

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2021 Young Southeast Asian Leaders Initiative (YSEALI) Academic Fellowship

Funding Opportunity Number: SFOP0007847

Study of the U.S. Branch (ECA/A/E/USS)

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Bureau of Educational and Cultural Affairs (ECA), Office of Academic Exchange Programs, Study of the U.S. Branch for the FY 2021 Young Southeast Asian Leaders Initiative (YSEALI) Academic Fellowship. Your proposal must conform to the solicitation, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Any application 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 solicitation, the solicitation is to be the dominant reference.

I. STATEMENT OF WORK

In a cooperative agreement, the Study of the U.S. Branch (ECA/A/E/USS) is substantially involved in program activities above and beyond routine monitoring. The Branch may request that the recipient make modifications to the academic residency and/or educational travel components of the program. The recipient will be required to obtain approval of significant program changes in advance of their implementation. These activities and the roles and responsibilities of the Department and your organization are outlined below.

The responsibilities of the recipient organization are as follows:

Design, Management, Monitoring, and Evaluation of the Institutes

1. Design and oversee four academic programs (Institutes) on one of the three YSEALI Academic Fellowship themes: Civic Engagement, Environmental Issues, or Social Entrepreneurship and Economic Development. Each five-week Institute will host approximately 22 Fellows and will take place at host campuses throughout the United States;
2. Identify diverse U.S. host institutions and issue guidance on the development of curricula and other activities to ensure consistency and quality across all programs;
3. Provide and monitor sub-awards to the selected host institutions to conduct the Institutes simultaneously (two Institutes in spring and two in fall). No host institution should conduct more than two Institutes (one in spring and one in fall on the same theme); the primary award recipient may choose to conduct up to two, but no more than two, Institutes (one in spring and one in fall on the same theme);
4. Review syllabi and program calendars for each proposed Institute and send to ECA for final review and approval;
5. Provide programmatic and administrative management of the Institutes including ongoing oversight of selected host institutions through regular communications and through site visits; and

6. Work with the ECA program office in coordinating a closing YSEALI Fellowship Forum event in Washington D.C. (one in spring and one in fall) where all 125 Fellows from all three of the concurrent YSEALI Academic Fellowships would participate. Work may include coordination with the YSEALI Professional Fellows program, which is covered in a separate award.
7. Create and develop virtual program offerings in lieu of in-person programming as necessary and upon request by ECA.

General Program Management:

8. Provide a detailed staffing plan to include the names, titles, and portfolio breakdown of all staff who will work on the YSEALI Academic Fellowship. Any changes to staffing plans and/or key personnel must be submitted to ECA for approval;
9. In coordination with U.S. embassies and consulates, arrange and purchase international round trip travel for participants including any travel related to visa issuance, and disperse international travel allowances to all Fellows;
10. Create, issue, and send participant DS-2019 forms to U.S. embassies and consulates for Institute participants;
11. In conjunction with host institutions, coordinate logistical and administrative arrangements for participants, such as pre-departure information, airport pick-up and drop off, lodging, meals, domestic travel, medical treatment, and the disbursement of program funds;
12. In conjunction with host institutions, coordinate logistics related to any needed medical treatment, emergencies, or management of any special circumstances including reasonable accommodations;
13. Enroll the Fellows in the ECA-sponsored health benefits plan, Accident and Sickness Program for Exchanges (ASPE), for the duration of the program and issue a health benefits identification card for each participant;
14. Develop health and safety protocols to protect the welfare of all Fellows; protocols should include plans to address participant safety in relation to the COVID-19 pandemic;
15. Inform and consult with ECA about any program or participant problems, emergencies, or other issues as well as the progress of necessary action;
16. Create, maintain, and regularly update a database of participants, always ensuring the secure handling and protection of personally identifiable information;
17. Create, maintain, and regularly update a YSEALI Academic Fellowship website to convey Institute information and highlights pertaining to the Fellowship theme;
18. Provide Fellows with follow-on guidance and resources, as well as facilitate continued interaction among Fellows and U.S. students after the conclusion of the Institutes;
19. Create materials for U.S. Department of State staff and others to use at U.S. embassy and virtual pre-departure orientation workshops or other occasions;
20. Conduct an evaluation program that links outcomes of the Institutes to stated program goals and objectives to ensure that all Institutes meet comparable and high levels of quality in fulfilling program goals (see NOFO section D.3.h Program Monitoring and Evaluation);
21. Manage all ECA funds for this activity, including the timely submission of required semi-annual and final financial and program reports to ECA, as well as weekly updates to the program office during the five-week Institutes;

22. Provide reasonable accommodations for Fellows, including disability accommodations if needed, in support of ECA's commitment to diversity and the inclusion of participants with disabilities;
23. Prepare and print certificates of completion for Fellows who successfully complete their respective programs; and
24. Assume overall responsibility for complying with all applicable tax treaties and Federal, state and local laws on tax withholding and reporting for participants.

