



Academic Affairs  
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## MEMORANDUM

**DATE:** October 2, 2019

**TO:** Deans, Department Chairpersons, and School Directors

**FROM:** Bret Danilowicz, Provost and Vice President  
Academic Affairs

**SUBJECT: POLICY ON FULBRIGHT AWARDS (REVISED)**

The Fulbright Program was established in 1946 under legislation introduced by former Senator J. William Fulbright to "increase mutual understanding between the people of the United States and the people of other countries." The Fulbright Scholar Program is administered by the Council for International Exchange of Scholars. (<https://www.cies.org/>). Florida Atlantic University encourages all eligible applicants to apply for this prestigious award.

### Process

1. Faculty must receive written approval from their Chair/Director and Dean prior to submitting an application.
2. Applications are sent directly to the Council for International Exchange of Scholars (CIES). However, as the Center for Global Engagement and the Division of Sponsored Research offer assistance in preparing the application, faculty are strongly encouraged to make use of those offices prior to submitting their application.
3. The Division of Research through its FAU Fulbright Coordinator should be informed promptly of any pending applications and provided a copy of same.
4. If awarded, the Fulbright Award Memorandum of Understanding must be completed. The approval must contain the amount of the faculty member's salary covered by the College while absent from the University. It is noted that the faculty members' work assignments must be covered in their absence, therefore, salary return to the applicant by the college may be limited due to college resources. The faculty member must make arrangements with Human Resources regarding benefits while on leave.

5. The Fulbright Scholar will usually receive Council for International Exchange of Scholars (CIES) funds for travel, living expenses, and funding for other expenses to assist in accomplishing the purposes of the Fulbright. These funds will not be considered as part of the stipend portion of the award. Financial assistance may be received in the form of salary from an organization other than the University. With outside funding and college funding the total salary cannot exceed 125% of the faculty member's current salary; it is up to the discretion of the College to determine the portion of the salary to be provided to the Scholar and that to be retained by the college to cover teaching needs. Employment unrelated to the purpose of the Fulbright leave must not create a conflict of interest.
6. The employee will be expected to return to the University for at least one (1) academic year following participation in the program. Since Fulbright awards may be for periods from two weeks to ten months, this period may be reduced, under certain circumstances. Agreements to the contrary must be in writing prior to participation. Salary received during the program is subject to return to the University in those instances where neither of the above conditions is satisfied.

Cc: Michele Hawkins, Vice Provost  
Academic Affairs

Daniel Flynn, Vice President  
Division of Research

Mihaela Metianu, Executive Director  
Center for Global Engagement

Dee Minuto, Manager Benefits and Retirement  
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