

**REGULATIONS FOR GRANTS AWARDED TO POLISH CITIZENS
BY THE POLISH-U.S. FULBRIGHT COMMISSION**

§ 1

General Provisions

1. Basic terms and abbreviations used in the document:
 - a. Fulbright Commission – the Polish-U.S. Fulbright Commission Foundation. It awards grants within award programs for Polish and American citizens.
 - b. Board – the Board of Directors of the Polish-U.S. Fulbright Commission Foundation, the supervisory body of the Fulbright Commission, whose role is, among others, to approve the Regulations for Grants and to nominate candidates for grants, who are then approved by the J. William Fulbright Foreign Scholarship Board.
 - c. FFSB – J. William Fulbright Foreign Scholarship Board based in Washington. It approves and revokes nominations for all Fulbright Program grantees in the world.
 - d. Director – the Executive Director of the Fulbright Commission.
 - e. IIE – the Institute of International Education. An American institution co-administering Fulbright award programs, with whom the Fulbright Commission carries out the tasks related to the award programs.
 - f. Award program – a program covering financial and administrative support offered to a specific group of participants, which allows for the implementation of grant projects in line with the Fulbright Program objectives.
 - g. Award – financial resources and other benefits (such as health care benefit plan) provided to persons approved as Fulbright Program grantees.
 - h. Candidate – a natural person who is planning to submit or has submitted an application for a Fulbright grant to the selected award program.
 - i. Grantee – a participant of the award program whose nomination for the Fulbright award has been approved by the FFSB.
 - j. Consulting Team - a group of external subject matter experts appointed by the Director, whose task is to select reviewers for the applications.
 - k. Reviewer – an external subject matter expert who performs a substantive review of the application.
 - l. Selection Committee - a committee appointed by the Director for the purpose of interviewing the candidates invited to the interview stage and recommending the list of grant nominees to the Board. The Committee may include representatives of the Board, the U.S. Embassy in Poland, the Ministry of Science Higher Education, Fulbright Commission’s staff members as well as representatives of the Fulbright grantee and alumni community and other experts.
 - m. Grantee’s dependent - defined in line with J visa regulations as a spouse or an unmarried child under 21 years of age.
 - n. Host institution – an institution in the United States of America, as defined in the respective award program, at which the grantee carries out the grant project.
2. Awards are funded by the governments of the Republic of Poland and the United States of America, higher education and research institutions, as well as non-governmental entities.
3. Awards paid directly by the Fulbright Commission are exempt from personal income tax.
4. The results of the recruitment containing the following data: name of the grantee, name of the home institution or current workplace, as well as the length of the grant are published on the Fulbright Commission’s website.

§ 2

Procedures for the call for applications, review and selection of applications within the award programs covered by these Regulations

I. CALL FOR APPLICATIONS

1. Grants are awarded through open calls for applications announced publicly on Fulbright Commission's website.
2. Individuals eligible to apply for the Fulbright Program awards to the United States of America have to meet the following criteria:
 - a. Are Polish citizens who do not have dual Polish and U.S. citizenship or permanent residence in the U.S. (green card);
 - b. Are not in the United States of America at the time of submitting the application and have not resided in the United States for 5 or more consecutive years in the six-year period preceding the date of application. A candidate who has lived in the United States for 9 months (or more) during a calendar year is deemed to have resided in the United States for that year. Additionally, preference is given to those candidates who have not had substantial recent experience in the United States of America, which is defined as a period aggregating more than an academic year (9 months) during the past 5 years;
 - c. Demonstrate knowledge of English at the proficiency level indicated individually for each award program, described in § 3 of these Regulations;
 - d. Meet formal requirements of a J-1 visa.
3. For all award programs, preference is given to candidates who have not previously received a Fulbright award within the same grant category.
4. Necessary documentation that is part of the award application, criteria for formal verification and substantive review, as well as the financial provisions of the award are presented individually under the specific award programs in § 3 of these Regulations.
5. A formal requirement for participation in the competition is that the candidate submits a complete application through the electronic application system managed by the IIE and within the deadline indicated in the call for applications. A strict application deadline, required application elements and a link to the application system are provided each time in the call for applications.
6. It is the candidate's responsibility to verify that the application has been successfully submitted.
7. By submitting the application, the candidate accepts these Regulations.
8. After submitting the application, all communication from the Fulbright Commission will be sent to the e-mail address listed by the candidate in the application. The candidate is responsible for providing correct contact details in the application. S/he is obliged to check the provided email address regularly and proceed in a timely manner during the application process.

