FULBRIGHT

August 16, 2024

Dear Mark Stephen Squillace,

On behalf of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) and World Learning, we are pleased to inform you that you have been recommended by the Peer Review Panel for placement on the Fulbright Specialist Roster for a tenure of three years. Thus, your Roster tenure officially begins on 08/16/2024 and will end on 08/16/2027.

As a candidate on the Fulbright Specialist Roster, you are now eligible to be matched with projects designed by host institutions in over 150 countries globally. Please note that your acceptance to the Fulbright Specialist Roster is not a guarantee of a Fulbright grant. Rather, it places you among a pool of candidates who may be matched to a project during their tenure.

If you become matched to a project, World Learning will contact you to confirm your interest and schedule your project. World Learning will also send periodic email updates to individuals on the Roster highlighting open projects and reminding you to visit the FSP Portal to express your interest in serving as the Fulbright Specialist for any open projects.

For more information on what to expect during your time on the Roster and how individuals are matched to projects, please reference the attached Frequently Asked Questions. In addition, you now have access to a customized Fulbright Specialist Portal for Roster Candidates. Through this portal, you can edit your Roster profile, view, and express interest in open projects, and view any approved projects where you are serving as the Specialist. For more information on how to access and utilize the Portal, please reference the attached How-to Guide.

Congratulations again on your acceptance to the Fulbright Specialist Roster. Should you have any questions, please email us at FulbrightSpecialist@worldlearning.org.

Sincerely,

E Ralic-Moore

Emily Ralic-Moore
Program Manager, Fulbright Specialist Program
World Learning

Attachments:
Frequently Asked Questions for Roster Candidates
Fulbright Specialist Portal How-to Guide for Roster Candidates

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Frequently Asked Questions

Congratulations on being accepted to join the Fulbright Specialist Roster! Please carefully review this document as it addresses frequently asked questions on what to expect during your time on the Roster and will help guide you on how to stay engaged with the program. Please note that any policies and procedures stated below may be changed effective immediately at the discretion of the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA) and the Fulbright Foreign Scholarship Board (FFSB).

NEXT STEPS AFTER JOINING THE FULBRIGHT SPECIALIST ROSTER

What does it mean to be on the Fulbright Specialist Program Roster?

As an approved candidate on the Fulbright Specialist Roster, you are now among a pool of candidates who are eligible to be matched to a host institution project at some point during your Roster tenure.

How can I stay engaged as a candidate on the Fulbright Specialist Roster?

World Learning has developed a customized Portal for all Fulbright Specialist Roster candidates where you can do the following:

- View your Roster start and end dates;
- Update your Roster profile including adding any new professional or academic credentials or accomplishments;
- View any approved Specialist projects that you have been matched to and submit your final project report; and
- Review and express your interest in being considered for specific open project opportunities.

This Portal can be accessed at the below URL, and you will use the same username/password that you used when applying to join the Fulbright Specialist Roster.

https://worldlearning-community.force.com/FSP/WL_SiteLogin

More information on how to navigate and use the Fulbright Specialist Portal can be found in the attached How-to Guide.

How are Fulbright Specialist projects developed and approved?

The Fulbright Specialist Program is a field-driven initiative in which host institutions abroad conceptualize and design projects of interest that represent a priority for their organizations. After developing their initial project design, the host institution submits a project proposal to the Fulbright Commission or U.S. Embassy in their country through an online portal. The Fulbright Commission/U.S. Embassy in each country determines the general process for reviewing proposals and establishes its own selection criteria based upon country-specific priorities and goals for the program.

After a project is approved by the Fulbright Commission/U.S. Embassy for that country, it is then reviewed by the U.S. Department of State, Bureau of Educational and Cultural Affairs for final

approval. All questions related to the review and approval of a project should be directed to the Fulbright Commission/U.S. Embassy by the prospective host institution and no other individual. As each country only has a limited number of Specialist projects that it can support each year, not all project proposals will be approved.

How do I get matched to a project?

When a prospective host institution completes a project proposal to be reviewed by the Fulbright Commission/U.S. Embassy in their country, they identify their project as either an "open project" or "named project."

Open Projects: If it is an open project, the host institution does not name a specific individual to serve as the Specialist. Roster candidates can review and express their interest in these projects in the Fulbright Specialist Portal under the "Open Projects" tab. Up to five candidates whose professional experience, academic credentials and foreign language skills best match the needs of the project will be forwarded to the Fulbright Commission/U.S. Embassy and host institution for review and selection. Instructions on how Roster candidates can submit interest for open projects can be found in the attached How-to Guide. After a match has been confirmed, all individuals who submitted interest will be notified.

