



ACADEMIC AFFAIRS  
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February 6, 2003

## PROVOST'S MEMORANDUM 2003-04

**TO:** Provost's Cabinet, Chairs and Directors

**FROM:** Kenneth A. Jessell  
Senior Vice President for Finance and Interim University Provost

**SUBJECT: POLICY ON FULBRIGHT AWARDS**

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 ([www.iie.org/cies/](http://www.iie.org/cies/)). The purpose of this policy is to articulate guidelines for faculty at Florida Atlantic University who participate in the Fulbright Scholar Program.

### Application:

Applications are sent directly to the Council for International Exchange of Scholars (CIES). The Vice President for Research and Graduate Studies encourages all eligible applicants to apply for this prestigious award. The Division of Research through its FAU Fulbright Coordinator (Penny Ashwanden, 7-2311) should be informed promptly of any pending applications and provided a copy of same. Assistance in the preparation of the application is available through the Sponsored Research Office of the Division of Research.

### Terms:

1. Eligibility to participate in the terms of FAU's policy on Fulbright Awards, as outlined below, requires the candidate to notify their Chair/Dean, in writing, of their intent to apply for a Fulbright Award.
2. The stipend received as part of the Fulbright Award will be considered salary. The University will, if necessary, augment the Fulbright Scholar's stipend to bring it to the level of the Scholar's base salary.
3. Contributions normally made to retirement and Social Security programs shall be continued on a basis proportional to the salary received.

4. Fulbright Scholars have the **option** of receiving their full salary and benefits from Florida Atlantic University, if they agree to give the 'stipend' portion of their award to the University. A memorandum of understanding will need to be executed if this option is selected. The funds from the stipend would be available to fund instruction and/or research in the candidate's department.
5. Contributions normally made to employee insurance programs and any other employee benefit programs shall be continued during the Fulbright award period.
6. The Fulbright Scholar will usually receive Council for International Exchange of Scholars (CIES) funds for travel and living expenses and may receive 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.
7. The employee will normally 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. Return to the university of salary received during the program may be required in those instances where neither of the above conditions is satisfied.

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KAJ/lp (Provost's Memorandum 2003-04)