



Fulbright UK Scholar Awards

2021 Terms and Conditions

OVERVIEW

The Fulbright Commission promotes educational and cultural exchange between the United States and the United Kingdom in order to enhance mutual understanding and strengthen relations between the two countries.

Awards are offered by the UNITED STATES – UNITED KINGDOM EDUCATION COMMISSION also known as the 'Fulbright Commission'.

Please read carefully the following Terms and Conditions which, as a Fulbright grantee, will form an integral part of the Fulbright Grant Authorisation (US Public Law 87-256, the Fulbright Hays Act). If you (the 'grantee') wish to accept a Fulbright Award, you will be asked to sign and date all copies of a **Fulbright Grant Authorisation Form** and a final **Award Letter**, indicating your agreement to abide by these terms. You will also be required to sign an agreement to the **Terms of Appointment and Terms and Conditions documents issued by the Institute of International Education ('IIE')**.

[The Institute for International Education](#) ('IIE') is the cooperating agency designated by the [J William Fulbright Foreign Scholarship Board](#) ('FFSB'), the US Department of State and the Fulbright Commission to arrange, verify and supervise the programme of Fulbright Scholars and Professionals while visiting the United States to lecture or conduct research under the terms of the Fulbright-Hays Act.

Additional terms, conditions and policies apply to Fulbright Scholar Award holders. These may be found online at:

- <https://eca.state.gov/fulbright/about-fulbright/j-william-fulbright-foreign-scholarship-board-ffsb/ffsb-policies> and
- <https://www.cies.org/program/fulbright-visiting-scholar-program>

1 THE APPLICATION PROCESS

Application instructions and the closing date are available online via the US-UK Fulbright Commission website: <http://www.fulbright.org.uk/going-to-the-usa/academic-and-professional/fulbrightscholar-awards> Prior to submitting an application, applicants should carefully review the information that is available on the Fulbright Commission website, including **UK Country Specific Application Instructions**.

All applicants must follow the UK-specific application instructions, and it is the responsibility of the applicant to ensure they submit a complete application according to the application instructions. Incomplete or late applications will not be accepted.

The Fulbright Commission is unable to confirm receipt of individual applications. The application platform will send an automatic confirmation to the applicant that an application has been submitted.

Applicants who need guidance should contact the Fulbright Commission in the following ways:

- By email to programmes@fulbright.org.uk
- By telephone on +44 (0)20 7498 4010.

The Fulbright Commission is under no obligation to provide feedback on unsuccessful applications. Due to the high volume of applications and the competitiveness of the applicant pool, any feedback requests may not be fulfilled. If the Fulbright Commission can provide comment or feedback on an unsuccessful application, it may not occur until the application cycle is fully concluded in July.

Grantees will be required to provide one email address that they will use throughout the application and grant period. This address should be available during the entire Fulbright application process. All Fulbright application notifications will be sent to the single indicated email address only.

Some notifications or messages may be sent to you via the online application system at the email address you specify in your application. These messages may go directly to your spam folder. Please check your email and your spam folder frequently during the Fulbright application process to ensure you receive all messages.

During the application process, references written for general purposes and not specifically for a Fulbright Award or those written by family members or friends will not be accepted. Falsified references will invalidate the application.

Disclosure of References: The US-UK Fulbright Commission is a British entity and therefore must abide by the General Data Protection Regulations 2018. Under the UK law, the right to see educational records is not an absolute right. The Fulbright Commission must receive consent from the referee to disclose any references. Therefore, it is Fulbright Commission's policy that if an applicant wishes to receive the letters of reference submitted for their Fulbright application, it is the responsibility of the applicant to seek and obtain approval from their referees, and submit that approval to the Fulbright Commission, for the Fulbright Commission to share the reference. The Fulbright Commission will not share any reference without written approval from the referee.

1.1 Eligibility

Fulbright Awards made in this category are offered to UK citizens (regardless of where they currently reside) or Irish citizens (resident in Northern Ireland only).

UK 'dual citizens' should apply in the country in which they currently reside; if not resident in either country then applications should be made through the Commission in the country in which they have resided for the longest period of time.

