

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2021 Global Undergraduate Exchange Program (UGRAD)

Funding Opportunity Number: SFOP0007221

Office of Academic Exchange Programs ECA/A/E/MR

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange Programs, Multi-Regional Programs Branch (ECA/A/E/MR) for FY 2021 Global Undergraduate Exchange Program (Global UGRAD). Proposals must conform to the NOFO, 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 NOFO, the NOFO is to be the dominant reference.

I. STATEMENT OF WORK

Pending the availability of FY 2021 funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State anticipates issuing a Cooperative Agreement to administer the FY 2021 Global Undergraduate Exchange Program (Global UGRAD). The FY 2021 Global UGRAD Program will support the administration of approximately 250 awards to visiting undergraduate students for non-degree study in the United States. ECA anticipates the Cooperative Agreement will begin approximately November 1, 2020 and close on October 31, 2022.

The recipient organization will work closely with Public Affairs Sections (PAS) of U.S. Embassies, bi-national Fulbright Commissions, and the ECA program office (ECA/A/E/MR) to ensure that program content meets the needs of participants as well as U.S. State Department and Bureau goals and objectives. ECA reserves the right to add or remove participating countries and regions depending on Bureau priorities and the availability of funds.

Under the terms of the FY 2021 Cooperative Agreement, the recipient organization will be responsible for administering full scholarships for one semester of non-degree undergraduate study for visiting students at accredited four year colleges and universities in the United States during academic year 2021-2022. (Note: The academic program will be offered in both fall and spring semesters. For participants who require it, pre-academic English language study curriculum will take place in the fall semester, followed by a spring semester academic program.) The Global UGRAD Exchange Program currently requires that participants carry out their core exchange program in-person at host institutions which offer partial to full in-person instruction, and virtual exchange will not substitute for the on-campus experience (in-person participation in academic courses, volunteer experience, and on-campus activities) in the United States. Under certain conditions, at the direction of the program office, virtual pre-academic English may be required if in-person programs are not available. Additional administrative responsibilities for the program taking place in AY 2021-2022 include, but are not limited to:

- the development of promotional recruitment and application materials, and the provision of these materials to Public Affairs Sections of U.S. Embassies and Fulbright Commissions in participating countries;
- the development and technical management of an online application system;
- the recruitment and selection of appropriate host institutions throughout the United States;
- the coordination of TOEFL testing, provision of TOEFL vouchers, and receipt of TOEFL scores for students nominated to participate in the AY 2021-2022 program;
- the review of all nominations for program eligibility;
- the placement of participants at host institutions;
- the development and oversight of in-person and virtual pre-departure and arrival orientation workshops, which includes the development and delivery of messaging to applicants and participants related to financial planning and the pre-departure reimbursement process;
- the management of travel arrangements;
- the administration of pre-academic English language programming;
- monitoring and support of program participants, focusing on issues such as academic progress, cultural adjustment, physical and mental health, personal safety and overall success for the duration of their sponsorship;
- the development and execution of emergency planning protocols to ensure the health, safety, and security of all participants
- the oversight and planning of community service and professional development activities;
- the development and implementation of in-person workshops with the possibility to host them virtually
- the development and administration of a communications strategy, which includes identification of impact stories, in coordination with the program office;
- the management of program finances, including the inclusion of a reimbursement for predeparture expenses in a grantee's first stipend payment;
- the evaluation of all program components; and
- development of alumni tracking, engagement, and follow-on activities, in collaboration with ECA/A/E/MR.

Administrative responsibilities in support of the program taking place in AY 2022-2023 include, but are not limited to:

- the development of promotional and application materials, and the provision of these materials to Public Affairs Sections of U.S. Embassies and Fulbright Commissions;
- the development and technical management of an online application system;
- the development and delivery of messaging for applicants and participants related to financial planning and the pre-departure reimbursement process;
- the electronic sharing and transfer of application materials to ECA and, upon request and if necessary, to other organizations involved in the management of an anticipated FY 2022 Global UGRAD Program;

- the coordination of TOEFL testing, provision of TOEFL vouchers, and receipt of TOEFL scores for students nominated to participate in the AY 2022-2023 program; and
- the review of all nominations for program eligibility.

