

**REGULATIONS FOR GRANTS AWARDED TO AMERICAN 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 Fulbright Program grants within award programs for Polish and American citizens.
  - b. Board – the Board of Directors of the Polish-U.S. Fulbright Commission Foundation. It is 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 in Washington, DC.
  - c. FFSB – *J. William Fulbright Foreign Scholarship Board* based in Washington, DC. 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. WL - *World Learning*. An American institution co-administering the Fulbright Specialist program, with whom the Fulbright Commission carries out the program tasks.
  - g. 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.
  - h. Award – financial resources and other benefits (such as health care benefits plan) provided to persons approved as Fulbright Program grantees.
  - i. Candidate – a natural person (meaning, a human being as distinguished from a “legal” person created by the operation of law) who is planning to submit or has submitted an application for a Fulbright grant to the selected award program.
  - j. Grantee – a participant of the award program whose nomination for the Fulbright award has been approved by the FFSB.
  - k. 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.

- I. Grantee's dependent – in line with the FFSB Policies, grantee's dependent is defined as either a spouse or a relative (child, grandchild, parent, sibling) who is financially dependent on the grantee.
  - m. Host institution – an institution in Poland, 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 in Poland. The Fulbright Commission does not provide information or advice on tax liabilities or tax regulations in the United States.
  4. Grants are awarded through open calls for applications announced publicly by the Fulbright Program administrators (IIE, WL, Fulbright Commission).
  5. 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 – and are published on the Fulbright Commission's website.
  6. Applicable competition rules and procedures, formal and substantive review criteria as well as financial provisions are covered under each of the award programs presented below.
  7. For all award programs, preference is given to candidates who have not previously received a Fulbright grant within the same grant category.
  8. Pursuant to the FFSB regulations, the Fulbright Commission does not explain the reasons for the selection or non-selection of applicants.

## § 2

### Regulations of the award programs

#### U.S. STUDENT PROGRAM

##### **I. FULBRIGHT STUDENT RESEARCHER AWARD**

##### **A. General rules and formal criteria**

1. Awards are granted through a competition open to students and alumni of U.S. higher education institutions to conduct research projects at: 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, educational, governmental, cultural and medical institutions, as well as governmental and non-governmental research organizations in Poland.

2. Applications are accepted from candidates from all fields, except for projects which require direct contact with patients.
3. Awards are offered for 10 months (1 academic year). Shorter grants (of at least 6 months in length) are offered only to candidates in the arts and advanced doctoral candidates.
4. During the stay, the grantee carries out a project agreed upon with the host institution.
5. During the academic year in which the originally awarded grant was pursued, the grant may be extended for a maximum period of 3 months, with a stipulation that the total grant period does not exceed 12 months. The financial provisions of grant extension do not cover the cost of a return flight ticket and one-time allowances. Grant extension is awarded through a competition, whose results are approved by the Board.
6. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for five or more consecutive years in the six-year period preceding the date of application. A candidate who has lived outside of the United States for nine months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (nine months) during the past five years. Duty abroad in the U.S. Armed Forces does not apply in this section;
  - c. Hold a degree which is, at a minimum, equivalent to the Polish *licencjat/inżynier* degree, e.g., bachelor's degree, before the start of the grant;
  - d. Do not hold a Ph.D. degree at the time of application.
7. The Fulbright Commission will make its best effort to place the grantee at his/her selected host institution. The Fulbright Commission reserves the right to choose a different one.

## **B. Grant application**

In order to take part in the competition the candidate must submit a complete grant application to IIE in a timely manner and in line with the currently applicable requirements of the Fulbright Student Researcher Program (available at the Fulbright U.S. Student Program website administered by IIE). Information on the required application documents and application submission procedures is provided by IIE.

## **C. Competition procedure**

1. The competition procedure consists of the following stages:

**STAGE 1:** IIE performs a formal check of applications and assembles a committee to review the applications. IIE selects the best applicants and recommends them to the Fulbright Commission,

providing a list of candidates with full documentation for further evaluation. The list of candidates recommended by IIE is concurrently sent for approval by the FFSB.

