



FULBRIGHT  
COMMISSION

EDUCATE ★ EXCHANGE ★ ENGAGE ★ LEAD

## **UK Fulbright Postgraduate Awards**

For UK Postgraduate Students and Visiting Student  
Researchers

**2024 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 (U.S. 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 final **Award Letter, including your agreement to abide by these terms, and a Fulbright Grant Authorisation Form**. 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 of International Education](#) (IIE) is the cooperating agency designated by the [J. William Fulbright Foreign Scholarship Board](#) ('FFSB'), the U.S. Department of State and the Fulbright Commission to arrange, verify and supervise the programme of Fulbright Postgraduate Students while visiting the United States to study or conduct research under the terms of the Fulbright-Hays Act.

Additional terms, conditions and policies apply to Fulbright Postgraduate Student 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
- <http://foreign.fulbrightonline.org/>.

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## 1. THE APPLICATION PROCESS

Applications and the closing date are available online via the Fulbright Commission website: <http://www.fulbright.org.uk/going-to-the-usa/postgraduate/fulbright-postgraduate-scholarships>. 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**.

Applicants who need guidance should contact the Fulbright Commission by email: [programmes@fulbright.org.uk](mailto:programmes@fulbright.org.uk).

### The Online Application

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.

### **Communication during the application process**

Applicants will be required to provide one email address that they will use throughout the application period. This should be an email that is accessible during the application and selection process (March - September) and that is checked frequently. All Fulbright communications and notifications will be sent to the single indicated email address only. It is the responsibility of the applicant to ensure they have checked the email address provided to receive communications from Fulbright.

Some notifications or messages may be sent to you via the online application portal 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.

### **References**

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:** Due to the Family Educational Rights and Privacy Act (FERPA) of 1974, as a U.S. federal program the Fulbright application is required to include the section on the applicant's right to waive or not waive the right to inspect the contents of their recommendations. FERPA is a U.S. federal law which guarantees students access to educational records concerning them. However, the US-UK Fulbright Commission is a British entity and therefore must abide by the UK's Data Protection Act. Under the UK law, the right to see educational records is not an absolute right and the Fulbright Commission must receive consent from the referee to disclose the reference. 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**

### **Citizenship**

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

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.

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

U.S. nationals, those with dual US-UK citizenship, and individuals resident in the U.S. 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 U.S. may not apply.

If you are currently in the U.S., plan to be in the U.S. or have been in the U.S. within 24 months prior to the start of your Fulbright project, or if you hold/will hold/have held a J-1 or a J-2 visa, there may be additional restrictions which prohibit you from applying for a J-1 visa. Please review the U.S. 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.

### **Previous U.S. experience**

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

### **Academic Background**

To be eligible to take up the offer of a Fulbright Award, the grantee must hold a minimum 2:1 undergraduate honours degree (or the equivalent) prior to departure for the U.S.

Applicants who have not yet completed an undergraduate degree at the time of the Fulbright application should submit a predicted degree and must provide a final transcript before taking up any offer of an award. Awards are made on a conditional basis until this requirement is fulfilled. In the case that the applicant does not achieve a 2:1 degree, the award offer will be withdrawn.

In exceptional cases, the Commission may accept applications from individuals who obtained a 2:2 undergraduate degree result. Applicants who have obtained a 2:2 must submit an additional form with their application providing an explanation as to why the 2:1 was not achieved and why the applicant would be competitive in the Fulbright awards programme. The Commission will evaluate these applications separately and, on a case-by-case basis, will determine if each application will be included in the selection process.

### **Eligibility Restrictions**

Fulbright Postgraduate Student Awards are not made:

- For undergraduate study.
- To complete any part of a medical degree, including internships or residencies. Medical students may apply for an award for advanced academic study, but they may not have clinical contact with patients.
- Projects which involve missionary work are not permitted.
- Awards are not available for peripatetic visits or attendance at conferences only.

### **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.

Shortlisted applicants will be invited for interviews facilitated by the Fulbright Commission. 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.

## **2. GRANT**

Fulbright grants are not guaranteed to be sufficient to fund all the costs associated with a period of postgraduate study in the U.S. Grants are offered on the condition that you will be able to fund any shortfall between the Fulbright grant and the actual tuition and fee responsibilities and living costs. The grantee is responsible for securing funding to pay for any subsequent years of their academic programme.

If a candidate chooses a postgraduate degree which is more than one year in duration, the Fulbright Commission may decide to split their funding offer over the two years according to their financial needs. No candidate will be offered more than the maximum award amount of their award category.