Further information on these administrative responsibilities is provided below. Note: All ECA Grant Recipients must adhere to the requirements in ECA’s Communications Guidance on the creation of program branding and attribution, websites, social media, and press. For more information visit <https://eca.state.gov/comms-guidance>.

Public Affairs Sections of U.S. Embassies and bi-national Fulbright Commissions will be responsible for the recruitment and nomination of student participants.

The Bureau anticipates including the following regions and approximate numbers of final participants in FY 2021 and FY 2022 (see also “Selection”). ECA reserves the right to add or remove participating countries and regions depending on Bureau priorities and the availability of funds. Recruitment strategies and activities in all regions must ensure a robust pool of qualified candidates, with special focus given to regions which traditionally require additional support in recruitment, such as Sub-Saharan Africa. Participant numbers are estimates and may be modified to reflect ECA priorities.

East Asia and the Pacific: 57

Europe and Eurasia: 49

Near East: 37

South and Central Asia: 36

Sub-Saharan Africa: 22

Western Hemisphere: 49

Total 250

1. It is estimated that approximately 25 percent of all participants (approximately 55 total) will participate in pre-academic English language training. Students participating in pre-academic English language training during the fall semester will continue immediately with the academic program in the spring semester following completion of their English language training program. Under certain conditions, at the direction of the program office, virtual pre-academic English may be required.

In a cooperative agreement, the Office of Academic Exchange Programs, Multi-Regional Programs Branch (ECA/A/E/MR) is substantially involved in program activities above and beyond routine monitoring. ECA/A/E/MR activities and responsibilities for this program are as follows:

- Participating in the design and direction of program activities;
- Approval of key personnel;
- Approval and input for all program agendas and timelines;

- Approval of marketing materials to ensure adherence to ECA branding guidelines;
- Providing guidance in execution of all project components;
- Monitoring the target goal for number of participants and its geographic distribution and expenditure of funds toward meeting that goal;
- Determining pre-departure expense levels for participants;
- Providing guidance on content and speakers for workshops, and approving speakers as appropriate;
- Assisting with SEVIS-related issues;
- Providing guidance for actions required to be completed to successfully navigate emergency situations, such as natural disasters, public health events, or other emergencies;
- Assisting with participant emergencies and approving action plans to address emergencies;
- Providing liaison with Public Affairs Sections of the U.S. Embassies and country desk officers at the State Department;
- Providing Bureau evaluation mechanisms and instruments;
- Performing an annual performance evaluation/review;
- Monitoring satisfactory performance as a condition of continued administration of the program;
- Providing direction for alumni and follow-on activities.

Proposals should demonstrate flexibility and creativity in program planning and administration.

II. PROGRAM SPECIFIC GUIDELINES

CANDIDATE ELIGIBILITY

The Global UGRAD program is a merit-based exchange program that emphasizes the inclusion of students from non-elite and underserved populations, including racial, ethnic, and religious minorities, and students with disabilities. Participants represent the diversity of their home countries. Preference will be given to those without significant U.S. or other overseas experience.

Selection will be based on the students' backgrounds, academic achievement, English language skills, and leadership potential. Applicants must be enrolled as first-, second- or third-year full-time undergraduate students in good academic standing at the time of application at a registered academic institution in one of the participating countries. Third-year students must be enrolled in a five-year program at their home university or institution and must provide proof of full-time enrollment status and academic year. Part-time students are not eligible.

Student participants will be recruited and nominated by Public Affairs Sections of U.S. Embassies and bi-national Fulbright Commissions. Students must submit complete applications with all required documents by the application deadline. Participants in the FY 2021 program must be able to begin the exchange program in the summer of 2021 (if identified for pre-academic English language training), fall 2021 (for the fall semester academic program or pre-

academic English language training), or early 2022 (for the spring semester academic program). In addition, each student participant must be able to receive a U.S. J-1 visa and be committed to returning to his or her home country at the conclusion of their program.

Please note that individuals in the following circumstances are NOT eligible for the Global UGRAD Program:

- U.S. citizens and permanent residents of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside the participating countries.
- Individuals who have participated in an Exchange Visitor program sponsored or funded by the U.S. government (e.g. the Bureau of Educational and Cultural Affairs, Public Affairs Sections of U.S. Embassy, U.S. Agency for International Development, or other U.S. government agency) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application.
- Individuals who have applied for U.S. permanent residency in the past three years.
- Employees, and their families, of non-profit organizations who administer the Global UGRAD Program on behalf of the U.S. Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of U.S. missions abroad who work for the U.S. Department of State or the U.S. Agency for International Development are ineligible for grants during the period of their employment and for one year following the termination of employment.
- Immediate family members (i.e. spouses and dependent children) of U.S. Department of State employees and/or U.S. Agency for International Development for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents.