II. FORMAL VERIFICATION AND PREVENTION OF PLAGIARISM

1. Formal verification is carried out by the staff of the Fulbright Commission.
2. Formal verification includes checking the application against the formal criteria specified in these Regulations and assessing application completeness.
3. Only applications submitted on time, complete and meeting all formal criteria are eligible for substantive review.
4. If an incomplete application is received, the Fulbright Commission requests the candidate to submit the missing elements within 3 business days of sending the notice. Failure to provide the missing elements or incomplete submission of the elements within the stated time limit will result in the rejection of the application.
5. Applications with elements of plagiarism will be rejected without the right of appeal.

6. The Fulbright Commission further stipulates that the recognition of formal deficiencies or plagiarism in the application at a later stage of the competition procedure (e.g. by reviewers, the Consulting Team, the Selection Committee or IIE) results in the immediate rejection of the application. In the event these circumstances are recognized after the nomination approval by the FFSB - a recommendation will be made to the FFSB to revoke the grant.
7. After completing the formal verification, Fulbright Commission's staff prepares a list of applications submitted for substantive review and a list of rejected applications.
8. The results of the formal verification stage are sent out electronically to the e-mail address provided by the candidate in the application.

III. SUBSTANTIVE REVIEW

1. Substantive review is performed by reviewers.
2. Selection of the reviewers is made by the Consulting Team based on the subject matter of the proposed grant project.
3. Prior to their work, the Consulting Team members and reviewers submit a declaration of no conflict of interest and confidentiality.
4. The reviewer and Consulting Team member data is confidential. After completing a full cycle of calls for application and application selections for a given academic year, the Fulbright Commission publishes on its website a combined alphabetical list of experts participating in the review of applications for all awards.
5. Reviewers evaluate the applications in review forms prepared in English. The review form contains criteria graded on a four-point scale and specified in § 3 of these Regulations under the respective award programs.
6. Each application is evaluated by three reviewers. Applications are placed on ranking list based on the arithmetic average of the scores.
7. The position of the application on the ranking list determines its progression to the next stage of the assessment, i.e. the interview. Candidates whose applications are at the top of the ranking list covering 150-170% of the planned number of awards are invited to the interview stage. The number of planned awards is published in the call for applications. One exception is the Fulbright Slavic Award Program, in which an invitation for the interview is extended to a maximum of three candidates whose reviewed applications received the highest score average for each of the host institutions participating in the program.
8. The results of the substantive review of the application are sent electronically to the e-mail address provided by the candidate in the application. The message contains a summary of scores issued by the reviewers and a brief justification.
9. The results of the substantive review are final and cannot be appealed.

IV. THE INTERVIEW

1. Interviews are conducted by the Selection Committee.
2. Before assessing the projects, members of the Selection Committee submit a declaration of no conflict of interest and confidentiality.
3. Members of the Selection Committee receive access to complete application documents, including substantive reviews.
4. A candidate invited for an interview is notified of the interview date at least two weeks in advance.
5. Candidate's refusal to participate or failure to participate in the interview at the scheduled time results in the rejection of the application.
6. Interviews take place in Warsaw, at the seat of the Fulbright Commission.

7. In justified cases the interview may take the form of a teleconference with the use of an on-line communication tool indicated by the Fulbright Commission.
8. The interview is conducted in English.
9. The Selection Committee performs an assessment based on the criteria set individually for specific award programs, as described in § 3 of these Regulations.
10. The Selection Committee prepares a list of candidates recommended for the award, which may also include alternate candidates.
11. In justified cases the Selection Committee may recommend a shorter or longer grant period than the one proposed by the candidate.

