations, travel instructions, and other pertinent details. The cooperating agency notifies the Commission and/or Post on the individual assignments and prepares the terms of award.

10 FAM 222.2-18 Grant Duration and Procedures

(TL:PEC-005; 03-28-2002)

a. **General Policy**—The FFSB Policies 533.3 state that grants under certain conditions may be renewed or extended within the duration periods approved for individual countries within a four-year overall limitation. Renewal and extension policies may vary from country to country, but generally follow the following guidelines:

(1) For non-degree students, total grant length should not exceed two years;

(2) For students seeking a Master's degree, the maximum is three years, the original one-year grant, and renewals up to two additional years.

(3) For students whose objective is a Ph.D. the maximum is five years, the original one-year grant and up to four one-year renewals;

(4) The policy of some Commissions limits the time permitted for a Ph.D. to three years of funding, but will permit a grantee to remain longer in the United States provided he or she can find other funding sources. Students may participate in academic practical experience at the conclusion of their studies to the extent outlined in the FFSB-Policies (523.5); and

(5) The return travel funds will remain valid for a total of 5 years, but must be utilized before the end of the 5-year period or they will lapse. (See FFSB-Policies 541.2e.)

b. Responsibilities of Cooperating Agencies—The cooperating agencies supervising ECA/A/E-sponsored foreign students in the United States are responsible for carrying out FFSB policies on the duration of grants.

10 FAM 222.2-19 Renewal and Extension Procedures

(TL:PEC-005; 03-28-2002)

a. Renewals

(1) Foreign student grantees apply to the cooperating agency under which they are supervised for renewals and extensions of their grants.

(2) All Fulbright-Hays student grant recipients apply to the appropriate cooperating agency for renewals of their grants.

(3) The cooperating agencies have the authority to issue a renewal providing the student is in good standing academically, there are funds available, and the end of the renewal period does not extend beyond the maximum length of time permitted by the Commission and/or Post. All renewal applications that are not clearly within the guidelines should be referred to ECA/A/E or the Commission and/or Post, as appropriate. (See FFSB-Policies 533)

b. Extensions

(1) Under FFSB policy, the cooperating agencies are authorized to act on applications for extensions of grants and continuation of stay in the United States except for requests from students from certain countries for which approval must be granted by ECA/A/E or the Commission and/or Post involved.

(2) In presenting the request for an extension to the Commission, the cooperating agency allows 6 weeks for a response from the Commission. If no response is received within one month, the cooperating agency should send a telegram to the Commission and/or Post, with a copy to ECA/A/E, requesting immediate action. If no decision is received within the six weeks allowed, the cooperating agency has the authority to act on its own.

(3) Requests for extensions beyond the maximum must be referred to ECA/A/E for discussions with the Commission and/or Post and referral to the FFSB for final action.

(4) Students are advised of decision by letter from the CA.

c. Cooperating Agency Responsibility

The Cooperating Agencies provide ECA/A/E and the Commissions and/or Posts with annual reports on the student program, and also report on individual cases as necessary.

10 FAM 222.2-20 Changes in Fields of Study

(TL:PEC-005; 03-28-2002)

No student is permitted to change the field of study without prior consultation and approval of the appropriate CA. In considering the student's request, the cooperating agency will seek the concurrence of the Commission and/or Post. The Commission and/or Post may in turn seek the concurrence of the student's home institution or other program sponsors.

10 FAM 222.2-21 Transfer from One Institution to Another

(TL:PEC-005; 03-28-2002)

a. Normally, students are expected to continue their study programs at the college or university in which they are initially enrolled. Occasionally there are valid reasons for considering a change of institution. Among the most common is that the academic curriculum or degree program does not support student's project objectives or those of the student's home institution.

b. Often the reasons for requesting a change are more personal. The student should make a request to the cooperating agency explaining the reason for the proposed change. The cooperating agency will forward this information, along with its own analysis of the situation and its recommendations for any action, to ECA/A/E for review and decision.

c. ECA/A/E will advise the Commission and/or Post of its decision, which will be passed on to the student through the cooperating agency.

10 FAM 222.2-22 Expiration of Grants

(TL:PEC-005; 03-28-2002)

a. **Definition**—A grant expires at the end of an approved period of validity, i.e., original grant, renewal, or extension, unless action is taken to renew or extend the grant longer in accordance with policies on duration.

b. Expired Grants

(1) If the application for an extension is denied, the cooperating agency notifies the student of the non-approval and directs attention to the expiration date currently in effect. The cooperating agency should inform the student that a period of 30 days is the maximum allowable for arranging travel and departing the United States. The cooperating agency also advises that if departure is not effected during the 30-day grace period, the Immigration and Naturalization Service (INS) of the U.S. Government will be advised and may take action to assure compliance.

(2) The cooperating agency advises the campus Foreign Student Adviser of the situation by sending him/her a copy of the letter sent to the student.

(3) If the student does not depart the United States within the allotted time, the cooperating agency will send a final letter to the student with a copy to the INS and advise that the cooperating agency has no further responsibility. Also copies are sent to ECA/A/E, the Foreign Student Adviser, and the Commission and/or Post.

(4) The cooperating agency closes the student's file. Any travel requests or tickets held for the student will be returned to ECA/A/E for cancellation.

10 FAM 222.23 Procedures for Revocation, Termination, and Suspension of Grants

(TL:PEC-005; 03-28-2002)

a. Revocation or termination

(1) Grants may be terminated or revoked only by the FFSB with the concurrence of ECA/A/E and the Commission and/or Post, and only for violation of the terms of award. (See FFSB-Policies 537.)

(2) When a grant is revoked or terminated, all grant benefits cease except that ECA/A/E, the Commission, and the FFSB may, if the situation warrants, permit the grantee to make immediate use of any return travel included in the grant.

(3) In the event of a potential student violation of the terms of an award, the Commission and/or Post, and the cooperating agency consults initially with the Bureau of Educational and Cultural Affairs and the Staff Director of the Fulbright Scholarship Board.

(4) The Commission and/or Post, or the cooperating agency should then prepare a Statement of Fact and Recommendations for Specific Action by the Board and forward it to the Staff Director.

(5) The Staff Director provides a copy of this document to the grantee and obtains proof of delivery.

(6) The grantee has two weeks from the date of receipt of the document to send a written reply to the Staff Director. The Board may grant additional time for reply if circumstances warrant. The Staff Director informs the Board if the grantee does not reply within the specified time.

(7) The Staff Director provides a copy of all documents to the Bureau for review, evaluation, and recommendation.

(8) Following receipt of the Bureau's evaluation and recommended action, the Staff Director provides a copy of all relevant documents to the Board.

b. Resignation From Grant

(1) **Early Resignation**—A student wishing to terminate for personal reasons shall follow procedures set out at FFSB Policies 536.

(2) **Termination after Change of Visa Status**—A grant is usually considered terminated if, during a valid period of the grant, a waiver has been granted, diplomatic status has been given to the grantee, or the grantee has failed to change visa status as required. Also, if for any reason the student is no longer eligible for a "J" visa under Program G-1-1, the grant must be terminated.

(3) Persons holding dual citizenship in the United States and the country from which the grant was issued are not eligible for a Fulbright award. If a grant has been awarded with this information withheld from the appropriate U.S. authorities, the grant is void, and the visa invalidated.

c. Status of Grant Pending Request for Waiver of Two-Year Residency Requirement—An application for a waiver of the two-year residence requirement does not have any automatic effect on the status of the grant. Action taken depends on the circumstances of each case. The ECA/A/E area office may (a) terminate the grant at the time the waiver application is filed, (b) leave the grant as it is until the normal expiration date and treat it as a "grant expired" at that time, (c) keep the grantee under the program in a "pending" situation until such time as the waiver request is decided, or (d) if necessary, work out other alternatives based on individual cases.

10 FAM 222.2-24 Returned Grantees

(TL:PEC-005; 03-28-2002)

Commissions and/or Posts should make an effort to communicate with returned grantees, to include them in Commission and/or Post programming, involve them in orientation activities for new grantees, and, to the extent possible, follow their subsequent careers. Commissions and/or Posts are encouraged to work with alumni to form Fulbright Alumni Associations.

10 FAM 223 U.S. FULBRIGHT LECTURERS AND RESEARCH SCHOLARS

10 FAM 223.1 Purpose

(TL:PEC-005; 03-28-2002)

This material is designed as a working guide for operations of the U.S. lecturer or research scholar exchanges both in the United States and abroad and is to be used in conjunction with Section 600 of the Policy Statements of the J. William Fulbright Foreign Scholarship Board, (FFSB-PS edition 06-94) and subsequent revisions. The procedures are essentially the same for Commission and non-Commission countries and should be followed by all Posts having U.S. professor programs. Situations that require different handling for Commission and non-Commission grants are presented in parallel. The expression "Commission and/or Post" is used to indicate responsibility of the Commission and/or Post in some instances and in others to indicate Commission and/or Post.

10 FAM 223.2 Definitions

10 FAM 223.2-1 Organizations

(TL:PEC-005; 03-28-2002)

a. **J. William Fulbright Foreign Scholarship Board (FFSB)**—A twelve-member Presidentially-appointed body drawn principally from the U.S. academic community with responsibility under the Mutual Educational and Cultural Exchange Act of 1961 (The Fulbright-Hays Act) for selection of all academic exchange grantees and the supervision of the Fulbright Program including the establishing of policy guidelines governing all such exchanges. The authority of the Board applies to all programs in both Commission and non-Commission countries.

b. **Bureau of Educational and Cultural Affairs**—The Bureau of the U.S. Department of State charged with the responsibility for administering the exchange program authorized by the Mutual Educational and Cultural Exchange Act of 1961 (the Fulbright-Hays Act). The Bureau of Educational and Cultural Affairs (ECA) includes, among others, the Office of Academic Exchange Programs (ECA/A/E), which is responsible for the Fulbright Program exchanges.

c. **Commission or Foundation**—A binational Commission or Foundation established by an Executive Agreement between the United States and a foreign government under the Mutual Educational and Cultural Exchange Act of 1961.

d. **Post**—The Public Affairs section at an embassy or other U.S. mission abroad. If no Public Affairs section exists, "Post" may refer to the U.S. Embassy in general.

e. **Cooperating Agency (CA)**—Under a cooperative agreement, the Department contracts with private organizations.

10 FAM 223.2-2 Personnel or Grantees

(TL:PEC-005; 03-28-2002)

a. **Lecturer**—A scholar whose responsibility primarily is to teach in a foreign university or to provide consultative services to faculties or departments within institutions abroad.

b. **Research Scholar**—A grantee whose activity abroad is independent postdoctoral research in some aspect of his or her academic discipline. In some instances, combination grants will be made to enable the grantee to devote part-time to research while engaged in some teaching, usually at the graduate level.

c. **Distinguished Senior Scholar**—An eminent scholar usually recruited by invitation for a grant for lecturing, consulting, or other academic activities with the objective of enhancing the prestige of programs or projects planned by Commissions or Posts abroad. Usually, these grants are short-term, but in special cases, they may be of normal duration.

d. **Junior Lecturer or Junior Researcher**—Collectively referred to as "Junior scholars," these are recent Ph.D. recipients or advanced Ph.D. candidates. They may be considered along with Distinguished Senior Scholars for grant positions for which their education or experience qualifies them to undertake the lecturing or research responsibilities of a proposed project.

e. **Summer Seminar Participant**—A faculty member, university administrator, or professional in an appropriate field who, as a participant, can benefit from an intensive short-term program in some aspect relating to his or her academic or professional activities.

10 FAM 223.2-3 Legal Authorization

(TL:PEC-005; 03-28-2002)

a. The Mutual Educational and Cultural Exchange Act of 1961 (The Fulbright-Hays Act). To quote from the Act.

b. Sec. 101. Statement of Purpose. The purpose of the Act is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world."

10 FAM 223.3 Types of Grants

10 FAM 223.3-1 Fully-Funded Grants to Lecturers and Researchers

(TL:PEC-005; 03-28-2002)

a. Most Fulbright awards to U.S. lecturers and researchers are fully-funded grants for one academic year, but the program recognizes the need for flexibility and some grants are authorized for shorter periods of time, and, occasionally, funding arrangements are modified. In the administration of fully funded grants, procedures depend on whether the grant is to be carried out in a Commission country or a non-Commission country. In the Commission country, the grant benefits are determined by the Commission and are valid only for that country. Control and disbursement of funds is generally the responsibility of the Commission.

b. Fulbright grantees selected for non-Commission countries are provided with a "fixed-sum" grant that may vary from one country to another. The amounts to be paid to the grantee, which are set by the Department in consultation with the Commission, depend on a tabulation of

fixed costs of a one-time nature (including travel), and a calculation of ongoing expenses on a monthly basis. Certain additional allowances, such as tuition for children, maintenance of dependents, and attendance at orientation programs, may be allowed. Disbursement of these funds is undertaken by the cooperating agency.

10 FAM 223.3-2 Partial Grants

(TL:PEC-005; 03-28-2002)

U.S. scholars often have opportunities not funded under the Fulbright Program to lecture, do research, teach, or carry out other academic activities at institutions abroad. These may provide some, but not all of the funds necessary for the scholar's maintenance. A scholar in this situation may apply for a Fulbright grant which may or may not include travel and supplementary funds, depending on the scholar's needs. To meet the FFSSB requirements, it must be shown that the issuance of partial grants of this type in these instances will serve the purposes of the Fulbright program and support the objectives of the country program.

10 FAM 223.3-3 Serial Grants

(TL:PEC-005; 03-28-2002)

a. A serial grant is an award to a scholar to permit visits of two to four months duration annually over a period of two to three years. The purpose of this type of award is to achieve a degree of flexibility and to ensure continuity and follow-up to the grantee's initial short-term assignment.

b. The Commission and/or Post, in proposing a serial grant must be prepared to justify this arrangement. All types of academic activity are permitted under the serial grant arrangement.

c. One of the objectives of this type of award is to attract eminent U.S. scholars who may only be able to arrange for absence from their home campuses for relatively short periods of time each year. Limitations apply to the duration of each segment of these grants: they may not exceed an eight-month duration over a two-year period and not over twelve months for three years.

10 FAM 223.3-4 Distinguished Senior Scholars

(TL:PEC-005; 03-28-2002)

a. This special category is for the purpose of including in the program eminent scholars who may be available for only short periods of time, possibly two weeks to two or three months.

b. Distinguished senior scholars may be involved in most academic activities such as consulting with officials of institutions, participation in seminars or workshops, or taking part in other cultural programs or activities under the direction of Commissions or U.S. missions abroad.

10 FAM 223.3-5 Honorary Grants

(TL:PEC-005; 03-28-2002)

a. An honorary grant is an unfounded, title-only grant provided to a prestigious academic who has offered his or her services to the program. In view of the scholar's accomplishments and prominence, it is expected the scholar can make a significant contribution, particularly in inter-country exchanges.

b. Senior scholars meeting the qualifications may be nominated for this type of grant by any of the Commissions.

10 FAM 223.4 Recruitment of Applicants

(TL:PEC-005; 03-28-2002)

a. The cooperating agency has responsibility for publicizing all awards available to U.S. Lecturers and Research Scholars and organizing peer review of the large number of applications received each year. After processing by the cooperating agency, the dossiers of these scholar-candidates are forwarded to the Commissions and Posts, and, ultimately, dossiers of nominees are forwarded to the J. William Fulbright Foreign Scholarship Board for selection.

(1) Since the beginning of the program, the process has been developed and refined by which scholar applicants for Fulbright grants are screened by the cooperating agency for academic and professional competence, adaptability, language ability (where this is a factor in selection), and other qualifications deemed relevant to the responsibilities of holding an appointment as a visiting U.S. scholar at a university abroad.

(2) Available exchange opportunities are announced in general and professional journals and other media, by bulletins sent to colleges and universities, through professional organizations, and by various other means. The coverage is widespread. Experience over the years indicates that these techniques have been generally effective.

(3) Cooperating agency staff work with prospective applicants to cultivate contacts in fields that are generally in short supply in order to alert the scholars to award opportunities. All U.S. scholars fall into two categories: lecturers and researchers, or sometimes a combination of the

two. The processing for both categories is the same; the circumstances affecting them are somewhat different. Research opportunities are very actively sought by U.S. academics and there are often more applicants than there are openings and grants available. But with lecturers, the reverse may be true. Institutions abroad often prefer to have a U.S. scholar as a visiting lecturer, and, therefore there may be more lecturing opportunities than there are applicants to fill them. To meet the needs of the Program, the cooperating agency must direct its recruitment efforts to interest qualified scholars to apply for these openings.

b. Many U.S. colleges and universities have designated a person, usually from the faculty or administration, to be the contact with the cooperating agency for the purposes of the program. The responsibilities of this person are to publicize on campus the availability of Fulbright awards, to advise faculty on the procedures for applying, and to act as liaison between the institution and the cooperating agency.

c. The cooperating agency prepares and issues an annual awards book that describes the nature of the Fulbright exchange grants and explains procedures for submitting applications and other pertinent details. The book contains a list of each approved award available for the coming year as reported by the Commissions and/or Posts by submitting a request for appointment of a Fulbright Scholar that explains in detail each of the positions listed in the Program Plan or Proposal.

d. To supplement the annual announcement and to assist in recruiting, each year the cooperating agency issues an annual update of opportunities still available and also issues lists in specific fields when publicity through a special workshop, association meeting, or publication is possible.

10 FAM 223.4-1 Competition for Research Scholar Awards

(TL:PEC-005; 03-28-2002)

a. Candidates for research awards usually respond to research opportunities listed in the annual awards catalog issued by the cooperating agency. As noted in the preceding section, research grants are relatively few and while most Commissions and/or Posts usually provide some research opportunities in the program plan or proposal, the preferences of the local institutions generally do not favor the researcher. In spite of the problems, about 30% of roughly 900 grants awarded annually to U.S. scholars are given to researchers.

b. Sometimes a Post and/or Commission will find it possible to offer a lecturer or research combination, and, by this device, make it possible to support at least some research activity.

c. The dates for receipt of applications and the announcement of awards vary depending on the geographic location of the country for which application is made, preferences of the local academic system, and other factors. Usually the application deadline is August 1. Applicants should be directed to the cooperating agency for detailed information.

10 FAM 223.4-2 Recruitment for Lecturer Awards

(TL:PEC-005; 03-28-2002)

a. **Announced Openings**—Almost two years before senior scholars are expected to assume their duties at their host institutions abroad, the Commissions and/or Posts are requested to submit a request for appointment of a Fulbright Scholar to ECA/A/E and the cooperating agency. This form provides information on the proposed institutional assignment, the area of specialization of the grantee and the desired level of experience. Also, it details the professional activities expected of the scholar, the courses to be taught, and other activities such as consulting, staff teaching, and administrative responsibilities. The form also reports the opportunities for research and the areas of desired research collaboration.

b. Information is included explaining the educational environment, size of classes, library facilities, computer availability, and other support features the host university can offer. It provides an estimate of the level of language competency expected of the visiting scholar, and some indication of the availability of housing and any academic support staff.

c. This information is to be provided for each specific position for which a scholar is sought. ECA/A/E sets a deadline for submission (currently December 1). This allows approximately 20 months for recruiting, processing, peer review, affiliations and the awarding of grants before the academic year is scheduled to begin.

d. At the same time, the Commissions prepare their Program Plans. The request for a Fulbright Scholar, explained above, must be in agreement with the plans or proposals.

e. The cooperating agency prepares brochures, press releases, and other publicity to solicit applications for the approved openings.

f. Distinguished Scholar Nominations

(1) A very limited number of Distinguished Lecturing Awards may be available each year for persons with outstanding national or international reputations. The cooperating agency publicizes the availability of these awards and solicits applications, but occasionally, as an exception to the general rule, lecturers may be invited to apply.

(2) These are often for Chairs or some other prestigious positions. A higher-than-usual academic and professional standard is demanded for these awards, and a higher stipend may be provided. Often the grants are for short terms.

g. Unannounced Openings

(1) Each year, for different reasons, a number of unannounced openings develop for which it is necessary for the cooperating agency to undertake special recruitment. This usually requires individual processing with consultation between ECA/A/E and the cooperating agency, and a considerable amount of time and expense. Commissions and/or Posts should make every effort to include all, or as many as possible, of their grant positions in the regular competition. Early submission of requests and plans improves the possibilities for an efficient and effective recruitment of scholars.

(2) Among the most common of the problems related to special recruitment are the following:

(a) Non-exclusive name requests, distinguished scholar awards in open competition, and distinguished scholar awards in special competitions such as pool grants;

(b) Exclusive name requests with special requirements;

(c) Late awards with projects which in general should involve distinguished scholars; and

(d) Late awards with no names for which the cooperating agency has to recruit.

10 FAM 223.4-3 Nominations

(TL:PEC-005; 03-28-2002)

a. Country Panels:

(1) A country panel of research scholars consists of nominations for all research awards available in the country program. There are normally more nominees than awards available, which provide for attrition and give Commissions and/or Posts some choice in selection.