SUPPORT FOR OVERSEAS ACTIVITY

The recipient organization will support the administration of the overseas activities of the Global UGRAD Program. Such support will include, but is not limited to, the provision of promotional and recruitment materials to ECA, Fulbright Commissions, and Public Affairs Sections of U.S. Embassies; the development and technical management of an online application system; the development of pre-departure materials with close collaboration from Public Affairs Sections for the implementation of in-person and supplemental virtual pre-departure orientation workshops; the management of international travel arrangements; and the implementation of follow-on and alumni programming. Promotional materials may include printed brochures, posters, electronic communication, and the use of social media platforms. ECA/A/E/MR will review these documents before publication or distribution to Public Affairs Sections. The recipient organization should also maintain the program website with up-to-date program information, applications, and program and alumni highlights and pictures for access by international audiences.

PUBLIC AFFAIRS SECTION AND FULBRIGHT COMMISSION INVOLVEMENT

Recruitment and nomination of candidates for the Global UGRAD Program are the responsibility of the Public Affairs Sections of U.S. Embassies and Fulbright Commissions. The recipient organization will maintain ongoing communication with Public Affairs Sections and Fulbright Commissions and coordinate operations during all phases of the program with the PAS Public Affairs Officer or designate. The Narrative should address the organization's plans for maintaining a close working relationship with Public Affairs Sections and Fulbright Commissions throughout the entire program cycle.

PARTICIPANT RECRUITMENT

The Bureau's goal is to achieve a distribution of participants who represent the diversity of the population of each country, with exact numbers of scholarships per country provided after the issuing of the cooperative agreement by the Bureau. Recruitment will include areas beyond capital cities as much as possible. Applicant organizations should describe their plans to support recruitment by Public Affairs Sections and Fulbright Commissions.

SELECTION

The recipient organization will be responsible for revising application forms as needed and maintaining an online application system for use by Public Affairs Sections, Fulbright Commissions, and the Bureau. Applicant organizations should demonstrate an ongoing ability to house the online application system. In addition, applicant organizations should demonstrate an ability to provide ongoing technical support for the online system and offer webinars to Public Affairs Sections and Fulbright Commission staff to provide assistance in navigating and using the system.

ECA, in conjunction with Public Affairs Sections and Fulbright Commissions, will be responsible for final selection of all applicants. The competition for the Global UGRAD Program will be non-discriminatory, open to anyone who meets the basic eligibility requirements noted above, and fair to all applicants. Each participant will be selected for academic excellence, leadership potential, proficiency in written and spoken English, and flexibility and suitability as an exchange student. The program will place students in nearly all areas of study. Participants are expected to achieve a minimum TOEFL score of 500 (or the likelihood of achieving that score after pre-academic English language training), and meet other requirements of the colleges and universities where placement is being sought.

U.S. HOST INSTITUTION SELECTION AND PARTICIPANT PLACEMENT

In collaboration with ECA, the recipient organization will recruit U.S. host institutions and will serve as the main point of contact for the host institution competition. The recipient organization will be encouraged to continue to place students at a wide variety of U.S. private and public institutions, including minority-serving institutions. Host institutions should represent the greatest degree of geographic diversity possible, including placement at institutions in areas of the country which traditionally do not receive high numbers of exchange participants (industrial and rural areas of the country as well as underrepresented regions: Midwest, Deep South, Appalachian region, Great Plains, and Rocky Mountain/West) instead of concentrating

placements in areas (such as the East and West coasts), which already receive a large number of exchange participants. Approximately three to five students should be placed at each institution. The recipient organization should consult with ECA for approval of placements of six or more students at a single institution. Host institutions must be able to accommodate students with living arrangements in on-campus housing.

The Narrative should describe how the U.S. host institution competition will be conducted, including what measures will be taken to select appropriate high caliber institutions and secure tuition scholarships and/or other cost sharing. A special effort should be made to recruit and include minority-serving institutions.