V. APPROVAL OF CANDIDATES AND OTHER CONDITIONS NECESSARY TO OBTAIN A GRANT

1. The list of persons recommended for the award is approved by the Board by resolution in accordance with the procedures set forth in the Statute of the Fulbright Commission.
2. Following the approval by the Board, the results are sent to the candidates participating in the interviews electronically to the e-mail address provided in the application.
3. Approval by the Board is final and may not be appealed.
4. The list of candidates nominated for a grant is sent to the FFSB for approval. FFSB approval is a prerequisite for obtaining the grant.
5. Receipt of the grant by the candidate is subject to the fulfillment of the following final conditions:
 - a. The final approval of the affiliation at the host institution for the academic year stated in the call for applications.
 - b. Approval by the U.S. Department of State of medical records submitted by the candidate for the award programs that require the submission of such records.
 - c. Obtaining a J-1 visa. Grants cannot be pursued on visas other than the J-1 visas (such as F student visas, tourist visas or work visas) or on visa-free travel.

VI. APPEAL PROCEDURE

1. An appeal against Fulbright Commission's decision may be related only to formal matters. Filing an appeal for another reason will result in rejection of the appeal.
2. The appeal should be submitted to the Director by e-mail within 7 days of the receipt of the decision rejecting the application.
3. While considering the appeal, the Director has the right to request an opinion from an external expert.
4. The Director's decision is provided within 7 business days and is final.

§ 3

Award programs

I. FULBRIGHT GRADUATE STUDENT AWARD

A. General Rules and Formal Criteria

1. The objective of the program is to enable the graduates of first-cycle, second-cycle and uniform Master's studies to complete their Master's, PhD or other graduate-level programs in the United States of America, leading to the acquisition of an American university diploma.
2. The following fields of study are excluded from the call for applications: medical studies requiring direct patient contact, LLM (Master of Laws) and MBA (Master of Business Administration) programs.

3. Awards are offered for the first year of studies comprising 9 or 10 months, depending on the program (1 academic year).
4. Persons applying for the award must meet the conditions listed in § 2, point 1.2, and additionally:
 - a. Hold, at a minimum, a bachelor's degree (*licencjat/inżynier* degree if the studies were completed in Poland) at the time of application or must be awarded the degree by June of the grant year at the latest;
 - b. Hold a high-grade point average from the course of their studies, and be able to demonstrate their outstanding accomplishments and clearly specified academic interests.

B. Grant Application

The application consists of an application form, which includes the following documents in the English language:

- a. Study/Research Objectives essay;
- b. Personal Statement;
- c. Curriculum Vitae with a list of academic as well as non-academic accomplishments;
- d. Bachelor's diploma (*licencjat/inżynier* diploma if the studies were completed in Poland) and/or Master's diploma, with diploma supplement and/or transcript, or a statement confirming the planned completion of the study program by June preceding the academic year for which the call for proposals applies accompanied by the transcript;
- e. A document confirming candidate's English language proficiency at the B2 level or higher (documents issued in Polish will be also accepted);
- f. Three letters of recommendation submitted by the referees through the electronic application system.

C. Substantive Review

Reviewers perform the substantive review according to the following criteria:

- a. Clear connection between study plans and the future career path;
- b. Preparation of the candidate for graduate-level studies, including academic, research and professional experience in the field and relevant training;
- c. Academic and professional achievements, e.g. awards, scholarships and other significant successes;
- d. The need to conduct the study program in the United States of America/in the selected host institution (if applicable);
- e. Candidate's community engagement and other social activities;
- f. Candidate's English language proficiency in writing;
- g. Opinions in letters of recommendation.

D. Interview

The Selection Committee considers the following criteria:

- a. The need to study in the United States of America in view of the candidate's professional and academic plans;
- b. The match between candidate's application and the choice of study programs and/or the profile of selected host institutions (if applicable) in terms of: candidate's professional and academic goals, qualifications, and the necessary financial resources;
- c. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;

- d. The potential and willingness of the candidate to actively participate in the life of the Fulbright alumni community;
- e. Candidate's English language proficiency in speaking;
- f. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.

