

Morgan State University
Division of Academic Affairs

Fulbright Application Procedure for Faculty and Staff

Morgan State University has a rich history of Fulbright engagement and is consistently recognized as a Fulbright Institutional Leader among HBCUs. The University strongly supports its faculty and staff in pursuing these prestigious, merit-based awards to foster international collaboration and advance knowledge across communities. While all faculty are encouraged to pursue these awards, not all projects and leaves can be supported by MSU: preference will be given to those who pursue short-term awards or to those who pursue medium- or longer-term awards that either align with summer months or with a sabbatical.

All faculty and staff who are considering applying for a Fulbright award are expected to submit an **MSU Fulbright Application Approval Request** at least 30 days prior to their Fulbright application deadline. This is to ensure that their activity is supported by their department and college, and to help the MSU Fulbright Program keep track of Fulbright engagement.

Once awards are approved by MSU and administered by Fulbright, faculty and staff must also submit an **Individual Request for Approval of Out of State Travel** at least 30 days prior to their departure, no matter the duration of their Fulbright grant (long, medium, or short-term) to comply with issues of status. The total cost should be input as zero, and it should be indicated in the notes that it is a no-cost travel request, as all costs are covered by Fulbright.

See below for the approval processes for each type of Fulbright Award. If your application requires an Institutional Statement, please contact Dr. Megan DeVirgilis, MSU Fulbright Program Director, at megan.devirgilis@morgan.edu for a copy.

Fulbright Scholar Long-term (a semester or longer) Awards for Faculty

MSU is pleased to sponsor faculty who receive Fulbright Scholar awards if they are approved by MSU in advance by their Department Chair and the School/College Dean. In general, a sabbatical or a leave of absence from the University must be approved before such awards can be accepted.

This support is available for these four categories: Fulbright Scholar, Fulbright Public Policy Fellowship, Fulbright Global Scholar, and Fulbright Distinguished Scholar. Of these awards, the program is only applicable if the award duration is for a full semester, so it does *not* include Fulbright Flex options.

Eligibility

- Must be a tenured MSU faculty member in good standing, or in rare cases for faculty on tenure-track.
- Must be eligible for a sabbatical during the award period (requests for early sabbaticals will be considered but are not guaranteed).

- Faculty applicants must submit [MSU Fulbright Application Approval Request](#) at least 30 days *before* the application deadline of the Fulbright program to which they are applying. It is highly recommended that participants discuss their plans to apply for a Fulbright with their chair and dean much earlier than this.
- The faculty member's department chair and the dean must approve the faculty's application.

Upon their return to MSU, successful applicants will be required to:

- Remain at the University for at least one academic year. Any exceptions must be approved in writing prior to the acceptance of the grant.
- Provide a report of their Fulbright activities to the MSU Fulbright Program in the Division of International Affairs as well as to their department chair.
- Agree to be available to serve as a periodic reviewer for MSU student and scholar Fulbright applications for two years following the grant.
- Give one presentation on their experiences during MSU's Fulbright Week in the spring following the grant.
- Periodically help to promote Fulbright on campus.

Medium-term Fulbright Awards for Faculty and Staff (duration 4-7 weeks): Fulbright Specialist and Fulbright-Hays Group Projects Abroad Awards

Some Fulbright Specialist and Fulbright-Hays Group Projects Awards, such as the Short-term Seminars (5-6 weeks) and Short-term Curriculum Development (4-6 weeks), fall under this category. Faculty are encouraged to pursue these awards during the summer months, as these awards will not be sponsored by a sabbatical leave. Staff could also pursue them, but they need to have a conversation with their direct supervisor to see if it is possible to leave the position for this long without interruption to their duties.

All faculty and staff who are considering applying for a Fulbright award are expected to submit an [MSU Fulbright Application Approval Request](#) at least 30 days prior to their Fulbright application deadline.

Short-term Fulbright Awards for Faculty and Staff (duration 2-3 weeks): Fulbright International Educator (IEA) and some Fulbright Specialist awards

Fulbright International Educator Awards are short-term awards (2-3 weeks) that support faculty and staff professional development abroad. The specific dates of the award period are set by Fulbright, so depending on the award and country, award periods may fall during summer months or the academic year. It is possible that some Fulbright Specialist Awards also fall under this category, if the duration is three weeks or less.

If faculty must propose an award period that coincides with the semester and/or impacts teaching responsibilities in any way, it is encouraged that they discuss their application plans with their chair and dean *before* completing their application. It is up to the faculty member's department chair and dean to determine whether faculty can pursue these awards during the semester, and a

plan must be arranged prior to submission of the application. These awards will not be sponsored by a sabbatical leave.

Staff are encouraged to pursue these awards at any point, always keeping in mind their other obligations to the university, ideal timeframes, and the support of their direct supervisor. An [MSU Fulbright Application Approval Request](#) must be submitted at least 30 days prior to their Fulbright application deadline.