

CIRCULAR III

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1) Information for All Grantees

I. Fiscal matters

Please remember to keep a record of all the payments you receive.

Our monthly 'pay day' is always the day of your grant inception. The stipend payment is then meant for the month ahead. At the end of the grant period you will get a prorated stipend to cover any open odd period between the last regular 'pay day' and the actual end of your grant.

Examples:

If you get your monthly stipend around the 15th then the last payment will be made on/around June 15 (for the remaining month).

If your pay day is around the 24th then you can expect a prorated payment around June 24 (for the period until July 15). If in doubt please contact us.

II. Absence from host institution

Please make sure you inform us of absences of more than 4 working days, since we may need to contact you for various reasons. We usually do not object to professional trips within Germany and Europe. Please check Circular II section II, Item 3 for details if in doubt.

And please ask for permission (leave of absence) for any trips outside Europe, esp. to the USA. We refer to our leave-of-absence information in Circular II, Part 1, Item II.

III. Berlin Seminar 2010

We are pleased that so many of the American Fulbrighters in Germany and Europe have registered for the Berlin Seminar from March 21 – 25. You have received our Berlin Letter II with more detailed information on the program. If you have questions please get in touch with us.

IV. Orientation Meetings for 2010/11 grantees

Help is needed for the forthcoming orientation Meetings for the 2010/11 grantees. For these we are seeking resource persons. Please get in touch with us if you would like to assist us in your grant category. The dates for the Orientation Meetings are:

1. In the Student category with language course: August 09-12, 2010 in Marburg
2. In the Student category without language course: September 13-15, 2010 in Göttingen
3. In the Teaching Assistant category: September 6-9, 2010 in Altenberg (near Köln)
4. In the Scholar category: September 15-17, 2010 in Göttingen

V. Westbound Transportation (a friendly reminder)

Grantees who need to request a **date-change** for the homebound transportation or those who have authorization to order a new homebound ticket are herewith reminded to get in touch with STA-Travel **NOW**. Grantees with early homebound flights should get in touch with them **even earlier!** Those of you who have received their ticket through STA-Travel in the USA (charged to the Fulbright Commission) please exclusively contact STA-Travel.

Here we also refer to our Circular II information, and hope that you have already been able to start the process to reserve and/or book your homebound flight. For questions please turn to us or the travel agency partner:

a) Contact STA-Travel by Email: travelhelp@statravel.com or web: www.statravel.com/fulbright

b) And identify yourself as a Fulbright grantee now in Germany.

You can also call STA-Travel under: (001)-800-836-4115. Please consider the time difference between Germany and Texas (7 hours).

If you have any questions on your homebound transportation, or run into any problems, please get in touch with us directly.

c) Cost coverage: This Commission will pay or reimburse you for one date-change fee in connection with tickets through STA Travel if such costs are unavoidable (because STA Travel could not book your forthcoming homebound flights for the summer in 2010 when the original ticket was issued). Please submit proof of such expenses by April 1, 2010, if you paid the date-change fee yourself and if you request a reimbursement.

d) The westbound transportation form is attached to this Circular. You can also find the form on our homepage.

VI. Academic and scholarly achievement

If you are able to publish your research, or if your work can be presented in academic forums, or if you receive other recognition please mention the role of the Fulbright Commission as your sponsor and inform us about those achievements. We may list this in our newsletter the *Funnel* so that our audiences understand the academic quality of the program.

VII. Fulbright Reports

The Fulbright office in Berlin requests two relatively short reports: they are called American Grantee Report Form Part I and Part II. Part I is the midterm report due in March 2010, and Part II is the final report due July 30, 2010. It is extremely helpful to get your input and experiences, and we ask you to comply as much as you can. You can send it printed or electronically.

IIE Reports

Our and your cooperating US partner agency, the Institute of International Education, requests extra reports. We know that this is extra work for you but the different partners appreciate your cooperation in the interest of even better program planning – based on your individual assignment and country experiences.