

## **PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)**

### **Fulbright Student Program - ECA/A/E-14-01**

#### **Office of Academic Exchange Programs (ECA/A/E)**

These POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs of the Bureau of Educational and Cultural Affairs, U.S. Department of State for the FY 2014 Fulbright Student Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

#### **I. STATEMENT OF WORK**

Subject to the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State expects to enter into a cooperative agreement with one or more eligible organizations or consortia of organizations to administer the FY 2014 Fulbright Student Program. The FY 2014 Fulbright Student Program will support the administration of approximately 2,030 new awards to U.S. students to study, conduct research, and teach English abroad and approximately 2,700 new awards for visiting students to study, conduct research, and teach foreign languages in the United States.

Under the terms of the Cooperative Agreement, the recipient(s) will be responsible for administering a number of special programs and activities for visiting students including, but not limited to: Pre-Academic and English Language Training, Short-term Gateway Orientations, and Foreign Student Enrichment Seminars, as well as the Foreign Language Teaching Assistant (FLTA) Program, the Faculty Development Program for selected countries of the Western Hemisphere, and oversight of the Fulbright Offices in Moscow and Kyiv. See the RFGP and Section II, Program Specific Guidance, for further information on these programs. This Cooperative Agreement will support administration of the program for new FY 2014 students and applicants as well as any special initiatives for participants or alumni requested by ECA. The cooperative agreement should begin on October 1, 2013.

Proposals will be accepted from eligible organizations or consortia of organizations wishing to administer the entire worldwide Fulbright Student Program, or the entire U.S. Student Program. Proposals will also be accepted from eligible organizations or consortia of organizations wishing to administer the Foreign Student Program for one or more regions of the world. Any organization or consortium applying for the Foreign Student Program in two or more world regions must present a comprehensive plan to also

manage the worldwide Fulbright Foreign Language Teaching Assistant Program, and oversight of the Fulbright Offices in Moscow and Kyiv, enrichment seminars for foreign students, and all pre-academic, orientation, and English language programs for foreign students.

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this grant for a period of not less than four additional fiscal years, before openly competing it again. The Bureau reserves the right to renew the awards beyond that period. This grant will support administration of the program for new students and applicants only; student scholarships which were awarded in FY 2013 and previous years will continue to be managed by the organizations which currently administer the program.

For the FY 2014 cooperative agreement(s), which this announcement covers, the cooperating organization(s) will have responsibility for the following activities: for U.S. students - a potential phase-in of responsibilities for application screening, program implementation, and fiscal management for academic year (AY) 2014-2015 U.S. student participants; and recruitment and outreach to U.S. student applicants for the AY 2015-2016 program. For foreign students responsibilities will include: enrichment workshops and monitoring and supervision for AY 2013-2014 foreign student participants; placement, and initial program implementation for AY 2014-2015 foreign student participants, pre-academic training and orientation for AY 2014-2015 foreign student participants; and the provision of recruitment and application materials to Fulbright commissions and Public Affairs Sections of U.S. embassies (PAS) for the AY 2015-2016 foreign student program. In FY 2014 and subsequent years, if the grant is renewed, the grantee organization would be responsible additionally for full-year supervision, monitoring and support for both new and renewal grants for foreign students who would be in the U.S. for study and research, and U.S. students abroad, as required.

## **A. U.S. STUDENT PROGRAM:**

### **1. Application Screening and Selection Process**

- Describe how you will conduct a technical review of applications, previously solicited from U.S. students, for eligibility and completeness (biodata, transcripts, recommendations, study plans), and obtain missing documentation from applicants before forwarding applications for J. William Fulbright Foreign Scholarship Board (FSB) approval. Refer questions of eligibility to the appropriate ECA/A/E regional branch prior to selection review.
- Outline in your proposal plans for a transparent, merit-based review process, with clearly identified criteria for assessing the U.S. student applications. Propose procedures for organizing national review panels to recommend and rank candidates. Include Fulbright alumni as reviewers when possible. Include

ECA/A/E program officers as resources at panel meetings and ensure that they receive information about the scheduling and make-up of all review committees at least one month prior to the meetings. Please consult with ECA/A/E on any formulas used to determine the number of candidates ultimately recommended from any given panel.

- Work with an online application system, as needed, to modify views as needed for FSB processing.
- Propose a plan to notify applicants of their status after meetings of national review panels.
- Prepare nomination memos for the J. William Fulbright Foreign Scholarship Board, summarizing the competition and following the format provided by the FSB.
- Refer questions of eligibility to the appropriate ECA/A/E branch prior to national selection committee review.
- Process medical forms and notify ECA/A/E branches of applicants with potential medical problems. To assist in medical form review, please contract with a medical officer as directed by ECA/A/E.

## **2. Program Planning and Management**

- Describe your capacity to electronically maintain current grantee data including individual grant amount and fiscal year funding. Required data fields for the electronic data system include, but are not limited to the following: first name; middle name; last name; gender; date of birth; country of citizenship; country of residence; participant type; field of study/research topic; degree objective (graduating senior/M.A./Ph.D.); home/host institution or affiliation; Fulbright Program category/subcategory; fiscal year of funding; award amount; home/host U.S. state, and Congressional district.
- Ensure that participant reports are completed and forwarded to ECA/A/E branches.
- In consultation and with the approval of the ECA/A/E branches, respond to renewal/extension inquiries from participants.
- See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.

## **3. Post-Nomination Services**

- Describe your capacity and plans to work closely with ECA/A/E branches to provide the following services. You should note that there will be differences between the post-nomination services the Bureau requests you to perform for U.S. student participants going to countries where a Fulbright commission manages the program and those for whom the program is administered by the Public Affairs Sections (PAS) of U.S. embassies overseas, known as non-commission countries. For non-commission countries, the cooperating agency will write the grants, disburse stipend payments, and arrange and fund international travel for participants via American carriers following regulations of the “Fly America Act”. For U.S. students going to Fulbright commission countries, the commission will generally be responsible for writing grants, disbursing stipend payments and funding and arranging international travel.
- Enroll participants in the Bureau’s Accident and Sickness Program for Exchanges (ASPE) health benefits program, issue health program ID cards and provide assistance to participants regarding health benefits; provide all students with information about supplemental insurance. ECA will provide the cooperating organization with the software applications, ID cards, brochures, instructions and forms necessary to manage the health benefits enrollment for the students. The cooperating organization will assist in presenting claims to the health program administrator and consult with the Bureau on participant health issues that may affect successful completion of individual programs.
- Prepare grant authorizations and grant documents for students going to non-commission countries. Complete loan deferment forms.
- Assist ECA/A/E regional branches with virtual and in-person pre-departure orientations as requested, including promotion of the orientation dates on relevant program web pages and provision of country specific fact sheets and other relevant information. Adhere to ECA-established “Global Policies” and “Roles and Responsibilities” guidance documents for all pre-departure orientation activities and responsibilities.
- Assist with participant travel arrangements communicating with commissions and/or PAS and ECA/A/E program officers regarding travel plans as needed.
- Provide placement and monitoring services to U.S. Fulbrighters in China.
- Assist with reassignment of participants when circumstances require.
- Request, receive and review mid-term and final participant reports. Provide access to reports to ECA/A/E branches. All reports should be in an electronic format and made available to ECA, PAS, and commissions.

- Assist in handling emergencies and medical evacuations in consultation with ECA/A/E regional branches.
- When necessary, prepare appropriate documentation for the Fulbright Scholarship Board requesting termination or revocation of a U.S. student grant, and taking appropriate action to recoup scholarship funds that may have been previously distributed to the participant.
- Arrange testing of language skills of U.S. recipients of designated critical language awards before departure and upon return.
- Prepare Fulbright certificates for participants, retiring members of the national screening committees and retiring Fulbright Program advisors.

#### **4. Fiscal Management**

- Manage stipend payments for participants going to non-commission countries.
- Audit internal functions, system and controls as necessary.
- See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.

#### **5. Publicity**

- Prepare the website and other materials necessary to publicize the Fulbright U.S. Student Program. The material should explain the philosophy of the Fulbright Program and highlight the role of the U.S. government and the Bureau of Educational and Cultural Affairs. The Bureau requires that the publicity strategy and all brochures, including cover designs, be submitted to ECA/A/E for final approval. The Bureau will retain copyright use of and be allowed to distribute materials related to this program as it sees fit. Sample publicity materials should be included as an appendix to your proposal.
- Develop a strategy for recruitment and outreach to promote the Fulbright U.S. Student Program that will generate a strong pool of qualified candidates that represent the diversity of the United States. This plan should include regional workshops for college and university Fulbright Program Advisors (responsible for student guidance and evaluation and interviews of candidates from their universities) to provide training on program criteria and procedures and encourage participation from a larger and more diverse pool of schools and students; other university visits; publicity and media relations.

- With respect to media relations, the cooperating organization should develop a strategic communications plan and devote time and resources to garnering media attention for the Fulbright Program through press releases, websites, social media platforms, etc., and through establishing contacts with reporters in major media markets and other markets in consultation with ECA/A/E outreach officer. In addition to media engagement, the strategic communications plan should outline a strategy for eliciting impact stories from participants, alumni, PAS, and commissions as well as a strategy for disseminating these anecdotes. The plan should include a cost estimate for each component, and should be included as a separate budget annex. ECA/A/E must approve the plan before implementation. The cooperating organization should coordinate with the Council for International Exchange of Scholars (CIES) on joint Fulbright Program outreach and media relations plans.
- Plan to produce several high quality promotional videos in accordance with ECA's priority to develop more exchange program-related video content. Production timeline and themes should be discussed in advance with ECA/A/E.
- Publicize U.S. Fulbright Program grant opportunities via written publicity, electronic distribution, including social media sites, and other means. The cooperating organization should work through its website, network of contacts with U.S. colleges and universities, and educational, professional and academic discipline newsletters and journals. Other recruitment vehicles should be utilized as well, particularly in an effort to reach graduating seniors, artists, and underrepresented audiences.
- Publish the 2013-14 academic year U.S. Student Directory on your Fulbright program website by January 2014. The U.S. Student Directory should include name of participant, home state, country of assignment, field of study and U.S. college or university. Data on any 2014 participants who are not confirmed by this deadline may be added by March 2014. Prepare and publish an electronic version of the 2014-15 academic year U.S. Student Program Announcement by March 31, 2014.
- For the awards catalog, the cooperating organization should offer an online editing system and maintain a searchable online catalog. Ideally, this system should allow for concurrent editing of materials simultaneously by ECA, Posts, and Commissions.
- Describe your plan to offer an on-line announcement and application system for the Fulbright U.S. Student Program. Provide a timeline and work plan to meet the following deadlines: The cooperating organization should prepare and publish on a website the U.S. Student Program Announcement for 2015-2016 by March 31, 2014. Develop a matrix for each country listing in the online catalog so that

similar information is provided by participating countries (language, academic year, grant period, field of study, affiliation, qualifications, research clearance, grant benefits, conditions of award, other general information, etc). Request updates from all eligible countries in consultation with ECA/A/E branches. The cooperating agency will be required to submit a draft of the appropriate sections of the online catalog to ECA/A/E branches no later than January 31, 2014. Sufficient time should be allowed in the publication schedule to permit the Bureau time to review all materials and to suggest possible modifications.

- The Bureau requires the use of electronic applications during the AY 2014-2015 competition cycle, with provision for students in exceptional circumstances to use paper applications. These paper-based applications, however, must be entered into the online system by cooperating organization staff. All application materials should be available in a sortable, searchable, electronically accessible database format that can be easily shared with the Bureau upon request.

## **B. FOREIGN STUDENT PROGRAM**

### **1. Program Planning and Management**

- Applications from foreign students for academic year 2014-15 will be provided electronically by Fulbright commissions and PAS. Discuss your plans to conduct a technical review of applications for eligibility and completeness (biodata, transcripts, recommendations, study plans).
- Estimate program costs for new students including testing (GRE, TOEFL, TSE, IELTS, and GMAT), university application fees, and SEVIS fees and budget for them in your proposal program budget.
- Describe how you will develop stipend rates based on U.S. government cost of living statistics and recommend them to the Bureau which must officially approve them prior to their implementation. Estimate costs for university tuition and fees.
- Request, receive and review mid-term and final participant reports. Provide access to reports to ECA/A/E branches. All reports should be in an electronic format and made available to ECA, PAS, and commissions.
- Maintain current participant data electronically including individual grant amount and fiscal year of funding. Required data fields for the electronic data system include, but are not limited to the following: first name; middle name; last name; gender; date of birth; country of citizenship; country of residence; participant type; field of study/research topic; degree objective (graduating senior/M.A./Ph.D.); home/host institution or affiliation; Fulbright Program category/subcategory; fiscal year of

funding; award amount; home/host U.S. state, and Congressional district. Ensure data is accurate prior to submitting to ECA for inclusion in Department of State statistical reports.

