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PART B: PROFESSORIAL GRANTEES (TRAVEL ONLY) 2010/2011

I. INTRODUCTION

This section applies to travel only grantees in the professorial category.

II. ARRIVAL AND ORIENTATION

1) Orientation Meeting

- a) For all grantees whose grant period begins in September of this year, the Commission will conduct an orientation conference in Göttingen at:

Best Western Hotel am Papenberg
Hermann-Rein-Str. 2
37075 Göttingen
Phone: +49 – (0)5 51- 30 55 - 0
Fax: +49 –(0) 5 51- 30 55 - 4 00
Email: info@papenberg.bestwestern.de

The Orientation will be held from **September 15 – 17, 2010** (including days of arrival and departure). The registration for the conference will take place at the hotel on **September 15 between 2 pm and 3 pm**.

- b) We realize that the Orientation Meeting and your grant inception coincide. This means that you can either travel directly to Göttingen (best via Frankfurt/Main airport) or go first, and possibly a couple of days earlier, to your host institution, and travel from there.
- c) The Commission assumes hotel and meal expenditures for the grantee and accompanying dependents. For the grantee (only), the Commission will also reimburse a round-trip ticket from the city of assignment (host institution) to Göttingen, or if traveling by car, the Commission will reimburse you on the basis of half of a 2nd class railway ticket (please see our reimbursement policy in Part A, Section IV, 4).
- d) The meeting will cover a broad range of topics on academic and logistical problems. Moreover, it will provide you with an opportunity to meet your fellow Fulbrighters and the staff of the Fulbright Commission. Please complete and send us the Orientation Registration (Part C). This information will help us to prepare for the meeting.

There will be a special shuttle van to take you from the train station Göttingen to the Best Western Hotel on September 15, 2010 between **11 am and 3 pm**. Upon arrival at Göttingen look for the Fulbright shuttle (exit towards the taxi stands), you may have to wait a few minutes if the shuttle is gone.

Note: If you arrive before 11 or after 3 pm, or at a different place, you will have to make your own way as follows:

- Take a taxi directly to the Best Western Hotel am Papenberg for approximately Euro 10-15.
- Take the Bus #8 or #12 (in the direction of "Wende") to the bus stop "Hermann-Rein-Str." or "Zimmerstraße". For a map of Göttingen check the Göttingen webpage (www.goettingen.de) for the Best Western Hotel check: www.papenberg.bestwestern.de

Additional advice:

- If you are delayed on the day that orientation begins, please call the Fulbright Commission office at **030-284443-773** or mobile phone at **0170-2404942**.
- If you arrive at the hotel before noon, you may leave your luggage and come back after 12 pm for check-in.
- Departure is on September 17 after breakfast.

III. GRANT BENEFITS

1) No Maintenance Benefits

Because of the nature of your Fulbright Travel-Only Grant, there are NO maintenance benefits included in the grant package. Receipt of this grant requires that you have secured maintenance from another source. Please note, however, that certain German grants cannot be combined at all: Fulbright Travel-Only grants cannot be given simultaneously with *Deutscher Akademischer Austauschdienst* (DAAD) grants, Alexander-von-Humboldt Foundation grants, or Max-Planck-Institute grants or salaries.

If you are uncertain about any aspect of this matter, please let us know, and we will help you look for a feasible solution. We will do what we can to help you retain your full benefits.

2) Benefits Package

a) Travel Allowance

The details of your Travel Allowance are explained in Circular I Part A.

b) Baggage Allowance

As covered in Circular I Part A, you will also receive a 150 Euro Baggage Allowance.

c) German Health and Accident Insurance

Unless another sponsor provides health insurance, grantees will be covered by comprehensive health insurance coverage through VICTORIA Krankenversicherung, as well as the Accident and Sickness Program for Exchanges (ASPE) insurance provided by the U.S. State Department. Coverage will be provided during the actual grant period for grantees and for eligible dependents. Your coverage has been described in Part A. If you have any questions please contact us directly.

The Commission will register you and your legal accompanying dependents for the grant period as given in Item 3 of your Fulbright Grant Authorization, and pay the premiums. You must return the VICTORIA Registration form (Part C) to us to facilitate coverage.

Consideration of additional U.S. health insurance is recommended if you have a pre-existing condition, which may require special continued treatment or medication. You should clarify this with us before paying for excess insurance coverage.

d) Incidentals Allowance

The books and incidentals allowance (Grant Authorization 7B) has been established at Euro 100/month. The Commission does not require an account of how you spend this money. The first installment (usually covering one semester) will be paid soon after the inception of your grant, the second (and final) installment around Easter. Please note that grantees who stay for only one semester will receive only one installment (depending on the actual number of grant months). Please note that this incidentals allowance is intended to cover such expenses as fees for residence registration, required medical check-ups, banking fees, etc.