**STAGE 2:** Fulbright Commission's staff performs a substantive review of the applications in accordance with the established evaluation criteria and prepares a list of candidates invited to the interview stage.

**STAGE 3:** Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.

2. In particular, the Fulbright Commission and Selection Committee consider the following criteria during assessment:
  - a. The need to conduct the research project in Poland and at the selected host institution;
  - b. The proposed project, including its objective, timeframe and methodology as well as the candidate's language skills, if language ability is necessary to successfully conduct the project;
  - c. Impact of the project results on the candidate's academic or professional career as well as the candidate's plans for dissemination of the results;
  - d. The candidate's competence in the project's field as well as their academic and professional accomplishments compared to other candidates at a similar stage of their academic career;
  - e. Contribution of the proposed project to developments in the given scientific field, its value for the host/home institution and the candidate's plans for long-term cooperation with the host institution;
  - f. Opinions in letters of recommendation;
  - g. Information in the current invitation letter from the hosting unit (if attached to the documentation), including the unit's readiness to host the candidate and estimation of the project's costs;
  - h. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - i. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.
3. The Board approves the selected candidates by the majority vote as per the Statute of the Fulbright Commission. The list of the competition finalists is sent to IIE. IIE then informs the candidates about the result of the recruitment process.
4. The grantee must receive medical clearance from the U.S. Department of State before they depart the United States for the grant.
5. A grantee who does not hold both Polish and American citizenship is obliged to obtain a visa that allows them to carry out the awarded grant in the Republic of Poland.

#### **D. Financial provisions**

1. The grant amount depends on the availability of funds.
2. The grant is intended for grantee's living expenses. It may also cover:

- a. Partial or full costs of the tuition and/or fees required by the host institution, if listed in the invitation letter;
- b. A flat-rate travel allowance to cover the travel costs of grantee's round trip to Poland as well as the travel costs of grantee's dependents, provided they accompany the grantee for at least 80% of the grant period;
- c. A one-time allowance to cover relocation and settling-in costs in Poland;
- d. A one-time allowance to cover research, book and conference fees;
- e. A monthly family allowance for the grantee's dependents, provided they accompany the grantee for at least 80% of the grant period;
- f. Limited health care benefit plan for the grantee.

## **II. FULBRIGHT ENGLISH TEACHING ASSISTANT (ETA) AWARD**

### **A. General rules and formal criteria**

1. Awards are granted through a competition open to students and alumni of U.S. higher education institutions to co-teach and teach practical and specialized English language classes and educational advising in Polish higher education institutions or other eligible institutions indicated by the Fulbright Commission.
2. Applications are accepted from candidates from all fields.
3. Awards are offered for nine months.
4. During the stay, the grantee carries out teaching and consultation duties agreed upon between the host institution and the Fulbright Commission.
5. The award may be renewed for the year following the academic year in which the original grant was pursued, in the amount not higher than in the first year, reduced by the cost of the return flight ticket. Apart from teaching duties, the grantee on a renewal is obligated to support the new cohort of the ETA Program grantees as their mentor. Grant renewal is awarded through a competition, whose results are approved by the Board.
6. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for five or more consecutive years in the six-year period preceding the date of application. A candidate who has lived outside of the United States for nine months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (nine months) during the past five years. Duty abroad in the U.S. Armed Forces does not apply in this section;
  - c. Hold a degree which is, at a minimum, equivalent to the Polish *licencjat/inżynier* degree, e.g., bachelor's degree, before the start of the grant;
  - d. Do not hold a doctoral degree at the time of application.

7. The Fulbright Commission will place grantees at institutions which declared their willingness to host an ETA. When selecting the host institutions, the Fulbright Commission will consider the grantees' profiles and the needs of the institutions.

## **B. Grant application**

In order to take part in the competition the candidate must submit a complete grant application to IIE in a timely manner in line with the currently applicable requirements of the ETA Program (available at the Fulbright U.S. Student Program website administered by IIE). Information on the required application documents and application submission procedures is provided by IIE.

