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## MEMORANDUM

**DATE:** May 26, 2020

**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.

### Planning:

Faculty should discuss their plans with their department Chair/Director and Dean prior to submitting a Fulbright application. Faculty should submit their Fulbright proposal in the Division of Research Proposal Routing Electronic System for approval.

Appropriate leave options must be identified by the department Chair/Director and Dean prior to the submission of a Fulbright application.

Faculty must inform the Center for Global Engagement and the Division of Research of any pending applications and provided a copy of same.

Fulbright applications are sent directly by the faculty member to the Council for International Exchange of Scholars (CIES). The Center for Global Engagement and the Division of Sponsored Research offer assistance in preparing the application.

If awarded, the "Fulbright Award Memorandum of Understanding" must be completed.

### Salary and Benefits:

Faculty compensation level during the Fulbright Scholar leave should be maintained by (1) the faculty agreeing to provide the University with the entire Fulbright Scholar award stipend so that they may continue to receive their FAU salary rate, or by (2) the faculty accepting the Fulbright Scholar award stipend, and a reduced FAU salary rate. Total compensation may not exceed the University salary rate for the period of the leave.

If financial assistance from Fulbright will be received in the form of salary, the University salary shall normally be reduced by the amount necessary to bring the total income of the Fulbright period to a level comparable to 125% of the employee's current yearly salary rate.

Faculty must notify Florida Atlantic University of any Fulbright Scholar awards received from the Council for International Exchange of Scholars (CIES). Fulbright Scholar awards that include a separate or distinct funding category, for assisting in living expenses and accomplishing the Fulbright objective, will not be considered as part of the Fulbright stipend portion of the award. Separate or distinct funding may include categories such as travel and relocation, dependent tuition, or book and research funding.

The Division of Research will treat all funds as sponsored activity, and requests for reimbursement or expenses will follow all University rules and regulations.

In circumstances in which the faculty members' work assignment must be covered in their absence, the faculty's University salary may be limited or reduced.

The faculty member must contact the Department of Human Resources to discuss their employee benefits while on leave.

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. A completed copy of the Fulbright Award Memorandum of Understanding should be forwarded to the Center for Global Engagement.

### Other:

Employment unrelated to the purpose of the Fulbright leave must not create a conflict of interest.

The employee will be expected to return to the University for at least one (1) academic year following participation in the program. 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  
Office of Human Resources