The Global UGRAD Program is a cooperative effort of the Bureau, U.S. Embassies, Fulbright Commissions, the recipient organization, and the host institutions. The recipient organization is expected to strive for the greatest possible cost share of tuition and other resources. The recipient organization should demonstrate a significant cost share.

PRE-DEPARTURE ORIENTATION

Applicant organizations should describe plans for substantive pre-departure orientation programs that will be implemented in each country or region, as feasible, by PAS or Fulbright Commissions. Applicant organizations should also describe plans for supplemental virtual pre-departure orientation workshops to be led by the organization's staff. Pre-departure orientation programs should cover topics such as the terms and conditions of the scholarship, including a clear articulation of J-1 visa requirements and the two-year home residency requirement; detailed information about health insurance, diversity, gender equality, and safety and security issues; and, to the extent possible, information regarding the host institutions. A session should also focus on what to bring to the United States (clothing, linens, and other personal items).

ENGLISH LANGUAGE TRAINING

English language study programs are offered to students who need to elevate their English language skills and knowledge to a level necessary to successfully complete the Global UGRAD Program. English language study enables the Global UGRAD Program to recruit a diverse group of students, especially from areas where advanced English study may not be available. Students requiring additional language study may continue with English language support during their academic program. Applicant organizations should explain plans for recommending English language training, including plans for placing students in ESL training appropriate to the students' level. The Narrative should identify possible host institutions for English language training. Applicant organizations should plan on providing one semester of pre-academic English language study for approximately 55 students. Ideally, a fall semester of English language study should take place on the same campus that will host the student for the student's spring term academic program. Under certain conditions, at the direction of the program office, virtual pre-academic English may be required.

U.S. ORIENTATIONS

Applicant organizations should include in the Narrative provisions for virtual orientation activities in the United States for all participants. Virtual orientation activities should take place shortly after the students' arrival to best prepare them for their program in the United States. The Narrative should include tentative dates and topics for virtual orientation activities. Applicant organizations should also describe plans for students to participate in on-campus orientation activities to better acclimate the students to their host campuses.

As part of the orientation, the recipient organization should implement a mandatory sexual- and gender-based assault education program. This program may be implemented virtually, through an online program, or may be conducted as an in-person workshop. All Global UGRAD grantees are required to participate. The program should supplement pre-departure orientation materials in which the organization covers issues of gender and sexuality in the United States, including cultural norms, laws and regulations, and gender-based harassment and violence.

Orientations, and all program activities, must ensure that participants receive a balance of themes, speakers and perspectives, including diverse political viewpoints, and demographic, political, and geographic diversity.

MONITORING

The proposal should describe how applicant organizations will monitor and measure students' academic and personal progress during their exchange program in the United States. Applicant organizations should delineate a set of academic and behavioral standards for the program and define policies for students who do not meet these standards.

COMMUNITY SERVICE

In order to involve the students in the local communities while they are in the United States, students will be required to take part in unpaid, community service activities. Global UGRAD students must provide 20 hours of community service to local organizations. Students may not receive salaries, stipends, or wages for their volunteer service. The community service component must be mentioned in program recruitment and application materials.

PROFESSIONAL DEVELOPMENT ACTIVITIES

In order to foster students' professional development, Global UGRAD students will be required to participate in professional development activities during the academic semester program. These activities will be designed by the recipient organization to provide students with professional skills to support students as they work toward their career goals. Topics may include, but are not limited to, resume-writing, interview and presentation skills, and networking techniques. Professional development opportunities must be mentioned in Global UGRAD program advertisements and application materials.

PROGRAM WORKSHOPS

The recipient organization will implement one in-person program workshop per semester for students participating in the academic program. Students participating in English language study during the fall semester will attend the spring semester workshop. The Narrative should include tentative dates and locations for the fall and spring semester workshops. Under certain conditions, at the direction of the program office, virtual workshops may be required. The workshop themes may differ, but each workshop should focus on leadership development and professional skills building and provide students with an in-depth understanding of American institutions as well as society and culture. Workshops should help the students prepare for their return to their home countries. The recipient organization must meet the Bureau's diversity goals by ensuring that at all workshops participants receive a balance of themes, speakers and perspectives, including diverse political viewpoints, and demographic, political, and geographic diversity. The agenda for each workshop must be approved by ECA before implementation.

