

THIS IS AN UNOFFICIAL TRANSLATION

Warning: Unofficial translation represents an informative document. Original text in Slovene language as it was published in the Official Gazette of the Republic of Slovenia forms the legal basis for any and all cases relating to this call for applications.

On the basis of *Act ratifying the Memorandum of Understanding between the Government of the Republic of Slovenia and the Government of the United States concerning the Fulbright Exchange Program* (Official Gazette of the Republic of Slovenia No. 93/11), article 6 of the *Act on Restructuring the Public Institution 'Ad futura, Science and Education Foundation of the Republic of Slovenia, Public Fund' into the Slovene Human Resources Development and Scholarship Fund* (Official Gazette of the Republic of Slovenia No. 51/09) and the *Business and Financial Plan of Slovene Human Resources Development and Scholarship Fund*, adopted by the Government of the Republic of Slovenia on 9. 7. 2013 and the *Rules on General Terms and Conditions of Business of the Slovene Human Resources Development and Scholarship Fund* (Official Gazette of the Republic of Slovenia No. 91/09 and 102/12, hereinafter SPP), Slovene Human Resources Development and Scholarship Fund (hereinafter referred to as the Fund) hereby announces the following

Call for Applications for the Fulbright Program for the year 2014 (Call for Applications No. 170)

1. The Subject of the Call for Applications

The subject-matter of this Call for Applications are scholarships for the participants of the Fulbright program – Generation 2014, specifically for visits of Slovene citizens in the United States of America (hereinafter referred to as the USA) and citizens of the USA in the Republic of Slovenia (hereinafter referred to as the RS).

The Fulbright generation 2014 includes those Fulbright program participants, which are already approved by the competent authority in the U.S. and will conduct the majority of their visit in the 2014/2015 academic year.

2. The Value of the Call for Applications

The total value of this call for applications is EUR 200,000.00 (hundred thousand).

3. The Amount of Scholarship

The citizens of the RS can get for their visit to the USA following:

- The cost of the cheapest return flight in Economy class between RS or other nearby airport to the appropriate airport in the USA depending on the location of the host institution;
- A monthly stipend in the amount, defined by the relevant authority in the USA, if it is not covered by the USA authority.

The citizens of the USA can get for each month of the visit in the RS refund of the costs of obligatory health insurance in the Republic of Slovenia and a monthly stipend in the amount of:

- EUR 800.00, if they are visiting students or
- EUR 1,000.00 if they are visiting scholars.

The applicants will be awarded the funding under this call for applications for up to the number of months approved by the relevant authority in the USA.

4. Conditions of the Call for Application

Applicants must meet the following conditions:

- Citizenship of the sending country;
- They were selected to participate in the Fulbright Program – Generation 2014 in the hosting country by the relevant authority in the USA.

The Fund will examine if the applicant meets the above conditions based on the documents, submitted with application, in accordance with the law governing the general administrative procedure, as well as with acquisition of data from the records of the relevant authorities. If the later is expressly prohibited by applicant, he or she must then provide appropriate evidence of compliance with conditions of this Call for Applications.

5. Application and Documentation

The applicant must submit duly completed and signed appropriate application form.

The citizens of the RS must submit with application at least three quotes from different carriers for the return flight ticket in Economy class between RS or other nearby airport to the appropriate airport in the USA depending on the location of the host institution; the Fund can review other quotes additional to the ones, submitted by the applicant.

The citizens of the RS, that want to apply for the scholarship as defined in the bullet 2 of the paragraph 1 of the point 3. *The Amount of Scholarship* of this call for applications, must also submit the confirmation of the monthly stipend, as defined by the relevant authority in the USA, which also has to state they are not eligible for a stipend in the USA.

Citizens of the USA must submit with application a certificate of citizenship or a photocopy of a valid passport.

All with application submitted documents can be copies; the Fund can later request a certified copy or the original document on demand for verification of copy. The fund will not return any submitted documents.

6. The Selection Process and Delimiting Criteria

The call for applications is conducted by a special commission in accordance with the provision of the General Administrative Procedure Act. The commission is appointed by a decision of the Director of the Fund.

Under a call for application with a rolling decision the funding is awarded to the applicants, who meet the conditions of this call for applications in the order in which the complete applications were received by the Fund until all available funding has been awarded.

If the value of the last application exceeds still available funds under this call for applications, only partial funding in the amount of remaining funds will be awarded to this application. If more complete applications are received on the same day that in total exceed available funding, the remaining funding will be distributed among all such applications in the same percentage of total justified amount for each application.

Applications, received after all available funding has been awarded and before the final rolling application deadline, will be rejected.

7. Processing of Applications and Transfer of Funds

All applicants will be issued a decision. When the decision is final, the transfer of funds is possible as specified below.