Non-UK citizens are required to apply through the Commission/Post in their country of citizenship. Applications from non-UK citizens based in the UK and committed to a life and career in the UK may also be considered if the applicant is not able to apply for a Fulbright award through their country of citizenship. Applicants in this category should contact their country of citizenship Commission in the first instance. If they are ineligible to apply through that Commission, they should contact the US-UK Fulbright Commission (programmes@fulbright.org.uk) before making an application.

US nationals, those with dual US-UK citizenship and people resident in the US may not apply to the US-UK Fulbright Commission in this award category.

Those who hold or are due to receive a residence permit ('green card') for the US may not apply.

Applications from non-UK citizens based in the UK and committed to a life and career in the UK may also be considered if the applicant is not able to apply for a Fulbright award through their country of citizenship. Applicants in this category should contact their country of citizenship Commission in the first instance. If they are ineligible to apply through that Commission they should contact the US-UK Fulbright Commission before making an application.

If you are currently in the US, plan to be in the US or have been in the US within 24 months prior to the start of your Fulbright project, or if you hold/will hold/have held a J-1 or J-2 visa, there may be additional restrictions which prohibit you from applying for a J-1 visa. Please review the US Department of State's guidance on J-1 and J-2 visas (<http://j1visa.state.gov/programs/>) for the most up to date information to determine if you are eligible for a Fulbright Award.

During the selection process, preference will be given to those who do not have extensive (6 months), recent experience in the US. Preference will also be given to candidates who have not previously received Fulbright grants.

Projects which involve missionary work or direct clinical patient contact are not permitted. Projects which involve direct contact with living or dead animals, including lab animals, will be assessed on a case by case basis.

Awards are not available for peripatetic visits or attendance at conferences only.

1.2 The Selection Process

The Fulbright Awards Programme is a cultural exchange programme and as such all participants must demonstrate a desire and ability to successfully undertake such an exchange. In making these awards the Fulbright Commission is looking not only for academic excellence but a focused application, a range of extracurricular and community activities, demonstrated ambassadorial skills, a desire to further the Fulbright Programme and a plan to share experiences of the US upon returning to the UK.

A Fulbright Award is offered conditional upon the final approval of the Fulbright Foreign Scholarship Board (FFSB) in the United States.

Short-listed applicants will be invited for interviews facilitated by the Fulbright Commission on the date(s) specified on its website: www.fulbright.org.uk. Interviews will be held on the indicated date(s) only and may not be rescheduled. Applicants invited to interview will bear all costs related to travelling to/from the interview; the Fulbright Commission is unable to reimburse these costs.

The Fulbright Commission is committed to selecting a cohort which is diverse in terms of region, home institution, host institution, and discipline.

The Fulbright Commission is under no obligation to provide feedback on unsuccessful applications. Due to the high volume of applications and the competitiveness of the applicant pool, any feedback requests may not be fulfilled. If the Fulbright Commission is able to provide comment or feedback on an unsuccessful application, it may not occur until the application cycle is fully concluded in July

2 FULBRIGHT GRANT

A Fulbright grant is intended as a **contribution** towards any institutional fees, travel and living expenses (such as rent and food) for the duration indicated on the Grant Authorisation Form.

Grants are offered on the condition that you will be able to fund any shortfall between the Fulbright grant and your costs yourself.

Grants are typically paid in instalments throughout the grant period, not in a single lump sum up front. For many grantees, this means that careful, advance financial planning is required. The first remittance advice will give the dates of the entire payment schedule and the first instalment can be paid 2 weeks prior to the grant start date if US bank details have been provided.

If for any reason the grantee, during the term of their grant, ceases to carry out the approved Fulbright project or activity, the Commission may suspend the grant and any other benefits provided by the award until the grantee resumes the project or activity, and no claim for such allowance or other benefit for such period of suspension shall be honoured.

Sponsored/partnership awards imply no obligation on the part of either the sponsor or the successful candidate to work for the sponsor.

Timing and Duration of Grant

A Fulbright Award is offered under an approved annual programme and **cannot** be postponed to a subsequent academic year. In certain cases, grantees may be permitted to postpone their grant start date so long as this takes place before the end of April of that academic year, upon approval by the US-UK Fulbright Commission, IIE and the institution of affiliation.