(2) For some countries where there are large numbers of lecturing grants available, and more than enough applicants to fill the openings, the cooperating agency presents nominees in country panels. Such panels may be forwarded at the same time as the research panels.

(3) In countries that attract few applications for lecturing, there may be no more than one or two candidates for each opening. In such cases the Commission and/or Post must evaluate the credentials presented to determine whether the applicants meet the requirements of the position and then base its decision on these factors.

(4) Accompanying each country panel, the cooperating agency includes a nominating memorandum explaining why the peer review committees found the candidate suitable and noting any problems that may arise relative to the individuals listed.

b. Every candidate nominated by the cooperating agency, whether principal or alternate, must receive official notification of the action on his or her candidacy-either selection or non-selection or an alternate status. (See Summary of Responsibilities 10 FAM 223.9 lists the various administrative actions used in the processing of these applications and the awarding of grants.)

c. Applicants who are initially not nominated by the cooperating agency will be so advised either by letter or telephone by the program officer handling their case. If the applicant was not successful because his or her application was for a country for which there was intense competition, the program officer may advise him or her that perhaps another country, less competitive, might be interested, assuming that the basic credentials were of a quality meriting further consideration. If the candidate agrees to have his or her credentials submitted for consideration in another country, and is accepted, the grant will be awarded. If not, the applicant will be so advised.

d. All applicants ultimately will receive either a letter of award or a letter of non-selection.

10 FAM 223.5 Announcements of Grants Awarded

(TL:PEC-005; 03-28-2002)

Each candidate, upon acceptance of his or her nomination, receives a Letter of Selection from the FFSB.

10 FAM 223.6 Grant Benefits and Duration

10 FAM 223.6-1 Grant Benefits

(TL:PEC-005; 03-28-2002)

a. Annually, the Department publishes a list of grant benefits for Commission and non-Commission countries which may include:

- (1) Domestic and international travel;

(2) Maintenance allowances or stipends; and

(3) Book and incidental allowances.

b. **Health and Accident Insurance**—All grantees under the Fulbright Program are covered by health and accident insurance provided by ECA. The current limit of this coverage is \$50,000 per illness or injury. Upon receipt of the signed grant document, an insurance identity card is issued by the Commission or the cooperating agency to the grantee along with explanatory materials and instructions.

c. Grantees are advised that the health insurance provided for them does not extend to any dependents. It is highly recommended that any accompanying dependents should be covered by health and accident insurance although it is necessary that the grantee procure this personally and at his or her own expense. To assist the grantee, the issuing underwriter of the ECA-provided insurance has a program that will provide the coverage for dependents at an additional cost.

d. Because the exchange program operates worldwide, there are great variations among the participating countries in such matters as political stability, the possibility of natural disasters, and the availability of competent medical treatment. Grantees should be counseled by the cooperating agency and the Commissions and/or Posts to consider these possibilities and to weigh the need for insurance for dependents to cover any contingencies that might require emergency evacuation.

10 FAM 223.6-2 Grant Duration

(TL:PEC-005; 03-28-2002)

a. Duration of Coverage

(1) The grantee is insured from the time of departure from his or her home and during direct travel to the place of assignment, while participating in grant activities, and while directly en route to his or her home.

(2) Grantees are not insured during extended stopovers en route to or from the country where the grant is tenable, nor during travel or stay in another country visited by the grantee for personal reasons.

(3) Coverage is provided during periods of academic recess and any travel performed within the country of assignment for purposes related to the grantee's professional activities, including inter-country exchange grant activity. (For details see 10 FAM 240.)

b. Other Grant Benefits are as follows

(1) An educational allowance;

- (2) A housing allowance;
- (3) A "settling-in" allowance;
- (4) An orientation program; and
- (5) Miscellaneous allowances and support.

c. Use of Diplomatic Pouch

(1) U.S. Fulbright grantees are generally authorized use of the diplomatic pouch for:

(a) First-class letter mail only, and

(b) A one-time outbound shipment of educational materials to Post (four packages, each with a maximum weight of 40 pounds and size of 62 inches length plus girth).

(2) The cooperating agency will advise grantees of the opportunity to use diplomatic pouch.

d. Availability of Embassy Services

There is no general rule for any U.S. Embassy services to be made available to U.S. Fulbright grantees, but, in some countries, for reasons which are considered of sufficient weight to justify the activity, grantees are sometimes granted access to the Embassy's medical services, and, in some cases, may have check-cashing and other privileges. These are matters to be decided by the Posts individually and the practice at one does not necessarily establish a precedent for another.

e. Vacation Periods

Grantees are entitled to a continuation of grant benefits during normal vacation periods within the academic year of the host institution or country. Alternative programs may be developed by the Commission and/or Post for prolonged vacations beyond a normal two-three week period or beyond any provisions for vacation given in the Terms and Conditions of Award.

f. Research Scholars

Grants are normally based on a full academic year, usually eight to 10 months. However, six-month or shorter grants may be approved.

g. Research Grants

Research grants for less than a semester require justification for the shorter period.

h. Travel Grants

Travel Grants in support of research projects are subject to the same regulations on duration as full grants.

i. Lecturers

Appointments are normally based on a full academic year or one-semester grants. Short-term appointments may be made in accordance with FFBSB-PS section 633.3.

j. Grant Extension

(1) Commission countries: a grant extension is a continuation of a grant for a period not to exceed three months to permit the grantee to complete a project or to continue a service. No additional benefits are given other than a prorated continuation of the maintenance or stipend.

(2) An extension in Commission countries may be approved upon request of the grantee to the Commission, or upon the Commission's request to a grantee. Funds must be available under the budget of the current year and adequate justification made for the extension. No revision of the grant document is necessary; however, there should be written documentation in the field showing the terms of the extension.

(3) In extensions in non-Commission countries, an amendment of the authorization is necessary. The Post or the cooperating agency shall submit the request to ECA/A/E with, if possible, an indication of the sources of funds to be used.

k. Renewals

(1) Generally, renewal is the re-issuance of an award to permit a grantee to remain in the host country for an additional year or a major portion of a year. A renewal becomes a grant in the program for the second year. A renewal includes all the benefits of the original award except travel.

(2) In Commission countries, renewals (for a second year) are approved by the Commission as a result of a request from the grantee, or of a request from the host institution, or an action of the Commission itself for the reason that it is sometimes desirable to continue the same scholar in a position to establish a degree of continuity for the visiting U.S. scholar position in a department or host institution.

(3) The Commission must have available sufficient funds for this purpose in the budget for the current year or in the budget for the program year in which the grant activities will be undertaken.

(4) The action of the Commission must be reported to ECA/A/E as part of the program of the upcoming year. It is not necessary for ECA/A/E or the FFBSB to approve second year renewals. The Commission issues a new grant which includes all of the benefits of the first except travel. The grantee must sign the new grant and the Commission includes it as part of the quota for the year in which it will be executed. Copies of the grant award are sent to ECA/A/E and the cooperating agency.

(5) In non-Commission countries, grants to scholars going to non-Commission countries are issued according to the "fixed-sum" procedures. The duration of the grant is determined by the situation, involving many different factors, and may be as short as three months (under special conditions even less), and up a maximum of one full year. Any grant of less than 12 months may be extended to 12 months maximum.

(6) Regulations permit a renewal for a second year if the Post believes this action is in the best interests of the program, and recommends so to ECA/A/E. If the renewal grant is continuous with the preceding grant, or if the renewal grant is under six months duration, ECA/A/E provides only the monthly rate applicable to a grant at the beginning date of the renewal grant. If at least 60 days elapse between the end of a grant and the renewal grant is for six or more months, ECA/A/E provides both the basic rate and the monthly rate applicable to a grant at the beginning date of the renewal grant.

I. Approval of renewals for a third year is extremely rare and must be obtained from FFBSB and ECA/A/E before the grant can be issued. In presenting a request to the FFBSB, the Commission and/or Post includes these items:

- (1) Name and field of grantee;
- (2) Justification of the request;
- (3) Statement of the availability of (in the case of Commissions) funds;

(4) ECA/A/E must secure FFBSB approval and report such approval to the Commission and/or Post before the third grant can be issued; and

- (5) Research Scholars may not receive more than one renewal.

m. **Second Grants**

(1) Scholars are eligible for second grants if, as a first requirement, three years will have elapsed between the completion of first grant and the beginning of the second, and if the scholar applicant is considered the best qualified for the position to be filled.

(2) Both lecturers and research scholars may be considered for second grants, but preference generally will be given to those applicants who have not held Fulbright grants previously.

10 FAM 223.6-4 Revocation of Grants

(TL:PEC-005; 03-28-2002)

a. A grant may be revoked if the actions of the recipient involve any of the following:

(1) Violations of the laws of the United States or of the host country misconduct;

(2) Failure to maintain satisfactory academic or professional standards; physical or mental incapacitation;

(3) Acts likely to give offense to the host country; or

(4) Engaging in political or unauthorized income-producing activities, or other activities, which in the discretion of the FFSB and ECA/A/E, are inconsistent with the purposes and best interests of the program.

b. The ultimate authorities in matters that may result in revocation of the grant are the FFSB and ECA/A/E. Commissions and/or Posts should transmit the facts and recommendations on the specific action considered appropriate to the FFSB and ECA/A/E for immediate attention. At this point, no further action should be taken by the Commission and/or Post until it has received the decision of these authorities.

c. In Commission countries, the Commission has the primary responsibility for recommending the revocation or termination of a grant and withholding remaining allowances and unused transportation for reasons mentioned in the first paragraph above. The FFSB and ECA/A/E must respond to the Commission's recommendation either approving or disapproving.

d. It is necessary that the Commission and/or Post obtain from the grantee involved a statement of his or her position in the case, and forward this to ECA/A/E and the FFSB along with the Commission and/or Post recommendations. If the grantee chooses not to state a position the FFSB and ECA/A/E should be so advised.

e. A grantee whose grant is revoked on any grounds except mental or physical incapacitation is expected to repay all allowances or benefits under the grant including the cost of any transportation provided. In the case of termination, remaining allowances and benefits to the grantee will cease, except for return travel.

f. In Commission countries, should the grantee fail to carry out the project for which he or she was given the award, or leave the host country without the written authorization of the Commission, the Commission may suspend the maintenance allowance and other grant benefits and no claim for such allowances or other benefits for such period of absence shall be honored.

g. In countries where there is no Commission, the Post should notify ECA/A/E immediately of any unauthorized absences.

10 FAM 223.6-5 Resignation from Grants

(TL:PEC-005; 03-28-2002)

When serious and compelling reasons, such as personal illness, death of an immediate member of the family, or other personal situations, make it impossible for the grantee to complete the grant period, the grantee will be permitted to resign from the grant with the concurrence of the Post and/or the Commission, which should report such cases to the Department. The Board recommends that a flexible policy on return travel benefits be followed so that grantees will not be penalized for circumstances beyond their control (FFSB-PS 637.1).

10 FAM 223.7 Special Programs

10 FAM 223.7-1 Summer Seminars

(TL:PEC-005; 03-28-2002)

a. Some Commissions develop and present summer seminars designed primarily to provide faculty and administrators, among others, with an opportunity to enhance their knowledge and understanding of a foreign culture, or, on a broader base, an understanding of cross-cultural dynamics in special fields as observed from a foreign viewpoint.

b. Criteria for Selection

Participants preferred for these summer seminars include senior scholars, experienced administrators, and professional staff at various levels. Each summer seminar has its own objectives, and, therefore, its own concepts of the audience most likely to benefit from the experience.

c. Duration

Seminars generally last for approximately two months. Some are conducted annually, and others every two or three years.

d. Terms of Awards

Tuition and round trip travel are the basic benefits. In some instances modest allowances for maintenance or travel within the country are provided. Grantees are informed that they will need dollar resources for expenses not covered by the award. Grants do not include family allowances.

e. Processing

The cooperating agency announces the seminars, conducts the competition and screening, and nominates the candidates to the FFBSB. ECA/A/E conducts the administrative review and secures FFBSB approval. The Commission issues the awards and conducts the programs in accordance with the announced plans.

10 FAM 223.7-2 Inter-Country Exchange Grants

(TL:PEC-005; 03-28-2002)

a. Definition

(1) An inter-country exchange is a special award in the program under which a bi-national Commission and/or Post in one country may invite from

another country U.S. scholars or teachers who are already abroad on Fulbright-Hays grants. The invitations issued should be for specific purposes which may include one or a series of lectures, participation in seminars or conferences for civic, university or professional groups, or for local or international conferences. They may be initiated by the Commission and/or Post or they may result from a request to the Commission and/or Post from a university or other organization; requests may also be initiated by scholars who have particular interest in going to other countries.

(2) Another feature of this type of exchange is the possibility of inviting former Fulbright grantees who may be abroad under other auspices to participate in an inter-country program.

NOTE: Participation in the inter-country program is open equally to lecturers and research scholars.

b. Procedures for Operation

Factors governing inter-country exchanges are:

- (1) Availability of funds;
- (2) The willingness of the grantee to participate;

(3) The grantee's availability (the primary condition of availability is that the inter-country exchange must not interfere with the purpose of the original grant); and

(4) All arrangements must be made on the basis of consultation with the grantee and with the host country Commission and/or Post.

c. Duration

(1) Grantees may participate during vacation or other free periods of the academic year if the inter-country activity does not interfere with their basic program or they may accept inter-country exchange grants just before or after their regular awards.

(2) One to three weeks is suggested as the normal duration for inter-country exchanges. The period may vary in accordance with local conditions; however, arrangements in excess of one month may require special approval from ECA/A/E.

d. Financial Arrangements

(1) The country inviting a grantee is responsible for supplying travel and the grantee's necessary expenses while he or she is on the inter-country grant. The Commission and/or Post may pay all of the costs of inter-country exchange grants or they may share the cost with the institution or organization that requested the grantee.

(2) Allowances should be generous enough to cover the grantee's necessary expenses while he or she is on the inter-country grant. Because the scholar is in a transient status, his or her expenses per day will be higher than those of a grantee resident in the country for an academic year.

(3) If the inter-country exchange takes place during the period of the original grant, the "home" Commission and/or Post continues payment of the stipend or allowance since the home base of the grantee must be maintained while he or she is away.

10 FAM 223.7-3 Fulbright Senior Specialist Program

(TL:PEC-005; 03-28-2002)

a. Definition

The Fulbright Senior Specialist Program is a flexible, short-term (two to six weeks) exchange program that complements the longer, traditional Senior Scholar Program. The program will respond to requests from abroad academic institutions, approved and forwarded by Fulbright Commissions and PA Sections, for United States academics who can function as expert advisors and lecturers on a variety of subject areas, as

well as curriculum and faculty development and institutional planning issues. The Senior Specialist Program is also intended to encourage long-term collaborative relationships and foster affiliations between United States and foreign institutions.

b. Procedures for Operation

Factors governing exchanges are:

- (1) The willingness of the grantee to participate;
- (2) The Commission and/or Post must request the Specialist. This is done based on the recommendation of the overseas academic institution;
- (3) The program is open to U.S. scholars and professionals who are recognized for their professional standing and substantial professional accomplishments; and
- (4) The grantee must be recommended by specialist peer review committees and approved by the J. William Fulbright Foreign Scholarship Board.

c. Duration

The program will award grants ranging from two to six weeks and will make use of serial grants.

d. Financial Arrangements

(1) Costs for the Fulbright Senior Specialist Program will be shared by the Office of Academic Exchange Programs (ECA/A/E) and the host institution. The Office of Academic Exchange Programs will pay for international travel and a daily honorarium to the U.S. Fulbrighter. Host academic institutions will be asked to cover the Fulbrighter's lodging, meals and in-country travel. Commissions and/or Public Affairs Sections will function as program brokers and will normally not contribute to program costs.

(2) In cases where a host academic institution is unable to cover its share of program costs, Commissions and Public Affairs Sections will be allowed to use their own funds to complete the cost-share with ECA/A/E.

10 FAM 223.8 Communications

10 FAM 223.8-1 Communications Between Commissions and Cooperating Agency

(TL:PEC-005; 03-28-2002)

a. Authorized communications between the Commissions and the cooperating agency include the following:

- (1) Transmittal of panels of applications and supporting documents;
- (2) Information on change of family status of candidates;
- (3) Dates of availability; and
- (4) Requests from Commissions for additional data on a candidate.

b. Unauthorized communications include:

- (1) Reports on the status of nominated candidates;
- (2) Requests to the cooperating agency for recruitment (ECA/A/E is the action office);
- (3) Possible transfer of candidates; or
- (4) Other matters related to the grant program.

10 FAM 223.8-2 Communications Between Commissions or Posts and Candidates and Grantees

(TL:PEC-005; 03-28-2002)

a. Except as noted below, Commissions are urged not to communicate with candidates until FFSB has accepted them and approved their medical report. Commissions issue grants, or, if acceptance is pending, advise candidates on their status. Commissions initiate contacts to arrange travel and other matters relative to the processing of the grant:

- (1) The Commission sends status letters to candidates on whom final action is delayed and for whom there is some possibility of placements; and
- (2) The Commission issues the grants to lecturers and researchers.
- (3) After the grants are accepted, the Commission arranges travel through direct correspondence with the grantee.

b. In non-Commission countries, the Post should not correspond with candidates until after FFSB selection and approval of the medical report, and until the cooperating agency has issued the grant and it has been accepted, unless ECA/A/E requests that information be sent to a candidate whose selection is assured.

10 FAM 223.8-3 FFSB Special Communications

(TL:PEC-005; 03-28-2002)

The FFSB sends letters of selection to those scholars receiving awards and non-selection letters to unsuccessful candidates for positions in Post countries.

10 FAM 223.9 Responsibilities

10 FAM 223.9-1 Office of Academic Exchange Programs (ECA/A/E)

(TL:PEC-005; 03-28-2002)

ECA/A/E is responsible to:

(1) Oversee and execute the administrative responsibilities for the worldwide program, which includes the determination of objectives and the planning of programs to support them;

(2) Determine budget allocations for programs and activities, and provide guidance and supervision for the effective application of resources;

(3) Consult with the FFSB on all matters of policy and the maintenance of standards;

(4) In conjunction and consultation with the cooperating agency promote and administer the program for U.S. scholars, lecturers, and researchers;

(5) Review nominations and secure selection by FFSB;

(6) For non-Commission countries, send out FFSB select and non-select letters including those about non-selection for medical reasons;

(7) Participate in the planning of orientations for U.S. Scholars and assist in the programs, as necessary;

(8) Issue publicity to Members of Congress; and

(9) Review any evaluation reports received on grantees and the reports of grantee.

NOTE: Some grantee reports are sent directly to the cooperating agency, in which case, the cooperating agency will send a copy to ECA/A/E. ECA/A/E analyzes reports and takes appropriate action to adjust the program based on the grantee's comments and other available data.

10 FAM 223.9-2 The Cooperating Agency

(TL:PEC-005; 03-28-2002)

The Cooperating Agency is responsible to:

- (1) Receive and screen applications;
- (2) Recruit lecturing and research candidates.
- (3) Secure health report for each grantee. All applicants for grants whose presence abroad will exceed two months must submit a "Statement of Health" on a form provided by the cooperating agency.
- (4) Nominate candidates to Commissions and/or Posts and ultimate selection by the FFSB after prerequisite steps have been completed and transmit nominations in accordance with arrangements with each ECA/A/E branch;
- (5) Notify all applicants of the action taken on their applications;
- (6) Prepare and issue fixed-sum grants for scholars going to non-Commission countries;
- (7) Receive acceptance or declination of grants issued by the Commissions, should the grantee be instructed by the Commission to follow this procedure, or elect to do so on his or her own initiative;
- (8) Send acknowledgments to candidates who have accepted grants issued by the Commissions. Information on insurance and income tax is supplied with the acknowledgment letters;
- (9) Issue and pay dollar supplement grants to lecturers for certain Commission countries;
- (10) Forward to ECA/A/E the Commission's signed copy of the grant;
- (11) Prepare permanent record cards on all grantees;
- (12) Compile and issue a list of U.S. Scholars for use in areas which have inter-country exchange programs;

(13) For some areas, distribute orientation materials, including pre-departure details, information on local schools, living conditions, etc; and

(14) For ECA/A/E branches requesting a more comprehensive orientation, supply in-depth information on selected items.

10 FAM 223.9-3 Commissions

(TL:PEC-005; 03-28-2002)

The Commissions are responsible to:

(1) Act on nominations within 4 weeks after receipt of the applications and supporting papers from the cooperating agency;

(2) Send status reports to alternate candidates, either those identified by the cooperating agency or those placed in alternate positions by the Commissions;

(3) Send status reports to principal candidates and to those for whom action is delayed;

(4) Report to ECA/A/E the names of candidates who will not be placed. This information is needed as soon as possible to refer the applications to another Commission and/or Post if there is a possibility for placement;

(5) Issue grants and "Terms and Conditions of Award." This action is not taken until ECA/A/E reports that FFSSB selection has been received. If the grantee returns the signed copy directly to the Commission, it will be necessary for the Commission to promptly send copies to the cooperating agency and ECA/A/E;

(6) Provide detailed information on the program for each grantee either directly or from the host institution;

(7) Arrange some or all travel for grantees;

(8) Provide each grantee with an orientation packet on the host country, the practices of the Commission, local customs, etc., and provide orientation in the host country after grantee's arrival;

(9) Assist grantees, as necessary, with housing and other items related to their adjustment to the host country;

(10) Monitor the grantee's program in the host country as necessary;

(11) Pay allowances in accordance with the procedures given in the section on Grant Benefits (see 10 FAM 222.1-11);

(12) Facilitate arrangements for payment of host institution's or host government's contribution to basic support of the grantee in countries where cost-sharing is practiced;

(13) Prepare evaluation report on each grantee; and

(14) Supply grantees with report forms, collect reports, and forward requisite copies to ECA/A/E or the cooperating agency.

