

FY 2012 Technical and Programmatic Assistance Webinar
Current Fellows and Project Directors
Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA)
Fellowship Program



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FY 2012 Competition Statistics



- 380 eligible applicants, 61 institutions
- 84 fellowships, 34 institutions
- 50% female, 50% male
- 50 countries, 42 languages, 23 disciplines
- **Priority Points:**
 - All fellows met first priority of use of one of 78 languages
 - 42 (50%) of fellows met second priority (use of advanced language and field)

DDRA Fellowship Program



- Issuance of Award
- Pre-Departure Requirements
 - Project Directors (PDs)
 - Fellows
- Responsibilities While Abroad
- Role of Fulbright Commissions and Embassies
- Financial Information
- Post-Return Requirements
- Reporting

Issuance of Award



- DDRA Grant Award Notification (GAN)
- DDRA handbook e-mailed
- DDRA handbook forwarded to fellows
 - Fellows - review the handbook
 - PDs - have fellows sign off on receiving handbook
- IRIS accounts created at time of issuance of GAN
- Login information e-mailed to PDs
- PDs “notify” fellows so that they receive their log in to the International Resource Information System (IRIS)

Example



SIGN, DATE, & RETURN TO (PD name)

I have received this handbook and understand that:

- (1) I am responsible for understanding everything in this handbook.**
- (2) I must ask (PD name) if I have any questions.**
- (3) I must take this booklet abroad with me.**

Signed: _____ Date:

Print or Type Your Name:

**ASAP: SIGN, DATE, RETURN TO (PD name) BY REGULAR MAIL, OR AS A SCAN
VIA E-MAIL, OR IN PERSON**

Fellow: Pre-Departure Requirements



- Fellows must complete their “pre-fellowship report” in IRIS.
- The report contains:
 - Fellow Information
 - Abstract
 - Foreign Language Self-Evaluation
 - Awarded Budget

Fellow: Pre-Departure Requirements



- Provide travel/flight information for all legs of travel to PD for submission in the Grant Activation Request (GAR).
- Tickets should not be bought until the GAR is approved by US/ED.
- Responsible for contacting the embassy or Fulbright Commission and providing information about their travel plans.
- Responsible for obtaining the appropriate visa and/or research clearance for their host country(ies).

Project Director: Pre-Departure Requirements



- Review IRIS information for correctness.
- Ensure fellow has appropriate visa and/or host country approval.
- Ensure fellow has adequate health insurance coverage.
- Ensure flight is compliant with the Fly America Act.
- Complete and submit GAR in IRIS at least 30 days prior to travel.

Fellow: Responsibilities while Abroad



- Fellows 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 peoples of the United States and those of other countries.
- Fellows are expected to obey the laws of the host country.
- Keep in contact.

Project Director: Responsibilities While Abroad



- PDs must have accurate contact information for each fellow at all times (telephone, e-mail, address).
- **In case of an emergency, PDs will be contacted first by US/ED.**
- Be available to fellows in order to provide guidance and answer questions.

Hiatus Requests



- A hiatus should only be requested for rare circumstances.
- A hiatus will only be approved for an activity that is academically related to the fellow's research, for medical reasons, or for situations out of a fellow's control (civil war, natural disasters, etc.).

Hiatus Requests



- Submitted through IRIS’s “hiatus request”
- PDs will receive a notification with US/ED’s decision
- A fellow who takes a hiatus without the approval of US/ED risks forfeiting their entire fellowship

Other Important Information



- The DDRA fellowship program does not have a vacation policy.
- Fellows are not approved to travel to any country other than their official countries of research.
- Any deviation from the approved research must first be approved by the fellow's institution, and US/ED.

Fulbright Commissions and U.S. Embassies



- Assistance provided varies from country to country but usually include the following services:
 - Advance review of applications for feasibility, possible political sensitivity, and budget;
 - Inclusion of fellows in the formal orientations for Fulbrighters upon arrival abroad (if practicable) and provision of applicable orientation materials;
 - Placement of fellows' names on lists of Fulbright scholars submitted to host governments;
 - Assistance to fellows in planning affiliations with local educational institutions;
 - Assistance with obtaining local research permits and visas; and
 - Advice on housing, general health care, and local tax liabilities.

Fulbright Commissions and U.S. Embassies



- Neither the Commission nor the Embassy is required to provide those services provided for State Department Fulbrighters sponsored by the Institute of International Education (IIE). Commissions and U.S. Embassies are not authorized to modify the terms of US/ED fellowships, but, in the spirit of the authorizing legislation and mutual understanding, may request that you give one or two guest lectures on your specific research project.

Financial Information: Categories



- Travel expenses
- Maintenance allowance
- Dependent allowance
- Project allowance
- Health and accident insurance premiums; and
- \$100.00 administrative fee

Financial Information – Allowable Expenses



- Travel – one round trip jet economy class ticket
 - No funds for dependent's travel are provided.
- Maintenance Allowance: Fellow is entitled to full maintenance allowance contingent upon conducting research for the full time awarded.
 - Covers items such as rent/room & board, and daily living expenses such as food, toiletries, clothing, and other day to day living essentials.
- Dependent's Allowance:
 - Dependent(s) must be with fellow the entire research period to be eligible for an allowance.

Financial Information – Allowable Expenses



- **Project Allowance:** Fellow is entitled to funds for allowable expenses.
 - The project allowance DOES NOT cover items such as hotel/lodging, visa or government fees, medication/vaccinations, or items covered under another budget category.
- **Insurance:** Actual cost of insurance coverage for the entire research period, including travel.
 - For fellow only
 - Does not cover costs of any out of pocket medical expenses

Financial Information – Allowable Expenses



- Administration fee: The \$100 is awarded to the institution for the administration of the grant.
- It is at the discretion of the institution to determine how to distribute funds to fellows.

Fellow: Post Return Requirements/Reporting



- All research and travel must be completed by the institutional end date of the grant.
- Fellows must complete their “post-fellowship report” in IRIS.
- The report contains:
 - Research Results
 - Dissemination
 - Adjustments to Project
 - Project Support
 - Feedback
 - Foreign Language Self-Evaluation
 - Actual Budget

PD: Post Return Requirements/Reporting



- US/ED suggests that institutions require fellows to submit their individual final reports within 30 days of the end of their research period.
- The institutional final report is due 90 days after the end date of the grant.
- The PD is responsible for submitting the final report to US/ED.

Useful Web Sites



- US/ED International and Foreign Language Education (IFLE):

<http://www2.ed.gov/about/offices/list/ope/iegps/index.html>

- IRIS reporting Web site:

<http://iris.ed.gov/iris/ieps/irishome.cfm>

- US/ED's E-Grants Web site:

<http://e-grants.ed.gov/egWelcome.asp>

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webmaster@alumni.state.gov



U.S. Department of State, Bureau of Educational and Cultural Affairs

Questions?



It is always easier to deal with a situation before it occurs, so.... ASK!

- Fellows:
 - If you are not sure about something, always ask your PD! Your PD is your first point of contact.
 - Please e-mail any feedback to your PD regarding what items you would like to see covered in the DDRA handbook. We are working to make it a more useful document.
- PDs: if you don't know or are not sure of an answer, please ask US/ED before issuing an answer to a fellow.