**Fulbright Finland Travel Grants for
Institutional Partnership Building**

**Checklist**

**Please submit all required documents to the Fulbright Finland Foundation by January 29, 2024**

[ ]  Complete application (including this checklist and application form)

[ ]  Curriculum Vitae

[ ]  Recommendation from home institution

* *For example, from the Dean of the Faculty, Head of Department, or other appropriate.*

[ ]  Invitation letter from the U.S. host institution

[ ]  I have confirmed from the host institution all additional requirements (if any) for visitors (including insurance, the registration process for visitors, etc.)

[ ]  I am able to take part in a Teams interview on March 7, 2024

* *Applicants who pass the first stage of the reviews will be invited to an interview*
* *All interviews are held on the same day*
* *Interviews are organized online*

[ ]  I am able to participate in the Pre-Departure Orientation Day in Helsinki on May 13, 2024

[ ]  I certify that I have determined the visa requirements for my proposed visit and understand that I am responsible for applying for a visa to the U.S. if it is required for my visit.

* *Please note the home residency requirements on the J-1 visitor visa, if applicable*

I have ensured that my application includes all the documents listed above and that I am available on the dates listed above. I understand that my application will not be reviewed if it does not fulfill all the requirements stated above by January 29, 2024.

Date *(DD/MM/YYYY)*: Click or tap to enter a date.

In place of your signature, please type your full legal name: Click here to enter text.

**Personal Details**

1. **First name:** Click here to enter text.
2. **Last Name:** Click here to enter text.
3. **Date of birth (DD/MM/YYYY):** Click or tap to enter a date.
4. **Gender:** [ ]  Male [ ]  Female [ ]  Non-binary [ ]  Other: Click here to enter text.
5. **Country(ies) of citizenship:** Click here to enter text.
6. **Do you have permanent residency in the United States?**
 [ ]  No [ ]  Yes
7. **Has your visa application to the U.S. ever been refused?**
 [ ]  No [ ]  Yes
8. **Have you applied for a long-term visit/position in the U.S. for the same academic year?**

*I understand that the Fulbright Finland Foundation grant will be revoked if I decide to stay in the U.S. after the travel grant term.*

 [ ]  No [ ]  Yes

1. **Home address:** Click here to enter text.
2. **City:** Click here to enter text.
3. **ZIP code:** Click here to enter text.
4. **State/County:** Click here to enter text.
5. **Country:** Click here to enter text.
6. **Phone *(add area code)*:** Click here to enter text.
7. **E-mail:** Click here to enter text.

**Emergency Contact**

1. **Name:** Click here to enter text.
2. **Phone\* *(add area code)*:** Click here to enter text.
3. **Relationship:** Click here to enter text.
4. **E-mail:** Click here to enter text.

*\* numbers only*

**Professional and Educational Background**

1. **Current position/Job title**Click here to enter text.
2. **Main responsibilities**Click here to enter text.
3. **Current institutional affiliation in Finland (Institution’s name)**Click here to enter text.
4. **Highest degree completed and completion year**
Click here to enter text.
5. **The name of your discipline or field (in English and Finnish)**
Click here to enter text.

**Proposed Visit to the U.S.**

1. **Official name of the host institution in the U.S. you are planning to visit *(an invitation must be attached)***
Click here to enter text.
2. **The concrete goal/purpose of the visit (e.g., negotiating a new agreement, renewing terms of an existing agreement) *(max. 100 words)***
Click here to enter text.
3. **Dates for the visit to the U.S.**Planned Start Date: Click or tap to enter a date.
Planned End Date: Click or tap to enter a date.

**Description of Activities for the Visit**

1. **Please list the concrete activities planned for your visit to the U.S. *(max. 250 words)***
Click here to enter text.
2. **Please describe the joint pre-planning of the visit with the host institution and possible earlier collaboration that may have already taken place and/or will take place prior to the visit. *(max. 250 words)***
Click here to enter text.
3. **How will you continue collaboration with the host organization after the visit? *(max. 250 words)***
Click here to enter text.

**Benefits of the Visit**

1. **Please list the benefits of the visit for your home institution. Why is this visit of key importance to your home institution? *(max. 250 words)***Click here to enter text.
2. **As this grant is intended for strengthening the Finnish-North American collaboration, please list the ways in which the visit will initiate and/or advance long-term institutional partnerships between your Finnish home and U.S. host institution and cooperation between Finland and the U.S. *(max. 250 words)***Click here to enter text.

**Sharing Information about Finnish-U.S. Fulbright Opportunities**

1. **One of the important roles of the grantee is to act as an ambassador for the Fulbright Finland Foundation, Finland, and their home institution. Please list how you would share information about Finnish-U.S. Fulbright opportunities and Fulbright Finland grant programs at your home and host institutions and, if applicable, beyond. *(max. 250 words)***
Click here to enter text.

**Travel Costs**

1. **Please provide an itemized list of travel and accommodation costs for your visit.
Please note that the Fulbright Finland Foundation grant only covers travel costs between the departure city and the host city and accommodation during the visit (e.g., daily allowances and internal travel in the host city during the grant term are not included).**
Click here to enter text.
2. **Total funding applied from the Fulbright Finland Foundation:** Click here to enter the total applied grant amount. Maximum is 4000 €

**Other Costs**

1. **Please provide a total budget for all other costs (excluding travel and accommodation costs) for your visit.**
Click here to enter text.
2. **How will you fund the costs of your visit to the U.S. beyond the Fulbright Finland Foundation grant?**Click here to enter text.