- Maintain individual grant records for student files.
- See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.

## **2. Selection and Placement**

- Describe your capacity to maintain and develop resources for placement of foreign students for academic year 2014-2015.
- Provide on-line, computer based application forms, selection guidelines and related Fulbright materials to PAS and commissions.
- Conduct a technical review of applications for eligibility and completeness (biodata, transcripts, recommendations, study plans). Obtain missing documentation.
- Make completed on-line applications available to PAS and commissions, ECA/A/E branches and the FSB.
- Distribute test materials and fee waiver vouchers to PAS and commissions.
- Prepare and distribute orientation information to PAS and commissions.
- Maintain and develop resources for placement of foreign students.
- Explain your procedures for analyzing student English language proficiency and recommending pre-academic training as necessary (see English Language and Orientation section).
- Evaluate applications for appropriate university submission; review academic credentials, funding, country requirements, participants' interests; consult with ECA/A/E branches regarding high cost university programs and availability of funding.
- Follow up with Fulbright Commissions and PAS as necessary for program clarification and documentation.
- Explain in your proposal how you will submit applications to an appropriate number of academic institutions after evaluation of placement possibilities and financial aid opportunities; notify designated Fulbright commissions and PAS of universities to

which student dossiers have been submitted.

- Complete university applications as necessary; follow up to obtain university admission.
- Pay application fees, obtaining fee waivers, if possible.
- Develop U.S. university support in the form of tuition awards or reduction of other academic fees and locate scholarships for partially funded participants
- Receive offers of admission, financial aid, and rejections; analyze data and forward recommendations to Fulbright commissions and PAS in consultation with ECA/A/E branches.
- Process medical forms and notify ECA/A/E branches of applicants with potential medical problems.
- Finalize U.S. academic admissions after responses are received from Fulbright commissions and PAS and ECA/A/E branches; follow through to ensure participants meet special admission requirements.
- Prepare and distribute “Terms of Appointment” for each participant selected.
- Forward housing information to PAS and commissions. Finalize housing reservations for participants as requested.
- Act on late nominations as necessary in cooperation with ECA/A/E branches, PAS and Fulbright Commissions.
- Advise universities on resignations and withdrawals.
- Open a file on each new participant and maintain electronic records.
- Propose how to provide support for Chinese candidates including selection and placement. Provide pre-departure orientation for Chinese participants.

### 3. Basic Supervision and Support Services

**Supervision:** Describe plans to proactively track Fulbright participants’ academic progress, cultural adjustment and overall success for their duration of sponsorship, ensuring that there is effective networking among participants at a specific university and regionally, and with the U.S. students, faculty and communities in which they are placed. Develop a plan of study and academic grade report forms for student completion.

**Taxes:** Present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

**Visas and Legal Status:** Describe plans to serve as Alternate Responsible Officer for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS), monitoring and maintaining appropriate non-immigrant visa status for student participants at all times. Help participants comply with federal, state and local regulations, including but not limited to, the two-year home residency requirement, tax liability (report incoming travel benefits to IRS), indebtedness and expired permission to remain in the U.S. Provide timely documentation for continuation of stay in the U.S., border crossings, practical training, work permission, as well as abide by all J-visa regulations; and assist with incoming and return travel for select countries.

**Health Coverage:** Enroll participants in the Accident and Sickness Program for Exchanges (ASPE) health benefits program, issue health program ID cards and provide assistance to participants regarding health benefits; provide all students with information about supplemental insurance. The Bureau will provide the cooperating organization with the software/web-based applications, ID cards, brochures, instructions and forms necessary to manage the health benefits enrollment for the students. Plan to assist in presenting claims to the health benefits administrator and consult with the Bureau on participant health issues that may affect successful completion of individual programs.

Cooperating organizations must utilize a system that assigns a unique ID number to each participant for the purposes of health benefits enrollment. This unique ID number must further include a specific number that identifies the participants particular to that organization.

**Grant Benefits and Disbursements:** Monitor and distribute approved grant payments, reimbursements and advances; authorize special allowances as stipulated in terms of grant or by ECA/A/E; clarify policies and procedures and resolve problems relating to grant benefits and payments.

**Serious Personal Emergencies:** Working closely with the universities and in consultation with ECA/A/E branches, plan to make pro-active efforts to anticipate and assist participants as required in coping with and resolving serious academic, psychological or other personal difficulties; legal/health emergencies; provide counseling or make appropriate referral; handle arrangements in case of repatriation according to ECA guidelines.

**Participant Tracking and Directory:** Maintain computer files on current academic and visa status of each participant; prepare and transmit reports on participant status as directed by ECA. Publish by January 31, 2014, on the program website, the Foreign Student Directory. The Foreign Student Directory should list incoming students and provide statistics for new and renewal students alphabetically by country, by state, host

institutions and field of study.

#### **4. Fiscal Management**

- Manage stipend and tuition payments for foreign students from primarily non-commission countries.
- Prepare and distribute payments to participants and academic institutions.
- Audit internal functions, system and controls as necessary.
- Audit payments for participants covering travel, fees, allowances, and other related payments.
- Audit tuition bills; correspond with universities concerning clarification of charges, as necessary.
- Review accounting system for administrative and program expenditures in connection with U.S. government audit.
- See section on “Program Reporting” under “Program Specific Guidelines” for guidance on required statistical and financial reports.

### **C. GLOBAL FOREIGN STUDENT PROGRAMS**

#### **1. English Language Programming**

- Plan and administer pre-academic English programs for approximately 600 students.
- By January 31, 2014, in consultation with ECA/A/E, design criteria, and select institutions to provide programs of English language upgrading and discipline-specific preparation required for academic program of study. Most programs will vary in length from two to twelve weeks depending upon the students' levels of English ability. It is assumed that some participants may require extended intensive English training.
- Demonstrate your capacity to analyze English language level, evaluate credentials, arrange placement and supervise foreign students in appropriate academic English language programs.
- Provide a directory of pre-academic training programs for PAS and commissions and a handbook of information for the directors of summer pre-academic

programs. ECA/A/E should review and clear the directory and handbook before dissemination.

