

Fulbright Specialist Program 2024

Application Instructions for Irish Host Institutions

The Fulbright Commission in Ireland's vision is to inspire minds to create a global culture of understanding and solidarity by nurturing academic and professional excellence, expertise and leadership. Our Strategy acknowledges the Fulbright Program's intention of being inclusive as well as prestigious, and affirms that tasks supporting diversity, equity and inclusion will underpin our activities.

Thank you for your interest in submitting a project for the Fulbright Specialist Program. These instructions are intended to guide you through the full online application. Prior to beginning an application, please ensure you have reviewed the eligibility requirements set forth by the Fulbright Commission in Ireland for the current call for Irish host institutions applications and are aware of the application deadline. You can review this information on the Irish Fulbright Commission webpage [here](#). Applications that do not meet the established criteria for country-specific requirements **will not be reviewed**. The instructions here are country-specific, to Ireland.

IMPORTANT: HOST APPLICATIONS THIS CYCLE ARE ONLY OPEN TO TECHNOLOGICAL UNIVERSITIES IN IRELAND

A Technological University may submit up to **three** applications.

APPLICATION DEADLINE: Friday, November 24th at 5:00PM Irish Time

LINK TO ONLINE APPLICATION: <https://worldlearning-community.force.com/FSPHost/>

*Ensure you review this document in full before beginning your application

- For general information on the Fulbright Specialist Program, visit <https://fulbrightspecialist.worldlearning.org/>
- If you have any questions about the application that are not addressed in this guide, please contact Program Officer, Sara West at sara.west@fulbright.ie.

The Fulbright Specialist Program (FSP), part of the larger Fulbright Program, was established in 2001 by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA). The program is a field-driven initiative in which foreign host institutions conceptualize and design projects of interest within an [eligible discipline](#) that represents a priority for their respective organizations. These projects are then paired with a highly qualified U.S. academic or professional, who shares their expertise and assists with strengthening linkages between U.S. and foreign host institutions. Participating host institutions benefit by:

- Gaining global perspectives from experienced U.S. academics and professionals;
- Executing projects that require a rapid response or flexible timeline through short-term, year-round exchanges; and
- Building sustained relationships with individuals and institutions in the U.S.
- Expanding opportunities for staff and students and increasing connection with the Fulbright Program and international network.



Introduction

In support of the Fulbright Commission in Ireland's strategy towards increasing diversity, equity and inclusion of the Fulbright Program, the call for applications from Irish host institutions for hosting Fulbright Specialists in 2024 is **open to the five Technological Universities in Ireland**. Each host institution may submit up to **three** applications.

Project Parameters: In general, all projects designed by host institutions must adhere to the eligibility requirements below.

- **One country per project:** With the exception of projects falling under a trilateral grant initiative, Fulbright Specialist projects are restricted to one country. All project activities must take place in the country requesting the project. If the project requests the Specialist to be in multiple locations, all locations must fall in the same country.
- **One Specialist per project:** A Fulbright Specialist project is restricted to one Specialist grantee.
- **Project must be within one of the eligible disciplines.**
- **Length of project:** The length of a Fulbright Specialist project must be a minimum of 14 days and a maximum of 42 days, including travel days, weekends, and holidays.
- **Time between projects for Specialists:** A Specialist candidate will not be approved for a second Fulbright grant unless two years have passed from the date of completion of the previous Fulbright grant.
- **Multi-Visit (Serial) projects:** The Fulbright Commission in Ireland does **NOT** allow serial visit requests. All projects must be completed in one visit.
- In calculating your preferred arrival/proposed start date sufficient lead time is needed to complete all the steps necessary to review and process your request. We ask for a **minimum of two months** if you are requesting a scholar already approved for the roster and a **minimum of three months**, depending on the roster review schedule, for a scholar not already approved for the roster – more time is appreciated.

Program Costs: The Specialist program requires cost sharing for lodging, meals, and local travel on the part of the Irish host Institutions in order to indicate commitment on the part of the host institution for the success of the project. The U.S. Department of State typically covers roundtrip, economy class international airfare, enrollment in a limited health benefits plan, and a daily honorarium for participating Fulbright Specialists. See section 'Host Institution Cost Share Commitment' below for further information.