Named Projects: If it is a named project, the host institution identifies in its project proposal the individual they would like to serve as the Fulbright Specialist. Please note that for all named projects, host institutions must provide a strong justification of why that individual is best suited to serve in the role of the Fulbright Specialist. For these projects the named Specialist must still meet all eligibility criteria including being an admitted Roster candidate and be approved by the participating Fulbright Commission/U.S. Embassy, U.S. Department of State, and FFSB.

Am I allowed to develop a project proposal for or with a potential host institution?

The Fulbright Specialist Program is unique among programs in the Fulbright portfolio in that host institutions lead the project development process. This ensures that any outside expertise requested through the Fulbright Specialist Program meets a need that the institution has identified as a critical area for its growth and development. While you may explore collaborations with potential host institutions, please be aware that host institutions are under no obligation to consider your request. Host institutions who ultimately elect to name a particular Specialist candidate on their project proposal must include a strong justification for the need to work with this candidate and for all proposed activities.

In addition, as each country only has a limited number of Specialist projects that it can support each year, the application process is competitive and not all projects submitted by host institutions will be approved by the U.S. Embassy/Fulbright Commission for that country. Following the country competition, all projects must be approved by the U.S. Department of State, Bureau of Educational and Cultural Affairs, prior to implementation, and all Specialists must be approved by the Fulbright Foreign Scholarship Board.

Now that I am on the Roster, am I guaranteed to be selected for a project and serve as a Fulbright Specialist?

No. Being approved to join the Fulbright Specialist Roster is not a guarantee that you will be selected for a project during your three-year tenure, as it is host institutions that design projects in priority areas and ultimately select which Specialist best meets their needs.

How can I improve the likelihood that I will be selected to serve as a Fulbright Specialist during my time on the Roster?

To improve the likelihood that you are ultimately matched to a project during your Roster tenure, we recommend the following actions:

- Routinely log into the Fulbright Specialist Portal and express your interest in being considered for any relevant project opportunities under the "Open Projects" tab. Please note that projects are posted on a rolling basis throughout the year as they are approved. By frequently visiting the Portal, you will have an opportunity to proactively express your interest in projects.
- Update your Roster profile within the Portal on a regular basis to ensure that it reflects your current professional and academic qualifications and credentials.
- Be open to completing projects in diverse countries. The program currently operates in over 150 countries and each country has a limited number of projects that it can support in any given year. By being open to where you serve, you can increase your likelihood of being matched.
- Be flexible with project dates. Depending on project activities, the host institution may need a Specialist to come during a specific time period. If you can be flexible with your schedule, you may increase your likelihood of being matched.

ROSTER STATUS AND ELIGIBILITY

Where can I find my Roster start and end dates?

Your Roster start and end dates can be found on the Home Page of the Fulbright Specialist Portal. This Portal can be accessed at the below URL, and you will use the same username/password that you used when applying to join the Fulbright Specialist Roster.

https://worldlearning-community.force.com/FSP/WL_SiteLogin

How long do I remain eligible to be matched to a project once I have been elected to the Specialist Roster?

Individuals are approved to join the Fulbright Specialist Roster for a three-year tenure. You are eligible to be matched to a project that will begin before your Roster tenure end date.

Can I extend my time on the Roster?

No. Candidates are unable to extend their tenure. If your tenure on the Fulbright Specialist Roster has expired, you must wait two years before you are eligible to apply to join the Roster again. This two-year wait period applies to all individuals regardless of whether or not they completed a Specialist grant during their previous tenure.

How many grants can I complete during my tenure on the Fulbright Specialist Roster?

The number of grants that you can complete during your tenure will depend on when your first grant begins as all grantees must observe a two-year waiting period between grants. Thus, if you complete a grant during your first year on the Roster, you may be able to complete a second grant during your third year on the Roster.

Note: An exception to this rule is made for Specialists who participate in an exchange in Pakistan. Specialists may participate in another Fulbright Specialist grant anywhere in the world without a waiting period either before or after their exchange in Pakistan.

After my Roster tenure expires, can I re-apply to join the Roster again?

Candidates who were on the Fulbright Specialist Roster must wait two years from the end date of their Roster tenure before applying to rejoin the Roster. Further, if an individual finishes a Fulbright Specialist grant after the end date of their Roster tenure, they must wait two years from the end date of their last project before applying to rejoin the Roster.

PROJECT APPROVAL AND IMPLEMENTATION

A host institution has named me to a project proposal. How do I inquire about its status?

First, please confirm with your potential host institution that it has submitted the project proposal to the respective Fulbright Commission/U.S. Embassy for that country. Next, any inquiries about the status of the proposal must be directed to the Fulbright Commission/U.S. Embassy by the host institution and not by the named Specialist. World Learning will contact the named Specialist only after the project has received final approval from the Fulbright Commission/U.S. Embassy and the U.S. Department of State, Bureau of Educational and Cultural Affairs.

After a project is approved and I am confirmed as the Specialist for the project, what should I expect?

If a project is approved and you are the named Specialist, a representative from World Learning will contact you directly regarding next steps including seeking approval of your participation from the Fulbright Foreign Scholarship Board (FFSB).

Once the FFSB approves your participation, World Learning will begin administering your Fulbright Specialist grant including executing your grant agreement, arranging your international flight, enrolling you in a limited health benefits program, and monitoring the implementation of your grant.

What grant benefits are included under the program?

All Fulbright Specialists receive roundtrip, economy-class airfare, a $100 transit allowance, enrollment in a limited health benefits program, and a $200 daily honorarium from the U.S. Department of State. In addition, the host institution will provide lodging, meals, and in-country transportation, either through monetary or in-kind contributions, throughout a Specialist's full stay in-country. Please note that lodging will be commensurate with local conditions and could be in a hotel, apartment, university guest house, etc. In addition, the types of meals may vary and could include a stipend, access to in-kind meals in a cafeteria, etc.

How is a project's length calculated?
All Fulbright Specialist projects must be a minimum of 14 days and a maximum of 42 days, including travel days and weekends. A project's start date is the day that the Specialist departs the U.S., and its end date is the day that the Specialist departs the host country.

OPEN PROJECT OPPORTUNITIES

What is an open project?
A project is considered "open" if the host institution submits the project proposal without a named Specialist requested. In these cases, host institutions provide detailed information in the proposal in regards to the professional qualifications, academic credentials, and foreign language skills that the Fulbright Specialist should have in order to successfully execute the project.

How can I submit interest for an open project?
You can indicate your interest in serving as the Fulbright Specialist for an open project directly in the Fulbright Specialist Portal. Simply go to the "Open Projects" tab where you will have access to a list of current open project opportunities along with detailed information for each project. If you would like to submit interest, simply click on the "Submit Interest" button next to that project. You will then be asked to provide your most recent CV, write a short personal statement about why you are a good fit for the project (300-word limit), and indicate your availability within the context of the project timeline. You will also be able to view a list of projects for which you have previously submitted interest in the Portal.

How often are open projects posted in the Fulbright Specialist Portal?
Projects are added to the "Open Projects" tab on a rolling basis throughout the year, and the deadline to submit interest for each project varies. World Learning strongly encourages you to visit the Portal on a regular basis to view new opportunities, and periodically, you will receive an email from World Learning highlighting current open projects.

What happens after I submit my interest for an open project?
Due to the high volume of interest expressed for open projects, World Learning will forward to the Fulbright Commission/U.S. Embassy and host institution up to five candidates whose Roster profile most closely matches the required qualifications, credentials, and experience as articulated by the host institution in the project proposal. Please note that the final selection of the top-ranked candidate rests with the Fulbright Commission/U.S. Embassy and host institution, and not World Learning. After a final decision is made, World Learning will inform all candidates who submitted interest via email.

When can I expect to learn whether or not I was chosen for a project?
The timeline for a final decision will vary. A host institution and Fulbright Commission/U.S. Embassy may make a decision within several weeks or they may need more time to evaluate candidates and not have a decision for several months depending on their timeline.

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.

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

FULBRIGHT

What are my chances of being selected for an open project? How many other candidates are being considered?

Your chances of being selected will depend on the volume of interest that is received for the open project, and thus, will vary with each project.

If I was not selected for a project, can I receive feedback on the decision?

The review and selection of candidates for a particular project is at the discretion of the host institution and Fulbright Commission/U.S. Embassy, and we are unable to provide specific feedback on any candidacy. Please note that depending on the project, the volume of interest can be very high and final selection is competitive. World Learning strongly encourages candidates who were not selected to continue to submit interest in other open projects.

Can I submit interest for more than one open project?

Yes, there is no limit on the number of open projects in which you can submit interest. However, if you are selected to serve as the Fulbright Specialist for an open project and you accept the offer, you will no longer be considered for any other open projects.

What if I am not interested in an open project, but know someone who is?

If the individual is already on the Roster, please encourage them to log into the Portal and submit interest. If they are not on the Roster, please encourage them to apply to the Roster at: https://fulbrightspecialist.worldlearning.org/apply/.

Since peer review panels are convened every eight weeks, it is possible that the project will already be matched before they are potentially admitted to the Roster.

In addition to my CV and brief statement of interest, can I submit a writing sample, article, or other supporting documents for consideration for an open project?

Due to the high volume of interest in open projects, candidates cannot submit any additional documentation outside of the required information (updated CV, statement of interest, and statement of availability). If the host institution or Fulbright Commission/U.S. Embassy requests specific information beyond these materials, we will follow up with candidates individually.

Why do I have to upload a CV when submitting interest when I submitted one with my Roster application?

To express interest in a project, World Learning requests an updated version of your CV as many Specialists choose to tailor their CV to the particular project. Simply upload your standard CV if you do not wish to make any revisions. Please note that CVs are strictly limited to 10 pages.

How flexible are the start and end dates for an open project?

If there is flexibility in the project timeline it will be indicated on the proposal information viewable under the "Open Projects" tab within the Portal. If selected for the project, you will have an opportunity to discuss the timeline in more detail with the host institution.

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

If a project description is not clear, who can I speak to for further information?

Due to the high volume of interest expressed for open projects, it is not possible for candidates to discuss project content with the host institution. However, if selected as the preferred candidate for the project, you will have an opportunity to discuss the project content with the host institution prior to the match being finalized. As a result, all candidates should refrain from contacting the host institution or Fulbright Commission/U.S. Embassy before a final decision has been made.

More frequently asked questions can be found at:
https://fulbrightspecialist.worldlearning.org/faqs-specialists/.

FULBRIGHT

Fulbright Specialist Portal How-to Guide
Roster Candidates

Introduction

Welcome to the **Fulbright Specialist Program Portal** for Roster candidates**.** This customized Portal has been designed to provide you with opportunities to engage with the program during your Roster tenure. Specifically, you can do the following:

- View your Roster start and end dates.
- View your Roster profile (information that you provided in your application) and update your contact information, education and employment records, CV, etc.
- View any projects administered by World Learning where you have served or are serving as the Fulbright Specialist.
- Submit your final report for any completed Fulbright Specialist grants.
- Express interest in Fulbright Specialist projects that need to be matched with an individual on the Roster.

Logging In

You can access the Portal using this link: https://worldlearning-community.force.com/FSP/. This is the same Portal that you used to apply to join the Fulbright Specialist Roster. **Please do not create a new account as it will not be linked to your Roster record.** You must use the same account that you used to create your application.

You may log in with either your assigned username or the primary email address that you provided on your Roster application. Usernames generally follow this pattern: firstname.lastname@fsp.worldlearning.org. Your password remains the same whether you log in with your username or email address.

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

FULBRIGHT

Login | Forgot Your Password? | New User?
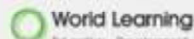
World Learning
Education · Development · Exchange

Welcome to the Fulbright Specialist Program Portal!
A program of the U.S. Department of State, Bureau of Educational and Cultural Affairs, the Fulbright Specialist Program is a unique opportunity for U.S. academics and established professionals to engage in two- to six-week collaborative projects at host institutions across the globe. By participating in the program, U.S. academics and professionals share their expertise, strengthen their home institutions by partnering with overseas counterparts, hone their skills, gain international experience, and learn about other cultures while building capacity at their overseas host institutions. Learn more about the Fulbright Specialist Program and eligibility requirements.

Interested in applying to join the Fulbright Specialist Roster?
Please begin a new application by clicking on the "New User" link. If you have already registered and are returning to complete your application, use your login credentials to return to your application in progress. If you intended to apply for a different Fulbright grant opportunity, please visit https://eca.state.gov/fulbright.

Already on the Fulbright Specialist Roster?
To view your Roster start and end dates, Roster profile and open projects, please use the same login credentials that you used to apply to join the Fulbright Specialist Roster. You may use your assigned username (generally follows this pattern: firstname.lastname@fsp.worldlearning.org) or the primary email address that you provided in your Fulbright Specialist Roster application.

Login

Username or Email [   ]

Password [   ]

[Login]

Forgot your password? Simply click on the "Forgot Your Password?" link on the bottom or upper right-hand corner of the login page. Here, you can submit your username or email address and a link to create a new password will be sent to you via email.