Grants are typically paid in instalments throughout the grant period, not in a single lump sum up front (except for a number of partner awards whereby payments are handled by the partner). 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 two weeks prior to the grant start date if U.S. 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 Fulbright 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 and partner 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**

Fulbright Postgraduate Student grants are given for a standard period of one academic year, unless otherwise approved by the Fulbright Commission at the time of offer of an award and noted on the Fulbright Grant Authorisation Form. The minimum duration of an award is four months (or one academic semester), and the maximum duration is 12 months.

A Fulbright Award is offered under an approved annual programme and **cannot** be postponed to a subsequent year.

Grantees are expected to depart for the U.S. 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 Commission's approval. All Fulbright award projects must commence by the end of April in the academic year for which an award is made.

No additional funding is available from the Fulbright Commission, and if a student chooses to undertake a degree which exceeds one academic year and/or which costs more than the amount of the Fulbright award offered, it is the student's responsibility to secure funding to cover the costs they are responsible to pay.

Continued payment of the grant is subject to the Commission and IIE receiving satisfactory progress reports from academic supervisors and the grantee.

Grantees are expected to return to the United Kingdom at the end of the grant period or completion of a degree programme, in accordance with Fulbright principles and the J-1 visa two-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 U.S. Government visa and work regulations, and FFSB and IIE policies.

### **Category of Grant**

No change in the category of grant (e.g., PhD research, changing to MSc course) can be made during the period of this grant without prior approval from the Fulbright Commission, IIE and FFSB.

## **3. INSTITUTION OF AFFILIATION IN THE U.S. – INDEPENDENT PLACEMENTS**

Fulbright grantees are required to apply to U.S.-based institutions independently and to pay for any application and interview fees if they have applied for a Fulbright award on the independent placement track.

Any award offer is made conditional on the grantee securing a place at an accredited U.S.-based institution as indicated on the Fulbright application.

Fulbright applications are considered on the basis that the applicant will attend an institution indicated on their application form, which will be confirmed on the final Award Letter and Grant

Authorisation Form (GAF). Fulbright awards are offered on the basis that selected candidates will attend the institution they indicate as their preferred choice during the interview. Any change in proposed affiliation or programme of study may result in the withdrawal of the award offer.

No change of affiliation or programme of study specified on the Grant Authorisation Form may be made without prior approval from the IIE, Fulbright Commission and the U.S. Department of State (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 Commission by the end of the Commission's financial year, 30 September, or at least three months prior to the anticipated departure date, whichever comes first.

#### **4. TRANSPORTATION**

Grantees are responsible for arranging and paying for their own transatlantic travel (unless otherwise instructed). The grantee must inform the 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 Commission for all Fulbright pre-departure events such as the Finalists' Workshop and Orientation programme.

#### **5. METHOD OF GRANT PAYMENT**

Grants are paid in the currency stated on your Grant Authorisation Form, which is normally the host currency (US 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 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 you whenever a grant instalment is paid, and these should be kept safely by the grantee as they may be needed to complete a tax return.

Grant instalments are paid via international transfer, and therefore the Fulbright Commission requires that bank accounts opened in the U.S. are with large banks that routinely accept international transfers rather than those that have to route through an intermediary. The Fulbright 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.

**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 their bills.

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



Grants are paid directly to the grantee only. The Fulbright 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 UK and the U.S. during the period of the grant. **Where tuition fees are charged, grantees are responsible for settling university fees directly with the host university.** The Fulbright Commission makes no payments of this kind to universities.

## **6. ITEMS NOT INCLUDED**

The value of your grant is that 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 8 – Maintenance of Dependants).

Grantees are responsible for arranging their own renewal visas, for example, where a Master's or a PhD programme spans multiple years. All arrangements beyond that of the first year are the grantee's responsibilities entirely, and they must liaise directly with their assigned IIE representative and the U.S. Embassy in London or a relevant U.S. Embassy or Consulate for visa renewal guidance and all arrangements.

## **7. FINANCIAL MAINTENANCE OF DEPENDANTS**

The Commission does not offer a maintenance allowance for dependants. Grantees with accompanying dependants must ensure that they have sufficient funds to cover all of 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 is not a factor in the selection process for a Fulbright grant.

## **8. 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 main focus from the time of their arrival in the U.S. The Fulbright Programme is not an internship programme or an opportunity to work in the U.S. concurrent with studies. 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 study or research in the U.S. Acceptance of remunerative employment in the U.S., unless approved by the 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 the 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.



## 9. FINANCIAL ASSISTANCE FROM OTHER SOURCES

All scholarships, fellowships or grants from other sources received concurrently with a Fulbright grant must be reported to the Fulbright Commission. Scholarships, fellowships or grants from other sources received concurrently may be deducted from the amount specified on 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 Fulbright Commission and may affect the grant amount. **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 a grant which fully covers the costs or duplicates funding for the costs of their stay in the U.S. concurrently with a Fulbright Award without approval by the US-UK Fulbright Commission.