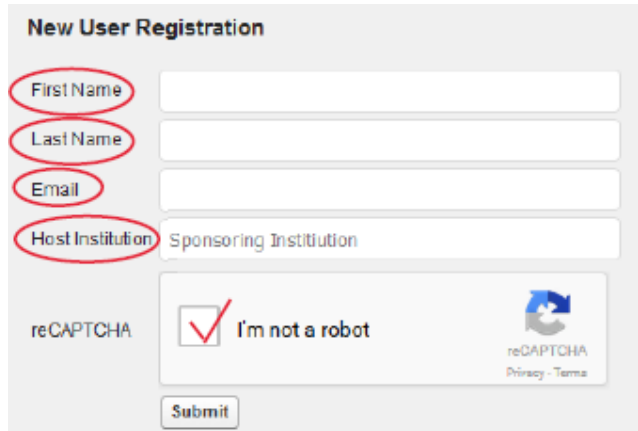
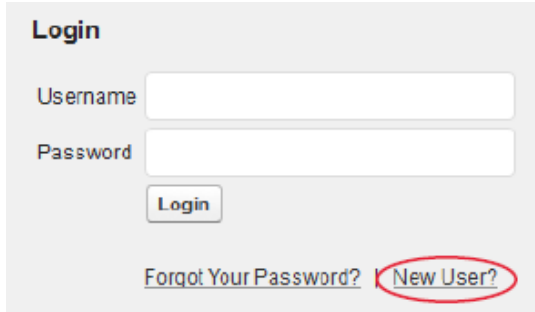


The Fulbright Specialist Program is sponsored by the U.S. Department of State with funding provided by the U.S. Government and administered by World Learning.



Before you begin:

Prior to submitting a project proposal for the first time, you must request a user account by clicking “New User” on the online application site <https://worldlearning-community.force.com/FSPHost/>.



In this request, please supply the following information:

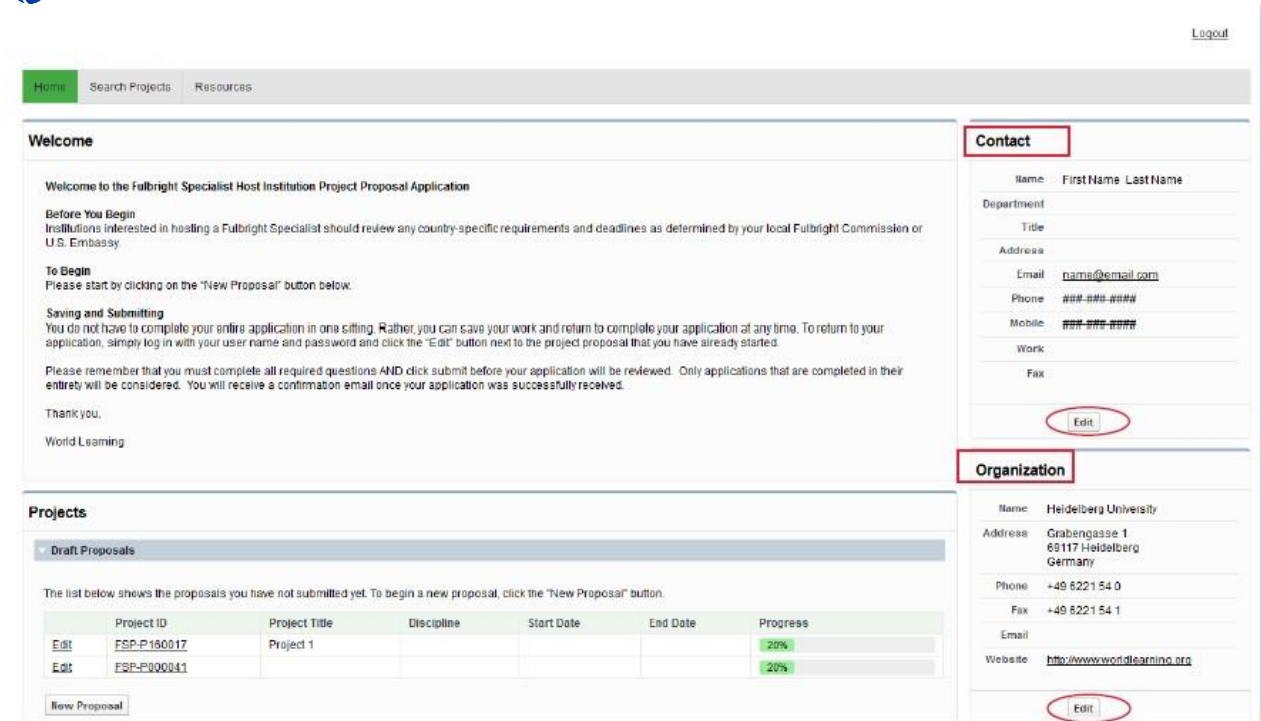
- First and last name
- Email address
- Host Institution name
 - To insert an accurate name for your institution, start typing the name of the institution to see if your institution is in our database.
 - If you do not see your institution’s name in the auto-generated list, you will need to register your institution by clicking the link that says ‘Click Here’.
 - To create a new institution, you will need the following information: Name of Institution, Phone Number, Type of Institution, and Institution’s Street Address, City, State/Province, Postal Code, and Country.
- An email will be sent informing you that your account has been created. At this time proceed to the link provided in your email and you will be able to create your own password. Please note that your username will be provided in this email. Your username is not your email address. Your password must be at least 8 characters long and have a mix of letters, numbers and at least one of these special characters: !#\$%-_+=<>.