Transfer of funds is usually done:

- for the flight directly to the carrier via payment of invoice, pro-forma invoice, quote or other appropriate document, issued by the carrier to the Fund;
- for stipend for the visit in the RS quarterly till the 15th day of the first month of the quarter (January, April, July, October), except at arrival, when the recipient is paid proportional part of stipend from the first month of the visit to the last month of this quarter usually within 15 days after the recipient notified the Fund about his or her arrival to RS; payment of stipend to the citizen of RS for visit to the USA, when relevant, is done in the same dynamics, except that the first part is paid usually within 15 days after the decision is final;
- for the cost of obligatory health insurance in RS with the Health Insurance Institute of Slovenia (ZZZS) until the 15th day of the first month of the quarter, whereby quarters are considered same as in previous bullet, in the form of the re-fund to the recipient; the recipient must submit documents showing the payment of the obligatory health insurance to the Health Insurance Institute of Slovenia for the last quarter no later than until the 5th day of the next quarter except for the last re-fund, which is made within 15 days after submitting the proof of payment for including the last month of the visit.

The funds from 2nd and 3rd bullet of the previous paragraph are payable to the personal account of the person, opened at the Slovene bank.

If the citizen of the RS has paid the costs from the 1st bullet of the 2nd paragraph of this chapter of the call for application, the amount is refunded usually within 15 days after presenting the relevant documents of purchase – photocopy of the invoice, quote or pro-forma invoice, upon which the payment was done, and which has to show details of flight and passenger, and proof of payment (e.g. cash receipt, bank statement, credit card account statement).

8. Obligations

The recipient is obliged to:

- Inform the Fund about the starting date of the visit within 15 days after begin of the visit,
- Conduct the visit under the Fulbright program – Generation 2014 in agreed duration,
- Notify the Fund about any potential changes, that affect or could affect the visit, within 15 days from this change or when he or she learned about such change,
- Maintain correct and up-to-date contact information, bank account information for payments of funds, and other relevant information.

The full month of the visit ends with the same number than the number of the first day of visit; agreed duration is considered with every started month.

If the visit will be shorter than the number of months, stated in the decision, the applicant will need to repay any paid amount for the months, that will not be realized. If it is established the applicant stated wrong, untrue or misleading information in any application or documentation, he or she will need to repay the full received amount. The Fund will issue a decision regarding the repayment of funds, by rule of its own motion.

The funds from previous paragraph have to be repaid in the amount, re-calculated in accordance with the movement of prices, within 30 days after receiving the decision about repayment.

If the repayment is not made in due time, additional legal late interests as per law are due for the time of the due date to the date of the repayment.

9. Availability of Documentation

The text of the call for application and forms are available at www.sklad-kadri.si. The documentation can be also collected in person at the address of the Fund at Dunajska 22, Ljubljana, during office hours (Mondays, Tuesdays and Thursdays between 9am and 3pm, Wednesdays between 9am and 4pm and Fridays between 9am and 2pm).

10. Deadline and Submission of Application

The application (the application form, duly completed and signed, together with the required documentation) must be sent to the following address:

Javni sklad Republike Slovenije za razvoj kadrov in štipendije, Dunajska 22, 1000 Ljubljana
(with the note on the envelope: "Fulbright 2014 – 170. JR").

Applications are free from administrative tax based on point 9 of the 1st paragraph of Article 24 and point 28 of Article 28 of the Administrative Fees Act (Official Gazette of the Republic of Slovenia No. 106/10-UPB5).

The application deadline is set as a rolling application deadline. The period of collecting applications starts on the day the call for applications is published in the Official Gazette of the Republic of Slovenia and continues until all available funding has been awarded, but no later than including 30 September 2015.

An application is submitted in due time if the Fund receives it within the time limit for submission of applications. If the application is sent by registered mail, the day of posting is considered to be the day of receipt by the Fund.

The application can be submitted in person at the Fund's address, during office hours as defined in chapter 9 of this call for applications. Applications submitted after the expiry of the application period shall be dismissed.

An application is considered as complete if it is submitted on the application form and contains all the required documents and information, as defined by this call for applications. Applicants, who will submit incomplete applications, will be invited to complete the applications. If the applicants fail to complete the application within the time period determined in the invitation, their applications will be dismissed. Applications, that will not meet the conditions of this call for applications or will be submitted after all available funds will be awarded, will be rejected.

If the applicant cancels his or her request for funding under this call for application, he or she must notify the Fund about this in writing.

Appeals against the decision of the Fund will be decided upon by the Ministry of Labor, Family Social Affairs and Equal Opportunities.

11. Additional Information

Additional information is available at the Funds' web page www.sklad-kadri.si. Information can be obtained in person or via phone during official hours every working day between 9am and noon, on Wednesdays also between 2pm and 4pm, e-mail spela.susec@sklad-kadri.si, phone number +386 (0)1 434 10 86.

Slovene Human Resources Development and Scholarship Fund

(in Slovene: Javni sklad Republike Slovenije za razvoj kadrov in štipendije)
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