

Project Request (Call for Appointment) [Suggested Format]

This form is for the use of academic institutions that wish to request a Fulbright Senior Specialist. **The completed form must be e-mailed to the U.S. Embassy at the address listed in the gray box at the bottom of this page.**

The recruitment effort for your program request can be most effective if:

- 1 . Careful attention is given to the **Program Description** and the **Purpose of the Program** to ensure adequate detail in describing the scope of work
- 2 . Adequate lead time is given for recruitment of specialists who best fit the program request. Please allow a minimum of three months of lead time before the requested start date.
- 3 . Flexibility in the timeframe of the proposed project is allowed in order to accommodate the various schedules of potential Fulbright Senior Specialists candidates

Contacts

Host Institution

Institution Name _____
 Street address 1 _____
 Street address 2 _____
 City _____
 State _____
 Country _____
 Zip/postal code _____
 Phone _____
 Fax _____
 e-mail _____
 web address _____
 Contact family name _____
 Contact first name _____
 Contact title _____

Post- - This section to be filled out by U.S. Embassy

Institution type _____
 Street Address _____
 City _____
 Country _____
 Zip/postal code _____
 Phone _____
 Fax _____
 e-mail _____
 web address _____
 Officer or responsible official from post or commission making request _____
 Prefix _____
 Title _____
 Family name _____
 First name _____
 Title _____
 Fax _____
 E-mail: _____

Program Description

Field requested (Choose only one primary field)

Primary Fields

- __ Anthropology
- __ Archaeology
- __ Business Administration
- __ Communications / Journalism
- __ Economics
- __ Education
- __ Environmental Science
- __ Information Technology
- __ Law
- __ Library Science
- __ Peace and Conflict Resolution Studies
- __ Political Science
- __ Public Administration
- __ Public/Global Health
- __ Sociology
- __ Social Work
- __ Urban Planning
- __ U.S. Studies--GENERAL
- __ U.S. Studies--Art
- __ U.S. Studies--Art History
- __ U.S. Studies--Dance
- __ U.S. Studies--History
- __ U.S. Studies--Literature
- __ U.S. Studies--Music
- __ U.S. Studies--Popular Culture
- __ U.S. Studies--Religion
- __ U.S. Studies--Theater
- __ U.S. Studies--Women's Studies

Specialization desired within this field _____

Other fields of interest if this is an interdisciplinary request _____

Type(s) of activity requested

- Present lectures at graduate and undergraduate levels
- Participate in or lead seminars or workshops at overseas academic institutions
- Conduct needs assessments, surveys, institutional or programmatic research
- Take part in specialized academic programs and conferences
- Consult with administrators and instructors of post-secondary institutions on faculty development
- Develop and/or assess academic curricula or educational materials
- Conduct teacher-training programs at the tertiary level
- Other (please describe): _____

Program description *(In order to provide the best possible matches of specialists with program requests, please be very specific as to the type of and scope of work that the specialist would engage in.)*

Program purpose *(Describe the program objectives and provide background on the issues and institutions involved.)*

Program Length

A Senior Specialists grant may be funded for anywhere between 14 and 42 days, including travel days. If necessary to achieve program goals, a serial grant may be requested. The **Policy for Serial Grants in the Specialists Program** is as follows:

- A serial grant may consist of either: a) a series of visits within a single one-year period or b) a series of visits over multiple years. When requesting a serial grant, explanation should be given as to the necessity of multiple visits.
- A Specialist may receive a Fulbright Senior Specialists grant(s) to a single country for a maximum of 6 weeks (42 days)* total within a one-year period.
- If a Specialist is requested for multiple visits within a one-year period, he/she may make 1-3 visits totaling 6 weeks (42 days)* within that one-year period. Each visit must be a minimum of 14 days.
- If a Specialist is requested for a series of visits over multiple years, the total stay within a one-year period may not exceed 42 days.

Is a serial grant (multiple visits, vs. a single visit) requested? yes no

How many visits are requested? _____

Please list the preferred arrival date for each visit in the grid below. Each visit must be between 14-42 days, including travel days. If requesting one visit, only fill in Visit 1.

Visit	Preferred arrival date	Length of visit (Number of days)
1		
2		
3		
4		

Total Preferred Grant Length (Please add total number of days requested for **all** visits) _____

Flexibility of time frame (Flexibility of time frame/ justification for serial grant (Providing flexibility in the timeframe of the requested project may result in a broader pool of candidates from which to choose. Please describe the extent, in days or months, of the host institution's flexibility. Also, if a serial grant is requested, provide explanation as to the necessity of multiple visits.)

Specialist Description

Qualifications preferred

Basic Profile Academic Professional Either

Minimum academic degree _____

Minimum years of teaching experience _____

Minimum academic rank _____

Language requirements _____

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Audience (One way of determining the level of grantee expertise needed for a program is to know with whom he/she will be working. If the name of the audience doesn't make clear their level of sophistication, please elaborate.)

If there is any other information you would like to give us on the type of Specialist required for you project, please do so here.

Is this a request for a specific individual (Name Request)? yes no

BFS policy allows PA Sections to include in a program proposal or in a special submission the names of lecturers or lecture/researchers in whom an institution is particularly interested. Foreign institutions may invite such candidates to apply with the understanding that the invitation does not constitute a commitment or a preference in final consideration. **Note:** The requested individual must be a US citizen to apply.

Requested Specialist Information

Please provide as many contact details as possible so that CIES can contact this person to ascertain interest & availability in being considered for this grant opportunity.

Name of person requested (Surname, first name) _____

Title _____

Institution _____

Email _____

Phone _____

Provide a brief justification for requesting this person: _____

Has the PA Section/host institution had prior contact with the requested specialist about this program?
yes no

If so, please advise of the results of those contacts: _____

Cost Share Commitment

Costs for the Fulbright Senior Specialist Program will be shared by the Office of Academic Exchange Programs 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.**

At this time, please confirm the cost-share details to be shared with the Senior Specialist grantee chosen to fill this program request. **It is important to note that the potential host institution must agree to cover the grantee's lodging, meals and in-country travel in order for the request for a Fulbright Senior Specialist to be approved.**

Contact Information for Person Responsible for Housing Arrangements:

Name _____

Professional Title _____

E-mail _____

Phone _____

Lodging Arrangements

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Briefly describe the housing arrangements that have been made for the Senior Specialist (Housing for the duration of the stay should be arranged ahead of arrival): _____

Housing is available from _____ (date) to _____ (date).

Who agrees to cover this portion of the cost share?

host academic institution U.S. Embassy Commission

In-Country Travel Arrangements

Describe arrangements for coverage of in-country travel

Who agrees to cover this portion of the cost share?

host academic institution U.S. Embassy Commission

Meal Arrangements

Describe arrangements for coverage of meals

Who agrees to cover this portion of the cost share?

host academic institution U.S. Embassy Commission

Arrival Arrangements

Describe arrangements for the Specialists arrival and pickup from the airport, and the name of the person meeting the Specialist:

Please provide any special notes or instructions to the Senior Specialist regarding in-country details that would be helpful in preparing for his/her arrival:
