

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

### **FY 2022 Gandhi-King Scholarly Exchange Initiative**

**Funding Opportunity Number: SFOP0008403**

#### **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 Study of the U.S. Branch (ECA/A/E/USS), Office of Academic Exchange Programs, Bureau of Educational and Cultural Affairs, for the FY 2022 Gandhi-King Scholarly Exchange Initiative (Exchange). 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 NOFO, the NOFO is to be the dominant reference.

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

In a cooperative agreement, the Study of the U.S. Branch is substantially involved in program activities above and beyond routine monitoring. The Branch may request that the recipient make modifications to the program, including the virtual program component, U.S. academic residency, off-campus educational travel, India-based experiential learning component, and the closing forum. 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 of State and your organization are outlined below.

The responsibilities of the recipient organization are as follows:

#### **Recruitment and Selection of U.S. Participants**

1. Develop plans for outreach and recruitment that will generate a strong pool of qualified candidates who represent diverse backgrounds and communities, with an emphasis on historically underserved and disadvantaged communities;
2. Develop an application and screening process to select ten U.S. participants, ages 18-25, with clearly identified criteria for the selection process; and
3. Recommend the final U.S. participants and alternates to ECA for final approval.

#### **Collection and Maintenance of Program and Participant Data**

1. Maintain a database of participants and ensure the protection of personally identifiable

information;

2. Enroll both U.S. and Indian participants in the ECA-sponsored health benefits plan, Accident and Sickness Program for Exchanges (ASPE), for the duration of their time in the exchange country and issue a health benefits identification card for each participant;
3. Ensure that each participant completes and signs all pre-program participant forms provided by the Branch;
4. Create and issue DS-2019 forms for the Indian participants' J-1 visas to the United States. All foreign participants will travel on a U.S. Government designation for the J Exchange Visitor Program;
5. Manage all required visa processes for U.S. participants' travel to India;
6. Create and maintain a database of program alumni that includes alumni success and impact stories and regularly share these stories with ECA; and
7. Submit written weekly updates to ECA during main program activities, as well as required annual and final program reports by the established deadlines and other ad hoc reporting, as appropriate.

### **Design, Management, Monitoring, and Evaluation of the Exchange**

1. Provide overall coordination and management of the Gandhi-King Scholarly Exchange Initiative for approximately ten American and ten Indian undergraduate, graduate, and recently graduated students;
2. Design and oversee all components of the Exchange, including a one-week introductory virtual program and orientation; a two-week academic residency at an Historically Black College or University (HBCU) in the United States; a two-week experiential learning program in India, and a multi-day closing forum;
3. Coordinate with the U.S. Embassy in India and/or India-based sub-award organization(s) (as appropriate), with oversight from ECA, on India-based program components;
4. Provide a syllabus, agenda, and program calendar to ECA for review at least ten weeks before the start of the Exchange;
5. Develop health and safety protocols to protect the welfare of all participants. Protocols should include plans to address participant safety in relation to the COVID-19 pandemic;
6. Arrange and purchase international round trip travel for all participants as well as any travel related to visa issuance;
7. Disperse international travel allowances to all participants;
8. Coordinate all logistical and administrative arrangements for all participants, such as pre-departure information, airport pick-up and drop-off, lodging and meals, in-country travel, any medical treatment, and the disbursement of program funds including per diem;
9. Inform and consult with ECA about any program or participant problems, emergencies, or other issues and the progress of necessary action;
10. Develop and implement, in coordination with ECA, a media outreach effort (including

- social media) to publicize the program;
11. Ensure strict compliance with State Department branding and signage requirements at events, in remarks, in program documentation, and online in all websites and social media posts;
  12. Provide participants with follow-on guidance and resources and facilitate continued interaction among participants after the conclusion of the program;
  13. Conduct an evaluation strategy that links outcomes of the Exchange to stated program goals and objectives and ensures that all components of the Exchange meet comparable and high levels of quality in fulfilling program goals;
  14. Manage all ECA funds for this activity, and submit all required reports to ECA by the established deadlines;
  15. Provide reasonable accommodations for participant needs, including any necessary disability accommodations;
  16. Prepare and print certificates of completion for participants who successfully complete the Exchange; and
  17. Assume overall responsibility for complying with all applicable tax treaties and federal, state, and local laws on tax withholding and reporting for participants in both the United States and India.

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

1. Provide oversight, advice, and assistance to the award recipient, including final approvals of key project plans and activities;
2. Review and provide input on the agenda, syllabus, program calendar, publicity materials, pre-departure and other written materials for all virtual and in-person components of the Exchange;
3. Coordinate and oversee all communications with the U.S. Embassy in India regarding recruitment and selection of participants from India. ECA will make final selections for participants from India and will provide a list of selected finalists to the implementing partner;
4. Provide advice and assistance to the recipient regarding recruitment and selection of participants from the United States. Please note that it is the responsibility of the recipient to select U.S. participants and provide a list of selected finalists and alternates to ECA for final approval;
5. Issue foreign participants' J-1 visas for the U.S.-based academic residency;
6. Monitor and evaluate the Exchange through regular communication with the award recipient with possible site visits in the United States and/or India during the Exchange;
7. Review semi-annual program reports and weekly updates during the Exchange;
8. Collaborate with the recipient on the media engagement plan, approve plans for response

- to any media queries, and approve all promotional materials;
9. Review and approve plans for alumni follow-on activities;
  10. Review and approve the final selection of any sub-award recipients, if applicable;
  11. Review and approve staffing plan, key personnel, and any changes to the plan;
  12. Liaise with the U.S. Embassy in India, the recipient, the host institution, and other relevant parties as it relates to crisis management;
  13. Assist with participant emergencies and medical evacuations; and
  14. Conduct debriefing sessions with the participants, virtually or in-person, on an as-needed basis.

## **II. PROGRAM SPECIFIC GUIDELINES**

### **A. Overview**

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State invites proposal submissions for the design and implementation of the Gandhi-King Scholarly Exchange Initiative. The Exchange should be designed for a group of approximately 20 undergraduate, graduate, and recently graduated students from the United States and India (approximately ten students from each country) as specified in the Notification of Funding Opportunity (NOFO). Participants will be young, aspiring civic leaders representing diverse backgrounds. The Gandhi-King Scholarly Exchange Initiative is designed to bring participants together to develop their leadership skills and explore historical and contemporary themes in civil rights and social justice.

All aspects of the Exchange, including the virtual program component program, the U.S.-based academic residency, the India-based experiential learning component, and the multi-day closing forum, should be integrated to illuminate the themes of peace, nonviolence, and reconciliation from both countries' perspectives, and refer to the legacies and histories of Mahatma Gandhi and Dr. Martin Luther King, Jr. The conception and structure of the Exchange are the responsibility of the award recipient. Proposals should present a creative, substantive, and thematically coherent program that draws upon institutional strengths and a diverse array of community resources, including faculty and recognized scholars, practitioners, government officials, civic leaders, and other experts from throughout the United States and India. In addition to academic study of program themes, the Exchange should provide participants a deep understanding of the history, cultures, and contemporary issues in the United States and India; leadership development workshops; community engagement; and opportunities to apply new skills and knowledge in the classroom and beyond. The Notice of Funding Opportunity (NOFO) for this competition gives further direction on the substance of the program.

It is essential that proposals provide a full, detailed, and comprehensive narrative, no more than 20 double-spaced pages in Times New Roman 12 point font, describing how the recipient and/or sub-awardee(s) will achieve the objectives of the Exchange. The proposal should include an

agenda for each Exchange component, an overall program calendar and a syllabus, all of which should provide details on academic sessions, leadership development activities, site visits, and cultural activities. Proposals will be reviewed on the basis of the **review criteria** in the NOFO.

#### B. Program Dates

The anticipated award date for the cooperative agreement will begin on or about February 18, 2022, and end on September 30, 2025. The Gandhi-King Scholarly Exchange Initiative should take place in summer 2022, beginning no earlier than June 15, and be approximately six weeks in length (inclusive of travel days), including approximately one week of virtual programming, two weeks in the United States, two weeks in India, and a multi-day closing forum.

#### C. Program Administration

Applicants must discuss in the proposal their capacity to successfully manage international exchange programs; institutional strengths, such as experience, relevant departments, and major administrative units; and relevant community and/or institutional connections in the United States and India. Proposals should include a staffing plan that details how staff will fulfill responsibilities. The applicant should propose appropriate staffing levels and structure to effectively implement all proposed activities. The award recipient must designate a **project director** to oversee all aspects of the Exchange with the assistance of support staff, as needed. The project director will coordinate logistical and administrative arrangements, ensure the various Exchange components complement and enhance each other, oversee alumni programming, and serve as the principal liaison between ECA and any sub-award recipient or partner organizations. The project director will serve as ECA's primary point of contact. The project director must attend an administrative briefing that will take place either virtually or in Washington, D.C. at least six weeks before the start of the program.

The award recipient must designate an **academic director** or co-academic directors to oversee the programmatic aspects of the five-week exchange. The director(s) must be present for the entirety of the Exchange to ensure the continuity, coherence, and integration of all aspects of the program, including the one-week virtual component; two-week U.S. academic residency and off-campus educational travel; two-week India experiential learning component; and the multi-day closing forum. The director(s) will oversee the day-to-day management and monitor program participants with the assistance of support staff, as needed. Other staff, including an administrative director, may be designated as appropriate. Program coordinators and/or graduate student assistants may be employed to carry out clerical duties and to assist with the day-to-day concerns and needs of participants but should not be the principal point of contact for participants' administrative concerns.

#### D. Participants

The Gandhi-King Scholarly Exchange Initiative should host approximately ten undergraduate,

graduate, and/or recently graduated students from the United States and approximately ten from India for a total of approximately 20 participants. The participants will be young, aspiring civic leaders from a diverse range of communities and backgrounds with an emphasis on historically underserved and disadvantaged groups, including women, minority communities, and individuals with disabilities. Participants will be between the ages of 18 and 25 and proficient in English. All participants should have a record of academic achievement, leadership experience, and a demonstrated interest in and experience with the Exchange's primary themes, as described in the Notice of Funding Opportunity (NOFO) for this competition.

The award recipient will be responsible for managing the recruitment, application processing, and selection of the U.S. students ONLY. The recipient must provide the ECA Program Office with the list of proposed finalists and alternates in spring 2022. Proposals should include a recruitment and selection process plan and methodology. The U.S. Embassy in India will identify and nominate Indian finalists and alternates. ECA will make the final selections of both the U.S. and Indian participants. ECA will provide a final list of all selected participants to the award recipient in spring 2022. Every effort must be made to select a balanced mix of male and female participants and to recruit participants who are from non-elite and/or underprivileged backgrounds and who have limited or no prior international experience. The recipient should provide participants with pre-departure materials at least six weeks prior to the start of the Exchange.

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 all sub-award and partner organizations, if applicable, to provide reasonable accommodations that will allow for a full and engaging experience for all participants during the Exchange.

#### E. U.S. Academic Residency Component

The Gandhi-King Scholarly Exchange Initiative should include a two-week academic residency for all 20 participants hosted at an Historically Black College or University (HBCU) in the United States. The U.S. academic residency should be a custom-designed and well-integrated academic program that imaginatively combines lectures, panels, seminar discussions, readings, presentations, interactive classwork, workshops, site visits, community service, and opportunities for leadership development into a substantive, cohesive, and coherent program that highlights the program themes. It must not replicate an existing lecture course, survey, or seminar designed for American degree candidates, and must complement other components of the Exchange. Please note that U.S. participants may receive course credit for program participation; however, applicants may not include tuition in the funding request to ECA.

In order to provide a multi-dimensional view of the Exchange's themes and topics, the applicant should include outstanding professors, scholars, experts, community leaders, and other relevant professionals outside of the host institution such as representatives from government, education,

media, research institutions, professional and cultural organizations, and community and civic groups who can bring specialized and informed perspectives to the discussed issues. Guest speakers should represent diverse backgrounds, viewpoints, and occupational fields on the topics and issues explored. Efforts should be made to maximize interaction between participants and presenters both during and outside of the session. Separate budget items (e.g., honorarium, per diem, travel) may be included for this purpose, per the attached sample budget.

All sessions throughout the academic residency should allot sufficient time for a collegial exchange of views among participants, lecturers, and panelists. The Exchange should encourage discussion not only through question and answer sessions, but also through organized debates, roundtables, and other fora that allow participants to actively engage with presenters and each other.

Visits to historical sites and points of interest relevant to the themes should be included as part of the academic residency. Participants should have the opportunity to leave the host campus and experience communities that offer a different cultural or historical context from the host institution. The academic director and principal project staff should ensure that any off-campus site visits fully integrate into, and complement, the academic sessions. To the extent possible, the proposal should identify staff who will take part in site visits. Staff escorts must have demonstrated qualifications to accompany exchange visitors and students. The proposal should specify the proposed locations or other destinations to be visited. Off-campus site visits must relate to the Exchange's objectives and subject matter.

While the U.S. academic residency should be intensive, the schedule should leave sufficient free time for participants to pursue individual interests, socialize with their program colleagues and community members, exercise, and relax. The program schedule should include adequate time for reading and preparation of class assignments. Participants should have full access to library facilities, local and national periodicals, radio and television, and computers with internet access while at the host institution. Participants should also have opportunities to attend cultural events such as concerts, sporting events, and formal or informal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds.

#### F. India Experiential Learning Component

The Gandhi-King Scholarly Exchange Initiative should include a two-week experiential learning component in India for all U.S. and Indian participants. The India-based program should include, but is not limited to, hands-on workshops and interactive discussions, leadership development, site visits and educational travel, and community engagement that address the Exchange's themes. It must form a coherent, complementary, and substantive program which does not replicate an existing study abroad program or seminar designed for American degree candidates.

The India experiential learning component should focus on hands-on activities and field discussions, site visits, and community engagement rather than classroom instruction. In order to provide a multi-dimensional view of the Exchange's themes and topics, the program should offer opportunities for participants to engage with an array of scholars, experts, community leaders, government representatives, research institutions, professional and cultural organizations, and community and civic groups that bring specialized and informed perspectives to the discussed issues. They should represent diverse backgrounds, viewpoints, and a variety of occupational fields in the topics and issues explored. Participants should have the opportunity to experience communities that offer unique cultural or historical contexts to the program theme. Efforts should be made to maximize interaction between participants, presenters, and participating community members both during and outside of formal sessions, site visits, and activities. Separate budget items (e.g., honorarium, per diem, travel) may be included for this purpose, per the attached sample budget.

While the experiential learning component should be full and intensive, the schedule should leave sufficient free time for participants to pursue individual interests, socialize with their program colleagues and community members, exercise, and relax. The program schedule should include adequate time for reading, research, and preparation of assignments and project work. Participants should also have opportunities to attend cultural events and formal or informal gatherings of ordinary Indians from a variety of ethnic, social, and professional backgrounds.

#### G. Virtual Program Component

The virtual component should be a one-week introductory online program for all U.S. and Indian participants that takes place before the start of the in-person program components. The virtual component should provide a foundation to the program theme and topics; include both synchronous (live) and asynchronous components; and occur at any point before the in-person program components.

The virtual component should provide the foundation for the in-person program and offer interactive learning opportunities and discussions beyond lectures and speakers. The virtual component may include, but is not limited to, a pre-program logistical orientation, an introduction to academic themes and participant project work, leadership development sessions, ice breaker activities, and small group breakout discussions. The recipient will be responsible for all technical and programmatic aspects for the virtual component. Proposals should include a proposed online platform for conducting the virtual aspects of the Exchange.

#### H. Closing Educational Forum

A multi-day educational forum should include a diverse group of scholars, experts, practitioners, representatives from the government, private sector, non-governmental and community-led



organizations, and local community members to further explore and address the Exchange's themes. The forum should include, but is not limited to: opportunities for networking among participants and the broader audience; participant presentations on their Exchange experiences and lessons learned; small-group discussions and interactive workshops; remarks from expert speakers; a reception or gathering; and panels and roundtables. The Forum should be a closing event and may include both virtual or in-person elements.

The proposal should include a proposed calendar of activities and syllabus for all components of the program including the one-week virtual introductory program, the two-week U.S. academic residency, the two-week India experiential learning component, and the educational forum.

**Please note:** The Study of the U.S. Branch may request that the award recipient modify the U.S. academic residency and educational travel; the India experiential learning program; the closing forum; and/or the virtual program. Similarly, the award recipient, in consultation with the Study of the U.S. Branch, may also wish to make program modifications.

#### I. Additional Exchange Activities

The Gandhi-King Scholarly Exchange Initiative should include **weekly leadership development sessions**, including during the introductory virtual program component, that will serve to develop and enhance participants' leadership and collective problem-solving skills and inspire participants to apply them during and after the Exchange. These sessions should require input and contribution from all participants, provide students with basic leadership skills, and emphasize the importance of inter-cultural leadership. The recipient may decide to recruit qualified instructors for these sessions from other organizations.

#### J. Logistical Considerations

The proposal should discuss the award applicant's and any identified subaward recipients' (if applicable) capacities to successfully manage the Gandhi-King Scholarly Exchange Initiative. Proposals should include organizational strengths, community resources, and institutional connections and networks in India and the United States.

- **Housing and meal arrangements** are an important dimension of program planning and must be discussed in detail in the proposal. All participants should be accommodated in program housing to encourage bonding and networking. Participants are not permitted to make their own housing arrangements for the duration of the in-person components of the program.
  - During the U.S. academic residency, participants should be housed on campus in university dorms, similar designated university housing, or other suitable locations. Walking distance to daily classes should be taken into account, as well as accommodations for participants with disabilities. If possible, participants

should have access to kitchen facilities, either in their own rooms or in a common room. A combination of a cash allowance for food and a cafeteria meal plan is strongly recommended to permit participants to cook or eat at local restaurants.

- During the India experiential learning component, participants should be housed in a hotel or other suitable location. Easy access to basic goods and dining options should be taken into consideration, as well as accommodations for participants with disabilities. A cash allowance and planned hosted meals are recommended to permit participants to eat at diverse local restaurants.
  - Some participants may experience difficulties with local eating customs due to religious or other dietary restrictions, cultural differences, and/or availability of familiar foods. Program staff should be prepared to discuss such problems with the participants and seek mutually beneficial solutions. Program staff should consider conducting a pre-arrival survey of participant dietary and/or religious needs in order to better accommodate those needs. 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 participants at all times during the program. This includes assisting participants to understand the ASPE health benefits program and to navigate the healthcare system in the United States and in India. The recipient and any sub-recipients should also help participants understand and navigate any relevant policies as they relate to COVID-19.
  - **A Virtual Pre-Departure Orientation (PDO)** must be organized for the participants. The PDO should be a combination of synchronous (live) and asynchronous sessions that prepare all participants for the programmatic and academic aspects of the Exchange and can be considered a part of the required one-week virtual program. The PDO should include a programmatic and academic orientation that will provide participants with a concise overview of the program, including principal objectives and major themes. The project director and academic director(s) should use this opportunity to discuss expectations and guidelines to encourage active participation by all; respect for the views of other participants; concise comments and questions that keep the participants on-topic; and other ground rules that will promote effective engagement and discussion throughout the program. Other topics of the PDO may include, but are not limited to, diversity, equity, inclusion, foundational academic sessions, cross-cultural adjustment, health and safety guidelines and practices, ice breakers, and logistics. Pre-departure materials should be available to participants online or emailed at least six weeks before the start of the program.
  - **An administrative orientation** upon arrival to the United States and to India for

participants should address administrative details of the program, identify campus and local resources, review safety and security procedures, and provide general information that will facilitate the participants' adjustment to daily life in a new environment. Important topics include security, medical issues, transportation, and availability of appropriate foods.

- **A welcome event** (e.g., luncheon, dinner, or reception) should formally inaugurate the in-person component of the program in both the United States and India. Representatives and relevant individuals from the academic and broader community may be invited.
- **Access to resources** should be arranged for participants during the U.S. and India program components. While in the United States, participants should have access to campus libraries, computer and internet facilities, disability resources, counseling services, local and national newspapers, periodicals, radio, and television. The U.S. host institution should conduct a formal orientation to library services during the first few days of the academic residency and should provide participants with computer training and technical support, as needed. During the India-based portion of the Exchange, all participants should have reasonable access to computers and internet connections to support independent research and project work. Reasonable accommodations should be made for any participants with disabilities. Applicants should budget up to \$2,000 towards this expense.
- **Monitoring and Evaluation** of participants should take place on a regular basis to ensure that staff promptly identify and respond to academic, administrative, and personal problems. At the conclusion of the Exchange, a formal evaluation session should be conducted to permit participants to comment on all aspects of the program. Additionally, the recipient will be responsible for conducting pre-program (baseline), post-program, and alumni evaluations, as well as collecting alumni success stories to share with ECA. At the conclusion of the Exchange, the recipient should ensure that participants have time reserved to complete the post-program survey. The recipient may wish to gather and share data on how these exchange programs affect local host communities as well.
- **Travel Allowances** should be disbursed to each participant to support international travel during the Exchange. Each participant should receive \$100 to cover incidentals during travel.