In a cooperative agreement, ECA is substantially involved in program activities above and beyond routine monitoring. The responsibilities of ECA are as follows:

1. Provide oversight, advice, and assistance to the award recipients and sub-award staff, including final approvals of key project plans and activities;
2. Review and approve the final selection of sub-award recipients (host institutions);
3. Review and provide input on agendas, syllabi, program calendars, pre-departure and other written materials;
4. Review and approve staffing plan and key personnel and any changes that are made;
5. Review semi-annual program and reports and weekly updates during the programs;
6. Review and approve plans for alumni follow-on activities;
7. Coordinate and oversee all communications with participating U.S. embassies and consulates regarding the recruitment and selection of Fellows and other aspects of the program. ECA will make final participant selections and provide a list of selected finalists to the implementing partner;
8. Issue participants' J-1 visas;
9. Monitor the programs through regular communication with the award recipients and site visits to the host institutions;
10. Collaborate with the recipients on the media engagement plan and approve all promotional and website materials;
11. Assist with participant emergencies, including, but not limited to medical emergencies, mental health issues, evacuation and repatriation;
12. Liaise with relevant U.S. embassies, consulates, award recipients, host institutions, and other relevant parties as it relates to crisis management; and
13. Collaborate on planning and implementing a pre-program host retreat for award recipients, debriefings with participants as needed, and the closing events in Washington, D.C.

II. PROGRAM SPECIFIC GUIDELINES

A. Overview

In support of the Young Southeast Asian Leaders Initiative (YSEALI), the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State invites proposal submissions for the design and implementation of YSEALI Academic Fellowship Institutes focusing on one of three themes: Civic Engagement, Environmental Issues, or Social Entrepreneurship and Economic Development. Applicants may submit a proposal to implement four Institutes for one of the three themes. Each Institute should be designed for groups of approximately 22 participants from the ten Association of Southeast Asian Nations (ASEAN) member states and Timor-Leste as specified in the Notice of Funding Opportunity (NOFO). Proposals should present an

integrated and imaginatively designed academic residency and integrated educational travel program, as well as leadership development, community service activities, cultural activities, and robust opportunities to interact with a diverse group of Americans. The program should include a closing event in Washington, D.C. (one in the spring and one in the fall) for the YSEALI Academic Fellows, and time set aside for the YSEALI Fellowship Forum, if requested by ECA.

All aspects of the program, including presentations and other class work, readings, writing assignments, leadership training, community service, and site visits, should be integrated to illustrate the YSEALI Fellowship theme (Civic Engagement; Environmental Issues; or Social Entrepreneurship and Economic Development) and contribute to the participants' understanding of the United States, including the history and evolution of U.S. society, culture, institutions, and values. The conception and structure of the Institutes are the responsibility of the award recipient. It is essential that proposals provide a full, detailed, and comprehensive narrative describing how the applicant and/or host institutions will achieve the objectives of the Fellowship. A sample academic program, including lectures, discussions, presentations, site visits etc. may be included. Proposals will be reviewed on the basis of the review criteria in the NOFO.

B. Program Dates

The anticipated award date for the cooperative agreements will begin on or about September 1, 2021 and end on or about December 30, 2025. All Institutes should last approximately 36 days (including arrival and departure travel days). Applicants should propose to implement half of their total proposed number of Institutes to take place in spring 2022 and the other half in the fall of 2022. Spring Institutes should begin on the same date and no earlier than March 15, 2022 and should conclude no later than May 15, 2022. Fall Institutes should begin no earlier than September 15, 2022 and should conclude no later than November 15, 2022. Applicants should state their flexibility in adjusting start and end dates. ECA will work closely with all three award recipients to align the start and end dates for all six Institutes in spring and all six Institutes in fall.

C. Program Administration

Applicants must discuss their capacity to successfully manage international exchange programs, including institutional strengths such as experience, relevant departments, and major administrative units. Proposals should include a staffing plan that details how staff will share responsibilities. The award recipients must designate a **project director** to oversee all of their programs and the concluding event in Washington, D.C., as well as follow-on activities. The project director will coordinate logistical and administrative arrangements, ensure an appropriate level of continuity among the various host institution programs, serve as the principal liaison between ECA and the host institutions, and serve as ECA's primary point of contact.