E. Placement and Further Procedures

1. The nominees can choose between 2 tracks of placement at the host institution - with the support of IIE (IIE-Placed) and the without the support of IIE (Self-Placed). The nominees declare their choice by the deadline indicated by the Fulbright Commission. Lack of timely decision results in the automatic assignment of the nominee to the Self-Placed track.
2. In the IIE-Placed track:
 - a. IIE assists the candidate in selecting U.S. institutions and programs, and in cooperation with the Fulbright Commission approves the final list of institutions to which the application for admission will be submitted;
 - b. IIE supports the candidate in the preparation of application documents and, on behalf of the candidate, submits all application documents to the U.S. institutions, covers the expenses such as test costs and application fees, and negotiates terms and conditions of the admission with the institutions;
 - c. The candidate agrees not to make any contact with the U.S. institutions during the application process unless authorized in advance to do so by IIE;
 - d. All nominees who do not hold current TOEFL/IELTS and/or GRE scores or whose scores are unsatisfactory will be required to take the TOEFL and/or GRE test (available free of charge);
 - e. Study programs and institutions preferred by the candidate will be considered provided that the candidate's qualifications and application documents, according to IIE's assessment, meet the application requirements, and the program is a good fit for candidate's needs and goals. However, the Fulbright Commission in cooperation with IIE reserves the right to choose different institutions.
3. In the Self-Placed track:
 - a. The decision of which U.S. program and institution the candidate applies to is made independently by the candidate based on the realistic assessment of his/her chances for admission, program's fit for his/her needs, and financial capabilities;
 - b. The candidate, without IIE's assistance, submits all application documents required by U.S. institutions, covers all expenses such as test costs and application fees, and negotiates terms and conditions of the admission with the institutions independently;
 - c. The candidate is obliged to provide information about the institutions and programs s/he will be submitting the application to according to the instructions provided by the Fulbright Commission.
4. Should the total cost of the first year of the selected study program exceed the award offered by the Fulbright Commission, the candidate must present to the Fulbright Commission documents proving that s/he has the remaining balance needed.

F. Financial Provisions

1. The grant total depends on the grantee's affiliation (cost estimated by IIE or higher education institution), real needs and available funds.
2. Within the deadline specified by the Fulbright Commission, the candidate is obliged to inform the Fulbright Commission about any additional financial aid received for the purpose of his/her studies in the U.S. from sources other the Fulbright award and provide appropriate documentation.

3. The Fulbright Commission's award may not exceed USD 47 000.
4. The award is intended to cover the cost of the first year of study at a host institution in the U.S.
5. Grantees continuing their studies in their second year may apply for a grant renewal in the amount not higher than in the first year, reduced by the cost of the travel allowance. Grant renewal for the second year is subject to funding availability and it may be granted by the Board provided that the candidate maintains a high-grade point average during the first semester of the first year of study.
6. The grant is intended for grantee's living expenses in the first place. It may also cover:
 - a. Full or partial costs of tuition and/or fees;
 - b. Travel allowance for grantee's round trip to the U.S.;
 - c. One-off relocation and settling-in allowance;
 - d. One-off conference and book allowance;
 - e. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying dependents;
 - f. Limited health care benefit plan for the grantee.
7. Current rates of lump sums and allowances are published on the program's website in the call for applications.

II. FULBRIGHT JUNIOR RESEARCH AWARD

A. General Rules and Formal Criteria

1. The program's objective is to provide persons preparing doctoral dissertations with an opportunity to conduct their own research project related to the field of their dissertation at the host institution.
2. Awards are granted to persons preparing doctoral dissertations in Polish units authorized to confer doctoral degrees.
3. Awards are offered for 4 to 10 months.
4. Eligible host institutions include universities, non-profit research institutes and non-governmental organizations in the United States of America.
5. Persons applying for the award must meet the conditions listed in § 2, point I.2, be in the process of preparing a doctoral dissertation at an institution listed in point II.A.2, and complete the doctoral dissertation no sooner than after returning from grant.

B. Grant Application

1. The application consists of an application form, which includes the following documents in the English language:
 - a. Research Objectives essay with substantiation why the project should be conducted in the U.S.;
 - b. Personal Statement;
 - c. A recent invitation letter issued by the host institution in the U.S. for the purpose of the competition;
 - d. Curriculum Vitae with a list of accomplishments, including awards, publications (also those in print), patent applications and patents;
 - e. Three letters of recommendation submitted by the referees through the electronic application system, including one from the doctoral thesis supervisor that addresses the candidate's progress towards the completion of the dissertation;

as well as the following documents in Polish or English:

- a. A recent certification that confirms either the candidate's status as a doctoral student or the candidate's work towards the completion of the doctoral dissertation in an extramural mode;
 - b. A document confirming candidate's English language proficiency at the B2 level or higher.
2. The Fulbright Commission in collaboration with IIE will use its best endeavors to place the grantee at the host institution selected by the grantee but reserves the right to choose a different institution.
3. In exceptional and well justified cases, if the candidate is unable to obtain the invitation letter, IIE will facilitate the affiliation process on terms similar to the ones outlined in the Fulbright Graduate Student Award (point I.E.2). The candidate should include in the Personal Statement a comprehensive explanation why s/he has not arranged the invitation letter on his/her own.

C. Substantive Review

Reviewers perform the substantive review according to the following criteria:

- a. Coherence of project objectives;
- b. Feasibility of project objectives within the proposed timeframe;
- c. Appropriateness of research methods;
- d. Contribution of the proposed project to the developments in the given scientific field;
- e. Necessity to conduct the project at the selected American institution;
- f. Plans for the dissemination of the results;
- g. Candidate's competence and experience in his/her research field, including previous research output (e.g. research proposals, publications, presentations, reports) and relevant trainings;
- h. Candidate's accomplishments in the academic/professional track record (e.g. awards, research grants, scholarships and other relevant successes);
- i. Opinions in letters of recommendation.

D. Interview

The Selection Committee considers the following criteria:

- a. The need to conduct research in the United States of America in view of candidate's research plans;
- b. Plans for long-term cooperation with the host institution or other institutions in the United States of America;
- c. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
- d. The potential and willingness of the candidate to actively participate in the life of the Fulbright alumni community;
- e. Candidate's English language proficiency in speaking;
- f. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.

E. Financial Provisions

1. The grant total depends on the grantee's affiliation (cost estimated by IIE or higher education institution), real needs and available funds.

2. Within the deadline specified by the Fulbright Commission, the candidate is obliged to inform the Fulbright Commission about any additional financial aid received for the purpose of his/her stay in the U.S. from sources other than the Fulbright award and provide appropriate documentation.
3. The grant comprises the following benefits:
 - a. Monthly allowance for living costs in the amount that depends on the location of the host institution in the United States of America;
 - b. Travel allowance for grantee's and dependents' round trip to the U.S (provided they accompany the grantee for at least 80% of the grant period);
 - c. One-off relocation and settling-in allowance;
 - d. Monthly research, book and conference allowance;
 - e. Costs of mandatory affiliation fees and/or health insurance required by the U.S. host institution (depending on the total charges and available funds);
 - f. Monthly family allowance for the dependents (provided they accompany the grantee for at least 80% of the grant period);
 - g. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying dependents;
 - h. Limited health care benefit plan for the grantee.
4. Current rates of lump sums and allowances are published on the program's website in the call for applications.

III. FULBRIGHT SENIOR AWARD

A. General Rules and Formal Criteria

1. The objective of the program is to support the employees of Polish institutions listed in point III.A.2, who wish to conduct independent research or research and teaching projects at a host institution.
2. Awards are granted through a competition open to researchers and lecturers of Poland-based: universities, federations of higher education and scientific institutions, the Polish Academy of Sciences and its research institutes, research institutes operating under the Act of 30 April 2010 on research institutes, international research institutes established on the basis of separate acts operating in the territory of the Republic of Poland, Lukaszewicz Center and institutes operating as part of the Lukaszewicz Research Network, the Polish Academy of Arts and Sciences, and other entities conducting mainly research activities in an independent and continuous manner, in all fields, except for projects which require direct patient contact.
3. Awards are offered for 3 to 10 months.
4. Eligible host institutions include universities, non-profit research institutes and governmental institutions in the United States of America.
5. In addition to the research project, the grantee may also conduct teaching activities.
6. Persons applying for the award must meet the conditions listed in § 2, point 1.2, and additionally:
 - a. Must be employed on an employment contract or a civil law contract at an institution referred to in point III.A.2;
 - b. Must hold, at a minimum, a Ph.D. degree at the time of application.
7. The Fulbright Commission in collaboration with IIE will use its best endeavors to place the grantee at the host institution selected by the grantee but reserves the right to choose a different institution.

B. Grant Application

The application consists of an application form, which includes the following documents in the English language:

- a. Project Statement with substantiation why the research or research and teaching project should be conducted at the selected institution in the U.S.;
- b. A recent invitation letter issued by the host institution in the U.S. for the purpose of the competition;
- c. Curriculum Vitae with a list of accomplishments, including awards, publications, patent applications and patents;
- d. Three letters of recommendation submitted by the referees through the electronic application system;

as well as the following documents in Polish or English:

- e. A recent certificate of employment (an employment contract or civil law contract) at an institution referred to in point III.A.2;
- f. A document confirming candidate's English language proficiency at the B2 level or higher.

In addition, the candidate who plans to teach classes is required to submit the following documents in English:

- g. A syllabus of the proposed classes;
- h. A document confirming the approval of the proposed syllabus by the host institution.

C. Substantive Review

Reviewers perform the substantive review according to the following criteria:

- a. Coherence of project objectives;
- b. Feasibility of project objectives within the proposed timeframe;
- c. Appropriateness of research methods proposed for the project's research component;
- d. Contribution of the proposed research component of the project to developments in the given scientific field;
- e. Necessity to conduct the project at the selected American host institution;
- f. Plans for the dissemination of the results;
- g. Candidate's competence in his/her research/teaching field, including previous research output (e.g. publications, conference presentations), relevant trainings;
- h. Excellence and distinctions in the academic/professional track record (e.g. awards, research grants, fellowships, patents and other relevant successes);
- i. Opinions in letters of recommendation.

D. Interview

The Selection Committee considers the following criteria:

- a. The need to conduct research in the United States of America in view of the candidate's research plans;
- b. Plans for long-term cooperation with the host institution or other institutions in the United States of America;
- c. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
- d. The potential and willingness of the candidate to actively participate in the life of the Fulbright alumni community;
- e. Candidate's English language proficiency in speaking;

- f. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.

E. Financial Provisions

1. The grant total depends on the location of grantee's affiliation, real needs and available funds.
2. Within the deadline specified by the Fulbright Commission, the candidate is obliged to inform the Fulbright Commission about any additional financial aid received for the purpose of his/her stay in the U.S. from sources other than the Fulbright award and provide appropriate documentation.
3. The grant comprises the following benefits:
 - a. Monthly allowance for living costs in the amount that depends on the location of the host institution in the United States of America;
 - b. Travel allowance for grantee's and dependents' round trip to the U.S (provided they accompany the grantee for at least 80% of the grant period);
 - c. One-off relocation and settling-in allowance;
 - d. Monthly research, book and conference allowance;
 - e. Costs of mandatory affiliation fees and/or health insurance required by the U.S. host institution (depending on the total charges and available funds);
 - f. Monthly family allowance for the dependents (provided they accompany the grantee for at least 80% of the grant period);
 - g. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying dependents;
 - h. Limited health care benefit plan for the grantee.
4. Current rates of lump sums and allowances are published on the program's website in the call for applications.

IV. FULBRIGHT SLAVIC AWARD

A. General Rules and Formal Criteria

1. The objective of the program is to implement teaching projects in the field of Polish and/or Slavic studies at host institutions within the timeframe and thematic scope defined in the call for applications.
2. Awards are granted to the employees of Poland-based: universities, federations of higher education and scientific institutions, the Polish Academy of Sciences and its research institutes, research institutes operating under the Act of 30 April 2010 on research institutes, international research institutes established on the basis of separate acts operating in the territory of the Republic of Poland, the Polish Academy of Arts and Sciences, and other entities conducting mainly research activities in an independent and continuous manner.
3. The host institutions include specific universities in the United States of America listed in the call for application. Submission of a grant application indicating a host institution which is not included in the call for applications for a given academic year will be treated as a formal deficiency.
4. Awards are offered for 3 to 9 months in accordance with the dates specified by the individual host institutions in the call for applications.
5. During the stay at the host institution cooperating with the Fulbright Commission, the grantee conducts a teaching project in the form of teaching activities for students agreed upon with the host institution and, optionally, his/her own research project.
6. Persons applying for the award must meet the conditions listed in § 2, point 1.2, and additionally:
 - a. Must be employed on an employment contract or a civil law contract at an institution referred to in point IV.A.2.;

- b. Must hold, at a minimum, a Ph.D. degree at the time of application.