10 FAM 223.9-4 Post (in Non-Commission Countries)

(TL:PEC-005; 03-28-2002)

Posts, in non-Commission countries, are responsible to:

(1) Act on nominations within 4 weeks after receipt of the applications and supporting documents from the cooperating agency;

(2) Arrange affiliations for programmed positions for which funding is available;

(3) Report to ECA/A/E the acceptance or rejection of each applicant;

(4) Provide detailed information on the program for each grantee or have host institution provide the information;

(5) Facilitate arrangements for payment of host institution's financial contribution to basic support of grantee in cases where cost-sharing is practiced;

(6) Provide orientation in the host country, and, if ECA/A/E so requests, provide orientation materials in advance of grantees' arrival in host country;

(7) Assist grantees, as necessary, with housing and other items related to their adjustment to the host country; and

(8) Facilitate grantee's program in the host country; plans should include some agreement on the grantee's activities during vacation periods.

10 FAM 223.9-5 Grantees

(TL:PEC-005; 03-28-2002)

a. Grantees responsibilities are to:

(1) Familiarize themselves with details of the "Terms and Conditions of Award" document;

(2) Obtain their own and their families' passports and visas; and arrange for any health procedures necessary, such as inoculations, for their sojourn abroad. Obtain medical examination reports;

(3) Arrange for any necessary leave permits from their home institution; and

(4) Familiarize themselves with special income tax situations governing their awards.

b. Lecturers and research scholars who receive 70% of their grant income in foreign currency may pay their U.S. income tax obligations on such funds in the currency of the country. Each grantee receives, from the cooperating agency, a copy of an IRS leaflet, explaining the income tax liabilities applicable to a Fulbright grant.

10 FAM 224 FOREIGN FULBRIGHT LECTURERS AND RESEARCH SCHOLARS

10 FAM 224.1 Introduction to Foreign Lecturers and Research Scholars—Purpose

(TL:PEC-005; 03-28-2002)

a. The purpose of the foreign lecturer and research scholar grants is to further mutual understanding by enabling selected foreign lecturers and research scholars to teach or conduct postdoctoral research in the United States.

b. This section is designed as a working guide for operation of the foreign lecturer and research scholar exchanges, abroad and in the United States, and should be used in conjunction with Section 700 of the J. William Fulbright Foreign Scholarship Board (FFSB) Policy Statements. The procedures are applicable to foreign lecturer and research scholar exchanges in both Commission and/or non-Commission countries.

c. In the United States, the procedures are for the use of the Bureau of Educational and Cultural Affairs of the U.S. Department of State, the Cooperating Agency (CA), and other agencies that may be requested to arrange programs for foreign lecturers and research scholars, as appropriate.

10 FAM 224.1 Legal Authorization

(TL:PEC-005; 03-28-2002)

The activities described in this section are authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended: (Pub. L. 87-256, the Fulbright-Hays Act, September 21, 1961).

10 FAM 224.2 Definition of Terms

(TL:PEC-005; 03-28-2002)

a. Visiting Scholars include Lecturers and Research Scholars.

(1) The term "Lecturer" designates a national of a foreign country who comes to the United States to teach or lecture at an approved U.S. institution, usually at the postdoctoral level:

(a) **Senior scholars**—are established postdoctoral academics with substantial professional accomplishments, status at their home institutions, and qualifications for instruction at the graduate level; and

(b) **Junior scholars**—are qualified for instruction at the undergraduate level. They may meet academic qualifications but lack the professional experience normally expected of lecturers for graduate courses.

(2) **Research Scholars**—are nationals of a foreign country who come to the United States to engage in full-time advanced research at an approved U.S. institution, usually at the postdoctoral level.

b. **Commission**—Either a binational Commission or foundation established by an Executive Agreement between the United States and a foreign government under the Mutual Educational and Cultural Exchange Act of 1961 (the "Fulbright-Hays Act").

c. **Post**—The Public Affairs section at a U.S. mission abroad. If no Public Affairs section exists, "Post" may refer to the U.S. Embassy in general.

NOTE: In this section, situations that require different handling for Commission and non-Commission grants are presented in parallel; the expression "Commission or Post" is used to indicate responsibility of both the Commission and the Post in some instances and Commission or Post in others.

d. **J. William Fulbright Foreign Scholarship Board (FFSB)**—A 12 member Presidentially-appointed body of distinguished men and women, drawn principally from the U.S. academic and professional communities, with statutory responsibility under the Fulbright-Hays Act for the selection of all academic exchange grantees and the supervision of the Fulbright Program, including the establishing of policy guidelines that govern all such exchanges. The Board has authority over all Fulbright programs in both Commission and non-Commission countries.

e. **Bureau of Educational and Cultural Affairs (“ECA” or the “Bureau”)**—The section of the U.S. Department of State charged with the responsibility for administering the exchange program authorized by the Fulbright-Hays Act. ECA includes, among others, an Office of Academic Exchange Programs (ECA/A/E), which is directly responsible for the Fulbright Program exchanges. Its identification (ECA/A/E) is used throughout this document as indicating the ECA/A/E office or any of its geographic branches.

f. **Cooperating Agency (CA)**—A private organization that facilitates international exchanges in higher education. Under a cooperative agreement with the Department, the Cooperating Agency participates in the administration of the Fulbright Scholar Program under the policy guidelines of the J. William Fulbright Foreign Scholarship Board and the administrative procedures of the Bureau of Educational and Cultural Affairs.

10 FAM 224.3 Types of Grants and Sources of Support

10 FAM 224.3-1 General Statement

(TL:PEC-005; 03-28-2002)

a. All Fulbright grants are generally the same, they differ only in the amount and type of support provided to the scholar to permit his or her participation in a program of international academic exchange. The amount of financial support may range from zero (honorary) to many thousands of dollars or equivalent.

b. Grantees may receive other support in the form of housing, books and materials, travel, insurance and a variety of other items deemed necessary, or desirable, to meet the needs of the grantee.

10 FAM 224.3-2 Fully-Funded Grants

(TL:PEC-005; 03-28-2002)

These grants are funded by U.S. Government appropriations for the Fulbright-Hays Mutual Educational and Cultural Exchange Program, and, in many Commission countries, in conjunction with funds contributed to the program by the foreign government. Normally, fully-funded grants provide travel, maintenance, and other financial support deemed adequate to meet the needs of a visiting scholar for the duration of his or her academic exchange program in the United States.

10 FAM 224.3-3 Partially-Funded Grants

(TL:PEC-005; 03-28-2002)

The term "Partially-Funded Grant" is applied when Fulbright-Hays funds are used to complement funding from one or more outside institutions or organizations (other than the foreign government), or from the applicant's own resources. Typically, such grants will cover the international travel expenses of a grantee. To obtain a grant of this type requires the same academic and professional qualifications, the same selection and award procedures, and participation in a project of the same merit as required of an applicant seeking a fully-funded award.

10 FAM 224.3-4 Honorary Grants

(TL:PEC-005; 03-28-2002)

a. Scholars may be recommended by a Commission for honorary grants under certain conditions. Normally, the scholar considered for the honor is a prestigious academic whose identification with the Fulbright Program will, in itself, be a contribution. Honorary grants provide no stipend, but scholars receiving this recognition may be provided with health and accident insurance coverage for the duration of their appointment, and possibly, other assistance for participation in professional conferences, or cultural enhancement programs.

b. It is generally desirable for the Honorary Grantee to have available the support and services of the cooperating agency.

10 FAM 224.3-5 Distinguished Senior Scholars

(TL:PEC-005; 03-28-2002)

a. Grants, usually for short terms, may be offered to distinguished foreign scholars or to highly specialized foreign personnel for the purpose of adding to the prestige of the Fulbright Program and to increase its effectiveness. Commissions and/or Posts may make the recommendation based on their knowledge of the accomplishments of the proposed recipient.

b. In the United States, the scholar may lecture, consult, conduct surveys, participate in workshops, or participate in other academic and cultural programs sponsored by various institutions and cooperating agencies.

c. Nominations for these awards may also originate in the United States from cooperating agencies or educational institutions, and will be subject to concurrence by the Commission and/or Post, and selection by the FFSB prior to the issuance of grants.

10 FAM 224.4 Announcement of Grant Opportunities

10 FAM 224.4-1 General Announcement

(TL:PEC-005; 03-28-2002)

a. After ECA/A/E has reviewed and commented on the Program Plans or Proposals, it notifies the Commissions and/or Posts of the allocations for foreign scholar grants for the designated academic year, and indicates the funding that is available.

b. To assist in publicizing the availability of these grants, the cooperating agency annually produces flyers and other materials for distribution abroad in certain Post countries (mainly in Africa, Central America or Caribbean, and Near East) in which the cooperating agency (CA) has been asked to handle the academic review and nomination of final candidates. Some bulletins issued by the cooperating agency list specific types of grants being offered in one area, or even one country. Generally, these are distributed in the spring in anticipation of application deadlines in the fall. Applications must reach the cooperating agency in Washington in the fall for cooperating agency review committees in November, for activation during the academic year beginning in August or September.

c. Based on the information on funding and number of awards allocated by ECA/A/E, the Commission and/or Post announces the availability of grants, and makes use of whatever media are normally effective for publicizing these opportunities. In some countries, notices on university bulletin boards, in local newspapers, and letters to the deans are appropriate approaches, but each Commission and/or Post very likely has developed its own preferences for disseminating the information and should follow its established procedures.

d. Publicity should be devised to attract highly-qualified academicians and move them to apply. Announcements should describe general grant provisions, eligibility criteria, and application procedures. It should note where further information and application forms may be obtained, whether at Post, the local U.S. Center, or the Commission offices, as appropriate.

e. Commissions and/or Posts should time announcements to permit thorough and careful consideration of applications, the scheduling of interviews, and compliance with deadlines set by the CA.

f. Although Commissions and/or Posts will have been advised of their allocations, it is advisable not to mention in the publicity any specific number of grants to be awarded. Commissions and/or Posts should aim to maintain as much flexibility as possible in order to use available funds most effectively in support of the Program Plan or Proposal. The competition may reveal factors that may make it desirable to award more, or fewer, grants than were originally contemplated when the plans were drafted.

10 FAM 224.4-2 Special Announcements

(TL:PEC-005; 03-28-2002)

a. Occasionally a special program is developed in the United States for which foreign scholars with specific qualifications are sought. This information may be incorporated into the general announcement or given special treatment by Commissions and/or Posts through letters to university officials, Government agencies, or to whatever group most likely to have the type of professional qualified to be a participant.

b. Announcements should include a description of the program, grant provisions, eligibility criteria, and application and selection procedures.

10 FAM 224.5 Eligibility and Applications

10 FAM 224.5-1 Eligibility Factors—Competition

(TL:PEC-005; 03-28-2002)

a. With some exceptions, such as invitational recruitment (practiced rarely), all applicants for grants will participate in an open competition.

b. **Invitational Recruitment**—a limited program of invitational recruitment for lecturers and research scholars of participating countries, similar to that approved for U.S. lecturers and research scholars, has been established with the assistance of U.S. universities, the cooperating agency, and the Commissions.

c. **Military Status**—when relevant, Commissions and/or Posts must submit detailed information pertaining to the military status of applicants with connections to the military forces of their country.

d. **Candidates from Professional Fields**—competitions are open to a wide spectrum of non-academic professionals in the arts, journalism, labor, education, and other fields.

e. **Foreign Government Employees**—employees of the host country government may be eligible if they meet other established qualifications.

f. **Applicants in Religion**—professional religious workers are not eligible insofar as their work is pastoral, ministerial or related to the administration of religious programs. Professors lecturing or doing research may be eligible if their activities are educational rather than ministerial or missionary.

10 FAM 224.5-2 Ineligibility Factors

(TL:PEC-005; 03-28-2002)

a. Local employees of the U.S. Department of State are not eligible for grants during their period of active employment, but may be eligible one year after termination, or, in some cases, during a period of leave-without-pay.

b. Members and staffs of Commissions and members of their immediate families are ineligible for a period of one year following termination of their service with the Commission.

10 FAM 224.5-3 Financial Factors

(TL:PEC-005; 03-28-2002)

a. Neither financial need, nor the lack of it, will be a factor in selecting otherwise qualified applicants.

b. The following is evidence of support for applicants with funding other than Fulbright-Hays:

(1) Applicants receiving support from sources other than Fulbright-Hays awards must provide proof of support during their proposed period of lecture or research in the United States; and

(2) Commissions and/or Posts are responsible for verifying the availability and amount of support provided by any sources other than Fulbright-Hays.

10 FAM 224.5-4 Eligibility Criteria

(TL:PEC-005; 03-28-2002)

a. Candidates must be citizens, nationals, or permanent residents of the country where the application is filed.

b. Candidates must have doctorates or the equivalent in professional training or experience. For certain countries, exceptions may be allowed under special conditions, but ECA/A/E approval is necessary.

c. Candidates must submit an acceptable research or teaching proposal to be carried out in a U.S. university or research center approved by the FFBSB.

d. Candidates must not have held a Fulbright grant for lecturing or research in the United States within 4 years prior to the time of filing their applications for fellowships.

e. The proposed activity, either lecturing or research, must be pursued full-time.

f. The applicant must be in sound mental and physical health.

g. Applicants should be representative and responsible U.S. citizens who can contribute to a full and fair representation of the culture and civilization of their own country, and, thereby, contribute to understanding and friendship between the people of the United States and those of other nations.

h. Applicants must be acceptable to the United States and to the institution with which they are affiliated. The terms and conditions of the awards they sign require their full compliance with U.S. laws and regulations regarding taxes and immigration and naturalization. They may not seek permanent residence or employment in the United States prior to or during the tenure of their awards.

i. Applicants must be reasonably certain that they will be free to accept an award and are solely responsible for obtaining the necessary leave of absence and making other required arrangements in order to accept a grant.

j. The awarding of a grant does not constitute endorsement on the part of the FFBSB, ECA/A/E, or the cooperating agencies, of a leave of absence for the grantee in the absence of assent by the grantee's educational institution or employer.

k. Applicants must demonstrate a proficiency in the English language commensurate with the project which they propose to pursue, and adequate to adjust to life in the United States.

10 FAM 224.6 Selection And Placement

10 FAM 224.6-1 Applications—General Requirements

(TL:PEC-005; 03-28-2002)

a. The cooperating agency is responsible for distributing application materials packets in quantity to Commissions and/or Posts. All Posts and most Commissions use these materials, but in some Commission countries, the use of different forms specially prepared for the particular country:

(1) **Parts of Application**—Each applicant must complete a biographical and background form, including information on previous lecturing or research in the United States, and the naming of the preferred host institution while in the United States during the period of the Fulbright grant;

(2) Each applicant must submit a project statement of up to 3,500 words (5 pages) describing the research or lecturing to be undertaken, its value, and the needs to carry out the work in the United States;

(3) Each applicant must submit a detailed curriculum vitae and a list of publications;

(4) Each applicant must provide three letters of professional reference;

(5) Each applicant must provide a certificate of sound physical and mental health. The examining physician or health officer must be accredited and authorized by the appropriate authorities in the applicant's government to issue such a certificate on the basis of extensive testing;

(6) If the applicant is from a non-English-speaking country, the Commission and/or Post is responsible for assuring the applicant's competency in English at a level adequate, and preferably higher, to undertake successfully the project proposed, either lecturing or research, at a U.S. university; and

(7) If the applicant's ability to communicate in English can be attested to by the scores of a TOEFL, or some other recognized examination, a copy or statement of the test results should be included in the applicant's application dossier.

b. Because the application process is part of an open competition, Commissions and/or Posts should require strict compliance with established deadlines. Ample time should be allocated between the announcement, and the deadline for submission, for the necessary documents to be obtained, filled out completely, and delivered to the Commission and/or Post.

c. If the application is not completed within the time allocated, the Commission and/or Post has the authority to accept or reject it depending on the relevant circumstances. Applicants whose applications arrive in Washington after the cooperating agency deadline run a greater risk of not being placed, or not placed at the institution of choice. Commissions and/or Posts should make every effort to assure the arrival on time, or preferably earlier, in order to give the cooperating agency placement officers every advantage possible in favor of the applicants.

d. Incomplete or inadequate application materials can delay cooperating agency review of applications, FFSB approval, or affiliation at a U.S. institution. In some cases, lack of information is the cause of denial of affiliation. Applicants, Commissions and/or Posts should carefully examine each application for completeness and careful preparation. Program officers undertake a technical review of the application and notify Commissions and/or Posts of any deficiencies.

10 FAM 224.6-2 Selection Criteria—General Criteria

(TL:PEC-005; 03-28-2002)

a. In addition to the criteria noted elsewhere in this subchapter, the following also apply:

(1) Applicants will be considered without respect to race, color, sex, or religion; and

(2) Applicants must show evidence of general suitability and adaptability and must meet the special criteria of the Commission and/or Post.

b. Distinctions between Student and Research Scholar Applicants

(1) In general, applicants who hold the Ph.D. degree or equivalent, or, lacking that, have a recognized professional standing in their academic discipline, are considered eligible for research scholar grants. However, the purpose for which an applicant wishes to visit the United States may determine the category in which he or she should apply. A person who wishes to work for an academic degree or to enroll for credit in an institution in the United States should ordinarily apply in the student program.

(2) Commissions and/or Posts should be aware that the holding of a Ph.D. does not mean arbitrarily that the candidate should be considered a research scholar. If a Commission and/or Post has difficulty deciding on a borderline case, the matter should be referred to the cooperating agency for an opinion.

NOTE: Many universities do not require a tuition fee from research scholars, but an advanced graduate student may be levied the usual tuition charge, unless a remission is granted.

c. **Scholastic Achievement**—In the selection process, the committee acting for the Commission and/or Post should emphasize professional and scholastic achievement, competence in teaching, and academic or other experience which qualifies the applicant to undertake the proposed project.

d. Language Proficiency

(1) Applicants must demonstrate sufficient proficiency in the English language to permit them to undertake the proposed project, and to communicate adequately.

(2) The FFSB policy on language competence requires that language proficiency screening should be rigorous but not emphasized to the detriment of other selection criteria.

e. Acceptance by Accredited U.S. Institution

(1) Applicants for Fulbright grants, whether fully-funded or partial, must meet the same standards for academic achievement, language competence, and all other factors considered for selection. In addition, Commission and/or Post selection committees should examine carefully the proposals of applicants who are arranging their own affiliations with U.S. institutions to ascertain, to the extent possible, that the host institution is fully accredited by appropriate professional organizations.

(2) The cooperating agency is responsible for verifying the accreditation status of the institutions at which it places applicants, as well as the institutions with which applicants arrange their own affiliation.

f. Academic Projects Broadly Defined

(1) All projects that will contribute to the objectives of the program and otherwise conform to the provisions of the Fulbright-Hays Act, as amended, may be considered within the scope of the program. A broad interpretation of academic activities and fields shall be adhered to so that persons not engaged in strictly academic pursuits may participate if they propose a worthy project.

(2) **Evaluation of Projects**—Proposed projects will be reviewed by the CA, ECA/A/E, and the FFSB in terms of the immediate and subsequent use of the knowledge acquired. The FFSB will base its selection of applicants on an evaluation of the projects proposed, including: the feasibility of the proposed project and its usefulness and potential contribution to the objectives of the program; and other factors that will include the needs, interest, and benefit to the United States, and the opportunities and resources existing in the United States.

(3) **Translation Projects**—Grants may be awarded to qualified applicants with suitable placement in the United States to undertake professional projects involving the translation of documents, books, and publications. However, the printing and publication of such translations shall not be financed from funds under the Fulbright-Hays Act.

(4) **Placement-Civil Rights Act**—No foreign grantee under the academic exchange program authorized by the Fulbright-Hays Act who is sponsored financially, wholly or in part, by a U.S. Government agency shall be placed in a institution which is not complying with Title VI of the Civil Rights Act of 1964.

(5) **Previous Experience Abroad**—In general, preference shall be given to applicants who have not had opportunities for lecturing or research in the United States.

10 FAM 224.6-3 Screening

(TL:PEC-005; 03-28-2002)

The Commission and/or Post screens all applicants on the basis of merit and in accordance with the criteria contained in the FFSB-PS 720-727. Screening includes the ranking of candidates as principals and alternates, and also the placing of candidates in priority order in each category. Generally, screening also utilizes an interview of the applicant as a means of judging personal qualifications, and for evaluating competence in oral English. The interview session may be conducted as a peer review with emphasis on justification of the project and its relevance to the objectives of the program.