**Please note:** All participants are required to follow the laws governing international visas in the United States and India. All participants will be required to return to their home country immediately upon the conclusion of the Exchange. Travel to visit family or friends in the host country will NOT be permitted before, during, or after the Exchange. Family or friends may be permitted to visit the participants during the program, only at the discretion of the award 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 participants during scheduled program activities, whether such activities are mandatory or optional.

#### K. Fostering Mutual Understanding

ECA's mission is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange that assist in the development of peaceful relations. Proposals should clearly demonstrate plans for structured and unstructured interaction between Americans and Indians, both among participants and with local members of host communities. Wherever feasible, interactions should allow for participants to exchange views with speakers, hosts, and presenters. Opportunities for participants to share their research and culture with a diverse group of local community members and each other can take many forms including, but not limited to, discussion sessions, receptions, poster sessions, school visits, community service activities, individual consultations with relevant academics, holiday celebrations, international pot lucks, cultural festivals, and host family experiences.

#### L. Alumni Outreach/Follow-On Activities

Proposals should provide plans for continued follow-on activities (with minimal ECA support) that ensure ECA-supported programs are not isolated events. Proposed activities for alumni must reflect the goals and objectives of the program and 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 programming (including a timeline), information on how it will be coordinated with existing alumni efforts, and a description of how the applicant will foster and maintain long-term linkages with alumni. Examples of successful past follow-on activities include, but are not limited to, small grant competitions and post-program projects, alumni reunions or workshops, monthly webinar discussions, reverse exchanges, cooperative publications by participants and their American peers, structured mentoring programs, and distance learning opportunities for alumni. Applicants should incorporate the online community on the International Exchange Alumni website ([alumni.state.gov](http://alumni.state.gov)) into their alumni outreach plans.

Follow-on activities should be well developed but also flexible enough to allow for changes based on participant needs. Proposals may include plans for a small grant component encouraging the sharing of best practices among alumni. Alumni activities can be financed using the line item budgeted for follow-on activities (up to \$5,000 per year), as well as cost-sharing by the applicant organization.

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 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 **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, virtual program component, U.S. academic residency, India experiential learning component, closing forum, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

#### **Additional Information to be Submitted**

- Detailed Budget

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 Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits.

A sample line-item budget is provided as a PDF document as part of the application package for this solicitation. You are not required to use this template. You may request this budget template in Excel format by contacting Tania Jazyanka at [JazyankaT@state.gov](mailto:JazyankaT@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 Detailed Budget Template for the award recipient. You are urged to be as detailed and specific as possible, adding line items if needed.

Allowable 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; other fees associated with the normal administration of exchange programs; round trip international airfare, visa-related travel; international travel allowance (\$100 per participant); baggage fees; ground transportation; other transit costs; D.C. administrative briefing for up to two program staff; in-country travel for participants and Exchange staff; supplies; honoraria for speakers (not to exceed \$250/day per speaker); book and cultural allowance (\$200); participant admissions; sub-award(s); educational materials; webhosting; event costs; lodging; meals and incidentals; follow-on activities (\$5,000); postage (optional \$200 per participant maximum); communications (e.g. participant cell phones or SIM cards); tax withholding; reasonable accommodation contingency (\$2,000); medical costs related to the pandemic including, but not limited to, personal protective equipment (PPE), medically required quarantine (outside of medical facilities covered under any health benefits), and medical contingency.

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. A sample of this format is provided on the second tab of the sample budget.

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, if applicable. Please make note of the following in the Budget Narrative:

- If you do not have an established negotiated indirect cost rate agreement (NICRA), please explain what costs are excluded when calculating the Modified Total Direct Costs (MTDC) base in accordance with the 2 CFR 200.68 Modified Cost.
- 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 based on program needs and the availability of funds.

- Calendar of activities/itinerary/syllabus
- Letters of endorsement

- Resumes and CVs (resumes of all staff should be included in the submission; no resume should exceed two pages.)
- First Time Applicant Attachments, if applicable.

#### **IV. OTHER AWARD INFORMATION**

##### **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 refer to Solicitation Package for further information.

##### **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, contact Program Officer Tania Jazyńska, [JazynskaT@state.gov](mailto:JazynskaT@state.gov), (202) 230-9898, U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of Academic Exchange Programs, ECA/A/E/USS, SA-5, 4<sup>th</sup> Floor, 2200 C Street NW, Washington, D.C. 20037.