B. Grant Application

The application consists of an application form, which includes the following documents in the English language:

- a. Project Statement;
- b. Syllabi of the proposed courses with a bibliography;
- c. Curriculum Vitae with a list of accomplishments, including awards and publications;
- d. Three letters of recommendation submitted by the referees through the electronic application system;

as well as the following documents in Polish or English:

- e. A recent certificate of employment (an employment contract or civil law contract) at an institution referred to in point IV.A.2;
- f. A document confirming candidate's English language proficiency at the C1 level or higher.

C. Substantive Review

Reviewers perform the substantive review according to the following criteria:

- a. Syllabus and course objectives;
- b. Feasibility of the proposed syllabus within the course timeframe;
- c. Comprehensiveness and appropriateness of the syllabus bibliography;
- d. Proposed course content fit with the host university's needs, including the availability of course resources for an English-speaking audience;
- e. Appropriateness of teaching methods;
- f. Candidate's qualifications in the field, including previous research output (e.g. publications, conference presentations), relevant trainings and teaching experience;
- g. Excellence and distinctions in the academic/professional track record (e.g. awards, fellowships, patents and other relevant successes);
- h. Opinions in letters of recommendation.

D. Interview

The Selection Committee considers the following criteria:

- a. The degree to which the proposed teaching project and candidate's profile match the requirements of the host institution;
- b. Candidate's readiness to adapt the proposed syllabus to the requirements and expectations of the host institution;
- c. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
- d. The potential and willingness of the candidate to actively participate in the life of the Fulbright alumni community;
- e. Candidate's English language proficiency in speaking.

E. Financial Provisions

1. The grant total depends on the location of grantee's affiliation and is determined in cooperation with the host institution.

2. Within the deadline specified by the Fulbright Commission, the candidate is obliged to inform the Fulbright Commission about any additional financial aid received for the purpose of his/her stay in the U.S. from sources other than the Fulbright award and provide appropriate documentation.
3. The grant comprises the following benefits:
 - a. Monthly allowance for living costs in the amount that depends on the location of the host institution in the United States of America;
 - b. Travel allowance for the grantee's and dependents' round trip to the U.S (provided they accompany the grantee for at least 80% of the grant period);
 - c. One-off relocation and settling-in allowance;
 - d. Monthly book and conference allowance;
 - e. Monthly family allowance for the dependents (provided they accompany the grantee for at least 80% of the grant period);
 - f. Free of charge J-1 visa for the grantee and J-2 visas for the accompanying dependents;
 - g. Limited health care benefit plan for the grantee.
4. Current rates of lump sums and allowances are published on the program's website in the call for applications

§ 4

Rights and Obligations of the Fulbright Commission and Grantee (Parties)

1. "The Policies of J. William Fulbright Foreign Scholarship Board" available on the website of the State Department's Bureau of Educational and Cultural Affairs apply to all programs.
2. Rights and obligations of the parties are defined in the Grant Authorization Form and Terms and Conditions of the Grant, which provide details of the grant conditions.
3. The Fulbright Commission undertakes to comply with the obligations detailed in the Grant Authorization Form and Terms and Conditions of the Grant.
4. The grantee undertakes to comply with the obligations detailed in Grant Authorization Form and Terms and Conditions of the Grant and The Policies of J. William Fulbright Foreign Scholarship Board.
5. The competition finalist has the right to decline the award.
6. The FFSB, upon recommendation from the Fulbright Commission, may revoke the award, should the grantee fail to deliver upon his/her commitments or fail to maintain the principles of academic integrity in all of the research and/or teaching activities, or if s/he compromises the reputation of the Fulbright Program, the host institution or award funding partner.

§ 5

Final Provisions

1. These Regulations have been drawn up in the Polish and English language versions. In case of any discrepancy between the versions, the Polish one prevails.
2. These Regulations come into effect on February 10th, 2020 upon Board's approval.