10 FAM 224.6-4 Nomination

(TL:PEC-005; 03-28-2002)

a. Following the screening process the Commission and/or Post prepares a nominating memorandum. For each panel, there is included a biographic summary on each candidate, five copies of the application form, and, as appropriate, the certification of a remunerative appointment, or verification of institutional affiliation and the availability of any other forms of financial aid.

b. In the Nomination Memorandum, the Commission and/or Post should indicate if funds from sources other than Fulbright-Hays duplicate or supplement benefits are sought in the grant application. The memorandum should also provide any additional comments or suggestions that would facilitate placement and subsequent supervisory action.

c. The original Nominating Memorandum with attachments is sent to the geographic branch of ECA/A/E with two copies for the FFSB, and one copy for the CA, if a copy has not been sent directly, either by air mail or by diplomatic pouch via ECA/A/E. The deadline for receipt of nominations is January 15 for grants to be activated the following fall. However, early submission is recommended.

10 FAM 224.6-5 Affiliation with U.S. Institution

(TL:PEC-005; 03-28-2002)

a. Affiliation Arranged by Scholar

(1) Many foreign scholars having professional contacts in the United States undertake to arrange their own affiliation with the institution they prefer for their project of lecturing or research. Some are successful and obtain a commitment from the chosen institution to accept them for whatever period of time is mutually agreed upon. Others, while not obtaining a firm acceptance, are able to establish a contact that may become the basis for an eventual affiliation.

(2) In developed countries, scholars generally arrange their own affiliation and receive confirmation either directly or through the Commission, but there may be occasional exceptions in which the cooperating agency is asked to assist. Although the cooperating agency may have no involvement in the selection or placement of applicants for the above countries, it does retain the responsibility for maintaining records and for supervision. For other countries, the cooperating agency has an active role in securing placement for the applicants, and either initiates or assists in securing a satisfactory affiliation for the foreign scholar.

b. Affiliation Arranged by Cooperating Agency

(1) Occasionally, foreign scholars indicate a preference for an institution about which they may have incomplete or inaccurate information. When foreign scholar applicants do not provide any reasons for their choice of institutions, the cooperating agency will contact the institution(s) to obtain advice on the suitability of the scholar's choice. The object of this procedure is not to contest the applicant's indicated choice arbitrarily, but possibly to suggest alternatives that may offer better chances for success.

(2) In the process of arranging the affiliation of a foreign scholar, the cooperating agency sends to the prospective host institution a leaflet describing the Fulbright Program and the procedures for confirming the affiliation of the scholar and obtaining the final approval of the grant. Also, a Memorandum to Faculty Associates describes the role of the faculty associate and what is expected of this person when undertaking to host a Fulbright visiting scholar. This memorandum explains basic considerations such as obtaining office space and access to the library, and desirable activities which may help in the orientation of the scholar and his or her adjustment to the academic and cultural milieu.

(3) In some cases, it may be necessary for the cooperating agency to request consideration from several institutions before obtaining an affiliation for an applicant. This is a time-consuming process and may take weeks before an affiliation can be confirmed. For this reason, among others, the submission of applications in advance of deadlines is highly desirable.

NOTE: Commissions and/or Posts should not indicate to any applicant that affiliation with a particular institution is assured, or that any specific benefits or support will be furnished by the host. In fact, some universities are finding it necessary to levy charges for services which hitherto have been furnished without cost to the scholar. To avoid disappointment and misunderstanding, scholars should be counseled to inquire, if possible, about expenses he or she will be expected to assume.

10 FAM 224.6-6 Selection of Grantee

(TL:PEC-005; 03-28-2002)

a. After affiliation has been confirmed, the cooperating agency writes a Recommendation Memorandum addressed to Commissions and/or Posts constituting the notification to the agencies abroad and to ECA/A/E that the cooperating agency has processed the scholar's application, has arranged an affiliation, and is writing or recommending a grant. At the same time, the cooperating agency advises the appropriate Commission and/or Post of the status of the selection process. The Commission may not issue an award until it receives notification that FFSB approval has been obtained.

b. For some Commission countries the cooperating agency prepares the grant-documents and forwards them to the grantee.

c. If the applicant is from a non-Commission country, the cooperating agency will prepare the grant and forward the documents to the Post with instructions to process the award after receiving notification that the FFSB has given approval.

10 FAM 224.6-7 Grant Provisions

(TL:PEC-005; 03-28-2002)

The following items are normally included in a fully-funded grant to a foreign lecturer or research scholar:

(1) Maintenance, for the grantee only; a dependent allowance may be provided for accompanying dependents who spend at least 80 percent of the grant period with the grantee in the United States;

(2) International travel, for the grantee only; exception: a grantee who performs his professional duties for one full academic year may receive travel funds for one dependent if the dependent spends at least 80 percent of the grant period in the United States;

(3) Professional allowance to cover travel to professional meetings, computer time or research costs, books and incidentals; and

(4) Health and Accident Insurance, dependents not included.

10 FAM 224.6-8 Grant Issuance—Commission Countries

(TL:PEC-005; 03-28-2002)

a. After a foreign scholar has been placed at a U.S. institution, either by the cooperating agency or the grantee personally, and FFSB approval has been obtained, grants are issued. Commissions in developed countries often confirm the placement (usually arranged by the grantee), issue the grant, and carry out the administration of it.

b. Other Commissions obtain the confirmation of placement from the cooperating agency and proceed to issue the grant. They do not, however, administer the grant while the scholar is in the United States.

c. As noted in 10 FAM 236.6, the cooperating agency prepares the grants for a majority of scholars and administers their programs.

d. Non-Commission Countries

(1) For all non-Commission countries, the cooperating agency issues the grant and disburses the funds from its offices in Washington. The grant packet includes the following:

(a) A grant letter either from ECA/A/E or the cooperating agency advising the grantee of the award and extending congratulations;

(b) Three copies of the grant documents, including a form listing the items covered and the funding to be provided. Also, a statement entitled "Terms and Conditions of Award," explaining in detail the privileges and responsibilities entailed in being a Fulbright Scholar, is included for the grantee's information and acceptance;

(c) A copy of a Guide for Visiting Fulbright Scholars for orientation purposes;

(d) A notice of residential address. This form is to be returned to the cooperating agency as soon as possible after permanent housing is obtained by the grantee;

(e) A registration form for the Occasional Lecturer Program and for inclusion in the Directory of Visiting Fulbright Scholars and Occasional Lecturers; and

(f) Information on health and accident insurance to be provided by ECA/A/E and issued by the cooperating agency to the grantee. Also enclosed is information on the availability of this type of insurance which may be purchased by the grantee for any accompanying dependents.

(2) The grant letter and document, referred to in items (a) and (b) above, include the following:

(a) The name of the faculty associate and his or her address;

(b) The name and address of the housing contact at the host institution;

(c) The length of the grant and the anticipated beginning date;

(d) The monthly grant rate, amount of professional allowance, and total grant amount; and

(e) Any other information on the affiliation or program, such as a suggested arrival date, additional housing information, and suggested professional meetings.

(3) After the grant packet has been received and the grantee has accepted the award, Commissions and/or Posts should review the materials included in the packet with the grantee pointing out the important steps to be taken by the scholar prior to his or her departure from the home country, after arrival in the United States, and during the grant period.

10 FAM 224.6-9 Visa Requirements

(TL:PEC-005; 03-28-2002)

a. Commissions and/or Posts are responsible for issuing a Form DS-2019 which is necessary for the grantee to apply for a J-1 visa under Program G-1-5. All visiting foreign scholars must be in the United States under this visa and program if they are to receive funds authorized by the Mutual Educational and Cultural Exchange Act of 1961, the Fulbright-Hays Act.

b. Any accompanying dependents must also have a Form DS-2019, and will apply for a J-2 visa. Whenever possible, grantees and dependents should be given a multiple-entry visa in order to permit the grantee or dependents to visit neighboring countries, and return, or to arrive in the United States separately.

c. Commissions and/or Posts send to the cooperating agency a copy of Form DS-2019 issued to each grantee and dependents and any attachments. The cooperating agency needs this copy if the grantee's stay is extended, to replace a lost form, or when a dependent enters the United States separately from the grantee.

d. After the grantee and any dependents have entered the United States, the cooperating agency confirms that all are holding a J-1 or J-2 visa, as appropriate, and are included under Program G-1-5. If any are not under this visa and program, the cooperating agency must issue another Form DS-2019 and arrange for the visitor to be transferred to the proper category.

10 FAM 224.6-10 Arrival in United States

(TL:PEC-005; 03-28-2002)

a. Prior to the scholar's departure for the United States, the cooperating agency contacts the U.S. faculty associate and requests that correspondence be initiated between the two to inform the scholar of travel arrangements from the nearest airport to the institution, to meet him or her if possible, and to advise about arrangements for temporary housing.

b. Commissions and/or Posts are responsible for notifying the cooperating agency of the scholar's travel plans at least two to three weeks before the expected arrival date, and earlier, if possible. This information is very important inasmuch as the first stipend check must be prepared and sent to the faculty associate in time for delivery to the grantee upon arrival. If, for any reason the travel plans are changed, the cooperating agency is to be notified immediately.

c. After arrival at the host institution, the scholar must complete and send to the cooperating agency the Arrival Notification Form (included in the grant packet supplied by the cooperating agency). The cooperating agency needs the information on this form to:

(1) Issue documents for basic health and accident insurance to all scholars;

(2) Issue the first stipend check, if it has not already been sent;

(3) Confirm that the scholar has entered the United States on a J-1 visa and is sponsored under Exchange Visitor Program G-1-5;

(4) Confirm that the scholar has a return air ticket or note that a ticket will have to be issued for the return travel;

(5) Obtain the temporary institutional or other address to which correspondence may be sent;

(6) Obtain the scholar's residential address and telephone number if permanent housing has been arranged;

(7) Confirm the names, relationships, and immigration status of any persons accompanying the scholar, and, if they will enter the United States separately, the expected date of arrival; and

(8) Complete information needed for permanent Fulbright data records.

10 FAM 224.6-11 Enrichment Programs— General Statement

(TL:PEC-005; 03-28-2002)

a. To add depth to the foreign scholar's academic and cultural experience in the United States and to enhance his or her contribution to mutual understanding in the local community, some special programs have been developed.

b. **Occasional Lecturer Program**—In the grant packet of materials each foreign scholar receives from the cooperating agency before departing his or her home country for the United States, there is included an Occasional Lecturer Registration Form, with instructions for filling it out, if the scholar wishes to participate in the Occasional Lecturer Program while in the United States. The form asks the scholar to list topics which he or she would be prepared to discuss in lectures to university or general audiences. In order for this information to be circulated to U.S. colleges, universities, and other institutions, it must be received by the cooperating agency no later than August 1 to be included in the Directory of Visiting Fulbright Scholars and Occasional Lecturers, which is distributed at the beginning of the new academic year.

c. U.S. institutions are encouraged to extend an invitation to a visiting scholar of choice (more than one may be invited during the year), and if the scholar is agreeable, to make the necessary arrangements. The institution must furnish food, lodging, and local transportation. Sometimes a nominal honorarium is provided. While all U.S. institutions may participate in the Occasional Lecturer Program, minority serving institutions and institutions traditionally less involved in international education programming are particularly encouraged to participate. These include historically black colleges and universities, Hispanic serving institutions, tribal colleges and community colleges.

d. Upon receiving an invitation, the scholar should contact the cooperating agency for approval of the planned visit as an occasional lecturer; the scholar may also request funding for round-trip travel costs.

e. Programs for Fulbright Visiting Scholars

(1) **Metropolitan Area Programs**— With funds provided by ECA/A/E, and under the administration of the cooperating agency, coordinators in six metropolitan areas organize special cultural, educational and social programs and activities for Fulbright scholars. Currently (2002), programs are in the following 6 cities:

(a) Boston;

(b) New York;

- (c) Washington, D.C.;
- (d) Los Angeles;
- (e) San Francisco; and
- (f) Chicago.

Each coordinator is supplied by the cooperating agency with a list of names of the scholars in the area, and is kept informed of any additions which may occur during the year. The scholars in the area are informed of the programs scheduled and an invitation is extended. The programs provide an opportunity for the scholar to experience the U.S. and meet U.S. citizens away from campus and to meet other Fulbright scholars. Programs usually combine substance with socializing, thereby reinforcing program objectives.

(2) **Washington Conference**—In the spring of each year a 3 to 4 day conference is organized for visiting Fulbright scholars. The subject to be discussed changes from year to year, but is usually a topic of current interest. In addition to the formal program, sight-seeing, cultural and social events, and other activities are planned. Program costs and living expenses are covered by ECA/A/E. Scholars must bear the costs of travel to and from Washington.

NOTE: As with all programs, the continuation of the above is contingent on the availability of funds.

10 FAM 224.6-12 Health and Accident Insurance Coverage

(TL:PEC-005; 03-28-2002)

a. All grantees under the Fulbright Program are covered by health and accident insurance provided by the Bureau. The current (2002) limit of this coverage is \$50,000 per illness or injury. Upon receipt of the signed grant document, cooperating agency issues an insurance identity card along with explanatory materials and instructions.

b. The health and accident insurance for the grantee does not provide for any accompanying dependents. Grantees are required to purchase supplementary insurance for dependents.

c. Some U.S. universities may require that health and accident coverage be procured through their health services. In such cases, the institutions may be willing to grant a waiver of this requirement for participants in the Fulbright program. See also 10 FAM 240.

10 FAM 224.6-13 U.S. Income Tax Requirements

(TL:PEC-005; 03-28-2002)

a. The Internal Revenue Service (IRS) of the United States requires the cooperating agencies to withhold U.S. Income Tax from all grants paid to visiting scholars but with some variation in the amounts withheld, depending on whether the scholar is a lecturer or researcher and with the exception of scholars from countries with which the United States has a tax treaty or for those covered by special tax rulings on foreign support if the scholar qualifies for an exemption. Withholding is applied to the monthly stipend and the professional allowance.

b. Because the income tax procedures are so complex, and in most cases require individual treatment, it is not possible in this subchapter to cover the subject exhaustively. A statement of the procedures to be followed is given to every scholar grantee. It is advisable for scholars to obtain information from their host institutions, from the IRS, the cooperating agency, or any persons specially qualified to advise the visiting foreign academician, if such are available.

10 FAM 224.7 Summary of Organizational Responsibilities

10 FAM 224.7-1 Bureau of Educational and Cultural Affairs

(TL:PEC-005; 03-28-2002)

The responsibilities of the Bureau of Educational and Cultural Affairs (ECA) and its Office of Academic Exchange Programs (ECA/A/E) include but are not limited to the following:

(1) Oversee and execute the administrative responsibilities of the worldwide Fulbright Program, which include the determination of objectives and the planning of programs to support them;

(2) Determine budget allocations for the programs and activities, and provide guidance and supervision for the effective application of resources;

(3) Consult with the FFSB on all matters of policy and the maintaining of standards;

(4) In conjunction and consultation with the cooperating agency, promote and administer the program for Visiting Foreign Scholars, both lecturers and research scholars;

(5) Review and transmit communications between Commissions and/or Posts and the cooperating agency;

(6) Review nominations and secure approval by the FFSB;

(7) Participate in the planning of orientations for visiting foreign scholars and assist in the programs as necessary; and

(8) Review any evaluation reports received on grantees from the U.S. host institution and from the grantee to the cooperating agency.

NOTE: Grantee reports are sent to the cooperating agency and a copy is forwarded to ECA/A/E and the Commission or Post. The reports are read by ECA/A/E and analyzed for information which may suggest adjustments to the program based on the grantee's observations and comments. The Commissions and/or Posts may also use the document for evaluation of their program, and the need for any modifications.

10 FAM 224.7-2 Cooperating Agency Responsibilities

(TL:PEC-005; 03-28-2002)

The responsibilities of the cooperating agency are summarized by, but not limited to, the following:

(1) Assist Commissions and/or Posts in the process of selecting foreign visiting scholars by developing and distributing application materials which meet the requirements of U.S. institutions;

(2) Receive and review applications recommended as the result of Commission and/or Post selection procedures;

(3) Conduct academic review for certain Post countries and special competitions;

(4) Follow-up for placement by first considering preferred U.S. institutions for affiliation of the foreign scholar;

(5) From background of applicant develop list of institutions most likely to respond favorably to request for affiliation;

(6) Arrange placement for recommended applicant;

(7) Notify Commission and/or Post of successful placement of applicant;

(8) Pass applications and placement information to ECA/A/E for presentation to FFSB for approval;

(9) Advise Commissions and/or Posts of issuance of grant, if appropriate;

(10) Prepare selection letter and grant packet to forward to Commission and/or Post for delivery to grantee;

- (11) Advise U.S. host institution of grantee's acceptance or refusal;
- (12) Assuming grantee acceptance, prepare administrative procedures for travel of grantee, arrival at host institution, payment of stipend and other financial support;
- (13) Issue health and accident insurance for grantee;
- (14) Monitor grantee's reception, acceptance, adjustment and other personal and professional factors;
- (15) Receive final report of grantee and evaluation report from institution, copies of which will be sent to ECA/A/E and to the Commission and/or Post;
- (16) Confirm correct immigration status of scholar, and reissue Form DS-2019, United States Information Agency Exchange Visitor Program Services, GC(V) Certificate of Eligibility for Exchange Visitor (J-1) Status if necessary;
- (17) Review requests for extensions, communicate with ECA/A/E, and Commission and/or Post, as necessary, to secure decision; and
- (18) Provide materials on the United States for orientation of grantee; program orientation sessions as authorized by ECA/A/E.

10 FAM 224.7-3 Responsibilities of Commissions or Posts

(TL:PEC-005; 03-28-2002)

Responsibilities of Commissions and/or Posts are as follows:

- (1) Announce availability of grants and receive applications;
- (2) Screen applications, interview and select candidates;
- (3) Prepare panel of nominees with complete documentation and forward to the cooperating agency well in advance of deadline date;
- (4) Facilitate communications between the cooperating agency and applicant, and counsel applicant as necessary;
- (5) Pass documents to grantee, assist in completing any required forms, and transmit any information requested by the cooperating agency;
- (6) Provide pre-departure orientation to grantee, and, if possible, to any accompanying dependents;
- (7) If Commission is issuing grant, prepare and execute documents, and initiate disbursement of funds. Also arrange travel and issue ticket;

(8) To the extent possible, maintain contact with grantee while in the United States; and

(9) Discuss grant activities upon return. Include grantee's name on the list of Fulbright alumni, and seek to maintain interest and participation in program.

10 FAM 224.7-4 Responsibilities of Grantee

(TL:PEC-005; 03-28-2002)

a. Non-Academic Requirements

(1) In collaboration with Commission and/or Post, plan and activate travel to arrive in United States at agreed upon time.

(2) Obtain J-1 visa for Program G-1-5 and J-2 visa for any accompanying dependents.

(3) Send to the cooperating agency immediately upon arrival at host institution the Arrival Notification Form provided in the grant packet from the cooperating agency.

(4) Verify coverage and, if necessary, procure health and accident insurance for any dependents.

(5) Apply for a Social Security number, and file any required income tax forms.

(6) Maintain contact with cooperating agency on all matters related to the administration of the grant, particularly if any changes are contemplated.

b. Academic Requirements

(1) Discharge professional commitments for which grant was issued.

(2) Inform the cooperating agency immediately of any problems.

(3) If an extension is requested, the cooperating agency should be informed at least eight weeks before the extension is to begin. The grantee is responsible for submitting the justification for the grant extension.

(4) Comply with reporting requirements.

10 FAM 224.7-5 Grant Extensions

(TL:PEC-005; 03-28-2002)

a. Upon application of the grantee, extension of grant requests will be reviewed. Total grant period should not exceed 12 months, including the extension. The extension can be approved by the cooperating agency with the written approval of the appropriate ECA/A/E officer for the first year.

NOTE: Some Commissions and/or Posts wish to be advised of the request, and to have the opportunity to accept or reject the request for extension.

b. Requests for extensions will be approved only when the following conditions are met:

(1) The grantee's performance has been satisfactory;

(2) The additional period will enable the grantee to complete research already in progress, or contribute to professional or teaching experience;

(3) The grantee has an affiliation with an approved institution and sufficient resources for the additional period of time;

(4) The cooperating agency informs the appropriate Commission and/or Post and ECA/A/E and receives concurrence; and

(5) There are sufficient funds available.

c. In some highly exceptional cases, a grant period beyond 12 months may be considered. If all of the above stipulations are met, the extension will benefit the grantee's home country, and comparable training is not available in the home country. In this case, the application for extension must be received by Commission and/or Post in concurrence and must be submitted to the FFSB for final approval.

10 FAM 224.7-6 Second Grants

(TL:PEC-005; 03-28-2002)

A national of a participating country who has previously received a grant under the program is ineligible to apply for a second grant within 3 years from the date of termination of the original grant unless the applicant can satisfy all of the following conditions:

(1) The applicant has satisfactorily completed the previous grant;

(2) The applicant's proposed educational program can be carried out only in the United States;

(3) The receiving of a second grant would not deprive other well-qualified applicants of an initial opportunity to visit the United States;

(4) The proposed program in the United States is carried out wherever possible at an educational institution other than the one connected with the previous grant; and

(5) The applicant is otherwise eligible for a grant in the category in which he or she is applying.