3) Duration of Awards

The start and end dates of your award are stated in the Grant Authorization. Please note that we cannot change the duration but we could consider a change of the inception date with certain limits and upon your request.

IV. ACADEMIC INFORMATION

1) Institution of Affiliation

a) While the Commission will ensure that basic requirements are met, institutional affiliations will vary widely. Experience in the past years has shown that such affiliation is often loose and implies little or no commitment on the part of German host institutions. On the other hand, however, some professors have had the exact opposite experience. We suggest that you correspond with your established institutional contacts to determine your and the university's role.

- b) You have submitted a project for your stay in Germany for which your Fulbright travel award has been granted. It is now up to you and your host to arrange the details of your work at your host institution according to your interests and the availability of resources. The Fulbright Commission would like to ask those scholars who have planned research projects to be open to accepting an occasional lecture assignment for the benefit of a German or European audience.
- c) Host institutes should, at some point, explain their guidelines or policies on internal rights and limitations, privileges and conditions as applicable to the Fulbright grantee. If this has not already occurred, please ask about these matters before taking the traditions of your home institution for granted, particularly in cases where certain privileges (e.g., use of telephones, computers, photocopiers, postage, even assistants and laboratory staff, etc.) are concerned. You might have to live with less than you are used to, but clarifying these issues in advance will help prevent misunderstandings.
- d) At many of our universities, we have established a contact colleague called "*Fulbright-Vertrauensdozent/in*" or Fulbright Liaison Professors. You can find a list of all **Fulbright- Vertrauensdozenten** in Germany on our website at: <http://www.fulbright.de/tousa/vertrauensdozenten.html>
We recommend that you contact any *Fulbright-Vertrauensdozent* in your host city. These German professors are interested in your presence and will include you in any relevant local activities.

2) Book Orders

Previous Fulbright lecturers, especially those in American studies, have repeatedly stressed the importance of ordering books many months before the beginning of the semester in Germany, particularly when these are being sent from the United States. Please take this matter up with your host institution.

3) Intercountry Lectureship Program

If you have not already done so, please return the Intercountry Lectureship Program form (ICL Questionnaire) as soon as possible (preferably by email), so that we can compile a list of all Fulbright senior scholars for dissemination among institutions in Europe. You can also download it from our website.

V. PERSONAL MATTERS

1) Housing

- a) In general, Senior Scholar grantees have had few difficulties finding adequate housing. It should be emphasized, however, that by American standards, suitable and reasonably priced housing may still be extremely difficult to find in Germany. We hope that your host institution will be able to help you in this matter. Some universities have their own guest houses for lecturers and researchers.
- b) Enclosed in this letter you will find the addresses of the current Fulbright grantees in your host city. You may contact them for information on housing and may even be able to take over their present residence.
- c) Grantees this year indicated paying between Euro 250 and 1,500 per month for rent – the average being about Euro 1,000. This is a very wide range, dependent on many individual factors, such as large families, "expensive" cities, etc.

2) Driving in Germany

- a) Car Insurance: If you plan to buy a new or used car in Germany, you can save money on insurance premiums if you are able to submit documentation of your accident-free driving record. You should ask your own insurance company and local DMV for such statements. In addition to certain regional considerations, insurance rates in Germany are also based on the horsepower of cars (KW or PS) and the driving record of the owner.
- b) Driver's license in Germany: At the time this Circular was written, valid U.S. driver's licenses (along with a translation) are accepted for your first six months in Germany. U.S. citizens planning to stay less than a year, however, may legally drive in Germany for up to 364 days in Germany on their U.S. driver's licenses.

However, they must go to their local driver's registration office (*Führerscheinstelle*) prior to expiration of the six-month period after arrival and notify that office that they want to continue to drive on their U.S. license until their departure (up to 364 days, as stated above). For current and exact regulations, including information on how to get a German driver's license, please visit the U.S. Embassy in Germany's website:
http://germany.usembassy.gov/acs/driving_in_germany.html

3) CIES Health Report

We recommend that you ask your doctor or CIES for a copy of your health report. This could save you another costly and time-consuming test sometimes required by German authorities. Unfortunately, there is no uniform procedure for all the German states.

VI. YOUR NEXT STEPS

1) Items to return to Commission immediately:

- One signed Copy of Grant Authorization (mail)
- Two passport-sized Photos (mail)
- Orientation Registration (e-mail or mail)
- Intercountry Lectureship Questionnaire (e-mail)
- VICTORIA Registration Form (e-mail or mail)

2) Further Steps:

- Send two copies of your Grant Authorization to the CIES
- Check the validity of your passport
- Make your travel arrangements
- Contact your host institution as to your academic program, research facilities, and logistics
- Consult with your local internal revenue office as to your tax situation
- Examine ways to send luggage and purchase tickets for dependents