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Starting a Project Proposal Application:

- Proceed to the online application site at [https://worldlearning- community.force.com/FSPHost/](https://worldlearning-community.force.com/FSPHost/) and use your new username and password provided in the email from World Learning to log into the Home Page.
- We recommend that you bookmark this page so that you may return to the application at a later time.
- Upon logging in, you will be directed to the Fulbright Specialist Host Institution Home Page which consists of three sections: Home, Search Projects, and Resources.
- **Home:** In this tab, you can start new proposals, edit proposals that have not been submitted yet, view your progress on draft proposals, and view current projects. You can also view and edit your personal contact and organization information.

Logout

Home Search Projects Resources

Welcome

Welcome to the Fulbright Specialist Host Institution Project Proposal Application

Before You Begin
Institutions interested in hosting a Fulbright Specialist should review any country-specific requirements and deadlines as determined by your local Fulbright Commission or U.S. Embassy.

To Begin
Please start by clicking on the "New Proposal" button below.

Saving and Submitting
You do not have to complete your entire application in one sitting. Rather, you can save your work and return to complete your application at any time. To return to your application, simply log in with your user name and password and click the "Edit" button next to the project proposal that you have already started.

Please remember that you must complete all required questions AND click submit before your application will be reviewed. Only applications that are completed in their entirety will be considered. You will receive a confirmation email once your application was successfully received.

Thank you,
World Learning

Projects

Draft Proposals

The list below shows the proposals you have not submitted yet. To begin a new proposal, click the "New Proposal" button.

	Project ID	Project Title	Discipline	Start Date	End Date	Progress
Edit	FSP-P160017	Project 1				20%
Edit	FSP-P000041					20%

New Proposal

Contact

Name: First Name Last Name
 Department
 Title
 Address
 Email: name@email.com
 Phone: ##-##-####
 Mobile: ##-##-####
 Work
 Fax
 Edit

Organization

Name: Heidelberg University
 Address: Grabengasse 1
 69117 Heidelberg
 Germany
 Phone: +49 6221 54 0
 Fax: +49 6221 54 1
 Email
 Website: <http://www.worldlearning.org>
 Edit



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Navigating the Project Proposal Application:

- To start a project proposal, under the Home tab, scroll down to Projects and click “New Proposal” in the Draft Proposals section.

Projects

▼ Draft Proposals

The list below shows the proposals you have not submitted yet. To begin a new proposal, click the “New Proposal” button.

	Project ID	Project Title	Discipline	Start Date	End Date	Progress
Edit	██████████	Project 1				20%
Edit	██████████					20%

[New Proposal](#)

The application consists of the following sections: **Instructions, Contacts, Details, Timeline, Specialist, Survey, and Submit.**

- You do not need to complete the sections of the application in the order that they are listed. Rather, you can complete each section in your preferred order by clicking on the respective tabs at the top of the page.
- You do not need to complete the application in one sitting. To continue working on the application at a later time, simply log into your account and click “Edit Application.”
- After completing a section of the application, click the “Save & Next” button at the bottom of the section. **Please note that the application will time out after two hours, so click the “Save” button at the bottom of each section as needed to ensure that your information is saved.**
- If you enter information into one section, but do not click “Save” before moving to another section, your information will be lost.



- Please do not click the ‘back’ button in your browser. Your information will not be saved. To return to another section of the application, please use the tabs at the top of the application.
- The red line next to a field indicates that the information is required, and you will not be able to successfully submit your application until you complete all required fields.
- If you are working on a project proposal, you can navigate back to the Home Page by clicking “Return to Home” in the upper right-hand corner of the page.