## **C. Competition procedure**

1. The competition procedure consists of the following stages:

**STAGE 1:** IIE performs a formal check of applications and assembles a committee to review the applications. IIE selects the best applicants and recommends them to the Fulbright Commission, providing a list of candidates with full documentation for further evaluation. The list of candidates recommended by IIE is concurrently sent for approval by the FFSB.

**STAGE 2:** Fulbright Commission's staff performs a substantive review of the applications in accordance with the established evaluation criteria and prepares a list of candidates invited to the interview stage.

**STAGE 3:** Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.

2. In particular, the Fulbright Commission and Selection Committee consider the following criteria during assessment:
  - a. Candidate's competence, background and experience in teaching;
  - b. Candidate's motivation to undertake an ETA role at a Polish institution;
  - c. Candidate's academic and professional accomplishments as well as his/her socially-conscious initiatives;
  - d. Impact of the grant and experience as an ETA on the candidate's academic or professional plans;
  - e. Candidate's profile in light of the needs of Polish institutions;
  - f. Opinions in letters of recommendation;
  - g. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - h. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.

3. The Board approves the selected candidates by the majority vote as per the Statute of the Fulbright Commission. The list of the competition finalists is sent to IIE. IIE informs the candidates about the result of the recruitment process.
4. The grantee must receive medical clearance from the U.S. Department of State before they depart the United States for the grant.
5. A grantee who does not hold both Polish and American citizenship is obliged to obtain a visa that allows him/her to carry out the awarded grant in the Republic of Poland.

#### **D. Financial provisions**

1. The grant amount depends on the availability of funds.
2. Accommodation is provided to the grantee and funded by the host institution.
3. The grant is intended for grantee's living expenses. It may also cover:
  - a. A flat-rate travel allowance to cover the travel costs of grantee's round trip to Poland as well as the travel costs of grantee's dependents, provided they accompany the grantee for at least 80% of the grant period;
  - b. A one-time allowance to cover relocation and settling-in costs in Poland;
  - c. A one-time allowance for conference and book fees;
  - d. A monthly family allowance for grantee's dependents, provided they accompany the grantee for at least 80% of the grant period;
  - e. Limited health care benefit plan for the grantee.

### U.S. SCHOLAR PROGRAM

#### **III. CORE FULBRIGHT U.S. SCHOLAR PROGRAM**

##### **A. General rules and formal criteria**

1. Awards are granted through a competition in four award categories:
  - a. Distinguished Chair;
  - b. Lecturer;
  - c. Researcher;
  - d. Lecturer/Researcher.
2. Applications are accepted from candidates from all fields. In the case of medical sciences, the grantee will not have the right to practice medicine in Poland.
3. Awards are offered for three to ten months in the case of research projects and for four to ten months (a semester or an academic year) in the case of teaching projects.
4. Awards can be realized at: 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, educational, governmental, cultural and medical institutions, as well as governmental and non-governmental research organizations in Poland.

5. During the stay at a host institution, the grantee conducts a program of lectures and other engagements proposed in the application and agreed upon with the host institution, and/or their research project.
6. During the academic year in which the originally awarded grant was pursued, the grant in the Researcher or Lecturer/Researcher category may be extended through a competition for a maximum period of three months, with a stipulation that the total grant period does not exceed twelve months. The financial provisions of grant extension do not cover the cost of a return flight ticket and one-time allowances. Grant extension is awarded through a competition, whose results are approved by the Board.
7. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for five or more consecutive years in the six-year period preceding the date of application. A candidate who has lived outside of the United States for nine months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (nine months) during the past five years. Duty abroad in the U.S. Armed Forces does not apply in this section;
  - c. Have not participated in the Core Fulbright U.S. Scholar program within the past two years. Recipients of the Core Fulbright U.S. Scholar grant must wait two years from the completion of their grant to apply for the Core Fulbright U.S. Scholar grant again;
  - d. Hold a Ph.D. or terminal degree at the time of application.
8. The Fulbright Commission will place the grantee at the host institution selected by the candidate. The Fulbright Commission reserves the right to change or recommend the host institution if the candidate has not selected it.
9. Candidates may apply for a Flex award, which allows for two to five visits to Poland over the course of the given academic year. The total length of the grant is a minimum of two months. For Flex awards the Commission covers the costs of one round trip ticket to Poland.

