Fulbright Scholars at the university of iowa

## Background

The Fulbright Program is a very prestigious program, and it is in the UI’s interest to host, recognize, and archive Fulbright Visiting Scholar awardees selected to come to the UI to take part in research and/or teaching. Hosting these visiting scholars benefits the UI community as well as the hosting faculty member and department by promoting collaboration and networking in research and teaching.

Typically, there is no cost to the UI in terms of salary, travel, health insurance, or visa sponsorship for hosting Fulbright Visiting Scholars. These costs are paid for by the Fulbright Program and sponsored by the U.S. Department of State. The responsibilities placed on the UI are set out below.

## Hosting a Fulbright Scholar – The UI’s Responsibilities & Process

The responsibilities placed on the UI in hosting a Fulbright Visiting Scholar are shared and distributed among the following:

### Faculty Member

The catalyst for hosting a visiting scholar will typically come from individual faculty members who may have colleagues or peer collaborators at non-U.S. institutions who would like to come to the UI to do research and/or teach.

* ***Responsibilities:***Faculty members’ support is key in that typically they will have written a letter of support (invitation) that was part of the visiting scholar’s Fulbright application. This includes:
  + (1) Forwarding the housing information below;
  + (2) Mentoring the visiting scholar while at the UI;
  + (3) For the most part, being on campus during the visiting scholars stay; and
  + (4) Greeting the visiting scholar upon arrival and being available during the initial transition to Iowa City and the UI.

### Department

The decision to host a Fulbright Visiting Scholar is made at the departmental level. A faculty member should seek the approval of their department chair. [It is strongly recommended that this approval be in writing (email or letter) for the file in case the department chair leaves before funding is awarded or other unexpected events occur.]

* ***Responsibilities:***The department's support is critical because the department will be the office to arrange a complimentary appointment for the Fulbright Visiting Scholar. This includes making sure the visiting scholar has office space, computer access, UI library access, and a HawkID. Along with the hosting faculty member, departmental staff will often be the first and primary resource available to the visiting scholar.

### International Programs (IP)

International Programs (IP) is involved to ensure the UI has centralized tracking of scholars. This allows the UI to better archive Fulbright Visiting Scholars over time. Additionally, it ensures that IP’s International Student and Scholar Services office is aware that the visiting scholar is on campus so they can provide necessary assistance if needed.

* ***Responsibilities:***IP’s Assistant Provost Douglas Lee has been named as the UI’s Administrative Official (AO) and primary contact with the Fulbright Visiting Scholar program. This means that whenever a Fulbright Visiting Scholar has been funded to come to the UI, the AO, along with the hosting faculty member will be notified by email. Included in this email will be instructional memos to both the AO and faculty host. There is also an ‘Institutional Reply Form’ that will need to be completed, signed, and returned to the Fulbright Program by the AO.
* ***Information/Welcome to Iowa City and the* University of Iowa**: The departments are encouraged to email Shari Sorensen and Dongwang Liu in International Student and Scholar Services for help with the visiting scholar orientation that can be set up by appointment. (Email addresses: [shari-sorensen@uiowa.edu](mailto:shari-sorensen@uiowa.edu) and [dongwang-liu@uiowa.edu](mailto:dongwang-liu@uiowa.edu)) They regularly arrange sessions with newly arrived scholars and provide them a brief orientation to and materials about the university and the Iowa City community.
* ***What is an ‘Institutional Reply Form’***: This form is sent out to the host institution if a Fulbright Visiting Scholar applicant is funded. This is a basic form asking the hosting institution to confirm certain information about the host institution and certain policy information that may impact the visiting scholar. This form is signed by Doug Lee as the AO, but the UI also adds a line for the department chair’s signature. This will allow the AO to confirm the department’s approval in hosting a Fulbright Visiting Scholar.

## Housing Information

The UI’s International Student and Scholar Services office provides general resource information for the housing options for visiting international scholars. See:<https://international.uiowa.edu/ISSS/scholars/housing-information-scholars>**.**

* If you have a general question about this resource page contact Michael Bortscheller, associate director of International Student and Scholar Services, at [michael-bortscheller@uiowa.edu](mailto:michael-bortscheller@uiowa.edu%20%20?subject=Fulbright%20Scholar%20housing%20inquiry)**.**

### UI Off-Campus Housing Services

<https://offcampushousing.uiowa.edu/>

### Furnished Housing/Extended Stay Options

Other options could be monthly rentals at different B&B’s or at extended stay hotels in the Iowa City/Coralville area. This will likely be more expensive, but there is no need to worry about furnishings. Below are some links to places that offer extended stay options. Inquiries can be made to see if the cost falls within their Fulbright Housing budgets.

These are just options, but when inquiring about costs be clear that you are asking about extended stay options, as some places may have special university rates. This is not an exhaustive list and the UI does not offer housing recommendations.

* List of extended stay options provided by THINK IOWA CITY: <https://thinkiowacity.com/places-to-stay/extended-stay/?listing_categories=extended-stay>
* Heartland Inn in Coralville (free shuttle to hospital area): <https://www.heartlandinns.com/>
* The Bostick House & University Guest Houses (B&B):<http://www.bostickhouse.com/>