Commission Guidelines for the Project Proposal Application:

Academic Field/Employment Sector – Project Discipline Requested

- The project discipline must be eligible for the Fulbright Specialists Program and match the description of the discipline as given for certain fields of study, or employment sector. Not all disciplines are eligible for this program. Please see list eligible disciplines [HERE](#).

Proposed Project Description & Activities

- The **type** and **scope** of work that the specialist would engage in should include **what** specific activities and tasks the specialist would be doing, the **extent and level** of the activities, and **who** the activities would benefit.

The following are only a few examples:

1. Teach one three-week seminar on international political economy and domestic economic policies to graduate students in political science.
2. Develop curriculum and teach an introductory biostatistics course to graduate students in the public health program at the medical college and provide materials and training to host faculty to then teach the module. Adapt examples and exercises developed for U.S. students to fit local needs, experiences, and resources.
3. Consult on the library science curriculum, lecture on competencies for digital librarians and on programs to train digital librarians and perform needs assessment of the library facilities.
4. Consult with faculty and provide lectures for faculty, graduate, and undergraduate students on deaf education. Consult with various staff at other schools for the deaf on teaching strategies and curriculum development. Present as a keynote speaker at a nationwide conference for educators of the deaf on the status of deaf education worldwide.

Proposed Project Purpose: Objectives & Issues and Challenges Addressed

- The project **objectives** and **background** on the issues and the institutions involved should include **what** the goals of the project are and **why** the project is necessary and important.

The following are only a few examples:

1. The graduate seminars on international political economy and domestic economic policies are both areas in which local expertise is lacking. The specialist will also consult with the Center for Democratic Governance, a non-governmental organization, because of their leading role in fostering democracy and economic development in the country.
2. The course in introductory biostatistics and the expertise are unavailable at the host institution. Through faculty training and continued support and consultation via email, the host faculty will be able to provide their own expertise in the future.

Project Impact on Host Institution & Potential for Institutional Linkages

- The program aims to support projects that will have a broad and lasting impact on the host institution i.e., curriculum development versus delivering a single lecture.
- The **potential impact** on the Irish host institution should include anticipated project outcomes such as an increased expertise at the host institution that had been unavailable or of a lesser quality, a new source of continued expertise for the host institution via the specialist, stimulation of networking among local institutions on a significant topic or issue, an upgraded curriculum, increased strategic thinking and planning at the institution, etc.
- The program aims to support projects that will have the potential for institutional linkages such as plans to expand and build on the initial project; new projects between the institutions; related



endeavors such as the mutual exchange of students and faculty; future collaboration on curriculum, publications, etc., between these and/or other faculty at these institutions, etc.

Host Institution Cost Share Commitment

- **The program requires cost sharing for lodging, meals, and local travel on the part of the Irish host institution in order to indicate commitment on the part of the host institution for the success of the project.**
- It is not permitted for Specialists to pay these costs in lieu of the host institution (even though some offer to pay) as some Specialists may be more able to afford these costs than others and therefore could possess an advantage.
- The amount of cost share is at the discretion of the Irish host institution, as approved by the Irish Fulbright Commission, as being reasonable accommodation for visiting foreign faculty. Cost share does not have to be at the U.S. government per diem rate.
- Fulbright pays for the specialist's international travel and a daily honorarium.
- The program requests a U.S. dollar value for the cost share in order to collect statistical information on overall cost share funds that support the Fulbright Program.

Fulbright Specialist Candidate Request

- **Open (Unnamed) Specialist Project Proposal:**
 - Host institutions are **not required** to identify U.S. academics or professionals to serve as their project's Fulbright Specialist prior to submitting their project proposal. If a host institution's project is approved, the program's implementing partner, World Learning, will identify candidates on the Fulbright Specialist Roster whose professional experience and academic credentials match the knowledge and skills articulated by the host institution in its project proposal as being critical to the project's successful implementation. World Learning will send a list of up to five Fulbright Specialist Roster candidates whose experience matches the needs of the project.
 - The Fulbright Specialists Roster is a directory of U.S. scholars and professionals, who applied through an open competition, were recommended by a panel of peers, and approved by the J. William Fulbright Foreign Scholarship Board (FSB) as potential candidates for Fulbright Specialists awards. The goal is to enable a larger and more varied group of U.S. scholars and professionals to undertake a Fulbright award through the use of the Fulbright Specialists Roster. The Roster is a directory of highly qualified candidates in each eligible discipline due to an active recruitment and rigorous review process.
 - For access to the Roster to search for Specialists in your proposed project disciplines, please contact Sara West, Awards Program Officer at sara.west@fulbright.ie
- **Named Specialist Project Proposal:**