## **B. Grant application**

In order to take part in the competition the candidate must submit a complete grant application to IIE in a timely manner in line with the currently applicable requirements of the Core Fulbright U.S. Scholar Program (available at the Fulbright Scholar Program website administered by IIE).



Information on the required application documents and application submission procedures is provided by IIE.

### C. Competition procedure

1. The competition procedure consists of the following stages:

**STAGE 1:** IIE performs a formal check of applications and assembles a committee to review the applications. IIE selects the best applicants and recommends them to the Fulbright Commission, providing a list of candidates with full documentation for further evaluation. The list of candidates recommended by IIE is concurrently sent for approval by the FFSB.

**STAGE 2:** Fulbright Commission's staff performs a substantive review of the applications in accordance with the established evaluation criteria and prepares a list of candidates invited to the interview stage.

**STAGE 3:** Selection Committee holds interviews with candidates in the English language. Candidates are evaluated in accordance with the established evaluation criteria.

2. In particular, the Fulbright Commission and Selection Committee consider the following criteria during assessment:
  - a. The need to conduct the research and/or teaching project in Poland and at the selected host institution;
  - b. The proposed project, including its objective, timeframe and methodology as well as the candidate's language skills, if language ability is necessary to successfully conduct the project;
  - c. Impact of the project results on the candidate's academic or professional career and the candidate's plans for dissemination of the results;
  - d. Candidate's research/teaching competence and experience in the project's field as well as candidate's accomplishments in his/her academic and professional career;
  - e. Contribution of the proposed project to developments in the given scientific field, its value for the host/home institution and the candidate's plans for long-term cooperation with the host institution.
  - f. Opinions in letters of recommendation;
  - g. Information in the current invitation letter from the hosting unit (if attached to the documentation), including the unit's readiness to host the candidate;
  - h. Candidate's ability and readiness to further Fulbright ideas and mission during and after the grant;
  - i. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.
3. The Board approves the selected candidates by the majority vote as per the Statute of the Fulbright Commission. The list of the competition finalists is sent to IIE. IIE informs the candidates about the result of the recruitment process.

4. The grantee must receive medical clearance from the U.S. Department of State before they depart the United States for the grant.
5. A grantee who does not hold both Polish and American citizenship is obliged to obtain a visa that allows them to carry out the awarded grant in the Republic of Poland.

#### **D. Financial provisions**

1. The grant amount depends on the award category, grantee's professional title or academic degree, and the availability of funds.
2. The grant is intended for grantee's living expenses. It may also cover:
  - a. A flat-rate travel allowance to cover the travel costs of grantee's round trip to Poland as well as the travel costs of grantee's dependents, provided they accompany the grantee for at least 80% of the grant period;
  - b. A one-time allowance to cover relocation and settling-in costs in Poland;
  - c. A monthly allowance for research, book and conference fees;
  - d. A monthly family allowance for grantee's dependents, provided they accompany the grantee for at least 80% of the grant period;
  - e. A limited health care benefit plan for the grantee.

### **IV. FULBRIGHT SPECIALIST PROGRAM**

#### **A. General rules and formal criteria**

1. The Fulbright Commission reviews applications submitted through a competition by 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, educational, governmental, cultural and medical institutions, as well as governmental and non-governmental research organizations in Poland, which express their readiness to invite U.S. specialists to deliver, among other things, lectures, seminars or workshops, engage in local programs, research projects, symposiums, and conferences, conduct consultations on program and faculty/workforce development, or provide assessments and expert opinions.
2. Awards are granted in fields determined and approved by the U.S. Department of State. Their current list is available on the Fulbright Specialist Program website administered by WL as well as Fulbright Commission's website.
3. Awards are offered for the period from 14 to 42 days.
4. Applications containing a project proposal for Specialist's visit, including information on host institution's cost share, should be submitted through the electronic application system specified on the program's website within the given deadline.