Grantees are expected to depart for the US just prior to the start of their academic programme, the dates of which are confirmed on the Grant Authorisation Form. Early or late departures from the UK will require the US-UK Fulbright Commission's approval.

Continued payment of the grant is subject to the US-UK Fulbright Commission and IIE receiving satisfactory progress reports from the grantee.

Grantees are expected to return to the United Kingdom at the end of the grant period, in accordance with Fulbright principles and the J-1 visa 2-year Home Residency rule.

If the grantee remains in the United States beyond the expiry of the grant, it will be at the grantee's own expense and on the condition that the grantee complies with the US Government visa and work regulations, and FFSB and IIE policies.

2.2 Category of Grant

No change in the category of grant can be made during the period of the grant without prior approval from the US-UK Fulbright Commission, IIE and FFSB.

2. INSTITUTION OF AFFILIATION IN THE US

An award is made conditional on the grantee securing a US-based host institution affiliation. Fulbright grantees are to do this on their own behalf.

No change of affiliation or project purpose specified on the Grant Authorisation Form may be made without prior approval from IIE, the US-UK Fulbright Commission, FFSB and the US Department of State (the latter two of which will be sought on behalf of the grantee by the Fulbright Commission, if approved).

Any change in proposed affiliation must be approved by the US-UK Fulbright Commission by the end of the US-UK Fulbright Commission's financial year, 30 September, or at least 3 months prior to the anticipated departure date, whichever comes first.

3. TRANSPORTATION

Grantees are responsible for arranging and paying for their own transatlantic travel (unless otherwise instructed). Any information on travel provided by the US-UK Fulbright Commission is intended as a guide only; the US-UK Fulbright Commission does not accept responsibility for the accuracy of such information. The grantee must inform the US-UK Fulbright Commission of their travel arrangements, once confirmed, in advance of their departure from the UK.

Domestic (UK) travel expenses (standard or economy class) will normally be reimbursed up to a specified amount by the US-UK Fulbright Commission for all mandatory Fulbright events such as the Finalists' Workshop and Orientation programme. Due to the ongoing Covid-19 crisis, the

nature of these events has changed, and this year they will be taking place virtually until further notice.

4. METHOD OF GRANT PAYMENT

Grants are paid in the currency stated on your Grant Authorisation Form, which is normally the host currency (U.S. dollars). Any currency conversions are made at the rate prevailing on the day of processing. No adjustments will be made because of any changes in the rate of exchange between the pound sterling and US dollar.

Grants of £5,000 or less may be made in a single payment. Grants over £5,000 are paid in instalments and grantees will be notified of the dates of these instalments and the amounts to be disbursed when they receive the first grant payment.

A grant payment voucher will be shared with the grantee whenever a grant instalment is paid, and these should be kept safely as they may be needed to complete a tax return.

Grant instalments are paid via international transfer and therefore the US-UK Fulbright Commission requires that bank accounts opened in the USA are with banks that routinely accept international transfers rather than those that must route through an intermediary. The Commission can also make payments to International accounts that accept money in dollars. Any bank fees associated with accessing grant money are the responsibility of the grantee.

In any case of overpayment, the grantee must notify the Commission immediately to ensure an appropriate adjustment is made.

Grants are paid directly to the grantee only. The Commission will not make any payments to any other entity on the grantee's behalf. The grantee is fully responsible for ensuring adequate monetary resources to meet his/her expenses in the U.S. during the period of the grant.

No extensions, renewals or additions to a grant are available.

Grantees are strongly advised to contact their host university's billing office as soon as possible to find out what procedures must be followed, and when and how to pay any necessary bills.

In any case of overpayment, the grantee must notify the Commission immediately to ensure an appropriate adjustment is made.

5. ITEMS NOT INCLUDED

The value of your grant is stated on your Grant Authorisation Form; no further funding will be available.

Any accompanying dependants are entirely the grantee's responsibility, including provision of required U.S. visa(s) and insurance (please also see section 6 – Financial Maintenance of Dependents.)

Grantees are responsible for arranging their own renewal visas, for example where a research programme spans multiple years or where the grantee changes their visa sponsorship from Fulbright to a host institution. The Fulbright Commission cannot assist grantees in arranging visa interviews in second, third or future years of stay in the United States. All arrangements beyond

that of the first year are the grantee's responsibility entirely, and they must liaise directly with IIE and the U.S. Embassy in London or a relevant U.S. Embassy or Consulate for visa renewal guidance and all arrangements.