The award recipient must also designate an **academic director** at each host institution who will be present throughout the academic programs in their entirety to ensure the continuity, coherence, and integration of all aspects of the academic program, including the study tour. The academic director will plan and implement the program at their respective host institution, oversee its day-to-day management, and monitor program participants. In addition, an **administrative director** or coordinator must be assigned at each host institution to oversee all student support services, including supervision of the program participants, and budgetary, logistical, reporting, and other administrative arrangements. Other staff may be designated as appropriate.

Applicant organizations may choose to incorporate qualified “cultural ambassadors” (or another appropriate name) at each program who exhibit cultural sensitivity, an understanding of the program’s objectives, and a willingness to accompany the Fellows throughout the program. Program coordinators and/or graduate student assistants may be employed to carry out clerical duties and to assist with the day-to-day needs of participants, but should not be the principal point of contact for participants’ administrative concerns.

D. Participants

Each Institute will host approximately 22 foreign undergraduate or recent graduate participants aged 18-25 from Southeast Asian countries, for a minimum total of 88 participants per award. ECA will make the final decisions regarding participating countries based upon U.S. foreign policy priorities.

Participants will be highly motivated recent graduates or undergraduates from colleges, universities, and other institutions of higher education, who demonstrate leadership through academic work, community involvement, and extracurricular activities. Their fields of study will be varied, and may include sciences, social sciences, humanities, education, business, and other professional fields. Every effort will be made to recruit participants from indigenous, minority, and other historically underserved communities from both rural and urban sectors, and who have had little or no prior experience in the United States or elsewhere outside their home country. The award recipient will NOT participate in the recruitment or selection of candidates. U.S. embassies, consulates, will identify and nominate participants. ECA will make final selection decisions, and a final list of selected participants will be sent to the award recipient prior to the start of each Institute.

Please note: ECA reserves the right to amend or modify the list of participating countries should conditions change in the nominating country or if other countries are identified as U.S. priorities. Participating countries will be determined by ECA, in consultation with the EAP Regional Bureau.

ECA is committed to ensuring that participants with disabilities are able to participate fully in the program through reasonable accommodation and support. The award recipient will be responsible for working with the host institutions to provide reasonable accommodations that will allow for a full and engaging experience for all participants during the Fellowship.

E. Institutes

Each Institute should include a four-week academic residency at a U.S. college or university campus and a one-week educational study tour outside of the host community that should conclude in Washington, D.C. The residency should be a custom-designed and well-integrated seminar that imaginatively combines lectures, panels, seminar discussions, readings, debates, site visits, and regional travel into a substantive, cohesive, and coherent program. Applicants must provide a comprehensive **narrative**, no more than 20 double-spaced pages in Times New Roman 12 point font, describing the program theme and objectives and how the academic residency and study tour components support Institute objectives. The narrative should also be supported by a *sample* syllabus and calendar of activities.

Additionally, the Institutes should be designed around the designated theme (Civic Engagement; Environmental Issues; or Social Entrepreneurship and Economic Development) as well as include topics on U.S. history,

government, institutions, culture, and society. All Institutes must contribute to a deeper understanding of the United States, while at the same time providing useful skills and concepts for future leaders. The Institute should not simply replicate an existing lecture course, survey, or seminar designed for U.S. students. To encourage interaction with Americans, applicants may consider creating a course for participants in this program that is also offered to U.S. students for credit. The cost for U.S. students to take this course may not be included in the funding request from ECA.

1. Academic Residency

The Academic Residency component should:

- Consist of a carefully integrated series of lectures, panel presentations, seminar discussions, debates, simulations, individual and group classroom activities, and reading assignments;
- Be tailored for the particular group of foreign graduates and current students and include a discussion of relevant issues facing their countries and region. Efforts should be made to encourage experiential learning and active student participation in the educational process. The design of classes should take into account that the participants may have little or no prior knowledge of the United States and varying degrees of experience in expressing their opinions;
- Expose participants to a variety of presenters representing diverse backgrounds, viewpoints, and occupational fields on the topics and issues to be explored. In addition to host college or university faculty and professionals from the region where the programs takes place, course presenters should include outstanding scholars and other professional experts from throughout the United States, as appropriate;
- Include time for discussion at each session and throughout the program to allow for questions and answers and for a collegial exchange of views among participants, presenters, and panelists;
- Include a bibliography of readings for the various program components;
- Include at least one leadership development session per week that should serve to both develop and enhance participants' leadership and collective problem-solving skills, and inspire participants to apply them. These workshops should be creative, experiential, highly interactive, and team-oriented. They should require input and contribution from all participants, and provide students with basic leadership skills. The recipient may decide to recruit qualified instructors for these sessions from other organizations;
- Include at least one hands-on volunteer activity per week with local community service organizations to provide the participants the opportunity to experience first-hand the U.S. tradition of grassroots approaches to solving community problems, as well as additional opportunities to meet and interact with diverse Americans outside an academic setting;
- Include day trips or optional weekend excursions, designed to reinforce the academic curriculum, to various local and nearby locations, including historical sites, schools, places of worship, etc.; and

- Be intensive, yet leave sufficient free time for pursuing individual interests, socializing with fellow participants and U.S. students, exercising, and relaxing. The program schedule should include adequate time for reading and preparation of class assignments. Supervised cultural and weekend activities (such as group nights at the theater, concerts, sporting events, and city tours) are encouraged and should offer the students opportunities to experience the diversity of the United States, while fostering group cohesion.

2. Study Tour and Closing Event

The educational travel program for each Institute should:

- Be an integral part of the Institute that directly complements and reinforces the academic residency program and theme;
- Be arranged and led by the Institute’s academic director and principal staff;
- Be approximately one week long and conclude in Washington, D.C.;
- Include a trip to at least one other region within the United States different from the host institution’s region. The study tour visits should include an appropriate mix of professional-level meetings (local, state, and/or federal government offices, international organizations, NGOs, etc.), visits to cultural institutions, and recreational activities; and

The proposal may specify the proposed study tour location or other destinations to be visited, as well as specific sites. Day trips or optional weekend excursions to various local and nearby locations are encouraged but should not replace the study tour. Site visits and presentations included in the study tour must relate to the program’s academic objectives and subject matter.

- The program component in Washington, D.C. must include a closing event that brings together all Fellows (spring and fall). The closing event should consist of speakers from the Department of State, participants’ final presentations, networking opportunities, and debriefings with participants. The applicant will plan the event in coordination with the ECA program office. Additionally, time should be reserved in the Washington, D.C. program for Fellows’ participation in the YSEALI Fellowship Forum, an event that will bring together the YSEALI Academic and YSEALI Professional Fellows, the latter of which are supported under a separate award, for an opportunity to share program experiences, network across programs, engage with Department of State Officials and members of the diplomatic community.

Please note: The Study of the U.S. Branch may request that the recipient modify the academic residency, study tour, and/or closing event. Similarly, the award recipient, in consultation with the Study of the U.S. Branch, may also wish to make program modifications.

F. Logistical Considerations

The proposal should discuss your institution’s and any identified sub-award recipients’ capacities to successfully manage international exchange programs and should include institutional strengths, such as

regional expertise, faculty, relevant departments, and major administrative units.

- **Housing and meal arrangements** are an important dimension of program planning and must be discussed in detail in the proposal. In general, Fellows should be housed on campus in university dorms or similar designated university housing. When feasible, Fellows should be housed with American roommates. Accommodations within walking distance of daily activities are preferred, as well as the provision of accommodations for participants with disabilities. If possible, Fellows should have access to kitchen facilities, either in their own rooms or in a common room. A cafeteria meal plan combined with a cash allowance for food that will permit participants to cook or eat at local restaurants is strongly recommended. In many cases, Fellows may experience difficulties with American eating customs due to religious or other dietary restrictions, cultural differences, and availability of familiar foods. Program staff should be prepared to discuss such problems with the Fellows and seek solutions. To the extent permitted by budget limitations, participants should receive up to the U.S. government per diem rate for meals and incidental expenses at the various program locales. See <http://www.gsa.gov/perdiem> for current U.S. government per diem rates.
- **Participant health and safety** is an ECA priority. The recipient should take into account the health, safety, and welfare of Fellows at all times during the program. This includes assisting Fellows to understand the ECA-sponsored Accident and Sickness Program for Exchanges (ASPE) health benefits program and to navigate the complex healthcare system in the United States. The recipient and sub-recipients should also help Fellows understand and navigate the national, state, local, and campus policies as they relate to COVID-19.
- **Virtual Pre-Departure Orientation Workshops (PDOs)** should be organized for all Fellows. The recipient should host a PDO webinar series to prepare all participants for the Fellowship. Topics may include, but are not limited to, setting expectations, diversity and inclusion, cross-cultural adjustment, health and safety guidelines and practices, and logistics. Pre-departure materials should be available to Fellows online or emailed at least six weeks before the start of the program. For Fellows who do not have Internet access, the award recipient should make arrangements to send hard copies of these materials by express mail to the U.S. Embassy or directly to the Fellows, as appropriate.
- **An administrative orientation** to the United States and to the host campus for the Fellows should address administrative details of the program, identify campus and local resources, and provide general information that will facilitate the Fellows' adjustment to daily life in a new cultural environment. Topics should include security, medical problems, and availability of foods to which participants are accustomed or which meet specific dietary requirements.
- **An academic orientation** should provide Fellows with a concise overview of the program, including principal objectives and major themes. The academic director should use this opportunity to discuss guidelines for class participation that encourage active participation by all class members, respect for the views of other Fellows, how to provide concise comments and questions that keep the students on-topic, and other ground rules that will promote effective class discussion throughout the program.