10 FAM 224.7-7 Revocation of Grants

(TL:PEC-005; 03-28-2002)

a. The FFSB and ECA/A/E reserve the right to revoke or terminate a grant and to withhold any remaining allowance and payment of transportation home.

b. Grounds for revocation may include, but are not limited to:

(1) Violations of the laws of the United States or of any participating country;

(2) Misconduct;

(3) Failure to observe satisfactory academic or professional standards;

(4) Physical or mental incapacitation;

(5) Acts likely to give offense to the host country; and

(6) Engaging in political or unauthorized income-producing activities, or other activities, which, in the discretion of the FFSB and ECA/A/E, are inconsistent with the purposes and the best interests of the program.

c. If the host institution and the cooperating agency desire to recommend revocation or termination of a grant, they transmit the facts to the FFSB through ECA/A/E with specific recommendations based on the circumstances. Whenever feasible, the host institution or the cooperating agency should attempt to obtain, for the information of the Board, a statement from the grantee of his or her position on the case. If the grantee chooses not to state a position, the Board should be so informed. ECA/A/E and the FFSB will take the appropriate action; where deemed desirable, the Commission and/or Post will be informed before the final revocation.

10 FAM 224.8 Rights and Responsibilities of Grantee

(TL:PEC-005; 03-28-2002)

a. As provided in U.S. law, all recipients of grants under the Fulbright Program will have full academic and artistic freedom, including freedom to write, publish, and create. No award granted by the Board may be revoked or diminished on account of the political views expressed by the recipient or on account of any scholarly or artistic activity that would be subject to the protections of academic and artistic freedom normally observed in higher education in the United States. It is the policy of the Board to ensure that the academic and artistic freedoms of all persons receiving grants are protected.

b. Grantees are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright program and which will contribute positively to the promotion of mutual understanding between the people of the United States and those of other nations. Grant recipients are required to obey the laws of the United States.

c. A person accepting a grant is not by virtue, thereof, an official or employee of the J. William Fulbright Foreign Scholarship Board, the U.S. Department of State, or any other agency of the U.S. Government, or of an agency of the government of the partner country.

10 FAM 225 SPECIAL EXCHANGE PROGRAMS

(TL:PEC-005; 03-28-2002)

a. The special exchange programs included in this section vary considerably in their objectives, their organization, the geographic areas in which they operate, and in other ways, but they all are sponsored in whole or in part by the Fulbright Program.

b. Their objectives are broadly based and have a continuing and consistent theme, the same as that of the traditional Fulbright program. As stated by Senator J. William Fulbright, speaking of the Fulbright Program: Its purpose is to acquaint Americans with the world as it is and to acquaint students and scholars from many lands with America as it is—not as we wish it were or as we might wish foreigners to see it, but exactly as it is—which by my reckoning is an 'image' of which no American need be ashamed. The program further aims to make the benefits of U.S. culture and technology available to the world and to enrich U.S. life by exposing it to the science and art of many societies.

10 FAM 225.1 Legal Authorization

(TL:PEC-005; 03-28-2002)

The activities described in this section are authorized by the Mutual Educational and Cultural Exchange Act of 1961, as amended September 21, 1961 (The Fulbright-Hays Act).

10 FAM 225.1-1 Introduction

(TL:PEC-005; 03-28-2002)

a. In the more than 50 years since its beginning, the Fulbright Program has directed its efforts mostly to support the international exchange of students, teachers, scholars, and some others, in individualized academic and professional projects. This continues to be the mainstream activity of the Program, but a number of specialized programs have also been placed under the aegis of Fulbright international operations. Participants in these programs are generally awarded grants individually.

b. In some programs, however, the selection of participants depends on the identification of the individual with a group, or activity, and the objectives of the program are likewise stated in terms of the group or activity involved.

10 FAM 225.1-2 Purpose

(TL:PEC-005; 03-28-2002)

a. The purpose of this section of the subchapter is to provide a listing of the various programs, and for some principal programs, a summary of their objectives, administrative procedures, types and numbers of grants, and relationships with the host government(s), cooperating U.S. agencies, relevant elements of the U.S. Department of State, and United States institutions in some way involved or participating.

b. In the United States, the material in this section involves the Bureau of Educational and Cultural Affairs of the U.S. Department of State, the J. William Fulbright Foreign Scholarship Board, the various cooperating organizations, and any other organizations or institutions involved in the implementation of the individual special project or program.

10 FAM 225.1-3 Administering Organizations

(TL:PEC-005; 03-28-2002)

a. Bureau of Educational and Cultural Affairs

(1) The Bureau of Educational and Cultural Affairs (ECA) is the element of the U.S. Department of State charged with the responsibility for administering the exchange program authorized by the Mutual Education and Cultural Exchange Act of 1961 (The Fulbright-Hays Act).

(2) The Bureau (ECA) includes, among others, an Office of Academic Exchange Programs (ECA/A/E), which is responsible for the administration of the Fulbright Program. Its identification (ECA/A/E) is used throughout this document as indicating the ECA/A/E Office or any of its geographic branches.

b. **J. William Fulbright Foreign Scholarship Board**—A 12-member Presidentially-appointed body drawn principally from the U.S. academic community with statutory responsibility under the Mutual Educational and Cultural Exchange Act of 1961 (the Fulbright-Hays Act) for the selection of all academic exchange grantees and the supervision of the Fulbright Program, including the establishing of policy guidelines governing all such exchanges. In this subchapter the initials "FFSB" identify this body.

c. **Commission**—Either a binational Commission or Foundation established by an Executive Agreement between the United States and a foreign government under the Mutual Educational and Cultural Exchange Act of 1961, as amended (The Fulbright-Hays Act).

d. **Post**—The Public Affairs section at a U.S. mission outside the United States. If no Public Affairs section exists, "Post" may refer to the U.S. Embassy in general.

Note: In this subchapter, situations that require different handling for Commission and non-Commission countries are presented in parallel. The expression, "Commission and/or Post" is used to indicate responsibility of both Commission and/or the Post in some instances, and the Commission and/or the Post in others.

10 FAM 225.14 Program Categories—Worldwide Program

(TL:PEC-005; 03-28-2002)

a. **Fulbright Scholar-in-Residence Program**—The Scholar-In-Residence Program is designed to strengthen the international dimension of the teaching programs at U.S. institutions that have limited opportunities to receive foreign scholars or that serve student populations under-represented in international exchange programs, including minority students. The scholars are chosen from foreign countries to provide teaching services to their host institutions in the United States. They are selected from many fields and from many different countries. Each year approximately 35 scholars participate in this program.

b. Institutional Programs

(1) **U.S. Overseas Research Centers (ORC)**—This is a group of 14 institutions under private administration, serving as extensions of the advanced research interests of hundreds of U.S. universities, colleges, and museums.

(2) Together, they are represented by the Council of American Overseas Research Centers with headquarters at the Smithsonian Institution.

10 FAM 225.2 Fulbright Scholar-in-Residence Program

(TL:PEC-005; 03-28-2002)

a. The Fulbright Scholar-in-Residence Program is treated in this section as a special program because it is, for the most part, an invitational program with the initiative coming from the prospective host institution in the United States. Colleges and universities submit to the cooperating agency a proposal requesting a scholar-in-residence for an academic year, and frequently name a foreign scholar they would like to have for the position. Once a proposal is recommended by the cooperating agency for approval and approved by ECA/A/E and the FFSB, Commissions and/or Posts cooperate by contacting the named scholar and determining his or her availability. If no scholar is named, the Commissions and/or Posts recruit an applicant who may fill the requirements, or preferences, of the U.S. institution. Assuming a match can be made, the foreign scholar can then be nominated to the position and, if approved by the FFSB, given a Fulbright award to support his or hers sojourn on the campus.

b. The cooperating agency has prepared a booklet, Fulbright Scholar Program—Guidelines for Scholar-in-Residence Proposals that will be sent, upon request, for guiding U.S. colleges and universities in preparing their proposals.

10 FAM 225.2-1 Activity Planning

(TL:PEC-005; 03-28-2002)

a. In the spring or summer, after receiving an announcement from the cooperating agency that proposals will be received for inviting a scholar-in-residence, colleges and universities submit proposals to the cooperating agency inviting a scholar to their institutions to teach or consult in some of the following:

(1) Area studies programs;

(2) Interdisciplinary courses or professional programs that focus on global issues;

(3) Courses in which a cross-cultural or international perspective is needed; and

(4) Special seminars or colloquia.

b. In addition, the resident scholar may assist in the development of new courses or programs and may serve as a resource person for faculty and students. The scholar also may participate in university or community life, including working with local schools and school districts.

10 FAM 225.2-2 Institution Responsibilities

(TL:PEC-005; 03-28-2002)

As host, the institution is expected to:

(1) Share the scholar with departments within the institution and among neighboring institutions and consortia;

(2) Involve him or her in community activities and professional organizations; and

(3) Provide some opportunities to advance the scholar's own professional interests and research.

10 FAM 225.2-3 Grant Competition Areas

(TL:PEC-005; 03-28-2002)

There are five geographic areas:

(1) Africa, south of the Sahara;

(2) Western Hemisphere, including the Caribbean;

(3) East Asia, Pacific, including Australia;

(4) Middle East, North Africa, and South Asia; and

(5) Europe and Eurasia.

10 FAM 225.2-4 Calendar Dates

(TL:PEC-005; 03-28-2002)

November 1	Proposals from U.S. universities due at the cooperating agencies
December	Review by the cooperating agencies' review committees
January	The cooperating agencies notifies U.S. institutions of nomination as host
February/March	Review of nominations by ECA/A/E and the FF SB; confirmation of funding
February/April	Review and confirmation of scholars by Commissions or Posts
Summer	Grant packets sent to scholars by the cooperating agencies

10 FAM 225.2-5 Academic Areas of Preference

(TL:PEC-005; 03-28-2002)

Because the basis for offering the Scholar-in-Residence Program is to promote improved mutual understanding and greater appreciation of different cultures, the greatest interest in subject fields are in the humanities and social sciences. Many other disciplines have been funded and are considered, particularly in an effort to provide an international perspective in courses and in other programs on campus and in the community. Examples include education, law, business, visual and performing arts, urban studies, women's studies and journalism.

10 FAM 225.2-6 Institution Types

(TL:PEC-005; 03-28-2002)

The program is open principally to institutions that have limited opportunities to receive foreign scholars or that serve populations under-represented in international exchange programs, including minority students. This often includes historically Black colleges and universities, Hispanic serving institutions, tribally controlled colleges, community colleges, small liberal arts colleges, and smaller state-supported teaching institutions.

10 FAM 225.2-7 Reviewing Proposals

(TL:PEC-005; 03-28-2002)

As part of its responsibilities for assisting in the administration of the program, the cooperating agency reviews the applications received from the U.S. institutions to ascertain if the papers are complete. Applications, which meet the technical requirements, are sent to a review committee for

examination. The committee studies the proposals submitted and evaluates the programs outlined.

10 FAM 225.2-8 Criteria for Accepting Proposals

(TL:PEC-005; 03-28-2002)

In reviewing the proposals, the committee places the greatest emphasis on the quality of the proposed academic program and the potential short- and long-term impact and benefits for the host institution. The amount and type of cost sharing by the host institution and the qualifications of the scholar, if one is named, although important, are given less weight in assessing the overall application.

10 FAM 225.2-9 Nominating Proposals

(TL:PEC-005; 03-28-2002)

a. The committee determines the strongest proposals in each geographic area and nominates them to ECA/A/E and the FFSB for approval. Occasionally, before committing itself to a nomination, the review committee will recommend some changes in the proposal's procedures or objectives and will refer it back to the originating institution. Nomination of a proposal to the FFSB does not constitute FFSB approval of a named scholar since FFSB selection or non-selection of each nominee is a later and separate step in the process.

b. Institutional proposals in each geographic area are recommended in priority order. In order to reach geographic balance, an effort is made to approve at least four proposals in each of the five geographic regions. A proposal, with or without the naming of a scholar, is not assured of a grant because usually there are many more proposals than there are funds available. Occasionally, an institutional proposal will be accepted, but not the scholar named for the project. In this case, the cooperating agency, ECA/A/E, and the Commission or Post may attempt to find an acceptable substitute.

c. Institutions sometimes submit multiple applications for different geographic areas, and it is possible that more than one will be acceptable. However, the general practice is to award only one scholar-in-residence per institution in order to make it possible for more institutions to participate. Announcement of the committee's actions is usually made in January.

10 FAM 225.2-10 Recruitment by Commissions or Posts

(TL:PEC-005; 03-28-2002)

a. Scholars Named in Proposal

(1) If a scholar is named in the recommended proposal, the Commission or Post will be asked to review the proposal with the scholar to be sure the terms and conditions are understood, and if he or she is available. Also, the Commission or Post should review the scholar's credentials, especially if the person is not already known.

(2) If the scholar is available and the credentials are satisfactory, the Commission or Post will notify the cooperating agency, which will then notify the institution and communicate any questions or comments from the scholar, as well as submitting the nomination to the FFSB for approval of selection.

b. **Scholars recruited by Commission or Post**—If no scholar is named by the nominated institution, or the nominated scholar is not available or suitable for the award, the Commission or Post will be asked to recruit an acceptable candidate. If scholars can be identified and they wish to be considered, their biographical data and a standard Fulbright application should be sent to the cooperating agency, which will forward the documents to the institution for review and to the FFSB for approval for selection. Commissions or Posts should discuss the program with the applicant to be sure that he or she understands the nature of the appointment and the duties and activities expected of the visiting scholar. At this time, it is important that the prospective scholar receives (from the cooperating agency and the faculty contact at the host institution) detailed information about the host institution and a realistic evaluation of its capabilities to provide a situation meeting the grantee's expectations.

10 FAM 225.2-11 Issuing Grant

(TL:PEC-005; 03-28-2002)

a. After confirmation that the scholar is available, the FFSB selection has been completed, medical clearance has been obtained (following the same procedures as for foreign scholars in 10 FAM 410), and the scholar accepts the appointment, the cooperating agency issues the grant and sends a grant packet to the scholar. If possible, the grant is issued well in advance of the semester in which the scholar is scheduled to arrive.

b. Grant benefits include:

(1) A monthly stipend (currently \$2,500 to \$2,900 per month);

(2) Department medical coverage;

(3) A settling-in allowance of \$500, a professional allowance, a dependent allowance for up to two accompanying dependents;

(4) Round-trip air travel; and

(5) If the grant is for a full academic year, it will also provide round-trip travel for one accompanying dependent.

10 FAM 225.2-12 Arrival in United States

(TL:PEC-005; 03-28-2002)

a. The Commission or Post will issue a Form DS-2019 for the scholar to enter the United States under a J-1 visa in Program G.

b. Direct communication between the grantee and the host institution is of great importance, and Commissions or Posts should encourage and assist with the exchange of information, if necessary.

c. Host institutions should plan the program well in advance of the scholar's arrival and share this information with the scholar. Details of living arrangements, community activities and resources, and comprehensive information about the institution are essential.

d. Included in the grant materials, the cooperating agency provides two publications, (Living in the United States: A Handbook for Visiting Fulbright Scholars) and (Guide for Visiting Fulbright Scholars: Privileges and Obligations Under the Fulbright Program), which the scholars will find useful when preparing for their sojourns in the United States.

10 FAM 225.3 Institutional Programs

10 FAM 225.3-1 U.S. Overseas Research Centers (ORC)

(TL:PEC-005; 03-28-2002)

a. The institutions described in the following pages are U.S. Overseas Research Centers (ORCs). These centers have played an important role over the years in promoting mutual understanding between people of the United States and the people of foreign countries, the broadest objective of the Fulbright Program. They engage in educational and cultural activities abroad and have been effective in developing close person-to-person relationships in the fields in which they specialize.

b. In general, the ORCs exist to promote scholarly U.S. interests abroad, and, generally, most do not include in their programs two-way exchange activities.

c. Regarding funding, the Bureau encourages ORCs to explore ways to reach out to audiences beyond the scholarly community and to strive to serve the United States and the host country. Collaboration and cooperation with Fulbright Commissions are also very important. Financial support, through funds to the Council of American Overseas Research

Centers (CAORC), is provided by ECA/A/E and subgrants by CAORC to the respective ORCs for certain activities, mainly for scholarship and fellowship assistance, but also for research activities, publications, workshops or seminars and other academic activities. The funds provided are intended to complement the resources of the organizations involved and, thereby, enhance the quality and extent of their contributions to scholarship in the host countries and to the region. Individual grantees of ORCs are not covered by Department medical insurance.

d. Each subgrant award is based on an annual request from each of the organizations, submitted to CAORC and part of CAORC's overall submission to the subgrant. Amounts may vary from year to year, depending on the needs of the institution and the availability of funds. In recent years, the range of awards has been from approximately \$40,000 to \$150,000, the sums reflecting the scope of the operation and the number of projects and personnel involved. ECA/A/E funds different ORCs at different levels each year, depending on the following:

(1) The availability of funds; and

(2) Its assessment of the needs of the academic community and the region involved, to which judgment area offices and Posts are asked to contribute.

10 FAM 225.3-2 ECA/A/E-Supported Overseas Research Centers (ORC)

(TL:PEC-005; 03-28-2002)

a. **American Center of Oriental Research (ACOR), Jordan**—The American Center of Oriental Research in Amman was established in 1968 to extend knowledge of ancient and modern Jordan and the broader Middle East through study and teaching. In 1986, it built a new headquarters in Amman providing residence for visitors, a library, workrooms, storage, conservation, and photographic laboratories, with living and dining facilities. Its U.S. headquarters is in Boston. ACOR offers fellowships each year to doctoral candidates and senior scholars. It sponsors a number of archaeological projects each year, as well as a number of major long-term excavations. It plays a significant role in the excavation, preservation, and restoration of Jordanian artifacts. ACOR also aids and supports resident scholars and professionals in the field.

b. **W.F. Albright Institute of Archaeological Research, West Bank or Israel**—The W.F. Albright Institute of Archaeological Research is the oldest U.S. institution of archaeological research in the Middle East. Founded in 1900, it is directed to the study of the archaeology of Palestine and the study of literature, history, and culture of the ancient Near East. It offers a wide range of fellowships and facilities for predoctoral and Postdoctoral research, sponsors archaeological excavations and

publications, and maintains a large library. It offers several fellowships each year and supports a number of major long-term excavations. Located in Jerusalem, the Institute annually sponsors a number of programs drawing large audiences of participants.

c. **American Research Center in Egypt (ARCE)**—Researching Egyptian culture and civilization from ancient times to the present, the American Research Center in Egypt (founded in 1948) directs its efforts to promote and enhance U.S. professional understanding and appreciation of Egypt. The Center supports an extensive program of research, archaeological activities, and special historical and literary projects, and annually provides fellowships for U.S. and Egyptian scholars. It is a major player in linking the U.S. and the Egyptian scholarly communities. Present projects include, among others, a training workshop for Egyptian conservators and an ARCE-New York City hosted Egyptian film festival. The U.S. office of the Center is located in New York City.

d. **American Institute of Maghrib Studies (AIMS), Tunisia**—The American Institute of Maghrib Studies is located in Tunisia. It is a regional facility serving North Africa with regional offices in Morocco and Algeria. The Institute is a major center for academic exchanges between the United States and the North African countries and offers fellowships for U.S. senior scholars and doctoral candidates mainly in the humanities and social sciences. It also sponsors an international scholarly conference in the Maghrib each year. Its U.S. office is located at Brigham Young University.

e. **American Institute of Indian Studies (AIIS)**—The objective of the American Institute of Indian Studies is to increase and improve understanding between the United States and India through scholarly research in various aspects of Indian life and thought. The Institute's main office is in New Delhi, with branches in Calcutta, Ramnagar, Madras and Pune. The Institute maintains two research centers with large libraries in Varanasi at the Center for Art and Archaeology and in New Delhi at the Center for Ethnomusicology. AIIS was established in 1961 as an outgrowth of the American School of Indian and Iranian Studies established in 1930. The range of scholarly interests represented by the fellows of the Institute is most comprehensive, with its various projects covering Indian life and culture from ancient times to the present and including studies ranging from excavations to performing art. Nearly 100 fellowships are offered each year, and the Institute provides instruction in Hindi, Tamil, and Bengali languages. Forty U.S. universities are institutional members of the Institute. The U.S. office is located at the University of Chicago.

f. **American Institute of Yemeni Studies (AIYS), Yemen**—Yemen has been open to outside researchers since the early 1970's, and the American Institute of Yemeni Studies was opened in 1978 to promote research on all aspects of Yemen and to be a channel for scholarly and cultural exchange between the United States and Yemen. Its activities cover widely different fields, both historical and present day. A limited

number of fellowships are offered for scholarly research and for participation in projects of current interest, such as conservation and language translation. AIYS plays an important role in facilitating U.S.-Southern Arabian scholarly linkages, and has done so consistently despite the changing political climate in Yemen. It is located in Sana'a in coordination with the Yemen Center for Study and Research. The Institute's U.S. office is in Admore, PA.

g. **American Institute of Pakistan Studies (AIPS)**—This Institute was organized in 1973 to promote the study of Pakistan and promote communication and interaction between the peoples of the United States and Pakistan. It is headquartered at Wake Forest University and in Pakistan is co-located with the U.S. Educational Foundation in Pakistan (Fulbright). Activities of the Institute include the organization of seminars on U.S.-Pakistan relations, studies in ancient and modern Pakistan, and the sponsorship of Pakistani scholars in the United States.

h. **American Institute of Bangladesh Studies (AIBS)**—The American Institute of Bangladesh Studies is located at Pennsylvania State University and in Dhaka, where it is represented by the Center for Development Research Bangladesh (CDRB), an independent research organization. AIBS does a good job in meeting its objectives—to provide U.S. scholars at all levels an opportunity to increase their knowledge and understanding of Bangladeshi society and culture and develop professional relationships between Bangladeshi and U.S. scholars. AIBS activities include funding for Bangladeshi scholars-in-residence in the United States, workshops in Bangladesh providing scholars and others with information on developments in U.S. social science and humanities research, fellowships in Bangladesh for U.S. scholarly research and support for a number of U.S. undergraduate liberal arts students to conduct group research in Bangladesh.

i. **American Research Institute in Turkey (ARIT)**—The institute was established in 1964 to support U.S. and Turkish humanities and social science research and scholarly exchange in Turkey. ARIT is supported by a consortium of 23 U.S. institutions and by the Dernek, a scholarly advisory board in Turkey. The Institute offers fellowships to both U.S. and Turkish scholars in a variety of fields. It has offices in both Istanbul and Ankara. The U.S. headquarters is at the University of Pennsylvania.

j. **Cyprus American Archaeological Research Institute (CAARI)**—This Institute was established in 1979 by the American Schools of Oriental Research to provide researchers, scholars, and students with services and facilities to encourage the advancement of archaeological and related studies of Cyprus and to support dialogue between the United States and Cypriot scholars. The Institute serves as a center of archaeological and historical research, representing the interests of the scholarly activities involved. It provides a small number of scholarships and serves as a support center for U.S. scholarly research in Cyprus.