6. FINANCIAL MAINTENANCE OF DEPENDANTS

The Commission does not offer a maintenance allowance for dependants. Grantees with dependants must ensure that they have sufficient funds to cover all their expenses, including those related to obtaining visas and insurance. All grants are contingent upon the grantees' ability to pay for travel and maintenance of any accompanying dependants and grantees must certify to the availability of such funds. The fact that an applicant would be bringing dependants to the U.S. is not a factor in the selection process for a Fulbright grant.

7. FULL TIME NATURE OF AWARDS

It is important that all grantees understand that the Fulbright Programme is an academic exchange programme and that, according to the rules and regulations governing the J-1 visa category, their academic programme must be their primary activity and focus from the time of their arrival in the US. No grantee should arrive in the U.S. with any expectation that they will be able to undertake paid employment.

A Fulbright grant is made for the purpose of full-time lecturing or research project in the U.S. Acceptance of remunerative employment in the US, unless approved by IIE, the Fulbright Commission, and the U.S. Department of State, violates the conditions of the grant. This includes part-time or occasional work.

Please notify IIE and the Commission if you are considering any form of employment in the U.S. If approved, any such activities must also fall within the legal parameters and visa requirements of the U.S., and global Fulbright policies, for which the grantee bears responsibility for ensuring.

8. FINANCIAL ASSISTANCE FROM OTHER SOURCES

All scholarships, fellowships or grants from other sources received concurrently with a Fulbright grant must be reported to the Commission. Scholarships, fellowships or grants from other sources received concurrently may be deducted from the amount specified in the Grant Authorisation Form if such awards are given for the same purpose or if they duplicate the benefits under the Fulbright Award. Salaries or other forms of pay to be received concurrently with this grant must be reported to the Commission. Duplicated funding which is being paid **for the same grant activities** will be recalled by the Fulbright Commission.

Grantees may not hold a scholarship, fellowship, or grant which fully covers the costs of their stay in the U.S. concurrently with a Fulbright Award.

9. ORIENTATION IN THE UNITED KINGDOM

Finalists for Fulbright Awards are required to attend a mandatory, one-day Finalists' workshop in April

Additionally, all grantees are required to attend in full a mandatory three-day pre-departure orientation programme, normally held in June or July. If the grantee is unable to attend this mandatory event, they must request permission from the Commission to be absent explaining the reasons for not attending. The Commission grants such permission only in exceptional cases. Accommodation will be provided to all of those in need of it during the orientation.

Grantees must seek to reschedule external conflicts before contacting the Commission to enquire about missing these mandatory events.

10. U.S. ACCOMMODATION

The Commission does not secure US accommodation for grantees but can offer some limited advice in the matter. Grantees are encouraged to investigate accommodation directly with their host institution as far in advance as possible.

11. ACCIDENT AND SICKNESS COVERAGE

As an Exchange Participant, you receive a limited health care benefit plan ("ASPE") designed by U.S. Department of State and administered by Seven Corners, Inc. This plan is not an insurance policy.

More information on Seven Corners and the health care benefit plan can be found at the links provided:

Website: www.usdos.sevencorners.com

Grantees will be given online access to ASPE insurance coverage package by IIE-CIES at the start of their grant period. The amount and extent of the insurance coverage is available from the provider.

As an approved grantee, you are automatically enrolled in the ASPE health care benefit plan. Similar coverage for any accompanying dependants can be purchased by the grantee from Seven Corners.

All questions regarding insurance coverage should be directed to Seven Corners and not the Commission.

It is the grantee's responsibility to ensure that ASPE provides adequate insurance for their individual needs, and to arrange additional insurance (at their own expense) if necessary. The Fulbright Commission is not liable for any loss, damage or injury which a grantee may suffer during their time as a Fulbright Scholar and when accepting a grant, the grantee agrees to waive any right they may have to take action against the Fulbright Commission to recover any loss or make any claim for damages.

An emergency medical expenses benefit is provided for the grantee only. Should the need for this provision arise, the grantee should inform the US-UK Fulbright Commission, which in turn will provide details of the case to the U.S. Department of State. The State Department will act on the merits of each individual request. Requests for this benefit are not guaranteed.

