Fulbright Specialist Program: Host Institution Application Instructions

Thank you for your interest in submitting a project for the Fulbright Specialist Program. These instructions are intended to guide you through the full online application. Prior to beginning an application for the Fulbright Specialist Program, prospective host institutions must contact their local Fulbright Commission or U.S. Embassy for country-specific requirements regarding application deadlines, selection procedures, and eligibility criteria as these may vary. If your application does not meet your country-specific application requirements, it will not be reviewed.

If you have any questions about the application that are not addressed in this guide, please contact your local Fulbright Commission or U.S. Embassy. For more information on the Fulbright Specialist Program, please visit https://fulbrightspecialist.worldlearning.org/.

Introduction

Project Parameters: In general, all projects designed by host institutions must adhere to the below eligibility requirements.

- **One country per project:** With the exception of projects falling under a trilateral grant initiative, Fulbright Specialist projects are restricted to one country. All project activities must take place in the country requesting the project. If the project requests the Specialist to be in multiple locations, all locations must fall in the same country.
- **One Specialist per project:** A Fulbright Specialist project is restricted to one Specialist grantee.
- **Length of project:** The length of a Fulbright Specialist project must be a minimum of 14 days and a maximum of 42 days, including travel days, weekends, and holidays.
- **Time between projects for Specialists:** A Specialist candidate will not be approved for a second Fulbright grant unless two years have passed from the date of completion of the previous Fulbright grant.
- **Multi-Visit (Serial) projects:** A Multi-Visit project is one in which a Specialist conducts more than one visit to the host institution for the purpose of necessary program evaluation or follow-up. If a project is approved to be Multi-Visit, all visits must occur within a one-year period, which is calculated by adding 12 months from the initial start date of the first visit through the end date of the final visit.
  - A Multi-Visit project cannot include more than three visits in total, and all visits must not exceed six weeks (42 days) in total. In addition, each visit must be a minimum of 14 days.

o Please note that the majority of approved projects are not Multi-Visit, and project proposals should provide a strong justification for why more than one visit is necessary to achieve project outcomes.

Program Costs: In general, host institutions should be prepared to provide the Specialist with lodging, meals, and in-country transportation, either through monetary or in-kind contributions, throughout their full stay in country. However, if your institution is unable to cover these costs, in certain countries, there may be limited funding available to support these expenses. Please contact your Fulbright Commission or U.S. Embassy for more information.

Before you begin:

Prior to submitting a project proposal for the first time, you must request a user account by clicking "New User" on the online application site https://worldlearning-community.force.com/FSPHost/.

In this request please supply the following information:

- First and last name
- Email address
- Host Institution name
  - o To insert an accurate name for your institution, start typing the name of the institution to see if your institution is in our database.
  - o If you do not see your institution's name in the auto-generated list, you will need to register your institution by clicking the link that says 'Click Here'.
  - o To create a new institution you will need the following information: Name of Institution, Phone Number, Type of Institution, and Institution's Street Address, City, State/Province, Zip/Postal Code, and Country.

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- An email will be sent informing you that your account has been created. At this time proceed to the link provided in your email and you will be able to create your own password. Please note that your username will be provided in this email. Your username is not your email address. Your password must be at least 8 characters long and have a mix of letters, numbers and at least one of these special characters: !#$%-_=+<>.

Starting a Project Proposal Application:

- Proceed to the online application site at https://worldlearning-community.force.com/FSPHost/ and use your new username and password provided in the email from World Learning to log into the Home Page.
- We recommend that you bookmark this page so that you may return to the application at a later time.
- Upon logging in, you will be directed to the Fulbright Specialist Host Institution Home Page which consists of three sections: Home, Search Projects, and Resources.
- **Home:** In this tab, you can start new proposals, edit proposals that have not been submitted yet, view your progress on draft proposals, and view current projects. You can also view and edit your personal contact and organization information.

- **Search Projects**: In this tab, you can view all of your projects under the current fiscal year. The U.S. Government fiscal year runs from October 1st to September 30th. For example, Fiscal Year 2017 is October 1, 2016 to September 30, 2017.
- **Resources:** In this tab, you will find a copy of this guide to assist you in the project proposal submission process.

Navigating the Project Proposal Application:

- To start a project proposal, under the Home tab, scroll down to Projects and click "New Proposal" in the Draft Proposals section.

The application consists of the following sections: **Instructions, Contacts, Details, Timeline, Specialist, Survey, and Submit**.
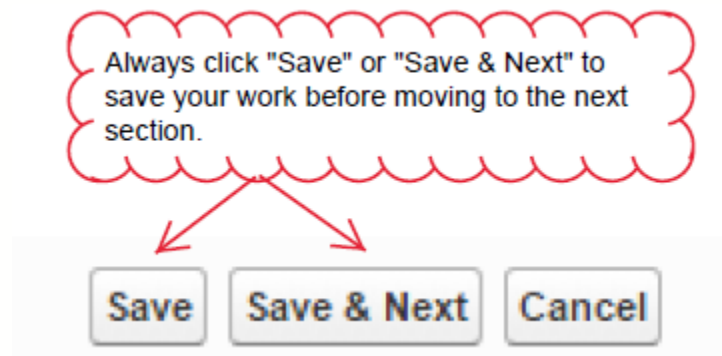

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- You do not need to complete the sections of the application in the order that they are listed. Rather, you can complete each section in your preferred order by clicking on the respective tabs at the top of the page.
- You do not need to complete the application in one sitting. To continue working on the application at a later time, simply log into your account and click "Edit Application."
- After completing a section of the application, click the "Save & Next" button at the bottom of the section. **Please note that the application will time out after two hours, so click the "Save" button at the bottom of each section as needed to ensure that your information is saved.**
- If you enter information into one section, but do not click "Save" before moving to another section, your information will be lost.