Named projects will not receive preference in the review or approval process from the Fulbright Commission or from the U.S. Department of State. Any match between a Specialist candidate and a host institution must still be approved, regardless of if the candidate was specifically named by the host institution or if the Candidate is on the Fulbright Specialist Roster.

 - You may submit a request for a specific specialist from the Fulbright Specialists Roster.
 - **A minimum of two months** is needed to process a request for a candidate who has already been approved for the Roster.
 - For Named Requests Not on the Specialists Roster:
 - **A minimum of three months** is needed to process a request for a candidate who has not yet



- been approved for the Roster (this amount of time will vary depending on the date of the next peer review deadline and could take 4-5 months).
- It is strongly recommended that you plan enough time in advance of your proposed project start date to have a potential specialist apply, be reviewed, and approved to the Roster before submitting a project request. Fulbright will need time to verify that the candidate qualifies under J. William Fulbright Foreign Scholarship Board (FSB) policies about lifetime limits on Fulbright grants
 - You may direct potential Specialists to apply to program at <https://fulbrightspecialist.worldlearning.org/the-fulbright-specialist-program> . There are multiple peer reviews each year. For questions relating to U.S. academics and professionals interested in applying to join the Fulbright Specialist Roster, please contact World Learning at fulbrightspecialist@worldlearning.org
 - Fulbright Specialist Roster Candidates must work within one of the [eligible disciplines](#).
 - Fulbright Specialist Roster Candidates meet minimum credentials:
 - For academics, a Ph.D. or equivalent professional/terminal degree at the time of application plus a minimum of five years of post-doctoral teaching or professional experience in the field in which they are applying.
 - For professionals and artists outside academia, recognized professional standing and substantial professional accomplishments, plus a minimum of five years of professional experience in the field in which they are applying.
 - **IMPORTANT:** A Specialist must be a **U.S. citizen and reside in the United States at the time that they are approved for a grant and intend to return to the United States after the grant is completed.** Roster applicants or candidates need not necessarily be residing in the United States in order to be approved or accepted for the Roster. This policy supports an important program goal of fostering links between U.S. and non-U.S. academic institutions of higher education.



Selection Criteria for Submitted Fulbright Specialist Program Host Institution Applications

The Irish Commission has an allocation of **5 Specialists in 2024**.

The following criteria will be considered for submitted applications:

Project Impact: Priority will be given to projects that align with the following selection criteria; it is important to consider these areas when working through your organization's application.

- 1. Diversity of Institution/Application**
 - a. New applicant or under-represented HEI applicant
 - b. Presents Cultural Diversity information
- 2. Feasibility**
 - a. Time
 - b. Objectives
- 3. Institutional Capacity**
 - a. In country supports
 - b. Financial
 - c. Facilities
- 4. Impact**
 - a. For Host institution
 - b. Wider, (e.g. HEI's, societal)
- 5. Partnership value**
 - a. Why a U.S. Specialist
 - b. Cementing existing relationship
 - c. Creating new partnership with U.S. (may also include multiple Irish partners)
- 6. Alignment with Institution**
 - a. Needs
 - b. Priorities
- 7. Vision**
 - a. Next steps after project
 - b. Is this a well-developed/considered application



Completing the Online Project Proposal Application:

Instructions

- In the Instructions tab, you will find basic information about the application as well as your application status toolbar, which shows your progress in completing each section. **Once every section is 100% complete as shown in your status toolbar, you will be able to submit your application to the Fulbright Specialist Program.**

Contacts

- In this section, please provide the name of your host institution, as well as information about Primary and Secondary contacts for the project.

Details

- In this section, please complete all fields and provide project details including:
 - Project title
 - Academic field/employment sector
 - Specializations within academic field/employment sector
 - Department information
 - Project issue or challenge
 - Primary objectives
 - Proposed project activities
 - Institutional priorities
 - Project locations
- Under Locations, please list the location(s) where the Fulbright Specialist will conduct their work. Please be specific and include the exact addresses where the work will occur.
 - To add a location click “Add Location Record” and a pop-up window will appear. Enter the relevant information and click “Save.” You will be required to enter the location name and address.