10 FAM 225.4 Study of the U.S. Programs

10 FAM 225.4-1 Purpose

(TL:PEC-005; 03-28-2002)

The exchange programs of the Branch for the Study of the United States (ECA/A/E/USS) seek to improve the quality of teaching about the United States in academic institutions abroad. Their purpose is to provide opportunities for university faculty and secondary school educators from institutions outside the United States to increase their knowledge of U.S. society, institutions, values, and culture in order to better incorporate such knowledge and information in to the curricula of their home institutions, thereby improving mutual understanding.

10 FAM 225.4-2 American Studies Summer Institutes—General Background

(TL:PEC-005; 03-28-2002)

Under the Summer Institutes' programs, scholars and teachers from abroad attend a Fulbright American Studies Institute, which is a six-week program that is sponsored by a college or university in the United States and funded by a grant from the Bureau of Educational and Cultural Affairs. Each program consists of four weeks of lectures, seminar discussions, and individual research, together with up to two weeks of program-related travel. Institute programs focus on a theme or topic within the humanities and social sciences; provide participants with information about current American scholarship in the Institute's governing academic discipline; and allow grantees to observe contemporary U.S. life firsthand through both the academic residency portion of the program and through a period of travel to various geographic regions of the United States.

10 FAM 225.4-3 Eligibility and Selection Criteria

(TL:PEC-005; 03-28-2002)

Candidates must:

- (1) Be non-U.S. citizens;
- (2) Be college or university faculty, teacher trainers, textbook writers or curriculum developers involved with school or university curricula that relate to the study of the United States;
- (3) Possess maturity and stamina to actively participate in intensive academic sessions and undertake guided travel;
- (4) Be proficient in English (S3/R3); and

(5) Have little or no recent or long-term previous experience in the United States.

10 FAM 225.4-4 Announcements

(TL:PEC-005; 03-28-2002)

a. The Study of the U.S. Branch establishes the criteria for participation, deadlines, and funding, and informs the Fulbright Commission and Posts abroad of criteria at the beginning of each fiscal year.

b. Binational Fulbright Commissions announce opportunities through a competitive grant process.

c. PA Sections at U.S. Embassies may also identify and nominate candidates for ECA/A/E/USS grants.

10 FAM 225.4-5 Application Process

(TL:PEC-005; 03-28-2002)

Candidates may be required to submit formal applications by Fulbright Commissions or by PA Sections of the U.S. Embassy.

10 FAM 225.4-6 Nominations of Candidates

(TL:PEC-005; 03-28-2002)

a. Qualified individuals are identified by Fulbright Commissions or Posts, based on the applications submitted, and the individuals' names and complete biographical data are forwarded to ECA/A/E/USS by the stated deadline, which is generally in late March or early April.

b. Qualifications include:

(1) Professional position and responsibilities related to the study of the United States;

(2) English language proficiency; and

(3) Little or no recent or long-term experience in the United States.

10 FAM 225.4-7 Review and Approval

(TL:PEC-005; 03-28-2002)

a. The Study of the U.S. Branch recommends a principal and alternate slate of candidates for each Institute program.

b. All candidates are submitted to the J. William Fulbright Foreign Scholarship Board, which is responsible for final selection of grantees.

10 FAM 225.4-8 Notification

(TL:PEC-005; 03-28-2002)

After selection and approvals, ECA/A/E/USS notifies Fulbright Commissions and PA sections, which, in turn, notify candidates of their final status.

10 FAM 225.4-9 Terms of Award

(TL:PEC-005; 03-28-2002)

Full grants provide international travel, domestic travel, per diem, travel allowance, and cultural or book allowance. Excess baggage allowance is not included. ECA/A/E/USS facilitates shipping of program materials to grantees upon return.

10 FAM 225.4-10 Financial Arrangements

(TL:PEC-005; 03-28-2002)

a. In compliance with Department regulation and ECA Bureau grant review guidelines, a cooperative agreement is entered into between ECA and the host university institution pursuant to which ECA provides for tuition and other university administrative costs, program tour costs, per diem, and allowances.

b. An obligation is established from ECA/A/E/USS funds and the fiscal data of the obligation is provided to Fulbright Commissions and PA sections to fund international travel and allowances for ECA/A/E/USS-funded grantees.

10 FAM 225.4-11 Health and Accident Insurance

(TL:PEC-005; 03-28-2002)

All grantees are covered by a Bureau-funded insurance policy in the amount of up to \$50,000 per accident. This policy does not cover pre-existing medical conditions and has a \$25 deductible per visit.

10 FAM 225.4-12 Briefing and Orientation

(TL:PEC-005; 03-28-2002)

a. ECA/A/E/USS provides information to Commissions, PA sections and grantees about objectives and content of Summer Institute programs, plus detailed arrival instructions.

b. Host university institutions send grantees orientation materials one month in advance of the program, through the Fulbright Commission, the PA Section, or directly to the grantee. These materials contain a detailed description of the academic program, a questionnaire to be returned to the university, and administrative information.

c. Commissions or PA sections should brief grantees prior to their departure about the objectives and nature of the program, terms of the grant, and general information about the host university.

10 FAM 225.4-13 Reports and Follow-up Action

(TL:PEC-005; 03-28-2002)

a. Host universities are required as a condition of the grant agreement to provide an evaluation instrument and final report within 90 days of completion of a grant. This evaluation focuses on the strengths and weaknesses of the academic program and administrative arrangements.

b. Grantees are required to report on the program within three months of completion.

c. Fulbright Commissions and PA sections are asked to debrief grantees shortly after their return, focusing on the expected application of the program to their current and planned professional responsibilities. Posts are urged to include returnees in Post seminars and other U.S. studies activities.

10 FAM 225.4-14 Revocation or Suspension of Grants

(TL:PEC-005; 03-28-2002)

a. The Department reserves the right to revoke or terminate a grant at the discretion of the Assistant Secretary for Educational and Cultural Affairs, and to withhold unpaid allowances at the date of revocation.

b. Grounds upon which the Department may revoke or terminate a grant include, but are not limited to, the following:

- (1) Violation of the laws of the United States or of the country of origin;
- (1) Misconduct;
- (2) Failure to comply with grant terms because of voluntary termination, or refusal or inability to participate in planned program; and
- (3) Physical or mental incapacitation.

10 FAM 226 EDUCATIONAL PARTNERSHIP PROGRAMS

10 FAM 226.1 Purpose

(TL:PEC-005; 03-28-2002)

The educational partnerships programs of the Humphrey Fellowships and Institutional Linkages Branch (ECA/A/S/U) in the Office of Global Educational Programs award grants to U.S. colleges and universities or private sector cooperating agencies. The Grants are used to work with foreign educational institutions on projects whose specific goals strengthen, through teaching, scholarship, and professional outreach from the partner institutions, understanding and cooperation on themes of mutual interest which are defined in annual Requests for Grant Proposals. These programs currently involve countries in all world regions except the New Independent States (NIS) of the former Soviet Union. In that region, the NIS College and University Partnerships Program and the Community College Partnerships Program operate on parallel tracks with funding from the Freedom Support Act. In addition, specialized projects provide targeted assistance for specific educational projects abroad through grants to U.S. educational institutions and agencies. All these programs are characterized by a strong focus on project objectives and their impact on the participating institutions as well as the societies and communities served by the cooperating educational partners. While the benefits of projects to each of these partners may differ significantly in nature and scope, all projects lead to specific, demonstrable changes at each participating department or institution. Examples of these changes include new courses, new research or teaching capacities or methodologies.

10 FAM 226.2 Eligibility

(TL:PEC-005; 03-28-2002)

In the United States, participation in the program typically is open to accredited two-and four-year colleges and universities, including graduate schools. Applications from consortia of U.S. colleges and universities are eligible. Secondary U.S. partners may include non-governmental organizations as well as non-profit service and professional organizations. Eligible countries and themes of special interest are identified in the Request for Grant Proposals (RFGP) for each program. The RFGP is published in the Federal Register and can be downloaded from the Bureau's website at: <http://exchanges.state.gov/education/rfgps>.

10 FAM 226.3 Application Procedures

(TL:PEC-005; 03-28-2002)

(1) Proposals (which constitute the application) must be submitted by the U.S. partner and must follow the guidelines specified in the RFGP;

(2) Proposal Submission Instructions (which contain standard Bureau guidelines, technical instructions, and required certifications or forms to be returned as part of the proposal submission); and

(3) Program Objectives, Goals, and Implementation (POGI) document, which further elaborates on the program guidelines outlined in the RFGP by providing more specifics to assist with proposal development.

10 FAM 226.4 Grant Benefits

(TL:PEC-005; 03-28-2002)

a. Partnership programs award grants whose maximum awards are specified in the RFGPs for each program in each year of the program. The typical maximum award in the NIS College and University Partnerships Program is \$300,000; in the worldwide Educational Partnerships Program, the maximum typically is \$120,000.

b. To provide adequate time to meet institutional goals, grants are typically made for a period up to three years and may be used to defray the costs of exchange visits as well as the costs of their administration (up to a maximum specified in the RFGP) at any partner institution, including administrative salaries and other direct administrative costs but excluding, for most projects, indirect costs.

10 FAM 226.5 Review Process

(TL:PEC-005; 03-28-2002)

The Bureau will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated in the Request for Grant Proposals and Solicitation Package. All eligible proposals will be forwarded to the Bureau, the Department, the U.S. Embassy and Fulbright Commission officers for advisory review. In most competitions, proposals are also sent to independent reviewers who are professional, scholarly, or educational experts with appropriate regional and thematic knowledge. Although review criteria are specific to each RFGP, the following technical and substantive criteria are illustrative.

10 FAM 226.5-1 Technical Review Criteria

(TL:PEC-005; 03-28-2002)

A proposal may be deemed technically ineligible if:

(1) It does not fully adhere to the guidelines established in the RFGP and in the Solicitation Package;

(2) It is not received by the deadline;

(3) It is not submitted by the U.S. partner;

(4) One of the partner institutions is ineligible;

(5) The foreign country or geographic location is ineligible; and

(6) The proposal is for assistance to be directed from one institution to another in one direction only.

10 FAM 226.5-2 Substantive Review Criteria

(TL:PEC-005; 03-28-2002)

a. **Broad and Enduring Significance of Institutional Objectives**—Project objectives should have significant and ongoing results for the participating institutions and for their surrounding societies or communities by providing a deepened understanding of critical issues in one or more eligible fields. Project objectives should relate clearly to institutional and societal needs.

b. **Creativity and Feasibility of Program Plan**—Implementation plans for proposed programs should demonstrate the feasibility of achieving program objectives during the grant period by utilizing and reinforcing exchange mechanisms realistically and with creativity.

c. **Institutional Commitment to Cooperation**—Proposals should demonstrate significant understanding at each institution of its own needs and capacities and of the needs and capacities of its proposed partner(s), together with a strong commitment, during and after the period of the grant activity, to cooperate with one another in the mutual pursuit of institutional objectives.

d. **Project Evaluation**—Proposals should outline a methodology for determining the degree to which a project meets its objectives, both while the project is underway and at its conclusion. The final project evaluation should include an external component and should provide observations about the project's influence within the participating institutions as well as their surrounding communities or societies.

e. **Cost-Effectiveness and Program Costs**—Should be reasonable and appropriate with cost-sharing provided by all participating institutions within the context of their respective capacities. The Bureau views cost-sharing as a reflection of institutional commitment to the project. Although indirect costs are eligible for inclusion as cost-sharing by the applicant, contributions should not be limited to indirect costs.

f. **Support of Diversity**—Proposals should demonstrate substantive support of the Bureau's policy on diversity by explaining how issues of diversity are included in project objectives for all institutional partners. Issues resulting from differences of race, ethnicity, gender, religion, geography, socio-economic status, or physical challenge should be addressed during project implementation. In addition, project participants and administrators should reflect the diversity within the societies they represent. Proposals should also discuss how the various institutional partners approach diversity issues in their respective communities or societies.

10 FAM 226.6 Visas and Travel

(TL:PEC-005; 03-28-2002)

The U.S. grantee organization is responsible for obtaining all necessary documentation to secure visas, including the issuance of Form DS-2019 to all foreign participants. As with all U.S. Government-funded travel, Fly American regulations apply. Per diem levels are set by grantees in their proposal budgets. Although the prevailing U.S. Government per diem rate may be proposed for exchanges, applicants are encouraged to consider more modest rates. The U.S. grantee organization is also responsible for withholding taxes, **where applicable** for foreign participants.

10 FAM 226.7 Program Administration

(TL:PEC-005; 03-28-2002)

a. Educational partnerships programs are centrally funded in Washington, DC, with coordination and support provided as follows:

(1) The Bureau of Educational and Cultural Affairs sets Department of State policy for the programs. Within the Bureau, ECA/A/S/U is responsible for coordination of the program with all concerned elements of the Department and for providing information and guidance to applicants and grant recipients;

(2) ECA/A/S/U has the overall responsibility for the annual grants competition and program coordination and administration. ECA/A/S/U recommends policy and planning, provides budget guidance and control, evaluation and follow-up and oversees the work of an outside cooperating agency responsible for organizing the independent review of proposals and for other administrative assistance. ECA/A/S/U ensures integration of competition programming with other country and regional educational programming; provides guidance to applicants; and oversees projects for which grants have been awarded. Program analysis and oversight within ECA/A/S/U are currently assigned to program officers with regional responsibilities. Progress reports are forwarded to Posts for information; and

(3) Coordination between ECA/A/S/U and an outside cooperating agency for the organization of independent review panels is normally assigned to a program officer who is responsible for the contract.

b. An outside cooperating agency organizes the independent review of proposals in consultation with ECA/A/S/U.

c. Following the issuance of grants, all support and follow-up to grantees is provided directly by the Department through ECA/A/S/U and not by the cooperating agency.

10 FAM 226.8 Post Responsibilities

(TL:PEC-005; 03-28-2002)

a. Posts or Fulbright Commissions are responsible for:

(1) Informing interested foreign institutions about program opportunities under the institutional linkage programs;

(2) Providing advisory comments to the Bureau regarding the roles of proposed partner institutions in local societies and the degree of local commitment; and

(3) Facilitating communication as needed with the foreign partner. Posts or Fulbright Commissions also assess on-going projects as they unfold with the partners abroad and report to ECA/A/S/U, as appropriate.

b. Technically eligible applications in each competition are reviewed by Posts or Fulbright Commissions according to the review criteria specified for each competition. The Branch forwards these criteria and the Executive summaries and proposal narratives of proposals to Posts electronically or, where necessary, by diplomatic pouch or other means.

10 FAM 227 HUBERT H. HUMPHREY FELLOWSHIP PROGRAM

10 FAM 227.1 Purpose

(TL:PEC-005; 03-28-2002)

a. The Hubert H. Humphrey Fellowship Program brings accomplished professionals from countries with a wide range of developmental needs to the United States at a mid-point in their careers for a year of graduate-level non-degree study and related practical professional experiences. Candidates are nominated by Posts or bi-national Fulbright Commissions based on the candidates' potential for leadership and their commitments to public service. By providing emerging leaders with opportunities to experience U.S. society and culture and to participate with U.S. colleagues in current approaches to the fields in which they work, the Humphrey Program provides a basis for the on-going cooperation of citizens of the United States with their professional counterparts in other countries. The program as described below under 10 FAM 227-6 is currently administered cooperatively with the Institute of International Education (IIE).

b. Fellowships are granted competitively to professional candidates with a commitment to public service in both the public and the private sectors, specifically in the fields of;

- (1) Natural resources or environmental management;
- (2) Public policy analysis or public administration;
- (3) Economic development;
- (4) Agricultural development or agricultural economics;
- (5) Finance and banking;
- (6) Human resource management
- (7) Urban and regional planning;

- (8) Public health policy or management;
- (9) Echnology policy or management;
- (10) Educational planning;
- (11) Law or civil society or human rights or democratic development;
- (12) Administration and communications or journalism; and
- (13) Drug abuse-epidemiology, prevention, education and treatment.

10 FAM 227.2 Eligibility and Recruitment

(TL:PEC-005; 03-28-2002)

a. Candidates should be mid-career professionals in leadership positions who have the required experience or skills and a sufficient number of working years left in their careers to justify their participation in the Humphrey Program.

b. Candidates should have interests that are oriented around policies rather than research or technical issues and should have at least five years of management experience. Posts and Commissions should not nominate recent graduates (even if they hold significant positions), individuals with teaching experience but no management responsibilities, or candidates who appear more suitable for the International Visitor Program, the Fulbright Scholar or Graduate Student Programs, the Scholar-in-Residence Program, or other Bureau programs. Where possible and appropriate, Posts and Commissions should involve Humphrey alumni in recruitment, screening, and interviews. Posts should stress and evaluate a candidate's

English proficiency when recruiting for potential candidates. If the candidate's English proficiency appears inadequate and the Post or Commission believes the candidate is worthy of consideration, they may wish to enroll him or her in an Embassy or other English language program. Please consult the current "Selection Guidelines for Posts and Commissions," forwarded to Posts each spring as part of the recruitment packet, for details on English proficiency requirements.

NOTE: Each year, the National Institute on Drug Abuse (NIDA) funds several fellows in the field of drug abuse prevention. NIDA-funded Humphrey Fellows should have a research orientation in addition to a strong interest in policy issues. Otherwise, their profile matches that of other Humphrey Fellows regarding leadership, public service commitment, English proficiency, etc.

10 FAM 227.3 Selection

(TL:PEC-005; 03-28-2002)

a. **Posts and Commissions**—There are no regional or country quotas. Posts and Commissions are provided with a full list of criteria against which they should recruit, select, and rank-order their nominees for Washington, DC based review panels. Candidates should be recruited from eligible fields that match Post's or the Commission's top country priorities. Posts or Commissions are encouraged to submit a carefully articulated rationale for each candidate based on the candidate's qualifications and plans relative to Humphrey Program goals and to Post objectives. Post and Commissions should emphasize the candidate's leadership potential more than the significance of the candidate's field in the development of his or her country. This written rationale is an important factor in the final selection decision.

b. **Candidate Review Committees**—These committees review nominated candidates in comparison with one another. It is important that Posts and Commissions include statements describing the recruitment process and justifying each candidate's nomination. Posts and Commissions should not forward the nomination of any candidate whom they do not recommend.

c. **Geographic Bureau Representatives**—Persons representing the Department's relevant geographic bureau will be invited to attend all candidate review committee meetings to provide information on behalf of Posts and of the Department, including mission plan priorities.

d. **Candidate's Application**—The application should outline the applicant's present and future professional plans and should explain how he or she would benefit from the Humphrey Fellowship Program. The proposed program plan should be written by the applicant (with guidance from the Post or Commission staff if necessary) and should provide detailed information about the activities and plans the candidate would pursue if granted the fellowship. Based on the proposed plan, review panelists evaluate each candidate's stated goals and expectations of the program. All re-applications must include updated recommendations and English evaluations. Posts and Commissions should provide translations of all documents written in a language other than English and should ensure that letters of recommendation and English scores are provided.

e. The competition is such that Posts should understand that some of their nominated candidates, although well qualified, will not receive grants. In 2001, for example, 356 candidates nominated by Posts and Commissions competed for the 150 grants that were issued in that year.