- **Opening and closing events** (e.g., luncheon, dinner or reception) should formally inaugurate and close the program. These events typically include representatives from the college/university community, as well as individuals from the broader community.
- **Access to resources** should be arranged, including access to campus libraries, computer and internet facilities, on-campus disability and counseling resources, and local and national newspapers, periodicals, radio, and television. Host institutions should conduct a formal orientation to library services during the first week of the program and should provide participants with computer training and technical support, as needed. Reasonable accommodations should be made for any participants with disabilities. Applicants should budget up to \$2,000 per program towards this expense.
- **Monitoring and Evaluations** should be conducted on a regular basis to ensure that staff promptly respond to academic, administrative, and personal problems. At the conclusion of the program, a formal evaluation session should be conducted to permit participants to comment on all aspects of the program. The award recipient will deliver and administer pre-program (baseline), post-program, and alumni surveys. At the conclusion of the programs, recipients should ensure that Fellows have time reserved to complete the post-program survey. Additionally, the recipient will be responsible for conducting an alumni survey one year after the conclusion of the program.
- **Travel Allowances** should be disbursed to each Fellow to support travel to and from the United States. Each participant should receive \$100.

Please note: All Fellows will be required to return to their home countries immediately upon the conclusion of the Institute. Travel to visit family or friends elsewhere in the United States will NOT be permitted *before*, *during*, or *after* the program, including on unscheduled weekends during the academic residency period. Family or friends may be permitted to visit the Fellows while the latter are in residence at the host institution, at the discretion of the recipient and in consultation with ECA, provided that such visits will not prove disruptive to the program. At no time will family or friends be permitted to accompany the Fellows during scheduled program activities, whether such activities are mandatory or optional. Program staff should arrange to escort all Fellows to airports for their return travel, and to remain at the airport until the students have checked in and entered the security departure area.

G. Fostering Mutual Understanding

ECA's mission is to foster mutual understanding between the people of the United States and the people of other countries to promote friendly and peaceful relations.

In order to promote this mission, proposals should clearly demonstrate plans for structured and unstructured interaction between participants and Americans from diverse backgrounds. Wherever feasible, interactions should allow for participants to exchange views with Americans, not just learn from hosts, speakers, and presenters. Programs should strive to include as many of the following program components as possible:

- A weekend home stay with a local family;
- A structured way for participants to share their country's history and culture to diverse groups of Americans;

- A peer system where international participants are paired with U.S. students for individualized recreational evening and weekend activities;
- Classes with U.S. students or accommodations with U.S. roommates, if possible;
- Informal group activities, between the participants and members of the local community; and
- To the extent possible, mentor relationships between participants and academically-appropriate host institution professors.

H. Alumni Outreach/Follow-on Activities

Proposals should provide a plan for follow-on activities (with minimal ECA support) that ensures that ECA-supported programs are not isolated events. Proposed follow-on activities for alumni must reflect the goals and objectives of the program and must contribute to ECA's mission to foster mutual understanding among the people of other countries and the people of the United States. The proposal should include an outline of follow-on alumni programming (including a timeline), information on how it will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained. Examples of successful past follow-on activities include, but are not limited to, structured mentoring programs, small grant competitions, alumni reunions or workshops, monthly web discussions, reverse exchanges, publications co-written by participants and their American peers, and distance learning opportunities for alumni. Applicants should incorporate the online communities on the International Exchange Alumni website (Alumni.State.Gov) into their alumni outreach plans.