World Learning
Education | Development | Exchange

Password Reset Instructions

If you have forgotten your password or would like to change your password, submit your username or email below. An email will be sent to you with a link to reset your password.

Reset Password

Username or Email [   ]

[Submit]

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.

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Upon logging in, you will be directed to your Home Page. This will show you a screen like the one pictured below:

The sections of the Portal include:

1. **Home Page**
2. **Roster Profile**
3. **Open Projects**
4. **Resources**

Below is further information on how to navigate each section of the portal.

1. Home Page
Welcome

The welcome message provides a brief overview of the different tabs and functionalities that exist in the Portal. From the Home Page, you can jump to any section of the Portal by clicking the relevant tab in the horizontal menu bar. While on the Home Page, you can view your contact information, Roster status, approved projects that you have been matched to and your Roster application(s).

Contact

On the right side of the screen is a box for your contact information. **You may edit this information at any time** by clicking on the "Edit" button. All fields are editable with the exception of your email address. If you prefer a different email address be associated with your account, please contact World Learning staff at fulbrightspecialist@worldlearning.org to request the change.

Contact

Name	Fulbright Specialist
Department	International Education
Title	Professor
Address	1015 15th St. NW, 7th Floor Washington DC US 20005
Email	fulbrightspecialist@worldlearning.org
Home	(202) 555-5555
Mobile	(202) 555-5555
Work	(202) 555-5555
Fax	

Edit

Roster Status

In this section, you can view your Roster status (On Roster, Off Roster) and the start and end dates of your current Roster tenure.

Projects

In this section, you can view any current or past projects administered by World Learning where you are serving as the Fulbright Specialist. A project will appear only after it has been approved by the U.S. Embassy or Fulbright Commission in the host country as well as the U.S. Department of State and Fulbright Foreign Scholarship Board. Once a project has been added, it will include a link to complete your Final Report, which is due within 30 days of a project's end date. For multi-visit projects, you will complete a Final Report after each visit. You will receive a reminder to submit the report after travel is completed. Instructions on how to complete the Final Report can be found in Appendix A at the end of this document.

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.

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Applications

In this section, you can view any of your previous Roster applications that were submitted through World Learning's application Portal by clicking on the "View" link.

Once your Roster tenure has ended, you will be able to reapply by clicking on the "New Application" button that will appear in this section. Please note that this button will not be visible to you until after the following eligibility conditions have been met:

- It has been at least two years since your Roster end date; and
- It has been at least two years since your last Fulbright Specialist grant.

2. Roster Profile

Under the Roster Profile tab, you are able to view and/or edit the information that you provided in your Roster application. This profile is visible to U.S. Embassies/Fulbright Commissions and host institutions abroad, so that qualified candidates on the Roster can be matched to Specialist projects. Your Roster profile includes the below sections:

- Personal Information
- Education History
- Professional Experience
- Curriculum Vitae
- Geographic Preferences
- Language Proficiency

To View Sections: Simply click on the relevant section title.

Personal Information

This section allows you to update your personal information including your contact information. All fields are editable with the exception of your email address. If you prefer a different email address be associated with your account, please contact staff at fulbrightspecialist@worldlearning.org to request the change.

To update any other field, simply begin typing in that field and then click on the **"Save"** button at the top or bottom of the screen. All required fields are denoted by a red bar and cannot be left blank. To discard any changes, click on the **"Cancel"** button at the top of the screen.

Education

In this section, you can make edits to existing Education records or add new ones. To edit an existing record, click the "Edit" button. To delete an existing record, click the "Del" button. To add a new record, click the "Add Education Record" button.

Professional Experience

You are not able to change the Academic Field/Employment Sector because you were approved to join the Roster for a specific field/sector. However, you may change your Specializations by selecting up to five that are most relevant to your academic and professional experience.

You may also make edits to existing Employment records or add new ones. To edit an existing Employment record, click the "Edit" button. To delete an existing Employment record, click the "Del" button. To add a new record, click the "Add Employment Record" button.

<u>Curriculum Vitae</u>
In this section, you may edit the text version of your Curriculum Vitae (CV), as well as upload your most current CV using the attachment function. Please note that CVs are limited to **10 pages**.

To upload your CV (either PDF or MS Word document), click on the "Attach" button first. Then click "Browse" to select a file to upload. After you have selected your file, click the "Upload" button to complete the process. Once it has been uploaded, click on the "View" button to review the document that was uploaded. If you would like to replace the document, simply click the "Delete" button and follow the instructions above to upload a new document.