10 FAM 227.4 Issuance of Awards

(TL:PEC-005; 03-28-2002)

a. The J. William Fulbright Foreign Scholarship Board is the Presidential-appointed body which selects the persons who participate in the educational exchange programs authorized by Section 102(a)(1) of the Mutual Educational and Cultural Exchange Act of 1961. Final candidates recommended for awards by the Washington, DC based candidate review committees must be approved by the Board, which supervises the administration of the Humphrey Program.

b. After the Foreign Scholarship Board selects candidates recommended by candidate review committees in principal and alternate status, the results are conveyed to Posts via cable. Candidates are designated either as principal candidates, alternate candidates, or as not recommended for an award. Posts and Commissions are asked to convey the results to candidates. Candidate review committee feedback regarding individual candidates is available from ECA/A/S/U upon request.

c. All candidates designated as principals are required to submit a medical evaluation. Medical evaluation forms are included in the recruitment packet. Alternates are not required to submit a medical evaluation unless their status is upgraded.

10 FAM 227.5 Program Features

(TL:PEC-005; 03-28-2002)

a. The Humphrey Program is not designed to lead to a degree, and all publicity should stress its non-degree character. Candidates may, in some circumstances, be authorized to stay beyond their Humphrey year to complete degrees based on coursework begun during the fellowship year if the following requirements are met:

- (1) Written permission to extend the stay is obtained from the employer;
- (2) Admission to degree candidate status is obtained from the U.S. university of placement;
- (3) Post concurs; and
- (4) Outside funding support for tuition and living costs is secured.

b. Such Fellows will be permitted to continue to work for degrees for up to 12 months after the conclusion of their regular Humphrey Program. However, no funds are available for such degree study through the Humphrey Fellowship Program and no extensions can be approved beyond 12 months.

c. The Professional Development component is a unique feature of the Humphrey Program. Early in the academic year, each fellow develops, with the assistance of IIE and of the campus coordinator, a professional activity plan carefully geared to the Fellow's needs for relevant, practical professional experiences. It is important for Fellows to determine early in the fellowship year precisely what they want from their professional affiliations.

10 FAM 227.5-1 Test of English as a Foreign Language (TOEFL)

(TL:PEC-005; 03-28-2002)

a. TOEFL scores are an essential component of the application package. Early TOEFL testing will allow review panels to make appropriate recommendations and improve a nominee's chances for selection. All nominees must take the TOEFL, even if they are proficient speakers of English to facilitate their acceptance by U.S. universities. Applicants will avoid delays in the selection and placement processes by taking the test despite obvious fluency in English. Most schools require a minimum score between 550 and 600 on the paper-based TOEFL or the equivalent on the computer-based TOEFL. A limited amount of English training prior to the academic year is available for candidates whose TOEFL score is at least 525.

b. For TOEFL testing, Posts and Commissions should use specially marked TOEFL voucher cards that are forwarded to Posts and Commissions each spring in their recruitment packets. Applicants should direct the Educational Testing Service to forward TOEFL scores IIE.

c. While not a substitute for the TOEFL, other screening devices, such as the Test of English Language Proficiency (TELP) and the Institutional TOEFL, can be administered to candidates not able to take TOEFL early. Candidates will still be required to take the TOEFL and to achieve a score that is acceptable to the host university.

10 FAM 227.5-2 Grant Benefits

(TL:PEC-005; 03-28-2002)

The Humphrey Fellowship provides for tuition, books, professional visits and affiliations. Also covered are the costs of orientation and enhancement workshops. The Program also provides a stipend (an amount dependent on location) from which Fellows are expected to cover the cost of their housing and food as well as their personal expenses.

10 FAM 227.5-3 Visas and Travel

(TL:PEC-005; 03-28-2002)

a. The Post is responsible for issuing a Form 2019 for the selected Humphrey Fellow to receive a J-1 Visa under program G-1-1. The visa should cover 12 months.

b. IIE will arrange international travel to the United States. IIE will fax or e-mail Posts or Commissions with air itinerary and then forward tickets to Post or Commission by express mail. If applicable, e-ticket information may also be forwarded.

c. The Department will telegram fiscal data to cover a cash en-route travel allowance. Post should not issue excess baggage coupons for travel to the United States; fellows will receive excess baggage allowances for return travel.

d. Posts should issue travel allowances directly through the embassy (rather than using Commission funds), charging costs to fiscal data provided by ECA/A/S/U, and must notify the Branch, by cable, of the total cost of each charge.

10 FAM 227.6 Administration of Program

(TL:PEC-005; 03-28-2002)

a. The Humphrey Fellowship Program is sponsored by the Department and implemented by a cooperating agency, the Institute of International Education (IIE). Below is a description of the role of the various administrative entities which cooperate in the administration of the Humphrey Program.

b. The Bureau of Educational and Cultural Affairs (ECA) sets Department policy for the program. Within the Bureau, ECA/A/S/U is responsible for coordination of the program with all concerned Department elements, and provides oversight and guidance to IIE. ECA/A/S/U also provides policy guidance and oversees program planning, implementation, evaluation, and follow-up; exercises control over the budget; and issues fiscal data to Posts for issuance of fellows' travel to the United States. Slug all cable traffic to the Department concerning the program for ECA/A/S/U.

c. The IIE, under a cooperative agreement and in ongoing consultation with the Department, implements the Humphrey program through the Institute's Humphrey Fellowships Division, located in Washington, DC. IIE organizes the review of applications by candidate review committees. These committees;

(1) Prepare materials for the review of candidates by the Foreign Scholarship Board;

(2) Assign (if necessary) Fellows to English language training prior to their academic placements;

(3) Arrange the placement of fellows at Humphrey host universities;

(4) Provide oversight to host university campus coordinators;

(5) Issue stipend payments in amounts based on host campus location; and

(6) Arrange for enhancement programs, professional affiliations, and travel (domestic and homeward travel including issuance of tickets to Fellows). All Post telegram traffic for IIE should include "Pass to IIE" in the cap line.

d. Humphrey host universities are selected competitively to provide academic resource bases for clusters of Humphrey Fellows with related interests. Each campus has a designated faculty campus coordinator who provides academic and administrative support to ensure that each Fellow has direct guidance in the design and implementation of a balanced academic and off-campus professional experience.

10 FAM 227.7 Post Responsibilities

(TL:PEC-005; 03-28-2002)

a. Posts or Commissions are responsible for initial program publicity, recruitment, screening, nomination of candidates, transmission of all required documents to Washington, DC (including satisfactory medical evaluations), pre-departure orientation of all new Humphrey Fellows, and follow-up with returned alumni. The Commission or Post should produce a group of no more than five nominees (10 from selected countries). Dossiers should be sent directly to IIE by November 15, the application deadline.

b. The Department also encourages Posts or Commissions to plan alumni activities, although no funding is guaranteed from the Department. Whenever possible, Posts and Commissions are encouraged to facilitate the organization of Humphrey alumni associations or to include Humphrey alumni in Fulbright alumni activities sponsored by Posts and Commissions.

10 FAM 227.8 Educational Information and Resources Programs

10 FAM 227.8-1 Purpose

(TL:PEC-005; 03-28-2002)

Educational Information and Resources Programs develop and strengthen the infrastructure that supports educational exchange between the United States and other countries. This infrastructure enhances the ability of the Bureau of Educational and Cultural Affairs to conduct academic exchanges, provide basic support for international students and scholars interested in studying in the United States, and bolster U.S. study abroad programs. ECA/A/S/A programs help participants in educational exchange, at any academic level, and with funding from any possible source, can receive professional assistance that will lead to an appropriate, positive educational experience. The Educational Information and Resources Program is administered by the Educational Information and Resources Branch (ECA/A/S/A) of the Office of Global Educational Programs, in the Bureau of Educational and Cultural Affairs. The Educational Information and Resources Branch promotes the international exchange of students and scholars by providing support for a network of educational advising centers located in nearly every country of the world. ECA/A/S/A supports a variety of activities that help build mutual understanding through the exchange of people and ideas. Programs also support international activities of the U.S. academic community, including student and faculty exchanges, study abroad, coordination with foreign governments, evaluation of foreign institutions' credentials, and recruitment of foreign students.

10 AM 227.8-2 Authority

(TL:PEC-005; 03-28-2002)

The Educational Information and Resources Program is conducted under the authority of the Mutual Educational and Cultural Exchange Act of 1961, also known as the Fulbright-Hays Act, Pub. L. 87-256. The purpose of the Fulbright Program is to increase mutual understanding between the people of the United States and those of other countries. Specific wording in the Act permits the provision of "(i)...orientation courses, language training, or other appropriate services and materials for persons traveling out of the countries of their residence for educational and cultural purposes which

further the purposes of this Act, whether or not they are receiving other financial support from the Government, and (ii) to provide or continue services to increase the effectiveness of such programs following the return of such persons to the countries of their residence." [Sec. 104 (e) (2)]. It also permits support for adequate counseling services at U.S. colleges and universities to assist foreign students in making the best use of their opportunities while in the United States [Sec. 104(e)(3)].

10 FAM 227.8-3 Types of Program Activity

(TL:PEC-005; 03-28-2002)

The programs and services of the Educational Information and Resources Branch primarily support the network of educational advising centers abroad. Services include web sites, books, videos, CD-ROMs, equipment, training, professional development, assistance by Regional Educational Advising Coordinators (REACs), and, in a few cases, operational support. In addition to this core activity, Branch programs also provide:

(1) Professional development, partnership, and exchange possibilities for U.S. campus-based professionals working in the field of international education;

(2) Enhancement programming for foreign students in the United States;

(3) Research on topics in international educational exchange, including the flow to the United States of foreign students and scholars, and of U.S. study abroad students to international programs;

(4) Monitoring of the Educational Advising Recycling Program; Representation at multilateral meetings and deliberations on matters affecting international educational exchange;

(5) Representation at multilateral meetings and deliberations on matters affecting international educational exchange;

(6) Assistance to Posts, advising centers, and foreign governments regarding issues of accreditation, equivalency, and quality in the field of international educational exchange; and

(7) A resource for domestic constituencies on foreign educational matters.

10 FAM 227.8-4 Definitions of Terms

(TL:PEC-005; 03-28-2002)

a. **DOS-Affiliated Educational Advising Network ("Network")**—Aggregate of abroad educational advising or information centers recognized by the Department of State as providing educational advising services and operating in accordance with DOS guidelines and OSEAS Principles of Ethical Practice (NAFSA, 1998).

b. **Educational Information and Resources Branch ("ECA/A/S/A")**—(Formerly the Advising and Student Services Branch). This element within the Office of Global Educational Programs, Bureau of Educational and Cultural Affairs, provides material support and professional development to the global network of overseas educational advising centers.

c. **Educational Advising Recycling Program ("Recycling")**—Financial mechanism by which educational advising programs located on U.S. Government property can conduct revenue-generating activities. A small portion of the revenue is returned to ECA/A/S/A; the remainder is applied to offsetting the operational costs of the educational advising service.

d. **Educational Advising**—The provision of accurate and impartial information about the U.S. system of education and opportunities for study in the United States. Advising services may include pre-departure orientations, preparation for standardized tests, and re-entry activities for returned students or scholars.

e. **Educational Advising or Information Centers Abroad ("EACs/EICs")**—Locations outside the United States where interested parties can find information and counseling about the U.S. system of higher education and opportunities for U.S. study. These centers may be located in U.S. embassies or consulates, Fulbright Commissions, non-governmental organizations, binational centers, foreign universities, or other locations.

f. **Educational Advisors Abroad**—Professionals who work at overseas advising centers abroad providing counseling services on U.S. education.

g. **Foreign Student**—A non-U.S. citizen, non-immigrant student pursuing academic study at a college or university in the United States.

h. **International Student**—A student undertaking academic study outside of his or her native country.

i. **NAFSA: Association of International Educators**—The professional association for those involved in the international flow of students and scholars to and from the United States, including educational advisers abroad, U.S. admissions officers and foreign students and study abroad advisers. NAFSA promulgates ethical standards and provides professional development opportunities for various parties involved or interested in international educational exchange.

j. **OSEAS (Overseas Educational Advisers)**—Professional group within NAFSA comprised of educational advisers abroad and concerned with advising prospective international students and scholars on U.S. higher education opportunities.

k. **Regional Educational Advising Coordinator ("REAC")**—A U.S. citizen professional based abroad who reports directly to ECA/A/S/A and is responsible for training, needs assessment and other support for the educational advising operations within his or her assigned geographic region.

l. **Study Abroad Students**—U.S. students who engage in academic study outside the United States, whether on a U.S. university-affiliated program or independently.

m. **U.S. Campus-based Professionals**— Admissions officers, foreign student advisers, registrars, and others who work with international educational exchange at U.S. colleges and universities.

10 FAM 227.8-5 Embassy Role in Educational Advising

(TL:PEC-005; 03-28-2002)

a. Educational advisers and advising centers are considered to be one of the programming tools and services of the Public Affairs Section, and an integral part of the Mission's public diplomacy efforts. U.S. embassies have a responsibility to make available in-country unbiased, comprehensive, professional information on the U.S. educational system, to explain the strengths and diversity of U.S. higher education to foreign audiences, and to promote U.S. study opportunities. Embassies fulfill this mandate by:

(1) Establishing or designating Educational Advising Centers as part of the Department of State-affiliated educational advising network (see "The Role of Educational Advising Centers" below). Public Affairs Sections nominate centers to be included in this worldwide network via cable to the ECA/A/S/A; and

(2) Determining the desired level of support in terms of material resources and training needs through discussions with ECA/A/S/A and the appropriate REAC. Embassies should periodically review included centers, and ensure that they are abiding by ECA guidance and accepted ethical practice. Responsibilities include:

(a) Providing "Study in the US" links on Embassy web page. Requesting site visits by the responsible Regional Educational Advising Coordinator, as needed to monitor or assist local centers.

(b) Requesting site visits by the responsible Regional Educational Advising Coordinator, as needed to monitor or assist local centers.

(c) Reporting to ECA/A/S/A on center activities, outreach, and REAC visits.

(d) Collaborating with consular sections to collect statistics on the usage of advising centers via questionnaires issued to F, J and M visa recipients, including data on recipients' sources of information on U.S. study.

(e) Nominating candidates for ECA/A/S/A training and enhancement programming for educational advisers and U.S. campus-based counterparts, including in-country and regional workshops, U.S.-based training, and professional exchanges to and from the United States.

(f) Depositing funds from and reporting on recycling or revenue-generating activities from participating embassy-based centers (see 10 FAM 227.8-3-4).

b. The Role Of Educational Advising or Information Centers are:

(1) EACs or EICs are hosted by a variety of entities; all agree to provide advising services according to Bureau standards;

(2) Embassy Public Affairs Section, often with an FSN or PIT employee as adviser;

(3) Fulbright Commission Binational Center (BNC);

(4) Overseas office of a U.S. nonprofit organization;

(5) foreign universities, educational institutions, libraries or ministries of education;

(6) Offices of a foundation or other non-government organization (U.S. or other);

(7) Commercial organizations working in the educational field; and

(8) English language institutes.

c. In all cases, inclusion in the network and access to Bureau support depend upon embassy recommendation and approval (see "The Role of the Embassy"). A list of all centers is maintained on the Department's web site <http://exchanges.state.gov/education/educationusa>. Advising centers in the network agree to operate according to commonly accepted ethical practices (as established by appropriate professional associations, such as NAFSA) and to abide by the following operational guidance (established by ECA/A/S/A):

(1) Centers represent U.S. higher education in its entirety and maintain comprehensive, unbiased and up-to-date resources on the full spectrum of accredited institutions of higher education in the United States:

(a) Centers provide free and open access to introductory advising services and materials; and

(b) Any fees charged are reasonable and in keeping with local custom and host country laws.

(2) Services that centers provide to foreign students and scholars can include;

(a) Assistance in selecting the most appropriate academic program and institution; workshops for application preparation, field of study information, or pre-departure orientation; information on U.S. government-sponsored and other scholarship and financial aid opportunities; and information on the U.S. application and admission process and the necessary standardized tests.

b. Standardized test registration, preparation, and administration; practical advice on visas, passports, and cultural and academic life in the United States, as well as pre-departure orientation; re-entry orientation, job search strategies and alumni outreach activities; and other related services, as appropriate and in accordance with established guidance.

c. Centers also provide assistance to U.S. educators, including information on the local educational system, advice on study abroad partners, and organizational assistance for educational fairs. Centers assist host country officials as well, often with issues of accreditation, equivalency, and quality. Centers maintain statistics on their activities and respond to regular ECA/A/S/A surveys about their operations. These statistics provide indicators of the extent of U.S. Government outreach in education; some of the information thus collected is shared with U.S. educational institutions.

d. Qualifications and skills required for educational advisers vary depending on the organization in which they work. Many have education, travel or work experience both in the United States and in the host country. Most have proficiency both in English and in the local language. Information search technology, fundraising, library management, administration, interviewing, counseling, marketing and organizational skills are also useful. Advisers may serve as part-time or full-time salaried employees, or may be volunteers drawn from the local community, both host country nationals and U.S. citizens. Within embassy advising offices, volunteer work must be conducted via an internship agreement.

10 FAM 227.8-6 The Role of Regional Educational Advising Coordinators (REACs)

(TL:PEC-005; 03-28-2002)

Regional Educational Advising Coordinators located abroad work under the supervision of ECA/A/S/A to provide services to all affiliated advising centers in a particular region. REACs make site visits for specific purposes, such as to provide introductory training for new advisers or advanced training for more experienced staff. Site visits are conducted in response to requests made by the embassy or the advising center, ECA/A/S/A, or on the recommendation of the REAC. REACs advise ECA/A/S/A on professional issues and may also provide information about the U.S. educational system to foreign governments. REACs represent the Department of State. While they report primarily to ECA/A/S/A, REACs coordinate all site visits and local reporting with the Public Affairs section of the responsible embassy. They may also advise other embassy elements, especially consular and commercial offices, on issues concerning the international flow of students and scholars. REAC responsibilities include:

(1) Supporting embassy efforts to explain the strengths and diversity of the U.S. higher educational system to foreign audiences and to promote U.S. study opportunities;

(2) Promoting professional development and networking among the corps of advisers in each region and between them and their U.S. campus-based counterparts;

(3) Providing guidance on ethical practices, and operational issues such as cost-defrayment, development of materials and use of technology;

(4) Organizing and conducting or facilitating in-country and regional training activities including workshops, seminars, one-on-one consultations and internships;

(5) Assessing specific training, technical or other needs at advising centers (often based on site visits) and prioritizing the needs of centers within the region;

(6) Facilitating cooperation between educational advisers abroad and their counterparts at U.S. academic institutions;

(7) Serving as liaison between ECA/A/S/A and advisers or advising centers;

(8) Responding to ECA/A/S/A requests for recommendations concerning selection and development of resources and candidates for professional development opportunities;

(9) Consulting and collaborating with other REACs, providing professional advice on accreditation and quality issues to foreign authorities as well as students; and

(10) Submitting annual reports, quarterly reports, and reports on site visits, consultations, and training activities to the appropriate ECA/A/S/A program officer and to the embassy.

10 FAM 227.8-7 Sources of Funding for EACs or EICs Fundraising and Income Generation

(TL:PEC-005; 03-28-2002)

ECA/A/S/A typically does not fund the operational costs of running educational advising centers. Support comes from a variety of sources, including embassy or Fulbright Commission budgets, host governments and local host institutions, and corporate and foundation philanthropy. ECA/A/S/A encourages educational advising centers to employ a variety of cost-defrayment methods, including using volunteer or intern staff, charging fees for specialized services to students and U.S. universities, implementing membership schemes, selling books and materials, organizing college fairs, and pursuing fundraising efforts. Funds thus collected should be used to offset advising costs and improve services. The pursuit of these activities is acceptable provided that:

(1) Centers continue to represent the full spectrum of accredited institutions of higher education in the United States;

(2) The activity does not cause the appearance or existence of bias in the provision of services;

(3) Free and open access to introductory advising services and materials (particularly those provided by ECA/A/S/A) is maintained; and

(4) Any fees charged are reasonable and in keeping with local customs and laws.

10 FAM 227.8-8 Recycling of Educational Advising Funds— Definition and Authority

(TL:PEC-005; 03-28-2002)

a. Recycling is a means by which Posts can recover and re-use non-appropriated funds from educational advising activities which ordinarily would have reverted to the U.S. Treasury. Funds from educational advising-related activities and services may be recycled.

b. Authority for recycling comes from Pub. L.104-208, which established a ceiling for educational advising-related collections that may be credited to Department appropriations (Ceiling authority must be provided in successive appropriation acts). Participating centers collect fees in local currency and credit those monies to General Operating Expenses (GOE) as dollars. All funds thus collected must be spent on programs related to educational advising, such as offsetting operational costs, purchasing books or materials or equipment, paying for speakers, or funding workshops or seminars and briefings. Ninety percent of a Post's proceeds from educational advising activities and services is recycled back to that Post (as no-year funds) for advising-related activities; the remaining 10% is added to ECA/A/S/A's allotment for support of worldwide advising programs.

c. ECA/A/S/A sends out an annual telegram giving full administrative and accounting information and how to participate in the recycling program.

