

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

### **FY 2025 Fulbright Student Program**

**Funding Opportunity Number: SFOP0010354**

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

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange programs (ECA/A/E) for the FY 2025 Fulbright Student Program. 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 guidelines outlined in the PSI. If there is a perceived disparity between documents, the solicitation is to be the dominant reference.

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

Pending the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State will enter into (a) cooperative agreement(s) with one or more U.S. public or private non-profit organizations or consortia of eligible organizations meeting the provisions of a 501 (c) 3 to administer the FY 2025 Fulbright Student Program.

The FY 2025 Fulbright Student Program will support the administration of approximately 1,908 new awards for U.S. students to study, conduct research, and teach English abroad, approximately 1,800 new awards for foreign students (including approximately 645 self-placed graduate students) to study and conduct research and approximately 350 new awards for foreign language teaching assistants to teach their native language in the United States. Additionally, funds may be used to support special initiatives for FY 2025 or previously funded participants as requested by ECA. Pending the availability of funds, ECA anticipates awarding up to seven cooperative agreements of up to \$20,000,000 to provide support services for the FY 2025 Fulbright Student Program, as well as other academic exchange activities and cohorts as requested by ECA.

Under the terms of the cooperative agreement, the award recipient(s) will be responsible for administering a number of special programs and activities for U.S. and foreign students including, but not limited to: the Fulbright-National Geographic Storytelling Award, the Fulbright-Fogarty Fellowship in Public Health, and the John Lewis Civil Rights Fellowship for U.S.

students; the Fulbright Foreign Language Teaching Assistant (FLTA) Program; Pre-Academic and English Language Training; Short-term Gateway (arrival) Orientations; Foreign Student Enrichment Seminars; and support for the Fulbright Program with Ukraine. This/These cooperative agreement(s) will support the administration of the program for new FY 2025 students and applicants as well as any special initiatives for participants or alumni requested by ECA.

U.S. public and private non-profit organizations or consortia of eligible organizations meeting the provisions described in Internal Revenue Code section 501(c)(3) may submit proposals to cooperate with ECA in one or more of the following:

1. The administration and implementation of the entire worldwide Fulbright Student Program or the entire Fulbright U.S. Student Program.
2. The administration and implementation of the Fulbright Foreign Student Program for one or more regions of the world.
  - Organizations or consortia applying for the foreign student program in two or more world regions must also include a creative and detailed plan to administer enrichment seminars and programs for foreign students; short-term English language, pre-academic, and orientation programming for all foreign students; and the worldwide FLTA Program.
  - For East Asia and the Pacific, proposals must include a comprehensive plan to provide support for the Fulbright Program with China should the program there restart.
  - For Europe, proposals must include a comprehensive plan and budget to provide support for the program with Ukraine, as well as a comprehensive plan to provide support for the Fulbright Program with Russia should the program there restart.

Pending successful implementation of this program and the availability of funds in subsequent fiscal years, ECA may renew this/these cooperative agreement(s) for a period of approximately four additional fiscal years before openly competing it again. This/these cooperative agreement(s) will support administration of the program for new students and applicants only; student awards granted in FY 2024 and previous years will continue to be managed by the recipients that currently administer the Fulbright Student Program. ECA reserves the right to reduce, revise, or increase funding amounts and participant numbers pending the availability of FY 2025 funds, the needs of the program, and U.S. Department of State foreign policy priorities. If the Fulbright Student Program is awarded to (a) recipient(s) that does/do not currently administer the Fulbright Student Program, the new recipient(s) and the current administrators of the Fulbright Student Program will be required to collaborate closely to ensure a successful transition.

Responsibilities for administration of the FY 2025 Fulbright U.S. Student Program include: application screening and selection; program planning and management; post-nomination services, and fiscal management for U.S. student participants; and recruitment and outreach to U.S. student applicants for the AY 2025-2026 program.

For the FY 2025 Fulbright Foreign Student Program, responsibilities include: program planning and management; application screening and placement; pre-academic training and orientation for AY 2025-2026 foreign student participants; enrichment workshops for AY 2024-2025 foreign student participants; and the provision of recruitment and application materials to Fulbright commissions and Public Diplomacy Sections (PDS) at U.S. embassies for the AY 2026-2027 Fulbright Foreign Student Program.

Proposals should demonstrate flexibility and creativity in program planning and administration, with particular consideration given to proposed activities that involve in-person programming. The award recipient(s) is/are requested to propose virtual activities to serve as replacements for, or complements to, traditional in-person activities, where applicable.