12. CONTINGENCIES

The US-UK Fulbright Commission, the U.S. Department of State, the FFSB, and IIE do not assume responsibility for any injury, accident, illness, loss of personal property or other contingencies which may befall the grantee or any dependant during or in connection with their stay abroad under this grant.

It is recommended that the grantee personally obtain adequate personal and property insurance for them and their accompanying dependants. The US-UK Fulbright Commission, the U.S. Department of State, the FFSB and IIE shall not be liable for any claim or claims which may arise from the grantee's failure to enter upon or to complete a project as detailed in this grant, even where such failure is due to circumstances beyond the grantee's control.

13. CHANGES IN FULBRIGHT PROJECT

The grantee cannot make substantial changes to their study project as stated in the original application without express written permission from the US-UK Fulbright Commission who will consult with the US Department of State and IIE in deciding to permit or deny such changes. Any changes must also be approved by the grantee's host institution(s).

No grant may be postponed until a subsequent academic year. Grantees may be permitted to change their grant start date so long as the start date takes place before the end of April 2023, upon approval by the US-UK Fulbright Commission, IIE and the institution of affiliation.

Plans for early departure from the U.S. before the end of the grant period stated on the Grant Authorisation Form must be approved by the Commission.

14. EFFECTUATION OF GRANTS

The effectuation of grants is in every instance contingent upon the availability of transportation and sufficient funds, stable conditions in the US and the grantee's ability to: procure a passport and relevant U.S. entry clearance (exchange-visitor 'J-1' visa), receive medical clearance, and receive FFSB approval.

All Fulbright scholars are required to undergo a comprehensive medical examination before departure. The costs incurred are payable by the scholar – the US-UK Fulbright Commission is unable to reimburse for these costs. An award offer is made conditional on the grantee obtaining medical clearance from the IIE prior to departure.

J-1 Visa

All Fulbright grantees are required to obtain a J-1 visa through the Fulbright Programme and must enter the United States on that J-1 visa.

The US-UK Fulbright Commission assists successful candidates with processing all visa paperwork and the fee is typically waived for grantees in the UK.

Grantees are required to remain on the J-1 visa for the duration of the grant period. Grantees must hold a valid J-1 visa to be eligible for Fulbright programme benefits. If a grantee ends or invalidates their J-1 visa sponsorship, their Fulbright Program participation would end and they

would no longer be eligible for Fulbright grant benefits, including funding and ASPE health coverage.

J-1 Visa Status: Two-Year Home Residency Requirement

J-1 visa holders are required, on completion of their programme to return to their home country for a cumulative total of two years before they become eligible for a temporary worker's visa or for permanent residence in the United States. The two-year residency requirement (or 212(e), as it is referred to in the U.S. immigration regulations) means that those who go to the U.S. in a J-1 status cannot become permanent residents in the U.S. or get work or family visa status as H, L or K until they return to their 'home country' for at least two years cumulatively. Tourist travel during this time is not affected. 'Home country' is defined as the country of citizenship or the country of permanent residence at the time of J-1 visa application as stated on the DS-2019 document.

15. REDUCTION, REVOCATION, OR TERMINATION OF GRANTS

The US-UK Fulbright Commission reserves the right to reduce, revoke or terminate a Fulbright grant, subject to the approval of the U.S. Department of State and the FFSB, and to withhold payment of allowances that have not been paid on the date of termination should non-compliance with the provisions of the grant warrant such action.

Grounds upon which the Commission may revoke or terminate a grant include, but are not limited to, the following:

- Violation of the laws of the U.S. or UK, including currency exchange regulations,
- Violation of U.S. visa and immigration regulations,
- Misconduct,
- Engaging in any unlawful activity or that which may bring the Fulbright Programme into disrepute,
- Engaging in unauthorised income-producing activities,
- Abusive or disrespectful behaviour toward Commission staff,
- Failure to submit the reports required by the Commission,
- Failure to complete the grant,
- Premature departure from the grantee's destination in the U.S.,

If the grant is revoked or terminated on any of the above-mentioned grounds, the grantee agrees to repay to the US-UK Fulbright Commission all allowances and benefits received under the grant, including the cost of any transportation furnished to them by the US-UK Fulbright Commission.