Proposals should include plans for a small grant component encouraging project collaboration and sharing of best practices among alumni. Proposals should also include a way to recognize outstanding alumni who have a strong record of demonstrated servant leadership and advocacy on behalf of the Fellowship. Applicants are encouraged to propose ways to provide technical support to Fellowship alumni, including through reciprocal exchanges.

Follow-on activities should be well developed, but also remain flexible enough to allow for changes based on the needs of the participants. Alumni activities should be financed using the line item budgeted for follow-on activities. Applicants are encouraged to provide significant cost share towards alumni engagement activities each year.

Please refer to the Proposal Submission Instructions (PSI) and the sample budget template for additional information.

III. 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 ECA, 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 **20 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, Summary Budget, and Budget Narrative
All budget guidelines must be followed. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the U.S. Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits.

A sample budget is provided as pdf document as part of the application package for this solicitation. You may request this budget template in Excel format by contacting Study of the U.S. Branch (ECA/A/E/USS) Program Officers Kevin Orchison, (202)-255-7108 or OrchisonKH@state.gov, or Ian Billard, (202) 394-9199 or BillardIM@state.gov. Please note there are four tabs in this document, the Budget Guidelines the Summary Budget, Budget Categories, and the Detailed Budget Template. Applicants should complete tabs 2-4, where applicable. If applicable, **separate budgets for sub-awardees** should be included and should resemble the Admin Detailed Budget and Detailed Budget Template for the award recipient. You are urged to be as detailed and specific as possible, adding line items if needed. You may wish to include allowable costs.

Allowable program costs include but are not limited to: round-trip international airfare; visa-related travel; international travel allowance (\$100 per participant); baggage fees; ground transportation; other transit costs; study tour travel for participants and program staff; supplies; honoraria for speakers (not to exceed \$250/day per speaker); cultural allowance (\$200 per participant); book allowance (\$200 per participant); participant admissions; program sub-award(s); educational materials; webhosting; welcome, farewell, and closing events; lodging; meals and incidentals; follow-on activities (approximately \$5,000 per program); mailing (optional \$200 per participant maximum); communications (e.g. participant cell phones or sim cards); tax withholding; reasonable accommodation contingency (\$2,000 per program); medical costs related to the COVID-19 pandemic including, but not limited to, personal protective equipment (PPE), medically required quarantine (outside of medical facilities covered under the ASPE health benefit program), and medical contingency.

Allowable administrative costs include, but are not limited to: staff salaries; benefits; support services for the program (fringe benefits should be stated separately from salary costs); communication; printing

and publishing; supplies; indirect costs; and other fees associated with the normal administration of exchange programs.

Please be sure to include a Summary Budget on a separate page before the Detailed Budget. The Summary Budget should clearly indicate the number of program participants and provide an overall unit cost per participant, as well as a unit cost breakdown by program and administrative costs. A sample of this format is provided on the first tab of the sample budget. Please note the summary budget includes estimated cost projections for the non-competitive continuation years of the award. You are not required to provide a detailed budget for the option years until ECA decides to exercise the non-competitive continuation.

Following the Detailed Budget, please include a Budget Narrative that concisely explains how costs were calculated and the rationale for including them in the budget. The Budget Narrative should also explain costs for sub-awardees. Please make note of the following in the Budget Narrative:

- If you do not have an established indirect cost rate agreement, please explain what costs are excluded when calculating the Modified Total Direct Costs (MTD.C.) base in accordance with 2 CFR 200.68 and 2 CFR 200.414.
- List and explain the participant support costs.
- State if the above two questions are part of your organization's existing policies and if they are consistently applied in all budgets throughout your organization.

Applicant institutions should attempt to maximize cost-sharing throughout the program by enlisting the support of the U.S. private sector, including foundations and corporations. ECA reserves the right to reduce, revise, or increase proposal budgets and participant numbers and the number of programs based on program needs and the availability of U.S. Government funding.

- A sample calendar of activities and sample syllabus
- Draft closing event agenda
- Letters of endorsement
- Social Media and Traditional Media Plan
- 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.

APPLICATION SUBMISSION

The solicitation document 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, please contact Study of the U.S. Branch (ECA/A/E/USS) Program Officers Kevin Orchison, (202)-255-7108 or OrchisonKH@state.gov, or Ian Billard, (202) 394-9199 or BillardIM@state.gov.