



Page 1 – 3: Summary Hosting U.S. Scholar 2023/2024

Page 4 – 5: Summary Hosting U.S. Student 2023/2024

Hosting US Fulbright Scholar Summary 2023-2024

Financial Commitment: The minimum cost payable to the Fulbright Commission in Ireland for a U.S. Scholar is €3,500 per month or offer a combination of accommodation and lower stipend. **Institutions can increase the grant amount offered if felt necessary to attract a relevant / qualified candidate.**

For your information the host institution is **not** liable for employers' PRSI or any other social costs. The Fulbright Commission in Ireland is a registered charity.

[HOSTING U.S. SCHOLAR APPLICATION LINK](#)

PLEASE NOTE: Deadline for applications is **5pm Friday 3rd December 2021**. If you have any queries, please contact: sonya.mcguinness@fulbright.ie

APPLICATION TIMELINE

NOVEMBER 2021: The Fulbright Commission in Ireland contacts Irish institutions to enquire if they wish to host a U.S. Fulbright scholar in any academic discipline for the **2023-2024 academic year**. The relevant contact in each institution completes the **application form via link** which outlines the academic qualifications and the teaching / research requirements expected of the U.S. scholar.

Requirements to Host U.S. Scholar 2023-2024

- Hosting US Scholar 23/24 Application
- **Financial Commitment** The minimum cost payable to the Fulbright Commission for a U.S. Scholar is €3,500 per month. For your information the host institution is not liable for employers' PRSI or any other social costs. The Fulbright Commission is a registered charity.



- Confirmation commitment of funding signed off by Head of Department at Irish Host Institution Applications must be submitted via link above by **5pm Friday 3rd DECEMBER 2021**.

DECEMBER 2021 – JANUARY 2022: Following ratification by the Fulbright Commission Board, the Commission submits its applications / awards program to the *Centre for the International Exchange of Scholars* (CIES) in Washington, DC which is responsible for recruiting U.S. Scholars for the Fulbright Program worldwide. These requests are prepared for advertisement in a printed publication and on-line (<http://www.cies.org/program/core-fulbright-us-scholar-program>) for U.S. academics / professionals to apply. Irish Host institutions will be asked to review / approve the relevant text prior to its printing / distribution.

FEBRUARY - SEPTEMBER 2022: Application process for U.S. academics / professionals is open. Interested U.S. applicants may contact the named individual on the institutions' request to seek a "letter of invitation/affiliation." **Please note:** Applicants usually make contact in June / August 2022 before the September deadline. If you are not contactable at that time please inform the Fulbright Commission in Ireland as applicants get very anxious when they do not receive responses from Irish institutions and contact CIES or the Commission requesting updates on the status of their letters of invitation. An Irish institution can issue letter(s) of invitation/affiliation to more than 1 potential U.S. applicants that they deem qualified / suitable for the post. However, the institution might wish to be more or less enthusiastic with different people.

The letter will normally state:

- the institution would be pleased to host the academic as a Fulbright scholar and will provide research / office facilities, internet access, library privileges
- highlight any particular reasons why it would be particularly interested in having the Scholar – e.g. Scholar has particular expertise which the institution is lacking / wishes to develop / would see as a very positive addition etc;
- if there has been previous collaboration between the applicant and an academic in the institution that will be further developed by a future exchange

A letter of invitation does not:



- Commit the college to actually taking the scholar – in some cases the institution may issue letters of invitation/affiliation to more than one U.S. applicant. Also, some very good applications may be received from U.S. academics who have not sought a letter of invitation. However, in short-listing U.S. scholars CIES will give preference to a candidate who has a strong letter of invitation.
- Guarantee that the college will actually get this U.S. scholar – the scholar may not get through the selection process in the U.S. or, if they do, they may not be selected / funded by the institution / Commission / J. William Fulbright Scholarship Board.

NOVEMBER - DECEMBER 2022:

- The Fulbright Commission in Ireland will receive (from CIES) a short-list and application forms of the U.S. candidates that have come through the selection process and who have been recommended for Fulbright awards in Ireland.
- The Commission then sends the Scholars' application to the host institution requesting their review of applications and their recommendations / confirmation that they will host / contribute funding to the scholar's grant.
- The host institution is expected to at least provide reasonable work space, library and computer access to the Fulbright scholar and agree their responsibilities / grant activities prior to arrival.

