



## Program Timeline for Named Specialist Projects

***Please note that this timeline is an estimate and processing times may vary.*** World Learning may need to begin the planning process sooner than indicated due to necessary visa/entry procedures or other logistical concerns. We will do our best to work on an accelerated schedule for projects approved with a shorter timeframe; however, depending on the proposed timeline and required procedures, alternative dates may need to be established.

<u>World Learning:</u>		<u>Host Institution:</u>
<b><u>At least 3 months before visit start date</u></b>		Submits project proposal to Post/Fulbright Commission (FC) for review.
<b>3 months before visit start date</b>	ECA notifies World Learning of project approvals.  Notifies Specialist and Post/FC of project approval.	Awaits project approvals from Post/FC and ECA.
<b>Once visit dates are confirmed</b>	Submits Specialist to Fulbright Foreign Scholarship Board for final approval.  <b><i>*Approval can take up to 4-6 weeks*</i></b>	Host institution and Specialist await FFSB approval.  <b><i>*For countries with lengthy visa or security processes, the Host institution and/or Post/FC should begin this processes at this stage (if applicable)*</i></b>
<b>10-12 weeks before visit start date</b>	Prepare and send <i>Host Institution Agreement (HIA)</i> to Post/FC to confirm dates and logistical details of project.  Upon receiving the completed agreement, World Learning shares the agreement with the Specialist to confirm visit details and answer any questions raised.	Host institution completes <i>Host Institution Agreement</i> in conjunction with Post/FC. Must be returned within <u>2 weeks</u> of receipt unless otherwise specified.  <b><i>*Host and Post/FC must confirm entry requirements as well as ensure all cost-share amounts are noted and reasonable for Specialists to live comfortably during their grant. Please also review information on lodging, in-country transportation, and meals carefully and include any additional details needed*</i></b>  Post/FC sends completed form back to World Learning.



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<b>8-10 weeks before visit start date</b>	Prepare and send welcome packet to Specialist with required forms, including grant agreement.  Start/advise on visa processes/entry requirements for Specialist ( <i>if applicable</i> ).	Awaits official grant documentation from Specialist via World Learning ( <i>if applicable</i> ).  Awaits visa confirmation ( <i>if applicable</i> ).
<b>2-6 weeks before visit start date</b>	Books international flights and sends finalized flight itinerary to Specialist and Post/FC.  <b><i>*Flights cannot be booked until FFSB approval, and any necessary visas, security clearances, or grant paperwork have been obtained/completed.</i></b>	Ensures necessary visas or security clearances are obtained on the Specialist's behalf ( <i>if applicable</i> ).  Receives Specialist's flight itinerary from Post/FC.
<b>2 weeks before visit start date</b>	Enrolls Specialist in ASPE limited health benefits program and disburses first half of honorarium, transit allowance, and any additional allowances outlined in the grant agreement.  Prepares and sends pre-departure information to the Specialist (including current entry requirements) along with ASPE enrollment card and pertinent contact information for Post/FC and Host.	Ensures that all in-country logistics – lodging accommodations, transportation, and meals – are confirmed and ready for the Specialist's arrival.  <b><i>*World Learning requires a minimum of two (2) weeks between receiving FFSB approval or any necessary visas/security clearances and the Specialist's departure to ensure proper completion of pre-departure logistics*</i></b>
<b>Upon Arrival</b>	Confirms the Specialist's safe arrival to host country.	Welcomes Specialist.  Pays out any stipends/funds for in-country logistics to the Specialist ( <i>if applicable</i> ).  <b><i>*As a kind reminder, funds should <u>not</u> be provided as a reimbursement*</i></b>
<b>During Exchange</b>	Provides ongoing support and assistance to Specialist.  Conducts mid-program check-in with Specialist.	Conducts grant work with Specialist.  Liaises with Specialist and Post/FC with any concerns regarding medical issues, logistics, program activities, or safety.
<b>Upon Return</b>	Sends post-program survey and final report to the Specialist for completion. Disburses second half of honorarium after receipt of final report and survey.	Host institution and Post/FC submit final reports.



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