

# **Fulbright UK Scholar Awards**

## **2023 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 –

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 ([fulbrightprogrammes@fulbright.org.uk](mailto:fulbrightprogrammes@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 .92 reW\*nBT/F2 10.02 Tf1 0 0 1 445.12 287.3 Tm0 g0 G[ ]TJETQ02 178 T75.78 Tm0 g0 G[to TJETQq0.00000

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](http://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 e.



#### **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 their 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.

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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.









## **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 conclusi

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>

**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.**

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**Date** **Signature of Grantee**