- In consultation with ECA/A/E, promote pre-academic programs as part of a complete enrichment package to PAS and Commissions.
- Ensure that branding for English language programs emphasizes the U.S. Government's role in the Fulbright Program and its enrichment programming preceding any language regarding the role of the recipient organization. All print and electronic materials related to Fulbright English language programs should state "This activity is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs as part of the Fulbright Program, the U.S. government's flagship international exchange program supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>."
- Provide comprehensive information on English language programs on the Fulbright Foreign Student Website. Information should include program benefits, terms and conditions, reporting requirements and a FAQ section. This section should also include participant quotes and photos from recent English language programs.
- Monitor and evaluate pre-academic programs. Prepare a submission on English Language programs for inclusion in required reports.
- Provide projected program budgets, including per diem and travel, for all pre-academic programs.
- Provide ECA/A/E with participant reports on English Language Programs as well as staff "read-outs" within 30 days of the conclusion of the program. Create a final comprehensive report on English Language Programs for inclusion in the annual report. Provide additional interim reports on request.

## **2. Gateway (Arrival) Orientations**

- Plan and administer at least twelve gateway orientation programs serving a minimum of 600 students, including one specifically designed for students from Pakistan.
- Provide projected program budgets, including per diem and travel, for all gateway orientations.
- In consultation with ECA/A/E, create an overall timeline for gateway orientations, including planning dates and deadlines.

- Ensure that branding for gateway orientations emphasizes the U.S. Government's role in the Fulbright Program and its enrichment programming preceding any language regarding the role of the recipient organization. All print and electronic materials related to Fulbright gateway orientations should state "This activity is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs as part of the Fulbright Program, the U.S. government's flagship international exchange program supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>."
- Provide comprehensive information on gateway orientations on the Fulbright Foreign Student Website. Information should include program benefits, terms and conditions, reporting requirements and a FAQ section. This section should also include participant quotes and photos from recent gateway orientations.
- Prepare materials, resources, and copies of gateway seminar presentations for posting on ECA's State Alumni website.
- Provide ECA/A/E with participant reports on gateway orientations as well as staff "read-outs" within 30 days of the event. Create a final comprehensive report on gateway orientations for inclusion in the annual report.

### **3. Enrichment Seminars**

- In consultation with ECA/A/E, plan and administer up to nine interactive, multiple format, multi-day seminars for first-year Fulbright foreign students. Seminars should be proposed for approximately 140 students each and should provide students an in-depth understanding of American institutions, society and culture. Outline possible themes for enrichment programs to be conducted in the winter and spring of 2014.
- In consultation with ECA/A/E, plan and administer approximately four special thematic seminars, ranging from 30-120 participants, for targeted groups of Fulbright foreign students. Seminars should address topics such as Food Security, Lab to Market, and Social Entrepreneurship.
- Work with ECA/A/E outreach officers to develop and implement media strategy plan to publicize Fulbright enrichment seminars and grantees attending seminars.
- In consultation with ECA/A/E, plan re-entry programming for students returning to select countries.
- In consultation with ECA/A/E, create an overall timeline for all enrichment

seminars, including planning dates and deadlines.

- For all enrichment activities, provide staffing and travel plans to ECA no less than two weeks in advance of each event.
- Ensure that branding for all enrichment seminars emphasizes the U.S. Government's role in the Fulbright Program and its enrichment programming preceding any language regarding the role of the recipient organization. All print and electronic materials related to all Fulbright enrichment seminars should state "This activity is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs as part of the Fulbright Program, the U.S. government's flagship international exchange program supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>."
- Provide comprehensive information on enrichment seminars on the Fulbright Foreign Student Website, in consultation with ECA/A/E. Information should include program benefits, terms and conditions, reporting requirements and a FAQ section. This section should also include participant quotes and photos from recent enrichment seminars.
- Prepare materials, resources, and copies of enrichment seminar presentations for posting on ECA's State Alumni website.
- Provide ECA/A/E with participant reports on entry orientations as well as staff "read-outs" within 30 days of the event. Create a final comprehensive report on entry orientations for inclusion in the annual report.
- ECA requests a comprehensive calendar of all enrichment activities offered to Fulbright foreign students. The recipient organization should provide updates on a quarterly basis. The activities calendar should include brief narrative statements describing each activity.

#### **4. Fulbright Foreign Language Teaching Assistant Program**

- Plan and administer the Fulbright Foreign Language Teaching Assistant Program (FLTA).
- Conduct a national competition for colleges and universities to host FLTAs on their campuses. Seek tuition awards for FLTAs and cost share from host institutions.
- Participate in grantee interviews in-country as needed and requested by ECA.

- Review FLTA nominations from commissions and posts before sending to ECA for review and FSB approval. Match qualified candidates with host institutions. Communicate with ECA, posts and commissions regarding placement issues, and provide updates as needed.
- Upload applications of recommended candidates into the online application system for ECA and FSB review. Manage the online application system and troubleshoot.
- Plan and conduct orientations and enrichment programs for FLTAs, which may be a mix of international and U.S.-based orientations, and one mid-year workshop.
- Provide services similar to those offered to other Fulbright foreign students including health benefits coverage, J-visa sponsorship and provision of stipends.
- Work with ECA/A/E outreach officers to publicize Fulbright FLTA program and grantees through press releases, websites, social media platforms, etc.
- Manage grantee issues as they arise, and alert ECA as needed.
- Coordinate departure details for commission and non-commission Fulbright FLTAs.

#### **E. WHA FACULTY DEVELOPMENT PROGRAM RESPONSIBILITIES**

Organizations proposing to administer the foreign student program in the Western Hemisphere should propose to administer the Faculty Development Program. The cooperating organization will be responsible for providing administrative services for the Faculty Development Program including: Programming Planning and Management; Selection and Placement; Basic Supervision and Support Services; and Fiscal Management. The Bureau must be consulted in the performance of these services, especially on the resolution of problems that may arise.

The proposal should include estimated average costs given the caseload projected in Section II below and budget accordingly.

#### **F. OFFICES OF THE FULBRIGHT REPRESENTATIVE IN MOSCOW AND KYIV**

Organizations proposing to administer the foreign student program in Europe must propose to offer in-country offices in Moscow and Kyiv or partner with another organization to manage the administration of the Fulbright programs in those countries. The Offices of the Fulbright Representative in Moscow and Kyiv (Fulbright Program Offices) are responsible for the administration of ECA's Fulbright Program in Russia and Ukraine. The cooperating organization's administrative and programmatic responsibilities include the following:

- Manage all fiscal and administrative details of Fulbright Program Offices;
- Comply with all legal requirements necessary to maintain the office space, staffing, and program activities of the Fulbright Program Offices;
- Provide reporting of programmatic, financial and statistical information;
- Maintain legal status/registration of Offices and U.S. staff;
- Oversee a modest operating budget for the Fulbright Program Offices, including advancing budget funds to the Offices for programmatic, as well as administrative activities;
- Pay salaries and benefits -- including housing allowance -- for the American Directors of the Fulbright Program Offices. The Directors' salary will be determined by the U.S. Embassy Public Affairs Offices (PAS) in Russia and Ukraine and ECA;
- Pay salaries and benefits for local staff. Local staff salaries will be determined by PAS and ECA;
- Assist PAS and ECA in the recruitment of Fulbright Program Offices staff when vacancies occur. Final decisions on hiring will be made by PAS and ECA.