The FFSB also has authority to revoke or terminate a grant on either of the following grounds: that the grantee has exhausted all benefits of health and accident insurance provided to the grantee by the U.S. Department of State in connection with the grant, and continued medical treatment would lead to the grantee's becoming a public charge, or that the grantee requires such protracted medical treatment that successful completion of the objectives of the grant is jeopardised.

The procedure for any such termination shall be the same as that provided for the termination of grants generally, except that the recommendation for such termination, supported by the corresponding factual information, shall be made by the U.S. Department of State and not the host institution, Commission or co-operating agency (IIE).

A grantee's absence from the host institution during term time will result in a grant deduction unless the Commission, after consultation with the institution concerned, decides otherwise, for professional or compassionate reasons.

16. GENERAL RESPONSIBILITIES

Persons accepting a grant from the US-UK Fulbright Commission under the Fulbright Programme are not by virtue thereof officials or employees of the US-UK Fulbright Commission, of the U.S. Department of State, or of any other agency of the Government of the U.S. or UK. Grantees should avoid giving the impression that they are the official spokespeople of the Fulbright Programme, the U.S. Government, the UK Government or of the US-UK Commission.

Nevertheless, grantees should remember that their home institution, the Fulbright Programme, their award sponsor (where applicable), and their country may be judged by their actions and utterances, whether made in public or private and should conduct themselves accordingly.

17. REPORTS

The Institute of International Education (IIE) is the grantees' visa sponsor, and during the period of their stay in the U.S. grantees will be under the supervision of the IIE. Grantees will be assigned an IIE representative at the time of issuance of their visa paperwork, and this representative will be a grantee's main contact in the U.S.

The IIE's contact information is below:

Institute of International Education (IIE)
809 United Nations Plaza
New York NY 10017-3580
United States of America
<https://www.iie.org/>

The grantee is required to submit reports as specified by the IIE. The grantee must send in the final report when the grant ends and before returning to the UK making sure that they meet the deadline set by the IIE. Upon returning to the UK, Grantees will be expected to fill out the returners survey sent to them by our Alumni Department and to attend one debrief event in London. The US-UK Fulbright Commission or a sponsor may also request a final report on the grantee's progress. Failure to submit reports terminates the grant, and the grantee may be required to repay the US-UK Fulbright Commission up to the full amount of the grant.

Grantees may also be required to deliver a formal presentation of their findings to the US-UK Fulbright Commission, the award sponsor (where applicable) and /or relevant public body in the host and home countries.

18. TRAVEL OUTSIDE OF THE UNITED STATES

Grants are awarded for projects in the U.S. and grantees should spend most of their Fulbright Award period carrying out grant-related activities at their U.S. host institution. The US-UK Fulbright Commission allows travel of up to a maximum total of 30 days outside the US per academic year (pro-rated for shorter grant periods) without any deduction being made from the grant. Travel outside the US which is directly related to the project carried out under the Fulbright grant does not count but these visits should be short and kept to a minimum.

Grantees are expected to remain in the U.S. until the date of termination of the grant.

All plans for travel outside the U.S. should be communicated to IIE and to the US-UK Fulbright Commission.

Abuse of the travel entitlement may result in grant revocation.

19. PUBLICATIONS

Grantees must acknowledge the US-UK Fulbright Commission, sponsor (where applicable) and/or their Fulbright Award category in any publication and/or broadcast resulting from their visit to the United States under Fulbright auspices.

Grantees who share their Fulbright experiences publicly via web-based media are responsible to acknowledge that theirs is not an official U.S. Department of State website or blog, and that the views and information presented are their own and do not represent the Fulbright Programme or the U.S. Department of State. Any grantee who posts inappropriate or offensive material on the internet in relation to the Fulbright Programme may be subject to revocation or termination of their grant.

20. RESEARCH DISSEMINATION

Grantees are expected to disseminate their Fulbright funded research as widely as possible upon returning to the UK. This may be in the form of public lectures, presentations to faculty, conference papers or artistic performances and written publications. Grantees must inform the Commission of their concrete plans for dissemination once they return to the UK via their final report.

This is a mandatory element of the Fulbright exchange programme, and one that seeks to widen the impact of the programme beyond the individual grantees and their host institutions.