5. Specialists are selected by WL/U.S. Department of State according to the procedures and requirements listed on the Fulbright Specialist Program website administered by WL.
6. Individuals eligible to apply:
  - a. Are U.S. citizens (green card holders are not eligible to apply);
  - b. Have not resided outside the United States for five or more consecutive years in the six-year period preceding the date of application. A candidate who has lived outside of the United States for nine months (or more) during a calendar year is deemed to have resided abroad for that year. Additionally, preference is given to those candidates who have not had substantial recent experience outside the United States, especially in Poland, which is defined as a period aggregating more than an academic year (nine months) during the past five years. Duty abroad in the U.S. Armed Forces does not apply in this section;
  - c. Meet the eligibility criteria listed on the Fulbright Specialist Program website administered by WL.

#### **B. Application submission**

1. In order to take part in the competition the host institution must submit an online application in a timely manner through the electronic application system specified on the program's website, in line with the currently applicable requirements of the Fulbright Specialist Program (available at the Fulbright Commission's website).
2. The host institution can submit the project as either an 'open project' or a 'named project':
  - a. Named project: the host institution names a candidate in the application. If the candidate is not on the Fulbright Specialist Roster, the individual must file in an application with the Fulbright Specialist Roster through WL.
  - b. Open project: the host institution does not name a candidate in the application. WL recommends to the host institution a matching candidate from the Fulbright Specialist Roster.

#### **C. Competition procedure**

1. The evaluation process includes the following procedures:
  - a. WL performs a formal check of applications submitted by candidates from the U.S. and establishes a committee, which evaluates the applications. FFSB approves the selected candidates and WL enters them into the Fulbright Specialist Roster system.
  - b. Fulbright Commission's staff performs a formal and substantive review of the applications submitted by host institutions in Poland in accordance with the established evaluation criteria. The list of applications submitted by the host institutions and recommended for the award is presented to the Board.
  - c. The Board approves the selected applications by the majority vote as per the Statute of the Fulbright Commission.

- d. WL evaluates the applications of the host institutions that are approved by the Board. The U.S. Department of State and FFSB make the final award decision.
2. In particular, the Fulbright Commission considers the following criteria during assessment:
  - a. Project plan for the specialist's stay in Poland, including its objective, timeframe and planned engagements proposed by the host institution
  - b. Cost share offered by the host institution and/or availability of Fulbright Commission's funds;
  - c. Candidate's research/teaching competence and experience in the project's field as well as candidate's accomplishments in their academic and professional career;
  - d. Contribution of the proposed project to developments in the given scientific field and its value for the host institution;
  - e. Compliance of the application and candidate's profile with Fulbright Commission's priorities defined for a given academic year.
3. The Fulbright Commission informs the host institution about the result of the recruitment process, while WL notifies the candidate.

#### **D. Financial provisions**

1. The grant covers:
  - a. Travel allowance for grantee's round trip to Poland;
  - b. Daily honorarium for the grantee;
  - c. Lodging expenses for the grantee;
  - d. Grantee's meals;
  - e. In-country transportation of the grantee;
  - f. Limited health care benefits plan for the grantee.
2. The U.S. Department of State or the Fulbright Commission will cover the grantee's daily honorarium and the cost of a round trip to Poland, and will provide a limited health care benefits plan for the grantee. The host institution will pay the cost of grantee's lodging expenses, meals and in-country transportation.
3. In exceptional circumstances, and pending availability of funds, the Fulbright Commission may cover the host institution's contribution or part of it.
4. The host institution is obliged to deliver to the Fulbright Commission a final report detailing grantee's stay and engagements in Poland.

### § 3

#### **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 U.S. 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 terms detailed in the *Grant Authorization Form, 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 granted 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 they compromise the reputation of the Fulbright Program, the host institution or award funding partner.

### § 4

#### **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 English one prevails.
2. These Regulations come into effect on March 20<sup>th</sup>, 2020 upon Board's approval.