The Fulbright Program Offices' responsibilities are as follows.

- Recruit and nominate Russian and Ukrainian participants;
- Place and monitor U.S. participants at host institutions in Russia and Ukraine;
- Organize medical clearance for Russian and Ukrainian participant finalists;
- Provide pre-departure orientations for Russian and Ukrainian participants;
- Implement in-country orientation and a mid-year enrichment seminar for U.S. grantees in Russia and Ukraine;
- Provide arrival orientations for U.S. students and scholars. Provide a detailed line-item budget for participant and program costs for these event, including but not limited to hotel, meals, meeting costs, honoraria, modest cultural event, as part of the budget request;
- Provide program monitoring and evaluation;
- Offer alumni tracking and programming;
- Assist with optional programming activity that provides partnering arrangements with Russian/ Ukrainian institutions and opportunities for Russian/Ukrainian and U.S. faculty and students to engage on themes of priority for both countries

## **II. PROGRAM SPECIFIC GUIDELINES**

Proposals should describe in detail the capacity of the applicant organizations to fulfill all requirements of the RFGP and POGI. Proposals should offer strategies for the recruitment of U.S. students, particularly to ensure more diversity, and plans to enhance the visibility of the program. Proposals should also present strategies for placement of foreign students at appropriate host institutions, for obtaining financial aid, scholarships and private sector funding

for foreign students, and plans to enhance the visibility of the foreign student program. Applicant organizations should address their ability, at the request of the Bureau, to assist embassies and commissions with the foreign student program, as required. Applicant organizations should also address their regional, exchange or other expertise which would contribute to administration of the program. Please describe your organization's capacity and flexibility to assume supplementary work if additional funding such as cost-sharing for grants or workshops should become available. In such an instance, additional funding might also be made available to cover administrative costs.

All statistical information gathered and compiled by the cooperating organization(s) on the program participants should be electronically transferable to the databases maintained by the Bureau. Therefore, each applicant must confirm that its system for collecting and storing data on participants is compatible with the Bureau's systems.

## **PROGRAM REPORTING**

The cooperating organizations for the Fulbright Student program, working with the organization implementing the Fulbright program for Scholars, should prepare and submit to ECA by October 1, 2014, a 2013-2014 annual report of Fulbright U.S. and foreign student and scholar activity. This report should contain comprehensive statistics and a narrative developed in consultation with ECA.

### **Financial reports:**

The recipient organization should provide detailed "status of funds" reports for student programs, organized by world region and country. Individual students should be listed, including the fiscal year of their program start. These reports should capture the amount transferred to date via the quota sheets, total paid expenditures, current balance, unpaid commitments, and projected balance. The first report is due approximately nine months after the start of the grant. Reports are subsequently due after the end of each fiscal quarter.

**Other reports:** On request, prepare summary reports on the applicant pool (number of applications, trends, distribution of applications by region, degree objective fields of study, quality), placement, projected costs, statistics, expenditures, or other program information as requested by ECA, as necessary.

## **REGIONAL INFORMATION**

In preparing proposals, applicant organizations or consortia proposing to administer the worldwide U.S. student program, the worldwide foreign student program, or the foreign student program in one or more regions should refer to the following description of regional programs, list of countries by region, and projected caseload for each country.

### **Sub-Saharan Africa**

Foreign student programs are offered in 34 countries in Sub-Saharan Africa; U.S. student

programs are available to approximately 25 countries. There are no Fulbright Commissions in the region. The program is managed on a regional basis with no specific country quotas; however, assuming appropriate quality and candidate pools, ECA/A/E allocates at least one scholarship award annually to each participating country. The projected African student caseload for FY 2014 is approximately 149 awards: approximately 20 to 25 South African students and 124-129 students from the rest of the region, of which 15 – 20 students will require long-term intensive English. The cooperating agency shall provide university placement services and arrange university health insurance, in addition to ASPE, for all African student grantees. Twenty-two Foreign Language Teaching Assistants (FLTAs) will also require placement services.

The Foreign Student Program is the largest element of the Sub-Saharan Africa Fulbright Program. The program offers up to two years of funding towards a Master's or Ph.D. degree or one year of research. The program is referred to as the Junior Staff Development (JSD) program in all countries except South Africa. The JSD program is designed to strengthen African universities by providing staff with the opportunity to study and obtain degrees at institutions of U.S. higher education. Although the core exchanges involve faculty at African universities, students may also come from public and private educational, cultural and professional institutions.

PAS in each participating country determines the fields of study and degree objectives for the student program and conducts a competition in the home country. PAS and its binational selection committee determine and prioritize the panel of candidates.

The projected number of U.S. student grants to graduating seniors and graduate students is approximately 59 for FY 2014. This includes 20 English Teaching Assistants (ETAs).

The projected caseload for Sub-Saharan Africa in FY 2014 will be similar to the following:

COUNTRY	FOREIGN STUDENTS	FLTA	U.S. STUDENTS	ETA
Angola	5			
Benin	5		1	
Botswana	3		2	
Burkina Faso	5		2	
Cameroon	5		2	
Chad	5			
Congo – Brazzaville	4		1	
Congo – DROC	3		1	
Cote D'Ivoire	6			
Ethiopia			4	
Ghana	3		4	
Kenya	3	5	3	2
Madagascar	4			

Malawi	4		2	
Mali	5			
Mauritania	4	2		
Mauritius	1		2	
Mozambique	5		2	
Namibia	4		2	
Niger	6		1	
Nigeria	8	7	4	
Rwanda	6		2	2
Senegal	5	4	2	2
Sierra Leone	3		1	
South Africa	25		10	14
Swaziland	4		1	
Tanzania	3	4	4	
Togo	6		1	
Uganda	3		3	
Zambia	3		2	
Zimbabwe	3			
AF Regional Total	149	22	59	20

### **East Asia and the Pacific**

In the East Asia and Pacific region, it is projected that approximately 404 new awards will be granted to foreign students in FY 2014.

