Affiliation Letter – For Research Grants only

 (copied from Fulbright website)

* **Understand the affiliation requirements for the country to which you are applying:** Affiliation arrangements vary by country, so you should carefully review the affiliation information provided in the country summary. All academic grantees must have an affiliation in the host country.

Countries differ in the kinds of host affiliations that are acceptable. Examples of affiliations include universities, laboratories, libraries, non-governmental organizations, and so on. Pay special attention to the requirement in some countries to attend classes and/or affiliate with academic institutions.

* **Identify an appropriate affiliation for your project:** The affiliation is your proposed host in the country to which you are applying. Fulbrighters have used a number of methods to contact potential hosts and solicit support for their projects. One primary method is to use the contacts and advisers that you already have. Ask current or former professors to put you into contact with appropriate people in the host country. If the proposal contains a strong research component, you must have host country contacts that can support the research, provide access to required resources, and/or advise you during the grant period. It is your responsibility to identify, contact, and secure an affiliation from a potential adviser.

**Some potential avenues to help you identify an appropriate affiliation/host country adviser include**:
* Faculty at your home campus
* International students.
* Visiting Fulbright Professors in the U.S. or U.S. Fulbright Scholars who had grants to your host country. Directories are available at: http://www.cies.org/schlr\_directories/
* Internet searches of faculty at potential host institutions with your interests, or organizations in the host country that work with issues related to your topic.
* Other U.S. academics with expertise in the location/subject matter of the proposed project.
* Contacts from previous experience abroad.
* Educational Advising sections of Embassies or Consulates of your potential host country.

**Start early**. Obtaining an affiliation letter from overseas can be a time-consuming process and sufficient lead time must be given to receive signed affiliation letters before the application deadline.
* **Request the Affiliation Letter:** After identifying the appropriate host institution and the individual at that institution best suited to serve as an adviser for the proposed project, make contact with the potential adviser to determine if he/she is willing to write an affiliation letter. Before requesting the letter, you should provide the author with a copy of the *Statement of Grant Purpose*. The affiliation letter should indicate the author’s willingness to work with you on the intended project and it should speak to the feasibility and validity of what is being proposed. The letter should also indicate any additional resources or contacts that the adviser can provide to support the work.
* Affiliation letters must be printed on institutional letterhead and must be signed by the authors. Scanned versions of the original hard-copy letters with hand-written signatures should be uploaded into the application, and the letter writers can either send the original hard-copy letters or electronic copies to the applicants. **IIE will not accept any affiliation letters via email or fax sent to its office.**
* Since affiliation letters are not confidential, you will upload the letter yourself into the online application system. Affiliation letters written in a foreign language must be translated into English and both the original letters and the English-language translations must be uploaded into the application.
* Instructions on uploading letters of affiliation are available within the online application system.