21 EVALUATION AND COMPLAINTS POLICY

The US-UK Fulbright Commission welcomes feedback on all its awards, special programmes, services and events.

In addition to evaluation forms and interim and final reports (where applicable), the US-UK Fulbright Commission welcomes written feedback from its scholars and programme participants, advisees and event attendees. All feedback is taken seriously.

Written reports shall be stored electronically on the scholar/participant's file.

Initial feedback may be submitted in any written form within 30 days of the grant period end date, programme conclusion, advising session or event and followed up accordingly. If the feedback is in effect a complaint that requires redress, then the following procedure should be followed:

21.1 Complaints Procedure

The US-UK Fulbright Commission's complaints procedure will be conducted in writing.

The purpose of the complaints' procedure is to enable complaints to be dealt with as quickly as possible. This procedure applies to all Scholars, programme participants, advisees or event attendees.

Complaints concerning participation in a programme or the arrangements of an award must be set out in writing and sent to the Director of the Fulbright Awards Programme. The Director will investigate as necessary and will respond in writing within 14 days.

Complaints concerning advising or an event must be set out in writing and sent to the Director of Advising. The appropriate member of staff will investigate as necessary and respond within 14 days.

Following this investigation, if the person(s) bringing forth the complaint feel it has not been adequately dealt with, a summary of events up to that point and a copy of the original complaint should be raised in writing and sent to the Executive Director. The Executive Director will investigate as necessary and respond within 14 days.

If the complaint relates to the staff listed above, the complaint should be raised in writing to the Executive Director in the first instance.

Following investigation by the Executive Director, if the person(s) bringing forth the complaint feel it has not been adequately dealt with, the person may request the issue be tabled at the following Commissioners Board meeting. This request should be made to the Chairman who will bring it before the Board.

The Board of Commissioners will review all written correspondence related to the complaint and come to a conclusion. Their decision will be final.

22. PASSPORTS AND VISAS

Grantees' passports must be valid for the entirety of the period stated on their Grant Authorisation Form. The grantee is personally responsible for obtaining a passport and should allow a minimum of six weeks for its preparation and issuance. The grant does not provide for expenses in connection with passports or photographs; therefore, such expense must be borne by the grantee, without recourse to claim for reimbursement.

Questions concerning the issuance of passports should be addressed directly to the Identity and Passport Service of the Home Office: <https://www.gov.uk/government/organisations/hm-passport-office>.

Do not send communications on passport matters to the US-UK Fulbright Commission or the cooperating agency IIE.

All UK Scholar grantees are required to obtain a US J-1 Exchange Visitor visa to participate in the Fulbright programme in the US and must stay on a Fulbright sponsored J-1 visa for the duration of the grant period.

All UK immigration regulations are set by the U.S. Dept of State and are subject to change. The US-UK Fulbright Commission has no control over these regulations or the visa application process.

Grantees are required to abide by all U.S. immigration regulations throughout their stay in the United States whether under the auspices of the Fulbright Programme or otherwise.

The US-UK Fulbright Commission has general visa application guidance available for grantees as they apply for a J-1 Exchange Visa. IIE serves as the J-1 Visa sponsor for UK Scholar grantees, but grantees are ultimately responsible for following proper application, entry and exit procedure to and from the U.S.; applying for and obtaining the necessary visas for their travel.

For detailed information, you are asked to refer to the U.S. State Dept website at <https://j1visa.state.gov/>

23. INCOME TAX

The US-UK Fulbright Commission is not authorised to give out information on tax matters. Questions concerning UK taxes should be addressed directly to HM Revenue & Customs:

<http://www.hmrc.gov.uk/>.

Questions regarding U.S. income tax matters, forms and publications can be addressed to the IRS: <http://www.irs.gov>

24. EQUAL OPPORTUNITIES

The US-UK Fulbright Commission is committed to a policy of equal opportunity and does not discriminate against any person because of sex, ethnicity, disability, sexual orientation, religion or age.

25. DATA PROTECTION:

The US-UK Fulbright Commission Privacy Policy and Consent Forms will be made available to you separately.

I accept the award offered and agree to abide by the Terms and Conditions of the grant.

Date **Signature of Grantee**