The Foreign Student Program in the region supports both degree and non-degree study. Grant awards are determined by Fulbright commissions and Public Affairs Sections of U.S. embassies, in consultation with the ECA/A/E/EAP branch. The cooperating organization is responsible for writing grants and placing students from the majority of EAP countries, with some exceptions. Of the 324 new visiting students, approximately 30 will have their grants issued by a Fulbright commission and the balance will have their grants issued by the cooperating agency. Approximately 45 new foreign students will be self-placed and the balance will require placement by the cooperating agency. There will be an additional 80 FLTAs, all of whom will require placement by the cooperating agency.

Organizations applying to administer the worldwide U.S. student program must demonstrate the capacity to assist in the placement and monitoring of U.S. students going to China.

Organizations seeking to administer worldwide foreign student programs must be able to assist PAS in China with the selection process for both the Foreign Student Program and the Fulbright Foreign Language Teaching Assistant Program.

It is projected that approximately 486 new awards will be made to U.S. students. The majority of grants for U.S. students will be for recent graduates who wish to serve as English Teaching

Assistants in those countries in the region where such programs are offered although the program will also support a number of grants for one year of study and research at the graduate level.

The projected caseload of new awards for participating countries from the East Asia and Pacific region is as follows:

COUNTRY	FOREIGN STUDENTS	FLTA	U.S. STUDENTS	ETA
Australia	8		8	
Brunei	1			
Burma	10			
Cambodia	8		7	
China	30	40	55	
Hong Kong/Macao	8		1	10
Indonesia	80	8	15	32
Japan	26	10	23	
Korea	26	8	22	80
Laos	6		2	5
Malaysia	5	1	5	100
Mongolia	16	1	3	6
New Zealand	26		10	
Philippines	7	4	9	
Singapore	8		3	
South Pacific	3		2	
Taiwan**	17	5	5	50
Thailand	13	3	4	20
Timor Leste	9***			
Vietnam	17		4	15
EAP Regional Total	324	80	168	318

\*Mongolia: Please note that it is anticipated in FY 2014 that the approximately 10 of the Mongolian students will be funded from a direct transfer by the Mongolian government to the recipient organization.

\*\*Taiwan: Please note that it is anticipated in FY 2014 that the approximately 17 Taiwan students will be funded from a direct transfer by the Taiwan Fulbright Commission.

\*\*\*Timor Leste: Please note that it is anticipated in FY 2014 that approximately 8 of the Timorese students will be funded from a direct transfer by Conoco-Philips to the recipient organization.

### **Europe and Eurasia**

The Fulbright Student Program is currently active in 45 countries in Europe and Eurasia. The program is administered in 24 countries in Europe by Fulbright commissions and in Andorra by a Fulbright Committee which works closely with the Spanish Fulbright Commission. In 19 countries, the program is managed by the Public Affairs Sections at U.S. embassies. Russia and Ukraine have separate Fulbright offices to administer the program in close cooperation with PAS. Programs are generally open to graduating seniors and graduate students in all fields of study.

Approximately 792 students from Europe and Eurasia will receive awards to study in the U.S. The cooperating agency will be responsible for university placement for approximately half of the foreign students. The remaining foreign students will be either self-placed or placed by their respective Fulbright commissions. There will also be approximately 101 FLTAs requiring cooperative agency placement.

In FY 2014, it is projected that approximately 414 U.S. students will receive grants to study and conduct research in Europe and Eurasia.

Following are projected caseloads for Europe and Eurasia:

COUNTRY	FOREIGN STUDENTS	FLTA	U.S. STUDENTS	ETA
Albania	5		4	
Andorra	1		0	5
Armenia	1		3	3
Austria	10	12	9	8
Azerbaijan	8		2	5
Belarus	3		0	2
Belgium	22	1	1	2
EU Program	4		3	
Bosnia-Herzegovina	4		0	2
Bulgaria	9		4	23
Croatia	7		4	2
Cyprus	8		4	2
Czech Republic	5		9	10
Denmark	15		7	
Estonia	4		2	
Finland	11	4	10	
France	30	26	20	6
Georgia	0		3	4
Germany	140	13	77	140
Greece	14		6	
Hungary	12		7	1
Iceland	6		6	
Ireland	10	7	4	

Italy	23	3	25	15
Kosovo	3		2	3
Latvia	5		1	2
Lithuania	3		2	
Luxembourg	1		2	1
Macedonia	7		3	2
Malta			0	3
Moldova	1		4	3
Montenegro	1		0	3
Netherlands	18		13	
Norway	28		16	3
Poland	29		29	17
Portugal	8		3	1
Romania	10		4	2
Russia	91	16	14	36
Serbia			2	3
Slovak Republic	2		2	8
Slovenia	2		2	
Spain	49	14	27	59
Sweden	8		10	
Switzerland	5		14	
Turkey	94	5	10	60
Ukraine	49		9	2
United Kingdom	26		37	
EUR Regional Total	792	101	416	438

### **North Africa and the Middle East**

The Fulbright Program is offered in 18 countries/locations in the Middle East and North Africa: Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Oman, Palestinian Territories, Qatar, Saudi Arabia, Syria, Tunisia, the United Arab Emirates and Yemen. The program in the Palestinian Territories in the West Bank and Gaza is administered by PAS Jerusalem. In Morocco, Egypt, Jordan, and Israel the Fulbright Program is managed by bi-national Fulbright Commissions and in other countries by Public Affairs Sections in U.S. Embassies.

Organizations proposing to administer the Foreign Student Program in North Africa and the Middle East should demonstrate the capacity, as needed, to assist the Bureau, U.S. embassies, and Fulbright Commissions (as specified) in publicity and recruitment, selection, testing and pre-departure services for grantees from the region. The U.S. and Foreign Student Programs are currently suspended in Syria with the expectation that they may be re-opened once conditions improve. The U.S. Student Program is currently suspended in Tunisia, Yemen, and the West Bank and not offered in Algeria, Lebanon, or Saudi Arabia.

In FY 2014, up to 186 new foreign students from the Middle East and North Africa will receive awards primarily for Master's degree study. In addition, there will be 99 FLTAs requiring placement.

It is projected that approximately 83 U.S. students will receive awards for one year of non-degree study in North Africa and the Middle East as well as up to 38 English Language Teaching Assistants (ETAs).

