

PROCESS FOR PROSPECTIVE HOST INSTITUTIONS, OPEN PROJECTS

FULBRIGHT SPECIALIST PROJECTS IN DENMARK

The following timeline is for open projects only, where the host institution has identified a project but needs assistance with finding a relevant specialist to collaborate with. World Learning will recruit specialists from the Fulbright Specialist Roster

TIMELINE

1

At least 6-9 months before project start date: 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

Shortly after application: Initial approval of project, by Fulbright Denmark and the U.S. Department of State, Bureau of Educational and Cultural Affairs

3

After initial approval: World Learning conducts recruitment from Specialist Roster candidates



4

4-6 months before start date: Fulbright Denmark will share candidate applications with the host institution for review. You inform us of your top choice. We then share the selected candidate's contact information with you, so you and the candidate can discuss the project objectives and timeline. You then finally confirm the match and inform us of your decision.

5

3-4 months before start date: Once visit dates are confirmed, the project will go through its final approval with 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.

6

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



7

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.

8

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.

9

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

10

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.



11

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.

12

During project: World Learning checks in with the specialist.

13

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.