NOTE: A comprehensive resource for information on operating an advising center is found in "Advising for Study in the United States: A Manual for Educational Advising Professionals" produced by EC/A/A/S/A in 1997. REACs are also available for consultation on advising matters, as are ECA/A/S/A staff members.

10 FAM 228 ENGLISH LANGUAGE PROGRAMS

10 FAM 228.1 General

(TL:PEC-005; 03-28-2002)

NOTE: Complete information on English Language Programs is available at: <http://exchanges.state.gov/education/engteaching>.

a. High quality, targeted English Language (EL) programs serve to further U.S. foreign policy goals by promoting greater understanding of American language, society, culture and values; and by contributing to the development of attitudes sympathetic to the U.S. EL programs are also vehicles for introducing new ideas, such as democratic practices, civic education, and business ethics, and they can help foster an English-competent world in which U.S. universities, businesses and other organizations can flourish and advance U.S. interests.

b. Well-designed English Language Programs can assist public diplomacy efforts abroad to:

(1) Reinforce exposure of embassy audiences to U.S. concepts through the process of training teachers, teaching the English language, and introducing relevant U.S. materials or materials containing balanced information about the United States into courses at institutions of higher education and at schools in the national educational system;

(2) Enable Ministries of Education and national institutions, particularly those involved in teacher training and retraining, to increase and improve their own English language teaching and teacher training capability;

(3) Broaden the capacity of the Post to identify potential participants for other exchanges programs; and

(4) Demonstrate professional excellence in U.S. education in the fields of linguistics and language teaching, as well as introduce such concepts and practices of U.S. education as informality of the teacher-student relationship, freedom of discussion, and respect for the individuality of the student.

10 FAM 228.1-3 Office of English Language Programs (ECA/A/L)

(TL:PEC-005; 03-28-2002)

NOTE: Complete information on English Language Programs is available at: <http://exchanges.state.gov/education/engteaching>.

a. The Office of English Language Programs develops new initiatives, sets policies, and administers programs in support of English Language programs worldwide. It is also the Washington base of the corps of Regional English Language Officers (RELOs), who are Foreign Service Specialists serving in the Public Diplomacy cone. Embassy-sponsored English Teaching programs (ETPs) also come under the purview of ECA/A/L. The Office is comprised of two branches: Programs (ECA/A/L/W) and Materials (ECA/A/L/M).

b. The Program Branch (ECA/A/L/W) designs and administers English Language programs to further public diplomacy efforts at missions abroad. It provides support for the abroad RELOs and coordinates the English Language Fellow and English Language Specialist programs.

c. The Materials Branch (ECA/A/L/M) develops print, online, audio, and video materials for use in English Language programs. While the focus is on language instruction, the content is rich with information on U.S. society, institutions, and culture. The Branch produces English Teaching Forum, a quarterly professional journal for classroom teachers, that has been published and distributed abroad since 1963. Special legislative authority permits the distribution of Forum in the United States by the Government Printing Office and a private distributor. All other materials, according to Smith Mundt legislation may only be distributed abroad. The Regional Printing Center (RPC) in Manila prints and distributes all ECA-produced materials. The publication and price list is up-dated annually, at the beginning of the fiscal year. Under legislative recycling authority, Posts may sell these materials abroad and use the proceeds to support their English language programming activities, following the procedures set out in the annual cable soliciting participation in the recycling program. Complete information on RPC Manila publications and prices (listed under Working Capital Fund, WCF) is available on the Internet at rsc-manila-usia.gov and on the State Open net system at <http://aex.a.state.gov>.

10 FAM 228.2 Regional English Language Officers

(TL:PEC-005; 03-28-2002)

a. Regional English Language Officers are Foreign Service Specialists who work with local educational institutions to improve the teaching of English as a foreign language in the public and private sectors. RELOs organize and participate in teacher training conferences and workshops, conduct needs analyses and offer professional guidance, advise teachers' associations, and consult with host country officials. The RELO assigned abroad is usually responsible for a territory of several countries and works closely with each Embassy to conduct appropriate programs and establish a mutually-agreed upon travel schedule.

b. Most RELOs, as ECA-funded Foreign Service Specialists serving abroad, have a budget allotment provided by ECA for regional travel and specific program expenses and activities. The exception is country-specific ELOs who have no regional responsibilities and are funded by through the Public Affairs Section of the embassy where they serve.

c. RELOs assigned abroad report to the Public Affairs Officer (or, in large Posts, to the Cultural Affairs Officer), and the ECA/A/L Office Director is the reviewing officer.

d. Funds permitting, Washington, D.C.-based RELOs travel on temporary duty, providing the same type of service as those assigned abroad. Posts not covered by a field RELO may request a Washington, D.C.-based RELO visit, and should include a program description and justification in the requesting cable.

10 FAM 228.3 The English Language Fellow Program

10 FAM 228.3-1 General

(TL:PEC-005; 03-28-2002)

a. The English Language (EL) Fellow Program provides Posts with American expertise in English as a Foreign Language (EFL) for use at universities, teacher training institutions, ministries of education, binational centers, and related language education institutions. By contributing to the improvement of English language teaching, the EL Fellow program aids Posts in their goals of facilitating democratic institution building and encouraging participation in the global economy.

b. Fellows are assigned to EFL projects at a host institution, usually for one academic year. Posts must secure cost sharing to participate in the program.

10 FAM 228.3-2 Administration

(TL:PEC-005; 03-28-2002)

a. The EL Fellow Program is administered by an outside grantee organization, solicited through the Request for Grant Proposals process. ECA/A/L/P is responsible for overall program design and policy, and the Branch ensures that the program is administered in keeping with the contractual agreement. ECA/A/L/P also provides coordination between the Posts and the grantee organization.

b. The Post is responsible for:

- (1) Deciding to participate in the program in fulfillment of MPP goals;
- (2) Defining the project(s) the EL Fellow will carry out and choosing an appropriate host institution;
- (3) Negotiating cost sharing (such as local salary, housing, payment of local taxes and residency fees, local transportation, etc.);
- (4) Providing pre-arrival assistance, such complete information on the EL Fellow project and host institution; living arrangements; visa and travel assistance;

(5) Conducting an in-country orientation upon the arrival of the EL Fellow, including security information and point of contact with the Public Affairs Section;

(6) Maintaining contact with the Fellow throughout the program and including the Fellow as appropriate with Post activities;

(7) Assisting with communication and arrangements with the host institution;

(8) Conducting a debriefing at the end of the program; and

(9) Reporting to ECA/A/L/P and the regional PD office, at the end of the program, on the value of the EL Fellow project and the contributions of the Fellow.

c. **Renewal policy**—Fellowships are for a set period, usually one academic year. Posts may request a renewal for an additional academic year with the concurrence of the Fellow and the host institution. Such a request should be made in response to the annual solicitation cable for participation in the EL Fellow program, usually sent out in November. A renewal is defined as a Fellow remaining in the same country for an additional year.

d. **Repeat participation**—A previous Fellow may apply for a second fellowship after three (3) years has elapsed from the end of his/her first fellowship.

e. **Early departure policy**—The Public Affairs Section should inform ECA/A/L/P by cable of any request for early departure and indicate whether or not the Post concurs. ECA/A/L/P will inform the grantee organization and reply to Post by cable. If a Fellow departs more than 10 days prior to the end of the fellowship, the fellowship will be reduced by a prorated amount, deducted from the final payment by the grantee organization, or recovered from the fellow if it exceeds the final payment.

f. ECA/A/L will consider exceptions to these policies on a case-by-case basis.

10 FAM 228.3-3 English Language (EL) Fellow Program Administrative Timetable

(TL:PEC-005; 03-28-2002)

Month	Administrative Action
November	Annual cable soliciting participation.
December/January	Posts respond with specific project proposal and early indication of cost sharing.
January/February	ECA/A/L/W reviews Post's responses, decides Post's eligibility in consultation with regional PD offices, and notifies Posts of selection or non-selection.
March/April	Grantee organization conducts recruitment at the annual convention of Teachers of English to Speakers of Other Languages (TESOL) and with other EFL institutions.
May	Grantee organizations select candidates, matches dossiers with Post's requests, and sends up to five dossiers to each selected Post.
June	Grantee organization advises prospective Fellows of selection, and informs Post of Fellow acceptance of award.
June/July	Grantee organization establishes contract with each Fellow; coordinates travel arrangements (including visas) with Posts and host institution.
August	Grantee organization conducts pre-departure orientation for the Fellows in Washington, DC.
September	Fellows depart for assignment.

10 FAM 228.4 The English Language Specialist/Speaker Program

10 FAM 228.4-1 General

(TL:PEC-005; 03-28-2002)

a. The English Language (EL) Specialist/Speaker Program recruits U.S. academics in the fields of TEFL or TESL, Applied Linguistics, and ESP (English for Special Purposes) for short term assignments (up to six weeks) for a specific program identified by the Post. The EL Specialist and/or Speaker may work on curriculum projects, teacher training seminars, textbook development, English for special purposes, program evaluation, or other well-defined projects. Posts may also request a repeat visit for an on-going project.

b. An annual cable, usually sent out in October, provides Posts with specific information for requesting EL Specialists and Speakers throughout the academic year.

c. A distinction in the length of the program and the funding provided by ECA/A/L/P is made between EL Specialists and EL Speakers. EL Specialists travel for two to six weeks, while EL Speakers travel for less than two weeks. Posts are always responsible for in-country expenses, but they are also responsible for international airfare for EL Speakers. In all cases, ECA/A/L/P funds honorarium, a materials allowance, a miscellaneous allowance, basic ECA medical insurance, and a trip report fee.

d. Posts may also request a speaker to participate from the United States via electronic conferencing: a teleconference by telephone (TPC); a Digital Video Conference (DVC); or an Interactive Dialogue (IAD).

e. All EL Specialists and Speakers are required to submit a trip report at the end of their program. The report is posted on the website, at <http://exchanges.state.gov/education/engteaching/specialists.htm>.

Note: Complete information on the English Language Specialist/Speaker program, including reports from recent participants and registration information for prospective participants, is available at: <http://exchanges.state.gov/education/engteaching/specialists.htm>.

10 FAM 228.4-2 Recruiting the English Language Specialist/Speaker

(TL:PEC-005; 03-28-2002)

a. English Language Specialists and Speakers must meet the following requirements:

- (1) U.S. citizen;
- (2) M.A. or Ph.D. (TESL/TEFL or applied linguistics);
- (3) Experience abroad; and
- (4) Teacher training experience.

b. Posts may request a specialist by name. This often occurs when Post is supporting a host country institution request and that institution identifies the specialist best suited for the program. In this case, Posts should provide full contact information on the individual(s) as well as indicate whether contact has already been made. ECA/A/L/W will follow up with the prospective specialist.

c. Posts may identify a proposed project and request ECA/A/L/W assistance in identifying an appropriate specialist.

b. Ideally, a Post should request a specialist two months prior to the beginning of the program. In the event that a named specialist is not available at the time requested, or has specific travel or other requirements that cannot be met, Posts should be prepared to consider other possible participants. Clear communication between Post, ECA/A/L/P and the specialist is essential.

10 FAM 228.4-3 Funding

(TL:PEC-005; 03-28-2002)

a. The Post is responsible for all in-country expenses, including per diem and local travel. Posts are encouraged to seek cost sharing with local co-sponsors.

b. For EL Specialists and Speakers traveling abroad, ECA/A/L/P provides an honorarium, a materials allowance, a miscellaneous allowance, basic Bureau medical insurance, and a trip report fee.

c. For EL Specialists, who participate in programs from two to six weeks in duration, ECA/A/L/P also covers international airfare.

d. For EL Speakers, who participate in programs of less than two weeks in duration, Posts must cover the international airfare.

e. For EL Speakers participating in electronic conferencing, ECA/A/L/P provides an honorarium and a trip report fee.

10 FAM 228.4-4 Reporting

(TL:PEC-005; 03-28-2002)

Posts are requested to submit a standard Government Performance Review Act (GPRA) report to ECA/A/L/P and regional Public Diplomacy offices at embassies abroad on all EL Specialist/Speaker programs.

10 FAM 228.5 Embassy-sponsored English Teaching Programs (ETPs)

10 FAM 228.5-1 General

(TL:PEC-005; 03-28-2002)

a. The study of U.S. English facilitates a channel of communication vital to U.S. relationships with other countries and cultures. The Embassy-sponsored ETP seeks to provide target audiences with quality English language instruction within a professional program that reflects U.S. cultural educational values.

b. Four elements are necessary to achieve this goal:

(1) A professionally qualified and experienced Director of Courses (DOC);

(2) A trained teaching staff with advanced proficiency in English (if not native speakers), and with knowledge of methodologies, techniques, and technologies in teaching English as a foreign language;

(3) Well-organized curricula that include course achievement goals and assessment criteria; and

(4) Core texts which are high-quality, U.S.-published materials and which include a strong U.S. cultural component in order to acquaint the students with the United States.

10 FAM 228.5-2 Audience

(TL:PEC-005; 03-28-2002)

A well-defined audience for ETPs is basically the same as the audience for all Post Public Diplomacy-activities. ETP audience members are, in order of priority:

(1) Local government officials from Post-designated key Ministries such as Foreign Affairs, Information, Education, Justice, Finance, Planning, and Youth, and entities such as press agencies, local cultural and historical organizations, and national and university libraries;

(2) University professors and secondary school teachers;

(3) Grantees selected by the Post for various scholarships and grants, such as the Fulbright and Humphrey scholarships and International Visitor grants;

(4) Other U.S. Government Grantees for programs sponsored by U.S. Government departments, agencies, and Commissions, such as the Department of State, USAID, Agriculture, Defense, Justice, and the Smithsonian. Also, host government grantees selected for study in the United States; and

(5) Prominent community leaders, business managers, and university students planning on Post-graduate study in the United States under their own or other non-U.S. Government auspices.

NOTE: Secondary school students (senior high school) do not normally form part of a primary audience. However, as they are members of the "successor generation," an exception can be made by the specific area office upon Post presentation of a strong justification. The same is true for primary school pupils.

10 FAM 228.5-3 ETP Activities

(TL:PEC-005; 03-28-2002)

ETPs undertake a variety of activities, including the following:

(1) English language classes are the heart of the ETP. English language classes may be offered throughout the day and evening in intensive and non-intensive formats, from beginning to advanced levels, including general English and ESP (English for Special Purposes) and content courses for specific audiences;

(2) Cultural programs are an important supplementary activity in any ETP, and may include lectures, discussions, literary groups, plays, movies (commercial or documentary), concerts, and events related to U.S. holidays;

(3) Outreach programs are true reflection of public diplomacy and can include seminars for national teachers of English, assistance to the national English teachers' association (often the local affiliate of Teachers of English to Speakers of Other Languages (TESOL), an EFL methodology course as a ETP special-audience class, and programs with the Ministry of Education on curriculum development and on training teacher trainers; and

- (4) Language proficiency testing may be conducted for:
- (a) Potential exchange program candidates;
 - (b) Other foreign national candidates under consideration for a study or intern program conducted in the English language;
 - (c) Individuals who need to take a standardized U.S. tests such as the TOEFL or GMAT for admission to a U.S. educational institution; or
 - (d) Individuals who need a general evaluation of their English language skills.

10 FAM 228.5-4 Roles and Responsibilities

(TL:PEC-005; 03-28-2002)

a. The Embassy-sponsored ETP constitutes an integral part of the Public Diplomacy mission. Thus, the PAO has primary responsibility for ensuring the overall integrity of the program as a language teaching establishment, a conveyer of U.S. culture, thoughts, and values, and as an official embassy activity.

b. The Director of Courses is responsible for supervision and implementation of the professional, cultural, and administrative aspects of the program.

c. The Embassy provides administrative support and the RELO assists the PAO and DOC to maintain professional EFL standards.

d. The Embassy-sponsored ETP Administration Manual, giving current State Department procedures and guidelines, is available from ECA/A/L.

10 FAM 228.5-5 Financial Management

(TL:PEC-005; 03-28-2002)

a. ETPs must follow strict monetary control procedures as instructed in the annual recycling cable put out by FMP. Funds are returned to Post by the regional bureau executive office and are placed in a separate account, as recycled funds are unappropriated funds and cannot be mixed with appropriated funds.

b. ETPs are required to submit an annual projected financial plan spreadsheet to ECA/A/L at the beginning of each fiscal year, and quarterly reports giving actual income and expenses by the 15th of the month following the end of the quarter.

c. To the extent possible, each ETP should cover all of its own expenses. The Public Affairs Office should closely monitor the financial health of its ETP.

10 FAM 228.5-6 Reporting Requirements

(TL:PEC-005; 03-28-2002)

Each ETP is required to submit periodic reports throughout the fiscal year, including the Annual Projected Financial Plan, Quarterly Reports, Fee Collection Reports, Staffing Pattern, and program reports on enrollment and programs. Refer to the ECA/AL guidelines for Embassy-sponsored ETPs.

10 FAM 229 ENGLISH TEACHING MATERIALS

10 FAM 229.1 English Teaching Materials

(TL:PEC-005; 03-28-2002)

a. The English Teaching Forum is a quarterly professional journal for classroom teachers. The journal features articles on methodology and theory as well as practical articles with applications that teachers may use directly in their classes. The journal publishes selected unsolicited manuscripts that are submitted from EFL professionals all over the world. Potential contributors may contact the magazine by Internet, fax, or mail. The web site is <http://exchanges.state.gov/forum/>.

b. Additional ECA-produced English teaching materials feature U.S. English and provide content on U.S. culture and institutions. The collection features teacher reference books and student texts, as well as some audio and video materials.

c. The current publication and price list can be found under "Working Capital Fund" on the Internet at <http://www.rsc-manila-usia.gov> and on the State Open net system at <http://aex.a.state.gov>.

d. Posts may sell ECA-produced English teaching materials, including the ET Forum magazine, and recycle the proceeds, following the procedures set out in the annual cable soliciting participation in the recycling program.

e. Online resource materials, such as the electronic version of the Publications Catalog, and the English Teaching Forum, plus an online journal entitled Language and Civil Society, are available at: <http://exchanges.state.gov/education/engteaching/onlineca.htm>.

Note: Complete information on ECA-produced English Language materials is available at <http://exchanges.state.gov/education/engteaching>.

10 FAM 229.1-1 Ordering English Teaching Materials

(TL:PEC-005; 03-28-2002)

a. All English Teaching materials can be ordered from RPC Manila by cable, fax or e-mail, with cc to ECA/A/L/M. An annual cable in October announces specific procedures and refers Posts to the current price list. Posts should contact RPC Manila directly for any information concerning shipment.

b. English Teaching Forum is printed and distributed by RPC Manila on a quarterly basis. Posts should place their orders well in advance to ensure timely arrival of each issue: January, April, July, and October.

10 FAM 229.1-2 Recycling Funds Generated from the Sale of English Teaching Materials

(TL:PEC-005; 03-28-2002)

While Posts may distribute English teaching materials free of charge, they may also sell ECA-produced English teaching materials under the recycling legislation. See 10 FAM 229.5 and annual cables from FMP and ECA/A/L detailing procedures. Posts must request permission each fiscal year that it wishes to participate in the recycling program.

10 FAM 229.3 Recycling of English Teaching Funds

10 FAM 228.3-1 Definition

(TL:PEC-005; 03-28-2002)

Recycling is a means by which Posts can recover and re-use non-appropriated funds from English language activities which ordinarily would have reverted to the U.S. Treasury. Funds from two distinct sources can be recycled.

(1) Proceeds from the sale of ECA-produced English teaching materials; and

(2) Proceeds from Embassy-sponsored English teaching programs.

10 FAM 229.3-2 Authority

(TL:PEC-005; 03-28-2002)

Authority for recycling comes from Pub. L. 97-241, and Pub. L. 97-377 established a ceiling for English teaching-related collections that may be credited to Department appropriations. The ceiling authority must be provided in successive appropriation acts and it has increased markedly and steadily since FY 1983, the first operational year. Ninety-five percent of a Post's proceeds from tuition and fees from an Embassy-sponsored ETP is recycled back to that Post for English teaching related activities; the remaining 5% is added to ECA/A/L's allotment to finance new materials and other English teaching support services. Eighty-five percent of a Post's proceeds from the sale of ECA-produced English teaching materials is recycled back to Post for English teaching activities; the remaining 15% is added to ECA/A/L's allotment.

10 FAM 229.3-3 Administrative and Accounting

(TL:PEC-005; 03-28-2002)

Posts must request permission to participate in the recycling program on an annual basis. FMP and ECA/A/L each send out an annual cable at the beginning of the fiscal year giving full information on how to participate in the recycling program.