After uploading your current CV, please copy/paste the text from your CV in the provided textbox. Next, click on the "Save" button at the top or bottom of the screen. To discard any changes, click on the "Cancel" button at the top of the screen. By uploading and copy/pasting your CV, you ensure its searchability by World Learning, U.S. Embassies/Fulbright Commissions, and host institutions.

<u>Geographic Preferences</u>
In this section, you may edit or add any regional or country preference(s) you have for a potential Fulbright Specialist grant. While Roster members can provide regional or country preference(s), please note that there is no guarantee that an individual would be matched with a project in the preferred regions/countries. After updating your preferences, click on the "Save" button at the top or bottom of the screen. To discard any changes, click on the "Cancel" button at the top of the screen.

<u>Language Proficiency</u>
If you are proficient in any foreign language(s), you may edit or add information regarding your proficiency in this section. To edit an existing Language record, click the "Edit" button. To delete an existing record, click the "Del" button. To add a new record, click the "Add Language Record" button.

3. Open Projects

Under this tab, you can view and express interest in being considered for projects that need to be matched with a candidate on the Fulbright Specialist Roster. This tab has been divided into the below two tables.

Table One: Your Submitted Statements of Interest
In this table, you will find a historical list of projects for which you have previously submitted interest. You may view your submitted materials by clicking the "View" button in the last column.

Table Two: Current Open Projects
In this table, you will find a list of all current projects that need to be matched with a candidate on the Fulbright Specialist Roster. To learn more about a specific project including an overview of project activities and tentative project dates, click on the "Project ID" column.

If you would like to be considered to serve as the Specialist for a particular project, click on the "Submit Interest" button and complete all questions by the stated deadline. A pop-up box will appear requesting the following information:

- An updated CV
- Statement of Interest
- Statement of Availability

Submit Interest   X

All questions below are mandatory

a) Please upload your current CV (PDF or MS Word document). The CV uploaded here will not replace the primary CV under your "Roster Profile" tab in case you desire to submit a tailored CV for this specific project.

Browse...   No file selected.

b) Please write a brief personal statement (Limit of 2000 characters, about 300 words) on why you believe that you would be a good fit to serve as the Fulbright Specialist for this project.

c) Please indicate your general availability to complete this project over the next 12 months (e.g. I am available from May 1 – August 31, 2018, and then again from October 1 – April 30, 2019). Please note that the host institution may or may not be able to accommodate your availability, and the project must begin before your Roster end date in order for you to be eligible to serve as the Fulbright Specialist. For tentative project dates from the host institution, please reference the project description.

Submit Cancel

After you complete all three questions and click the "submit" button, you will receive a confirmation email and this project will move to the first table that displays all projects where you have submitted interest. Please note that an expression of interest does not guarantee that you will be matched to the project. For more information on open projects, please reference the "FAQs for Roster Candidates" document in the "Resources" tab of the Portal.

4. Resources

In this tab, you will find a number of helpful documents including:
- Portal How-to Guide for Roster Candidates
- FAQs for Roster Candidates
- Final Report Instructions

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.

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Appendix A: Final Report Instructions

In order to document project activities and outcomes, all Fulbright Specialist grantees are required to complete a Final Report within 30 days of their project's end date. For multi-visit projects, a Final Report must be completed following each visit. Grantees will receive an email reminder to complete the Final Report following the end of their grant. The Final Report is made visible to World Learning, the U.S. Embassy/Fulbright Commission in your host country, and the U.S. Department of State, Bureau of Educational and Cultural Affairs.

To complete the Final Report within the Fulbright Specialist Portal, please follow the steps outlined below.

Step One: Log into the Fulbright Specialist Program Portal (https://worldlearning-community.force.com/FSP/) and navigate to the "Projects" section on the home page.

Step Two: Click on the "Edit" button under the "Final Report" column. Please note that Final Reports cannot be submitted until after the grant's end date.

Step Three: After clicking on the "Edit" button, you will be taken to the Final Report page. Complete all required questions that are designated with a red bar. Please note that you do not need to complete the report in one sitting. Simply use the "**SAVE DRAFT**" button to save a draft of your report. When your report is complete, please click the "**SUBMIT**" button. Please note that the report cannot be edited after it is submitted. The "**CANCEL**" button discards changes and closes the screen.

Step Four: After you submit your Final Report, you will receive an email confirming receipt. World Learning will then review your Final Report, and assuming no additional questions, will promptly process the second half of your honorarium payment.