The projected caseload for countries in the area participating in the Fulbright Student Program is as follows:

COUNTRY/LOCALE	FOREIGN STUDENTS	FLTA	U.S. STUDENTS	ETA
Algeria	10	5		
Bahrain	10	2	3	4
Egypt	15	25	17	
Gaza	7	1		
Iraq	35			
Israel	14	2	19	2
Jordan	10	9	20	20
Kuwait			4	
Lebanon	14	4		
Libya	14	2		
Morocco	16	10	10	10
Oman	10	12	4	2
Qatar				
Saudi Arabia				
Syria				
Tunisia	10	21		
United Arab Emirates	5		6	
West Bank	8			
Yemen	8	6		
NEA Regional Total	186	99	83	38

### **South and Central Asia**

The Fulbright Student Program is active in 13 countries in South and Central Asia. Four of these programs are managed by Fulbright commissions and the remainder by Public Affairs Sections of U.S. embassies.

Organizations proposing to administer the Foreign Student Program in South and Central Asia should demonstrate the capacity, as needed, to assist the Bureau and U.S. embassies in publicity and recruitment, selection, testing and pre-departure services for grantees from the region.

In FY 2014, 377 new foreign students from the area will receive awards primarily to earn a Master's degree. A limited number of awards are offered for undergraduate degree study. All foreign students from the region will require university placement by the cooperating agency. In addition, 22 FLTAs are projected and will require placement.

It is projected that 141 U.S. students will receive awards for one year of non-degree study in South and Central Asia.

The projected caseload for countries in the area participating in the Fulbright Student Program is as follows:

COUNTRY	FOREIGN STUDENTS	FLTA	U.S. STUDENTS	ETA
Afghanistan**	80	2		
Bangladesh	7	4	12	5
Bhutan	0			
India	65	8	83	16
Kazakhstan	4	1	7	2
Kyrgyzstan	4	1	7	2
Maldives	2			
Nepal	4		15	8
Pakistan **	198	2		
Sri Lanka	6		11	5
Tajikistan	2	1	6	4
Turkmenistan	1			
Uzbekistan	4	3		
SCA Regional Total	377	22	141	42

\*\*Please note that it is anticipated in FY 2014 that approximately 95% of the Afghanistan and Pakistan Fulbright Foreign Student programs will be funded from USAID transfers to ECA. Organizations bidding to administer the Fulbright Foreign Student program for South Central Asia should provide a separate administrative budgets to cover 200 Pakistani students as well as 80 students from Afghanistan.

### **Western Hemisphere**

The Fulbright Program is now active in 25 countries in the Western Hemisphere. In FY 2014 it is anticipated that 496 new grants will be awarded for graduate study to students from the region coming to the U.S. Of the 496 visiting students, 17 from Canada and at least 10 from Brazil will be self placed; 469 visiting students, including FLTAs, will require placement by the cooperating organization.

Foreign students participate in one of three different programs: the Foreign Student Program, the Faculty Development Program, and the Foreign Language Teaching Assistant Program.

The Foreign Student Program provides awards to foreign students for one to two years of study toward a Master's or Ph.D. degree at U.S. universities. Priority fields of study are determined by the Fulbright commission and/or Public Affairs Section in each country. Both full and partial grants are offered.

The Faculty Development Program awards grants to entry and mid-level faculty members of participating Western Hemisphere universities for advanced study in the U.S. Fields of study are determined by the Fulbright commission and/or PAS in each country. A majority of participants study at the Master's level; however, doctoral and non-degree studies are also supported. Faculty are selected for their potential to contribute to their disciplines as well as to their academic institutions. Most participants secure a commitment from their home institutions that they may return to the university following completion of their studies in the U.S. Upon their return, they resume teaching, research and in some cases, administrative positions in their home institutions, where they share the benefits of their educational experience.

In FY 2014, it is projected that 278 grants will be awarded to U.S. students going to the Western Hemisphere.

The projected caseload for countries participating in programs of the Western Hemisphere is as follows:

COUNTRY	FOREIGN STUDENT	FACULTY DEVELOP	FLTA	U.S. STUDENT	ETA
Argentina*	27	2	17	9	15
Barbados	3	2		3	
Bolivia	6	3		3	
Brazil*	33	0	50	30	30
Canada	17	0		15	
Chile	70	5		15	0
Colombia*	5	38	3	10	25
Costa Rica	5	3		5	2
Dominican Republic	3	14		3	2
Ecuador	25	4		7	3
El Salvador	5	3		4	
Guatemala	5	3		4	3
Haiti	6	6			
Honduras	5			3	
Jamaica	2	3		3	
Mexico*	35	5	5	35	10
Nicaragua	5	3		4	2

Panama	15	3			2
Paraguay*	7	3		2	2
Peru*	15	5		6	4
Trinidad	3	3		3	
Uruguay	12	5	5	3	3
Venezuela	6	3	2	3	5
WHA Regional Total	315	116	65	170	108

\*Please note that in FY2014, it is anticipated additional students will be funded through direct transfers from the home country to the recipient organization. Projected numbers for these direct transfers, which are **not** included in the chart above, include:

- Approximately 30 Faculty Development awards from Mexico
- Approximately 5 Faculty Development awards from Paraguay
- Approximately 75 Faculty Development awards from Colombia
- Approximately 3 Faculty Development awards from Peru
- Approximately 20 Foreign Student awards from Argentina
- Approximately 3 Foreign Student awards from Brazil

### **Worldwide Participant Totals**

	FOREIGN STUDENTS	FACULTY DEVELOP	FLTA	U.S. STUDENTS	ETA	mtvU	Public Policy Fellows
<i>Worldwide Total</i>	2,143	116	406	1,037	964	4	30

### **PROPOSAL CONTENTS**

Applicant organizations should submit a proposal that is complete and thorough, describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

The proposal should address succinctly, but completely, the elements described below and must follow all format requirements. Your proposal should include the following items:

*TAB A - Application for Federal Assistance Cover Sheet (SF-424)*

*TAB B - Executive Summary*

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program

3. Nature of Activity
4. Funding level requested from the Bureau, total program cost, total cost sharing from applicant and other sources
5. Scope and Goals
  - a. Number and description of participants
  - b. Wider audience benefiting from program (overall impact)
  - c. Geographic diversity of program, both U.S. and overseas
  - d. Fields covered
  - e. Anticipated results (short and long-term)
6. Evaluation plans

*TAB C – Narrative and Calendar of Activity*

Within 30 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (objectives and desired outcomes)
2. Participating Organizations: Identify partner organizations for the program, their roles, and the applicant organization's reasons for including them.
3. Recruitment, Screening, and Selection: Describe how the applicant organization will recruit U.S. students and evaluate applicants for U.S. and foreign student programs.
4. Program Activities: Describe in sufficient detail the major components of the services to be provided, including: planning, publicity, recruitment and screening, selection, placement, orientation, pre-academic programs, enrichment seminars, participant monitoring).
5. Project Management
6. Work Plan/Time Frame: Outline the phases of planning and implementation for the entire grant period.
7. Evaluation plan: Include a plan describing how success in meeting the stated goals of each program will be measured and reported. ECA requests that the proposal include a draft survey questionnaire or outline of other techniques to be used to evaluate the impact of programs.