Always click "Save" or "Save & Next" to save your work before moving to the next section.

Save   Save & Next   Cancel

- Please do not click the 'back' button in your browser. Your information will not be saved. To return to another section of the application, please use the tabs at the top of the application.
- The red line next to a field indicates that the information is required, and you will not be able to successfully submit your application until you complete all required fields.
- If you are working on a project proposal, you can navigate back to the Home Page by clicking "Return to Home" in the upper right hand corner of the page.

Completing the Project Proposal Application:

Instructions
- In the Instructions tab, you will find basic information about the application as well as your application status toolbar, which shows your progress in completing each section. Once every section is 100% complete as shown in your status toolbar, you will be able to submit your application to the Fulbright Specialist Program.

Contacts
- In this section, please provide the name of your host institution, as well as information about Primary and Secondary contacts for the project.

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Details

- In this section, please complete all fields and provide project details including:
    - Project title
    - Academic field/employment sector
    - Specializations within academic field/employment sector
    - Department information
    - Project issue or challenge
    - Primary objectives
    - Proposed project activities
    - Institutional priorities
    - Project locations
- Under Locations, please list the location(s) where the Fulbright Specialist will conduct their work. Please be specific and include the exact addresses where the work will occur.
    - To add a location click "Add Location Record" and a pop-up window will appear. Enter the relevant information and click "Save." You will be required to enter the location name and address.

Timeline

In this section, please enter general timeline and logistical information about the project that you are proposing including:

- Indicating whether or not the project will be a Multi-Visit (Serial) project by selecting "Yes" or "No." A Multi-Visit (Serial) project is one in which a Fulbright Specialist conducts multiple visits to the host institution. The majority of projects funded by the Fulbright Specialist Program are not Multi-Visit (Serial) projects. **If you are proposing a Multi-Visit (Serial) project, you must click on the "Add Visit" button and complete all of the remaining questions for each visit. If you are proposing a total of three visits, click on the "Add Visit" button twice in order to complete the information for all three visits.**
- Proposed start and end dates, and indicating whether or not these dates are flexible.
- Point of contact and logistical information for all accommodations for the project. The accommodations include: lodging, meals, in-country transportation, and airport pick-up and drop-off.
- Cost share information for the Specialist's lodging, meals, and in-country transportation. Please see below for more information regarding cost share.

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Cost Share: In general, host institutions should be prepared to provide the Specialist with lodging, meals, and in-country transportation, either through monetary or in-kind contributions, throughout their full stay in country. Please indicate within the application if your institution is able to fund these costs. If your institution is unable to cover these costs, in certain countries, there may be limited funding available to support these expenses. Please contact the local [Fulbright Commission or U.S. Embassy](#) in your country to determine if funding is available before submitting an application if your institution is unable to provide cost share.

Specialist

- Under the Specialist tab, please enter the desired qualifications you are looking for in a Fulbright Specialist, including any required language skills. The more specific you are in regards to the type of knowledge and skills that the Fulbright Specialist would need to successfully implement the project, the better World Learning will be able to match a Specialist to your project. Even if it is a named project where you have identified an individual to serve as the Specialist, please still complete all questions in their entirety as the individual that you have identified may ultimately not be able to complete the project (e.g., individual is not approved to join the Fulbright Specialist Roster, their personal schedule no longer allows them to participate, etc.).
- If you have pre-identified an individual to serve as the Fulbright Specialist for your project, please indicate this in the Named Specialist section, answer all of the relevant questions about the candidate, and provide a justification for why this individual is well-suited to complete the project.

Survey

- This section includes two questions about your institution type and how you learned about the Fulbright Specialist Program. Please select one option from the pull-down menu for each question.

Submit

- In order to submit your project proposal, please review your application and make sure that the status bar is at 100% for each section of the application.
- Check the Certification of Authenticity box, and click "Submit." Checking this box certifies that the information you entered is accurate, complete, and represents your own work.

Following the successful submission of your application, you will receive an email confirming receipt of the application. You can also return to the Home Page to view all of your submitted applications, including their review status under "Current Projects." This status indicates which stage of the approval process your project is in.

- o **First Stage**: The project application is reviewed by the Fulbright Commission or U.S. Embassy in the country of application in accordance with the requirements set for that country. The status will be **Pending Post/FC Review** when your application is in this stage. Prior to beginning your application, please contact your local Fulbright Commission or U.S. Embassy to receive more information on the selection process for your country including whether applications are accepted only during a pre-defined time period or if they are accepted in a year-round, rolling application process. Those applications that do not meet the established criteria for that country will not be reviewed.

  Please note that it is very common for Fulbright Commissions/U.S. Embassies to receive more project proposals from prospective host institutions than they are able to support with limited funding. Therefore, not all submitted applications will be approved.

- o **Second Stage**: The project application is reviewed by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA) Regional Branch. The status will be **Pending ECA Regional Branch Review** when your application is in this stage.

- o **Third Stage**: The project application undergoes a final review by ECA. The status will be **Pending Final ECA Approval** when your application is in this stage.

If your project is reviewed and approved by all parties, you will be notified by your local U.S. Embassy or Fulbright Commission.

For specific information about the selection process and application review timelines for your country, please contact your local Fulbright Commission or U.S. Embassy. For general information about the Fulbright Specialist Program, please visit https://fulbrightspecialist.worldlearning.org.

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