

PROCESS FOR PROSPECTIVE HOST INSTITUTIONS, NAMED PROJECTS

FULBRIGHT SPECIALIST PROJECTS IN DENMARK

The following timeline is for named projects only, where host institutions and prospective specialists have established some kind of initial contact or collaboration ahead of their application to the program.

TIMELINE

1

At least 6 months before project start date (4 months if specialist is already on the Specialist Roster, see step 2): You as the host institution send a one-page project proposal to Fulbright Denmark via email to Fulbright Denmark (info@fulbright.dk) for review. If initially accepted, you must then submit an official project proposal via the Fulbright Specialist Program online portal [here](#).

2

At the time of the application: The specialist must apply to [the Fulbright Specialist Roster\[1\]](#), if they have not done so already. This application process and approval is independent from the process for the project (see below). World Learning can assist the specialist in how to join the roster, but the specialist can also read more [here](#).

[1] World Learning administers a database of pre-approved specialists. These specialists have been through a thorough selection process, with reviews of their academic, professional, and/or artistic accomplishments by a panel of their professional peers.



3

Three step approval of the project: Fulbright Denmark and the U.S. Department of State, Bureau of Educational and Cultural Affairs and Fulbright Foreign Scholarship Board (“FFSB”)

FFSB Approval usually takes around 4-6 weeks, but in some cases, it may take longer due to delays in approvals. Fulbright Denmark unfortunately has no insight into the exact timeframe of approvals from FFSB.

4

After FFSB Approval: Fulbright Denmark will let the host institution know of the final approval. World Learning will inform the specialist of both their approval to the roster and the project approval. The host institution may begin to finalize plans with the specialist, including securing housing for the specialist.

5

10-12 weeks before project start: Fulbright Denmark shares a Host Institution Agreement Form (made by World Learning) with the host institution. This form asks that you confirm the specifics of housing, in-country transportation, meals etc.



6

8-10 weeks before project start: The specialist receives a welcome packet from World Learning with required forms. Fulbright Denmark reaches out to the specialist to ask them to sign our Data Protection Notice.

7

2-6 weeks before project start: World Learning books flights on behalf of the specialist.

8

2 weeks before project start: World Learning enrolls the specialist in a limited health benefits program and provides first half of honorarium. Any necessary pre-departure information will also be sent.

9

Arrival: World Learning confirms the specialist's arrival to Denmark. Fulbright Denmark reaches out to offer our assistance with any local issues and potentially plan for a meeting at our office in Copenhagen.



10

During project: World Learning checks in with the specialist.

11

After return: Final reports must be completed by both host institution, the specialist, and Fulbright Denmark. Second half of honorarium is provided to the specialist.

You can find a list of frequently asked questions for Host Institutions [here](#), but please do not hesitate to contact us at info@fulbright.dk with any questions.