*TAB D – Budget Submission*

Budget Information – Non-Construction Programs (SF-424A)

**1. General Considerations**

Applicants should submit separate budget proposals for all the U.S. and Foreign Student Programs for which you are applying, including, if applicable, the U.S. Student Program, the regional Foreign Student Programs, the FLTA program, pre-academic English language training, enrichment seminars and gateway orientations, Fulbright services provided in Beijing, Moscow and Kyiv, and outreach as well as a summary page reflecting budget requests for all programs. Please also include separate budget proposal to administer the Pakistan Fulbright Program. An explanatory budget narrative must also be included. Applicant organizations should also provide copies of any sub-grant agreements that would be implemented under the terms of this award.

## 2. Budget Guidelines

It is anticipated that funding for the total FY 2014 cooperative agreement award(s) which includes program administration for all new Fulbright students will be approximately \$11,704,057. Pending availability of FY 2014 funds, it is anticipated that most of the resources will come from the FY 2014 Educational and Cultural Exchange Programs Appropriation. However, it is anticipated that a total of up to \$700,000 will be transferred to the Bureau from Economic Support Funds and other resources to administer programs for approximately 200 Pakistani students as well as up to \$328,000 to support 80 Afghani students. Additional resources will be transferred directly to the cooperating organizations to support students from Mongolia, Taiwan, Timor Leste, and the Western Hemisphere, as indicated in the charts above.

Applicant organizations must also present a summary budget and separate sub-budgets for each program component, phase, or activity for which they are applying to provide clarification – see additional detail below. Proposals must project a unit cost for services to foreign students for each world region or for each worldwide program, provide a budget total by world region and program, and document the percentage of time and cost per position for each staff member working on the Fulbright Student program. While proposal narratives should present a plan for fully implementing all elements of the Statement of Work, proposal budgets for the Foreign Student Program should omit section B3 (Basic Supervision and Support Services) and proposal budgets for the U.S. Student Program should omit sections A3 (Post-Nomination Services) and A4 (Fiscal Management).

In addition, the cooperative agreement will include program funds to cover participant expenses such as pre-academic training, short-term entry orientations, SEVIS compliance, application and standardized testing fees, and enrichment seminar costs for the Foreign Student Program. Applicants may submit a program budget to cover these expenses. Finally, additional program funds will be transferred to the recipient(s) of the award(s) in quarterly installments for such grantee expenses as tuition, maintenance, allowances, and return travel.

We anticipate the following new student caseload in FY 2014:

U.S. students: 2,030

Foreign students: 1,810 to be placed by cooperating organization(s)  
460 self-placed.

Foreign Language Teaching Assistants: 400 requiring placement.

### **Allowable costs:**

a) Allowable administrative costs include items such as:

- Staff salaries and benefits

- Staff travel and per diem
- Rent and facilities
- Furniture and equipment
- Meetings and conferences
- Communication costs
- Network charges
- Administration of tax withholding and reporting as required by Federal, state and local authorities and in accordance with relevant tax treaties
- Indirect costs
- A-133 Audit costs

b) Allowable program costs to be funded by the initial cooperative agreement award include items such as:

- Publicity, pre-departure and orientation materials and expenses
- Tax withholding and tax filing preparation as necessary
- Medical review of health forms
- Costs of national review committees including travel and per diem
- SEVIS compliance
- University application fees
- Standardized test fees for foreign student candidates; please give estimates by test
- Website/on-line applications/database management
- Pre-academic training cost: program, per diem and travel for participants
- Short-term entry orientations: program, per diem and travel for participants
- Enrichment seminar costs: program, per diem and travel for participants
- FLTA orientations: program per diem and travel for participants
- FLTA workshops: program and travel costs

c) Grantee program costs to be added to the cooperative agreement award in quarterly installments, as required:

- Tuition and fees
- Living stipends and other allowances for students. Maintenance allowances should be sufficient to enable participants to meet the costs of lodging, food, clothing and incidental purchases throughout the period of the grant in the location where the participants will be residing.
- Educational materials including books
- Return travel conforming to the Fly America Act

1. Provide projected program budgets for the U.S. student program, foreign student program

and FLTA program for items such as those listed under "Allowable Costs" above.

2. Provide a detailed proposal and cost for essential domestic and international staff travel. No overseas staff travel should be proposed for the purpose of recruitment of Fulbright foreign students.
3. In consultation with the Bureau plan and administer nine enrichment seminars for first year foreign students, one "Lab to Market" seminar for foreign students in science and technology fields, separate enrichment seminars for the FLTA participants, a seminar for Afghan participants, and re-entry activities for selected groups of foreign Fulbright students. Seminar topics may be adjusted by the Bureau. Please arrange travel through the most cost-effective method possible and provide a travel cost estimate for students to attend all seminars.
4. In consultation with the Bureau, plan and administer at least twelve Gateway seminars serving a minimum of 600 students, including a special orientation for Pakistani participants. Additionally, plan to offer at least seven orientation seminars for FLTA participants. Please provide program budgets for these events.
5. Provide a list of staff to administer the FY 2014 Fulbright Student Programs, including the amounts of time, salary and benefits attributable to each.
6. Delineate other direct costs, e.g., postage, telephone, reproduction, with percentage attributable to administration of each of the U.S. and foreign student programs.
7. Provide a detailed explanation of administrative overhead (what elements of the budget it is based upon and how it is calculated).

*TAB E*

1. Resumes; Resumes of new program staff should be included in the submission. No resume should exceed two pages.
2. Letters of endorsement, not to exceed 10 per proposal.

*TAB F*

- 1.) SF-424B, "Assurances - Nonconstruction Programs".
- 2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

### **III.**

### **REVIEW PROCESS**

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of fund.

### **APPLICATION SUBMISSION**

**The RFGP indicates the date the complete proposal submission is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program please contact Ms. Susan Borja or Ms. Robin Bradley, Office of Academic Exchange Programs; e-mail: [BorjaSE@state.gov](mailto:borjaSE@state.gov) or [BradleyRG@state.gov](mailto:BradleyRG@state.gov); phone: 202-632-3264 (Borja) or 202-632-3223 (Bradley); fax: 202-632-6490.**