

Fulbright Western Hemisphere Regional Travel Program

Guidelines for Project Submission and Implementation

1. Objectives

The Fulbright Western Hemisphere Regional Travel Program (RTP) is funded and administered by the Western Hemisphere Fulbright Office within the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State, in cooperation with the Fulbright Commission in Uruguay and the Institute of International Education (IIE).

The Regional Travel Program provides local institutions, U.S. Embassies/Posts, and Fulbright Commissions with the opportunity to benefit from the academic and professional expertise of Fulbright U.S. Scholars based in another country within the region. Eligible countries include Argentina, the Bahamas, Barbados and the Eastern Caribbean, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, the Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Honduras, Jamaica, Mexico, Panama, Paraguay, Peru, Suriname, Trinidad & Tobago, and Uruguay.

The purpose of the Regional Travel Program is to promote the broad dissemination of Fulbright U.S. Scholars' expertise throughout the region.

2. Scope of Activity

The Regional Travel Program is intended to advance and support both the professional interests of the Fulbright U.S. Scholar and the objectives of the collaborating RTP host institution.

The program provides Scholars with opportunities to share knowledge and expertise through workshops, presentations, lectures, performances, exhibitions, and related activities, while also fostering institutional linkages and engagement with broader audiences.

Although the program does not support independent academic research, Scholars are encouraged to participate in collaborative research that complements and strengthens the activities carried out at the RTP host institution.

Eligible RTP host institutions may include:

- a) universities or other higher education institutions; or
- b) non-degree-granting institutions with an educational mission, such as libraries, museums, NGOs, or government ministries.

Supported activities may include, but are not limited to, lectures, seminars for graduate students or faculty, art exhibitions, performances, workshops, curriculum advising, public lectures, and panel presentations.

Examples of RTP projects include:

- a. A Fulbright U.S. Scholar based in Peru travels to Chile to lecture in social philosophy and hold discussions on collaborative research initiatives.
- b. A Fulbright U.S. Scholar in Jamaica travels to Colombia to conduct environmental science seminars and meet with emergency service personnel.
- c. A Fulbright U.S. Scholar based in Mexico is invited by Post in Paraguay to participate in a four-day program related to U.S. Election Day, including a roundtable with Paraguayan journalists on the role of the media in U.S. elections and a talk with students and members of civil society organizations.
- d. A Fulbright U.S. Scholar researching music in Argentina is invited to give a recital and participate in a workshop in Panama.

3. Duration and Schedule

RTP visits **must be between 3 and 14 days in length.**

These visits are considered part of the Fulbright U.S. Scholar's grant period and therefore do not count against the Scholar's vacation time.

Scholars may not participate in the RTP during the final 30 days of their Fulbright Scholar Award.

Upon completion of the Regional Travel Program, Scholars must return to their Fulbright host country.

Whenever possible, receiving Commissions or Posts are encouraged to maximize the Scholar's visit by identifying additional engagements. Commissions should also notify their U.S. Embassy colleagues so they may contribute programming ideas where appropriate.

ECA reserves the right to limit the number of visits to and from any one country, as well as the number of visits undertaken by any individual Scholar, in order to ensure equitable use of the program across the region.

Scholars on semester-long Fulbright grants may receive one RTP grant. Scholars on year-long Fulbright grants may receive up to two RTP grants.

Please note that Scholars with Flex Awards are not eligible to participate in the RTP.

4. Initiating Requests

Requests under the Regional Travel Program may be initiated by:

1. the Fulbright U.S. Scholar;
2. the Post or Commission in the country where the RTP activities will take place (the receiving country); or
3. the Post or Commission in the country where the Fulbright U.S. Scholar is based.

All RTP requests must include the following documentation:

- an RTP Application Form;
- a letter of support from the RTP host institution confirming its willingness to host the Scholar and specifying the duration of the visit. If the Public Affairs Section at a U.S. Embassy or a Fulbright Commission in another country is inviting the Scholar to participate in the RTP, that entity will be considered the RTP host institution and must provide the letter of support;
- an email of acknowledgement from the Scholar's Fulbright host institution;
- for Scholars based in countries with a Fulbright Commission: an email of support from the Commission in the country where the Scholar is based, acknowledging the dates the Scholar will be out of the country and confirming that the Scholar's ASPE coverage has been updated accordingly.

For Scholars based in countries without a Fulbright Commission (i.e., Embassy-administered programs), the request must instead include:

- an email of support from the Public Affairs Section in the country where the Scholar is based, acknowledging the dates the Scholar will be out of the country; and
- an email from IIE confirming that the Scholar's ASPE coverage has been updated to reflect the Scholar's temporary departure from the host country.

Commissions, Posts, and U.S. Scholars must submit all RTP application forms and supporting documents to **Mariana Kiefer at the Fulbright Commission in Uruguay** (comision@fulbright.org.uy) at least four weeks prior to the proposed travel date.

5. Funding Arrangements

Regional Travel Program funds are primarily intended to cover international travel between participating countries, rather than accommodation or per diem expenses.

Participants are responsible for purchasing their own airline tickets. The Fulbright Commission in Uruguay will reimburse the cost of round-trip travel between the country of the Scholar's Fulbright grant and the RTP destination country, provided that the most economical reasonable itinerary is selected and a U.S. flag carrier is used whenever possible.

RTP funds may also be used to cover domestic travel from the city of arrival to the city where the approved activities will take place.

Cost-sharing by RTP host institutions and/or Posts and Commissions is strongly encouraged, although it is not required, particularly for accommodation and per diem expenses.

Reimbursement will be processed **within four weeks** after the Scholar submits the required travel report and proof of the expenses incurred.

6. Honoraria

In accordance with Fulbright Foreign Scholarship Board (FFSB) policy 645.2, Fulbright Scholars may not receive honoraria from Commissions or Posts.

However, *“any honoraria or other fees received abroad for special guest lectures or similar events during the grant period may be accepted by the grantee, subject to the concurrence of the sponsoring commission or post”*.

Although RTP host institutions are not required to provide an honorarium to the Scholar, such support is welcome and will be viewed as a cost-sharing contribution from the receiving institution.

7. Reporting

The Scholar must submit the Regional Travel Program Visit Report form to **Mariana Kiefer** at comision@fulbright.org.uy within 30 days of the conclusion of the visit.

The purpose of the Visit Report is:

1. to encourage the Scholar's reflection on the achievements and outcomes of the visit, both in terms of research collaboration and institutional partnership-building; and
2. to support the Fulbright Program in assessing the impact of the visit on knowledge-sharing and regional cooperation.

The Fulbright Commission in Uruguay will share this report with the Western Hemisphere Fulbright Office within the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State, as well as with the Posts and/or Commissions involved in the visit.