



U.S. SCHOLAR FINAL REPORT INSTRUCTIONS

As a U.S. Fulbright Scholar, you are required to submit a final report online at the end of your grant period. Should your grant last for duration of 6 months or longer, you will also be required to submit an interim report online for the first half of your grant. The interim and final reports required by CIES may differ from those requested by the Fulbright Commissions abroad. If your host Commission requests a final report, you should complete it and return it in addition to completing the online report for CIES.

The information you provide in your report will be used for the following purposes:

- To enhance the orientation of future grantees who are placed in the same region and/or host institution(s)
- To offer formative feedback about the Fulbright experience for program staff at the Council of International Exchange of Scholars (CIES) to facilitate program improvement
- To gain information about program results for CIES as well as for external audiences such as the Bureau of Educational and Cultural Affairs at the United States Department of State, the J. William Fulbright Foreign Scholarship Board, and Congress.

Instructions for Reports Module

The online final report module can be accessed at <https://fusc.cies.org/>.

Module compatibility:

The online module is designed for Microsoft Windows Internet Explorer 5.5 or higher with cookies enabled. Mac PowerPC users are strongly recommended to use Netscape 7.02 or higher/ Safari 1.0. Your browser's pop-up blockers need to be disabled.

Logging in:

Your username is your five digit serial number. Your password is your last name in lowercase characters without spaces. This information is also included on the grant cover letter or the grant acknowledgement letter (if your grant was issued by a Fulbright Commission), which you received from CIES.

Upon initial login, you will be asked to change your password. You must change your password to something other than the default. For "old password" enter your last name in lowercase, then select and confirm a new password. Please retain this password for future reference as you do not need to complete the report in one session.

Entering your Report:

Please note that there is a **60 minute time-out** feature on the module, so be sure to **save your work** frequently. To ensure that you do not lose any of your work, we suggest that you compose any long narrative sections of the report offline in your word processor and then copy and paste the text into the online report.

Submitting your report:

Though you will be able to view a copy of your report online once it has been submitted, you will not be able to make changes. Should you need to revise your report after its submission and/or have any additional questions concerning the module, please direct all inquiries to USfinalreports@cies.iie.org. Upon receiving your report, you will be mailed a certificate recognizing your contributions to the Fulbright Scholar Program.