

# **Fulbright Western Hemisphere Regional Travel Program**

## **Guidelines for Project Submission and Implementation**

### **1. Objectives**

The Fulbright Western Hemisphere Regional Travel Program (RTP) is funded and administered by the Western Hemisphere Fulbright Office at the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State, in cooperation with the Fulbright Commission in Uruguay and the Institute of International Education (IIE). The Regional Travel Program offers local institutions, Posts, and Commissions the opportunity to benefit from the academic and professional expertise of Fulbright U.S. Scholars based in another country within the region with an active Fulbright Program (Argentina, Bahamas, Barbados and Eastern Caribbean, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Haiti, Honduras, Jamaica, México, Nicaragua, Panama, Paraguay, Peru, Suriname, Trinidad & Tobago, Uruguay, Venezuela). The purpose of the Regional Travel Program is to widely share the expertise of Fulbright U.S. Scholars throughout the region.

### **2. Scope of Activity**

The Regional Travel Program should enhance and support the interests of the Fulbright U.S. Scholar as well as the collaborating RTP host institution. The RTP provides Scholars with opportunities to disseminate knowledge through workshops, presentations, lectures, performances, exhibits, etc., while also furthering linkages with institutions and audiences. While the Program does not support independent academic research, Scholars are encouraged to engage in collaborative research that enhances the activities at the RTP host institution.

RTP host institutions may be a) universities or higher education institutions, or b) other institutions which do not grant post-secondary degrees but focus on education. (These may include libraries, museums, NGOs, as well as government ministries.)

Supported activities may include lectures, graduate or faculty seminars, art exhibitions, performances, workshops, curriculum advising, public lectures and/or panel presentations.

Examples of RTP projects include:

- a. A Fulbright U.S. Scholar based in Peru travels to Chile to lecture in social philosophy, as well as to hold discussions about collaborative research efforts.
- b. A Fulbright U.S. Scholar in Jamaica travels to Colombia to conduct environmental science seminars and meet with emergency service personnel.
- c. A Fulbright U.S. Scholar based in Mexico is invited by Post in Paraguay to participate in a four-day program related to Election Day in the United States, including a roundtable with Paraguayan journalists on the role of the media in U.S. elections and a talk with students and members of civil society organizations about U.S. elections.

d. A Fulbright U.S. Scholar researching music in Argentina is invited to give a recital and participate in a workshop in Panama.

### **3. Duration and Schedule**

RTP visits should be between 3 and 14 days. RTP visits are considered part of the Fulbright U.S. Scholar's grant length and do not count against the Scholar's vacation time.

Scholars cannot participate in the RTP within the last 30 days of their Fulbright Scholar Award.

Scholars participating in the RTP must return to the Fulbright host country after the completion of the Regional Travel Program.

Whenever possible, receiving Commissions or Posts should maximize the presence of the U.S. Scholar by identifying additional engagements for them. Commissions should alert their U.S. Embassy colleagues so that they may contribute to programming ideas. ECA reserves the right to limit the number of visits to and from any country as well as to limit the visits of any one Scholar in order to ensure equitable usage throughout the region. U.S. Scholars who are on a semester-long Fulbright grant may receive one RTP grant. U.S. Scholars who are on a year-long Fulbright grant may receive up to two RTP grants.

Please note that Scholars with Flex Awards are not eligible to participate in the RTP.

### **4. Initiating Requests**

Regional Travel Program requests may be initiated by the

- 1) Fulbright U.S. Scholar
- 2) Post or Commission in the country in which the RTP activities will take place (i.e., the receiving country), or
- 3) Post or Commission in the country in which the Fulbright U.S. Scholar is based.

All RTP requests must include:

- A RTP Application Form
- A letter of support from the RTP host institution indicating its willingness to work with the Scholar and the length of the visit. If the Public Affairs Section at a U.S. Embassy or the Fulbright Commission in another country is inviting the Fulbright U.S. Scholar to participate in the RTP, then it would be considered the RTP host institution and would submit a letter of support.
- An e-mail of acknowledgement from the Scholar's Fulbright host institution.
- For Scholars based in countries with a Fulbright Commission: An e-mail of support from the Commission in the country in which the Fulbright U.S. Scholar is based, acknowledging the dates the Scholar will be out of the country and confirming that the scholar's ASPE coverage has been updated to reflect the Scholar's departure from the host country.

For Scholars in countries without a Fulbright Commission (U.S. Embassy-run): An e-mail of support from the Public Affairs Section in the country in which the Fulbright U.S. Scholar is based, acknowledging the dates the Scholar will be out of the country; and an e-mail from IIE confirming that the Scholar's ASPE coverage has been updated to reflect the Scholar's departure from the host country.

Commissions, Posts, and U.S. Scholars must send all RTP application forms and supporting documents to Sandra Caceres ([scaceres@fulbright.org.uy](mailto:scaceres@fulbright.org.uy)) at the Fulbright Commission in Uruguay four weeks in advance of proposed travel.

## 5. Funding Arrangements

Regional Travel Program funds are primarily used to cover inter-country travel (and not per diem or accommodations). Regional Travel Program participants will be reimbursed by the Fulbright Commission in Uruguay for the round-trip travel from the country of their Fulbright Scholar grant to the RTP destination country by the most economical route flown by an American Flag Airline (where possible).

Regional Travel Program funds can also be used to cover in-country travel for the Scholar from the arrival city to the city where the activities are taking place. **Cost-sharing by RTP host institutions and/or Posts and Commissions is highly desirable**, but is not required if the Scholar is willing to assume responsibility for accommodation and per diem costs.

Please note that reimbursement of travel expenses will occur within four weeks of the Scholars submitting their travel report (see number 8) and proof of travel expenses incurred.

## 6. Honoraria

Per Fulbright Foreign Scholarship Board (FFSB) policy (number 645.2), Fulbright Scholars are not permitted to receive honoraria from either Commissions or Posts. However, "...any honoraria or other fees received abroad for special guest lectures or similar events during the grant period may be accepted by the grantee, subject to the concurrence of the sponsoring commission or post". Although RTP host institutions are not required to pay an honorarium to the Scholar, such support is welcomed and will be viewed as a contribution toward cost-sharing on the part of the receiving institution.

## 7. Reporting

The Scholar must submit the Regional Travel Program Visit Report form within 30 days of the conclusion of the visit to Sandra Caceres, [scaceres@fulbright.org.uy](mailto:scaceres@fulbright.org.uy). The purpose of the Visit Report form is to (1) facilitate the Scholar's reflection on the achievements and outcomes of his or her visit, both in terms of research collaboration and of institutional partnership building, and (2) to help the Fulbright Program assess the impact of the visit in enhancing knowledge sharing and regional cooperation across the region.

The Fulbright Commission in Uruguay will share this report with the Western Hemisphere Fulbright Office at the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State and the Posts and/or Commissions involved in the visit.