Timeline

In this section, please enter general timeline and logistical information about the project that you are proposing including:

- Indicating whether or not the project will be a Multi-Visit (Serial) project by selecting “Yes” or “No.” **IMPORTANT:** The Fulbright Commission in Ireland does **NOT** allow serial visit requests. All projects must be completed in one visit. You must select “No” for Multi-Visit.
- Proposed start and end dates and indicating whether or not these dates are flexible.
- Point of contact and logistical information for all accommodation for the project. The accommodations include lodging, meals, in-country transportation, and airport pick-up and drop-off.
- Cost share information for the Specialist’s lodging, meals, and in-country transportation. Please see below for more information regarding cost share.



Cost Share: In general, host institutions should be prepared to provide the Specialist with lodging, meals, and in-country transportation, either through monetary or in-kind contributions, throughout their full stay in country. The stipend for in-country transportation should allow the Specialist to travel to and from their lodging and project activity site as well as allow the Specialist to conduct local activities such as grocery shopping, pharmacy, cultural activities etc. If a project will take place in multiple locations within the country, the host must provide all necessary transportation between the multiple project sites. Please note that host institutions must cover all costs upfront and cannot require Specialists to be reimbursed for in-country expenses at the end of the project.

Specialist

- Under the Specialist tab, please enter the desired qualifications you are looking for in a Fulbright Specialist, including any required language skills. The more specific you are with regard to the type of knowledge and skills that the Fulbright Specialist would need to successfully implement the project, the better World Learning will be able to match a Specialist to your project. **Even if it is a named project where you have identified an individual to serve as the Specialist, please still complete all questions in their entirety as the individual that you have identified may ultimately not be able to complete the project (e.g., individual is not approved to join the Fulbright Specialist Roster, their personal schedule no longer allows them to participate, etc.).**
- If you have pre-identified an individual to serve as the Fulbright Specialist for your project, please indicate this in the Named Specialist section, answer all of the relevant questions about the candidate, and provide a justification for why this individual is well-suited to complete the project.

Survey

- This section includes two questions about your institution type and how you learned about the Fulbright Specialist Program. Please select one option from the pull-down menu for each question.

Submit

- In order to submit your project proposal, please review your application and make sure that the status bar is at 100% for each section of the application.
- Check the Certification of Authenticity box and click “Submit.” Checking this box certifies that the information you entered is accurate, complete, and represents your own work.



Following Submission:

Following the successful submission of your application, you will receive an email confirming receipt of the application. You can also return to the Home Page to view your submitted applications, including their review status under “Current Projects.” This status indicates which stage of the approval process your project is in.

The Fulbright Commission will notify Host Institutions of application outcomes in December 2023.

Please note it can take a **minimum of 3 months** from when an application is submitted to obtain approval, or in some cases longer if the named candidate is not on the Specialist Roster.

- **First Stage:** The project application is reviewed by the Fulbright in Ireland in accordance with the requirements set for that country. The status will be **Pending Post/FC Review** when your application is in this stage. Prior to beginning your application, please ensure you have reviewed eligibility requirements set forth by the Fulbright Commission in Ireland for the current call for Irish host institutions applications and are aware of the application deadline. Applications that do not meet the established criteria for country-specific requirements will not be reviewed.

The Fulbright Commission may receive more project proposals from prospective host institutions than the Commission is able to support with limited funding. Therefore, not all submitted applications will be approved.

- **Second Stage:** The project application is reviewed by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA) Regional Branch. The status will be **Pending ECA Regional Branch Review** when your application is in this stage.
- **Third Stage:** The project application undergoes a final review by ECA. The status will be **Pending Final ECA Approval** when your application is in this stage.

If your project is reviewed and approved by all parties, you will be notified by the Fulbright Commission in Ireland.

For any host institution application queries, please contact Program Officer, Sara West at sara.west@fulbright.ie

For questions relating to U.S. academics and professionals interested in applying to join the Fulbright Specialist Roster, consult <https://fulbrightspecialist.worldlearning.org/the-fulbright-specialist-program> and direct queries to World Learning at fulbrightspecialist@worldlearning.org.

For further information about the Fulbright Specialist Program, please consult the Fulbright Commission website [here](#) and for general information visit <https://fulbrightspecialist.worldlearning.org>.



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