Fulbright Specialist Program – Host Institution Application Instructions

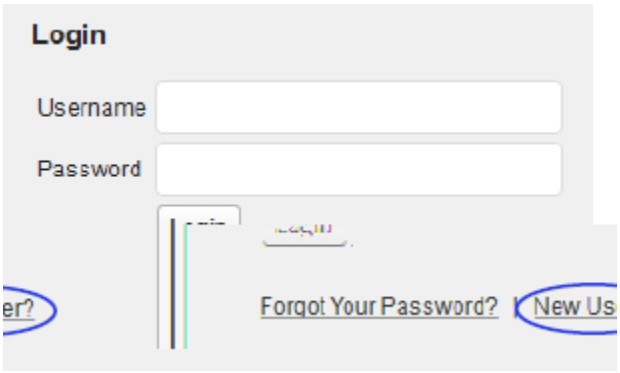
Thank you for your interest in submitting a project for the Fulbright Specialist Program. These instructions are intended to guide you through the full online application. Prior to beginning an application for the Fulbright Specialist Program, prospective host institutions must contact their local Fulbright Commission or U.S. Embassy for country-specific requirements regarding application deadlines, selection procedures, and eligibility

- Please note that the majority of approved projects are not MultiVisit, and project proposals should provide a strong justification for why more than one visit is necessary to achieve project outcomes.

Program Costs: In general, host institutions should be prepared to provide the Specialist with lodging, meals, and in-country transportation, either through monetary or in-kind contributions, throughout their full stay in country. However, if your institution is unable to cover these costs, in certain countries, there may be limited funding available to support these expenses. Please contact your Fulbright Commission or U.S. Embassy for more information.

Before you begin:

Prior to submitting a project proposal for the first time, you must request a user account by clicking "New User" on the online application site https://worldlearningcommunity.force.com/FSPHost/



In this request please supply the following information:

- First and last name
- Email address
- Host Institution name
  - To insert an accurate name for your institution, start typing the name of the institution to see if your institution is in our database.
  - If you do not see your institution's name in the auto-generated list, you will need to register your institution by clicking the link that says 'Click Here'.
  - To create a new institution you will need the following information: Name of Institution, Phone Number, Type of Institution, and Institution's Street Address, City, State/Province, Zip/Postal Code, and Country.

- An email will be sent informing you that your account has been created. At this time proceed to the link provided in your email and you will be able to create your own password. Please note that your username will be provided in this email. Your username is not your email address. Your password must be at least 8 characters long and a mix of letters, numbers and at least one of these special characters: ! # $ % > .

Starting a Project Proposal Application:

- Proceed to the online application site at https://worldlearning-community.force.com/FSPHost/ and use your new username and password provided in the email from World Learning to log into the Home Page.
- We recommend that you bookmark this page so that you may return to the application at a later time.

- **Search Projects**: In this tab, you can view all of your projects under the current fiscal year. The U.S. Government fiscal year runs from October 1st to September 30th. For example, Fiscal Year 2017 is October 1, 2016 to September 30, 2017.
- **Resources**: In this tab, you will find a copy of this guide to assist you in the project proposal submission process.

Navigating the Project Proposal Application:

- To start a project proposal, under the Home tab, scroll down to Projects and click "New Proposal" in the Draft Proposals section.

The application consists of the

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