COMMUNICATIONS STRATEGIC PLAN

The recipient organization should provide a plan to collect and highlight participant stories that include descriptions of the experiences and accomplishments of individual program participants and host institutions overseas as well as the impact of the program on the individual, U.S. host institution, U.S. community, and the follow-on impact of program alumni in their home country. The individual stories selected should be shared at regular intervals with the ECA program office and align with the U.S. Department of State's public diplomacy goals, and should show the impact (including a "multiplier effect" to broader sectors) of the program. These stories should be shared through traditional web-based media, social media, and other formats to the benefit of program stakeholders and recruitment.

ALUMNI TRACKING AND FOLLOW-ON

Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni. ECA maintains a database of program alumni, and the cooperating organization will be required to provide regular data submissions via electronic data transfer to the Bureau database that are compatible with and meet ECA database standards. Proposed follow-on activities for alumni must be developed in close consultation with the ECA, PAS, and the Fulbright Commissions and must reflect the goals and objectives of the Global UGRAD Program. Follow-on activities must contribute to the overall ECA goal to foster mutual understanding between the United States and the peoples of the world.

The Narrative should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, how long-term linkages with alumni will be fostered and maintained, how these efforts will be coordinated with ECA and PAS, and how they will be integrated with initiatives for alumni of other ECA programs, rather than isolated events. The Narrative should demonstrate a willingness to work closely and collaboratively with ECA's Alumni Affairs Division, including the sharing of UGRAD newsletters and information on the alumni.state.gov website.

Alumni activities should be conducted with minimum financial support from the Bureau and demonstrate cost sharing by the applicant organization. ECA encourages applicant organizations

to propose virtual alumni activities, including ideas that make use of ECA's existing web and social networking platforms, including resources found on our International Exchange Alumni website.

PROGRAM MANAGEMENT

Applicant organizations should propose qualified professional staff, able to efficiently carry out all aspects of the Global UGRAD program. Applicant organizations must demonstrate responsible fiscal management and full compliance with all reporting requirements concerning the FY 2021 Global UGRAD program. The recipient organization will be expected to maintain procedures and manuals for all components of the program to ensure that all staff operate the Global UGRAD Program according to an established protocol.

PROGRAM MONITORING AND EVALUATION

Detailed guidance concerning program monitoring and evaluation is provided in the **Notice of Funding Opportunity**.

VISA AND TAX REQUIREMENTS

Applicant organizations should describe plans for complying with all J visa regulations including designating a staff person to serve as Alternate Responsible Officer for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS). All UGRAD program participants must be sponsored under Exchange Visitor Program No. G-1-0332 on a J-1 visa and comply with J-1 visa regulations. Please note that some UGRAD Program policy requirements may be in addition to the requirements for compliance with J-1 visa regulations. In addition, administration of the fellowships must comply with reporting and withholding regulations for federal, state, and local taxes as applicable. Applicant organizations must also 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.

EXTENSIONS AND TRANSFERS

Extensions of sponsorship or transfers from Exchange Visitor Program No. G-1-0332 will not be allowed. The intent of this program is to provide participants with one semester of non-degree undergraduate study; approximately 25 percent of all program participants will also participate in one semester of English language study before the onset of the academic program. Students must return immediately to their home countries upon completion of their academic program to complete their undergraduate degrees and fulfill their two-year home residency requirement.

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal 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.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)

Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items. All documents should be appropriately and clearly titled.

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances – Non-Construction Programs,” (only required for organizations if its representations and certifications have not been completed in the System for Award Management (SAM.gov). If an organization is exempt from registering in SAM.gov, then it would still need to provide the form as part of its application.)
- Include other attachments, if applicable, such as the Negotiated Indirect Cost Rate Agreement (NICRA), form 990 Return of Organization Exempt From Income Tax, SF-LLL Disclosure of Lobbying Activities (only required for organizations that engage in lobbying activities), etc.

Program Narrative

Executive Summary (One page)

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. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. 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)

Narrative

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

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
 3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted

- Detailed Budget (see below for allowable costs) The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.
- Timeline calendar of activities
- Letters of endorsement
- Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)
- First Time Applicant Attachments, if applicable.

