



MALAYSIAN-AMERICAN COMMISSION ON EDUCATIONAL EXCHANGE

Host Institution Roles and Responsibilities

Fulbright Specialist Program

Local universities, government ministries, NGOs, think tanks, or other not-for-profit institutions that host Specialists are requested to:

- Follow country-specific processes or competition requirements and develop a project that fits the parameters of FSP.
- While Open Projects are preferred, if submitting a Named Project, work with the post or commission to identify a Specialist and review Specialist candidates.
- Provide in-country cost share. In the case of projects with multiple host institutions, the primary host institution is responsible for coordinating all logistics with the other host institutions and defining the cost-share arrangements and transportation between host sites.
- Provide secure, safe, and comfortable housing for the Specialist. Typical accommodations are hotels, university housing appropriate for the faculty/professional level, and (only if set up in consultation with the Specialist candidate) approved homestays with host institution staff or faculty. In certain countries, Regional Security Officer (RSO) approval of housing may be required. If there is any change in approved accommodations, the host institution should notify the post or commissions immediately so that alternative accommodations can be determined.
- Organize and provide funding or in-kind assistance for pick-up/drop-off at the airport at the beginning and end of the project.
- Provide funding or in-kind support for all meals, including breakfast, lunch, and dinner for all days in-country (including weekends). Typical options include a stipend for Specialists to go to local restaurants or shop for groceries, university cafeterias, meals at a homestay, etc.
- The funding must be calculated in USD and should not exceed USG per diem rates.
- Notify posts or commissions of any problems or concerns while the Specialist is carrying out his or her project.