JANUARY – FEBRUARY 2023: The institutions' recommendations and offers of funding are considered by the Fulbright Commission Board. The Commission makes its recommendations for grant offers based on its own resources, offers of co-funding from Irish institutions, recommendations from the CIES review panel, diversity of discipline and institution and strategic fit / impact. These recommendations are communicated to CIES and the J. William Fulbright Scholarship Board for final approval.

MARCH – MAY 2023: CIES notifies scholars of their status in the competition. The Fulbright Commission in Ireland issues provisional letters of offer to recommended candidates and arranges for conversations between the Commission Executive Director and candidate to discuss parameters and expectations of this award. Subsequent to this conversation, the host institution and candidate can initiate formal discussions.

JUNE – AUGUST 2023: Pending acceptance of offers and agreement of grant activities / details between candidate and host institution, final offers are made. When offers are accepted and



medical examinations are completed, work permit processing begins and further communication between Fulbright Scholar and Irish Institution can commence.

AUGUST - SEPTEMBER 2023 / JANUARY 2024: U.S. Scholars arrive in-country.

SEPTEMBER 2023 – June 2024: Academic year / period of grant begins. The Fulbright Commission in Ireland arranges an Orientation Programme for the scholars and their families. Throughout their stay, the Commission and the Irish Fulbright Alumni Association provide regular social and cultural events including a Thanksgiving Dinner. The Commission also maintains regular contact with the Scholar, institution and other relevant organisations to exchange information and experiences.

Overview of Hosting U.S. Fulbright Students 2023-24

Financial Commitment: Please note that only awards that are fully funded by Irish institutions can be advertised. This funding commitment includes a Stipend of €16,500 (and a full fee waiver in the case of a Taught course). On a very limited basis the Fulbright Commission in Ireland may be in position to co-fund the stipend.

[HOSTING U.S. STUDENT APPLICATION LINK](#)

PLEASE NOTE: Deadline for Applications is **5pm Friday 3rd December 2021**. If you have any queries, please contact: paula.melvin@fulbright.ie

APPLICATION TIMELINE

NOVEMBER 2021: The Fulbright Commission contacts Irish institutions to enquire if they wish to host a U.S. Fulbright Student in any academic discipline for the 2023-2024 academic year. The relevant contact in each institution completes an application form.



EARLY 2022: The Commission and the Irish host institutions finalise details of the 2023-24 awards.

APRIL 2022: IIE (The Institute of International Education who manages Fulbright in the U.S.) launches the competition for U.S. Students to undertake Fulbright Awards during the 2023-24 academic year.

SEPTEMBER 2022: Deadline for 2023-24 Student Applicants to obtain a letter of affiliation from their Irish Host Institute. The letter will normally state:

- the institution would be pleased to host the Fulbright Student
- highlight any particular reasons why it would be particularly interested in having the student

A letter of invitation does not:

- Commit the college to actually hosting the student – in some cases the institution may issue letters of invitation to more than one U.S. applicant.
- Guarantee that the college will actually get this U.S. Student – the applicant may not get through the selection process in the U.S. or, if they do, they may not be selected / funded by the institution / Commission / J. William Fulbright Scholarship Board.

OCTOBER 2022: Application deadline for U.S. Applicants for the Academic year 2023-24. Applicants apply through an online system, which is managed by our colleagues in IIE, staff check applications for eligibility and completeness.

NOVEMBER 2022: National Screening Committee in the U.S. shortlists candidates.

EARLY 2023: IIE will share the finalists with the Irish Fulbright Commission. The Commission will reach out to the host institutions to assist with the final selections. The Fulbright Commission will receive a short-list and application forms of the U.S. candidates that have come through the selection process and who have been recommended for Fulbright awards in Ireland. The Commission then sends the applications to the host institution requesting their review of applications and their recommendations.

MARCH 2023: Candidates are informed of their final status: principal, alternate or unsuccessful by IIE.



SEPTEMBER 2023: The majority of 2023-24 U.S. Students begin their Fulbright Awards in Irish Institutions. Fulbright Awardees participate in a Cultural Orientation organised by the Fulbright Commission in Ireland. Throughout their stay, the Commission and the Irish Fulbright Alumni Association provide regular social and cultural events.

TEMPLATE SUMMARY MOU

HOSTING U.S Student 2023-2024 AGREEMENT BETWEEN UNIVERSITY AND THE FULBRIGHT COMMISSION IN IRELAND

Irish Host Institution	
Host Institution Address	
Academic Host Contact	
HR Host Contact	



Finance Host Contact	
Grant Period 4-12 months	
Grant Amount	