All students must be enrolled in the ECA-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE) or other equivalent health benefits plan. Funding for ASPE or other health benefits plan coverage will be provided separately from the Global UGRAD budget of the Cooperative Agreement. The award recipient may include an additional line item to purchase supplemental insurance for those students attending a U.S. college or university that has mandated its own insurance for students or that does not accept the ECA's coverage. This health insurance should act as their primary policy with ASPE or other health benefits plan acting as secondary coverage.

ASPE provides for limited accident and sickness coverage, medical evacuation and repatriation of remains for all students during the duration of the exchange program. ECA will provide the cooperating agency with the software/web-based applications, ID cards, brochures, instructions and forms necessary to manage the health benefits program enrollment for the students. The recipient will assist in presenting claims to the benefits administrator and consult with ECA on grantee health issues that may affect successful completion of individual programs. The recipient must utilize a system that assigns a unique ID number to each participant for the purposes of health benefits program enrollment. This unique ID number must further include a specific number (assigned to each cooperating organization) that identifies the student participants particular to that organization.

Applicant organizations must clarify health benefit coverage, procedures, and benefits as needed for the FY2021 Global UGRAD participants.

Cooperative Agreement-funded items of expenditure may include, but are not limited to, the items listed below. The program budget narrative should cite areas in which economies of scale beyond the ECA's allowable costs can be achieved and document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be kept as reasonable and low as possible.

PROGRAM EXPENSES

- Online application system and program website development;
- Recruitment and advertising material costs for the academic year 2021-2022 student cohort;
- Cost of standardized test fees, including TOEFL, academic year 2021-2022 student cohort;
- Round-trip travel from participants' home cities to international points of departure;
- Round-trip international travel (via American carrier in accordance with Fly America regulations);
- Round-trip domestic travel from U.S. ports of entry to host institutions;
- Return-travel stipend;
- English Language Training costs including, but not limited to, room and board, instructional fees, and use of facilities;
- Orientations;
- Professional development activities;
- Workshops costs, including but not limited to room and board, instructional fees, additional staff costs, use of facilities, field trips, special events, guest lectures, etc.;
- Monthly stipend (please develop an average based on monthly maintenance rates);
- Cultural allowance;
- Incidental expenses;
- Supplemental health and accident insurance, as appropriate;
- Reasonable accommodation for students with disabilities;
- School break maintenance costs, including maintenance for any time period between pre-academic English language sessions and academic programs;
- Educational materials, which includes a book allowance per semester;
- Per diem for in-person workshops and cultural enrichment; and
- Tax preparation services and withholding for taxes, if necessary.

DOMESTIC ADMINISTRATION COSTS

- Staff salaries and fringe benefits (each staff member and his/her position must be listed separately, including the percentage of his/her total time spent on this program and duties performed on behalf of the program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time. Resumes must be included for all new staff.);

- Staff travel and per diem;
- Communication costs (fax, telephone, postage, equipment, etc.);
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- OMB Guidance 2 CFR Parts 200 Subpart F- Single Audit Requirements and 600 fees if not included in the indirect cost pool;
- Other direct costs; and
- Indirect costs (per OMB Guidance 2 CFR Parts 200 and 600).

The above cost allocations are subject to the availability of FY 2021 funds. The Bureau reserves the right to modify any of the above cost allocations to achieve program efficiency and cost savings.

COST SHARING

Direct and/or third party cost sharing is encouraged. Cost sharing may be in the form of allowable direct or indirect costs. The award recipient must maintain written records to support all allowable costs, which are claimed as being their contribution to cost sharing, as well as costs to be paid by the Federal Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Guidance 2 CFR Parts 200 and 600. Cost sharing and matching should be described in proposals. In the event applicant organizations do not provide the minimum amount of cost sharing as stipulated in its budget, the Bureau's contribution may be reduced in proportion to the grantee organization's contribution.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements. The award recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://J1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
 U.S. Department of State
 SA-4E (Bldg. 3)
 2430 E Street, NW
 Washington, DC 20037

Please note: 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.

APPLICATION SUBMISSION

The NOFO indicates the date the complete proposal is due and the manner in which proposals must be submitted. **There are NO EXCEPTIONS to this deadline.** For further information regarding this program or the competition, call Program Officer Megan Lysaght at (202) 340-9413, ECA/A/E/MR; email: LysaghtM@state.gov.