

## East Asia Pacific Regional Travel Program Guidelines

**1. Objectives.** The Fulbright East Asia & Pacific Regional Travel Program, funded by the East Asia Pacific Fulbright Office at the Bureau of Educational and Cultural Affairs ([ECA](#)), offers local institutions, posts and commissions the opportunity to benefit from the academic and professional expertise of US Fulbright Scholars currently visiting another country within the East Asia & Pacific region (Australia, Brunei, Burma, Cambodia, China, Fiji, Hong Kong/Macau, Indonesia, Japan, Kiribati, Laos, Malaysia, Mongolia, Nauru, New Zealand, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu and Vietnam).

**2. Scope of Activity.** Regional travel should enhance and support the interests of the visiting U.S. Fulbright Scholars as well as their host institution collaborators. Activities may include lectures, graduate or faculty seminars, curriculum advising, public lectures and/or panel presentations. As an example, US Fulbright Scholars in the arts might be invited to give master classes or recitals, participate in exhibitions or workshops, or consult with cultural institutions.

Scholars must present a report within 30 days after their visit to the EAP Fulbright Office at ECA and the regional posts or commissions involved.

**3. Duration and Schedule.** The duration of the visits should be between three days and two weeks. Whenever possible, receiving country commissions or posts should attempt to maximize the presence of visiting senior scholars by identifying additional venues for them. Commissions should alert their U.S. Embassy Public Affairs Section colleagues to the scheduling of visiting Fulbright speakers, so that they too may contribute to programming ideas.

ECA reserves the right to limit the number of visits to and from any country and to limit the visits of any one scholar in order to ensure usage throughout the region. An individual scholar is not likely to receive more than two grants from the regional travel program in a given program year, although exceptions may be made.

**4. Visit Criteria.** The purpose of this program is to share the expertise of US Fulbright Scholars already in the region more widely. For instance, a Fulbright Scholar based in Vietnam might travel to Mongolia to lecture in social philosophy, as well as to hold discussions about collaborative research efforts; or a Fulbright Scholar in Cambodia might travel to Samoa to conduct environmental sciences seminars and meet with emergency service personnel; or a Fulbright Scholar based in South Korea could be invited by the Post in Burma to participate in a three-day program related to Election

Day in the U.S., including a roundtable with Burmese journalists on the role of the media in U.S. elections and a talk with students and members of civil society organizations about U.S. elections. Visiting US Fulbright Scholars may wish to use some of their free time for research, cultural or other personal activities. However, such activities should not be the primary purpose of their travel, nor should they represent more than a small portion of their time spent in another country (e.g. one or two days before or after the main, expertise-sharing/collaborative activities take place).

**5. Initiating Requests.** Commissions or posts must send all requests for support to [RTP@aminef.or.id](mailto:RTP@aminef.or.id) to the attention of Ms. Astrid Lim, Senior Program Officer, or Mr. Rizqi Arifuddin, Associate Program Officer, AMINEF (the Fulbright Commission in Indonesia) ordinarily four weeks in advance of the projected visit. Requests can be submitted by the commission or post where the activities will take place (i.e., the receiving country), or by the commission or post in the country where the senior scholar is based.

The scholar must have an invitation from a host institution in the country he or she plans to visit. Scholars are not allowed to submit requests directly to AMINEF without going through the posts/commissions.

**6. Funding Arrangements.** Regional Travel Program funds are primarily used to cover between-country travel (and not per diem or accommodation). Scholars will receive funding for round-trip travel from their EAP base country to the destination country/countries by the most economical route. Regional Travel Program funds can also be used to cover in-country ground travel for the senior scholar from the arrival city to the city where the activities are taking place. Cost-sharing by receiving-country institutions and/or posts and commissions is highly desirable, but is not required in the event that the senior scholar assumes responsibility for accommodation and per diem costs.

Please note that reimbursement of travel expenses will occur within four weeks of the scholars' submitting their travel report (see number 8) and proof of travel expenses incurred.

**7. Honoraria.** Per [Fulbright Foreign Scholarship Board \(FFSB\) policies](#), Fulbright scholars are not permitted to receive honoraria from either commissions or posts. However, ". . . any honoraria or other fees received abroad for special guest lectures or similar events during the grant period may be accepted by the grantee, subject to the concurrence of the sponsoring commission or post." Although receiving institutions are not required to pay an honorarium to the Fulbright visitor, such support is welcomed and will be viewed as a contribution toward cost-sharing on the part of the receiving institution.

**8. Reporting.** The report should be submitted within 30 days of the conclusion of the visit and has two purposes. The first one is to help Fulbright senior scholars reflect on the achievements of their visit, both in terms of research collaboration and of institutional partnership building, as part of their overall experience during their scholarship time in the East Asia & Pacific region. The second purpose is to help the Fulbright Program assess the impact of this additional effort to enhance knowledge-sharing and regional cooperation in the East Asia Pacific.

The information contained in this report will go to the EAP Fulbright Office at ECA.

**9. Forms.** Please click [here](#) to download the zipped folder containing the forms below:

- a. RTP Guidelines
- b. Application Form
- c. Visit Form
- d. Reimbursement Form