## 10. ORIENTATION IN THE UNITED KINGDOM

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

## 11. ACCOMMODATION IN THE U.S.

The Fulbright Commission does not secure term-time accommodation for grantees and is unable to offer advice on the matter. Grantees are encouraged to investigate accommodation directly with their host institution as far in advance as possible.

## 12. ACCIDENT AND SICKNESS COVERAGE

As an Exchange Participant, you receive a limited health care benefit plan (ASPE) designed by the 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 link provided:

Website: [www.usdos.sevencorners.com](http://www.usdos.sevencorners.com)

Grantees will be given online access to the ASPE insurance ID cards at the start of their grant period. This will come from the IIE. 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 Fulbright Commission.

In some cases, the grantee's host institution may not accept the ASPE insurance coverage and may require the grantee to purchase insurance coverage as mandated by that institution. In such cases **it is the grantee's responsibility to purchase insurance coverage in compliance with their host institution's policies and requirements.**

**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 Fulbright Commission, which in turn will provide details of the case to the U.S. Department of State. The U.S. Department of State will act on the merits of each individual request. Requests for this benefit are not guaranteed.

### **13. CONTINGENCIES**

The 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 accompanying dependants. The 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.

### **14. CHANGES IN FULBRIGHT PROJECT**

The grantee cannot change their study project as stated in the original application without express written permission from the Fulbright Commission who will consult with the U.S. Department of State and IIE in making a decision to permit or deny such changes. Any changes must also be approved by the grantee's host institution(s) and partner (if applicable).

**No grant may be postponed until a subsequent academic year.** In exceptional cases, grantees may be permitted to postpone their grant start date so long as the start date takes place before the end of April of the same academic year, upon approval by the 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 Fulbright Commission.

## **15. EFFECTUATION OF GRANTS**

The effectuation of grants is in every instance contingent upon the availability of transportation and sufficient funds, stable conditions in the U.S. and the award holder'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 grantee - the 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 Fulbright Commission assists successful candidates with processing all visa paperwork, and the visa fee is typically waived for Fulbright grantees in the UK.

Grantees are required to remain on the J-1 visa for the duration of their programme. Grantees must hold a valid J-1 visa to be eligible for Fulbright 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 reference 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.

## **16. REDUCTION, REVOCATION, OR TERMINATION OF GRANTS**

The 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 noncompliance with the provisions of the grant warrant such action.

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

- Violation of the laws of the U.S. or the 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 Fulbright Commission staff,
- Failure to submit the reports required by the Fulbright 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 Fulbright Commission all allowances and benefits received under the grant, including the cost of any transportation furnished to them by the Fulbright Commission.

The FFSB also has authority to 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, Fulbright Commission or the co-operating agency (the IIE).

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

## **17. GENERAL RESPONSIBILITIES**

Persons accepting a grant from the Fulbright Commission under the Fulbright Programme are not by virtue thereof officials or employees of the Fulbright Commission, of the U.S. Department of State, or of any other agency of the Government of the U.S. or the 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 Fulbright 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.

## **18. 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 Advisor, and this representative will be the 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 returner's survey and to attend one Debrief event in London. The 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 Commission up to the full amount of the grant.

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

## **19. TRAVEL OUTSIDE OF THE UNITED STATES**

Grants are awarded for projects in the U.S. The Commission allows travel of up to a maximum total of 30 days outside the U.S. per academic year (pro-rated for shorter grant periods) without any deduction being made from the grant. Travel outside the U.S. which is directly related to the project carried out under the Fulbright grant does not count.

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 the IIE and to the Fulbright Commission.

Abuse of the travel entitlement may result in grant revocation.

## **20. 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. A copy of any such publication/broadcast should be passed to the Fulbright Commission for permanent record.

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.

## **21. 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.

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.

## **22. EVALUATION AND COMPLAINTS POLICY**

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

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

All written reports shall be stored electronically in the grantee'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 an event and followed up accordingly. If the feedback is in effect a complaint that requires redress, the following procedure should be followed.

### **Complaints Procedure**

The 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.

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 Chair 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.

## **23. PASSPORTS**

Grantees must have at least six months validity on their passport from the grant end date as specified on the 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 and they can be reached at the following address: (<https://www.gov.uk/government/organisations/hm-passport-office>). Do not send communications on passport matters to the Commission or the cooperating agency IIE.

## **24. INCOME TAX**

The Fulbright Commission is not authorised to give out information on tax matters. Questions concerning UK taxes should be address 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>.

## **25. EQUAL OPPORTUNITIES**

The 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.

## **26. DATA PROTECTION**

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