## **II. SUBSTANTIAL INVOLVEMENT**

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

1. Participating in the design of, and providing programmatic and policy guidance for, all program activities;
2. Providing input and final approval on program timelines, estimated budgets and costs, and orientation, enrichment, and special activity schedules and agendas;
3. Overseeing the selection and placement of participating students, in cooperation with Fulbright commissions and U.S. embassies, and subject to final selection by the J. William Fulbright Foreign Scholarship Board (FFSB);
4. Providing guidance on non-immigrant visa policies and other SEVIS-related issues for the foreign student program components, including the FLTA program;
5. Approving significant changes to students' proposed program, degree objective, field of study, or host institution, in cooperation with Fulbright commissions and U.S. embassies;
6. Assisting with participants' emergencies, including but not limited to, serious physical and mental health issues and emergencies, evacuations, and repatriation of remains;
7. Providing guidance related to decisions involving unforeseen challenges or special circumstances, such as program suspensions or wide-spread participant

evacuations, ensuring outcomes address current foreign policy priorities, goals, and objectives; and

8. Liaising with relevant U.S. embassies, Fulbright commissions, and other program stakeholders, including Department of State personnel.

### **III. DETAILED STATEMENT OF WORK**

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

In support of the Fulbright U.S. Student Program, the award recipient has responsibility for the following activities:

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

- Develop and maintain an online announcement with specific country award descriptions as well as a robust and stable online application system for the U.S. student program, by which applicant data is processed through the application and selection phases of the program cycle, working together with ECA and the administrators of the Fulbright Scholar Program and other Fulbright Programs. All application, selection, and individual award descriptions should be entered and maintained in a sortable, searchable format/system that can be shared with ECA. The application system and/or application process must also be accessible to applicants with disabilities.
- Propose a timeline and work plan to meet the following deadlines: The award recipient should prepare and launch an informational website on the Fulbright U.S. Student Program including eligibility requirements and the award announcement for the Academic Year 2026-2027 program cycle by March 31, 2025.
- This website should include a searchable, online catalog so that guidelines and eligibility (including language requirements, academic calendar, grant period, eligible fields of study, affiliation requirements, qualifications, research clearances, grant benefits, cost of living, conditions of award, other general information) are provided in a uniform way for each country.
- The award recipient will be required to submit a draft of the appropriate sections of the AY 2026-2027 online catalog to all eligible countries for their input. ECA/A/E branches should receive these drafts no later than January 31, 2025.
- Describe a plan to conduct a thorough technical review of U.S. student applications for eligibility and completeness (biographical data, citizenship, veteran status, transcripts, letters of recommendation, project/study plans, etc.), and obtain

missing documentation from applicants before releasing applications to Fulbright National Screening Committees, Fulbright commissions and/or PDS, ECA, and the FFSB. Refer questions of eligibility to the appropriate ECA/A/E branch prior to selection committee review.

- Outline plans for a transparent, merit-based review process, with clearly identified criteria for assessing the U.S. student applications. Propose a plan to appoint and convene national review panels to recommend and rank candidates. U.S. student review panels should reflect the diversity of the U.S. higher education community and include panelists from minority-serving institutions (MSIs) and other underrepresented institutions as well as qualified Fulbright alumni. As directed by ECA, the award recipient will provide opportunities for Fulbright commissions to provide input to panelists on country-specific concerns or priorities and develop mechanisms to report review panel results to all Fulbright commissions and PDS.
- Develop and implement best practices and training for review panel members and for award recipient staff who serve as panel facilitators. Best practices and training content should aim to provide consistency and standardization across all national review panels regardless of meeting location. In addition, the award recipient should provide introductory comments at each panel to emphasize ECA and FFSB priorities and include ECA/A/E staff as resources at the award recipient facilitator training and national review panels.
- ECA/A/E staff should receive a schedule of meetings at least six weeks in advance of the first review panel and biographical information on the review panel members, two weeks prior to the meetings (or when the panel members receive their materials).
- Maintain the current practice of hosting virtual review panels, including ECA/A/E staff as observers.
- Propose a plan to notify U.S. student applicants of their application status after meetings of national review panels.
- Submit the slate of candidates recommended by the review panels for the Fulbright U.S. Student Program to ECA for transmittal to the FFSB. Working with ECA and other Fulbright Program partners worldwide, develop and maintain system interfaces to facilitate the transmittal of nominee data to the FFSB during the final selection process.

- Propose an electronic system to collect, review, and track participant medical forms, in consultation with ECA. Ensure that the system facilitates the medical clearance process for selected participants while safeguarding personally identifiable information (PII).
- Contract with a qualified physician for review of medical forms and suggest methods for establishing a pool of qualified medical professionals as future resources. Systematize the method for pre-notification to ECA/A/E staff when there is a conditional medical clearance in order to ensure that any concerns are addressed by the nominee, Fulbright commission, and/or PDS before the participant arrives in country.

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

- Describe a plan to maintain current participant data electronically, including individual grant amount and fiscal year of funding. Required data fields for the electronic data system include, but are not limited to, the following: first name; middle name; last name; gender; race and ethnicity; date of birth; country of birth; country of citizenship; country of residence; country of program; participant type; field of study/research topic; degree objective (graduating senior/Master's/Ph.D.); home/host institution or affiliation; first generation college student status; prior community college attendance; Fulbright Program category/subcategory; fiscal year of funding; award amount; home/host U.S. state; and U.S. Congressional district. Ensure data is accurate prior to submitting to ECA for inclusion in U.S. Department of State statistical reports.
- ECA encourages the award recipient to utilize established industry standards to ensure appropriate collection, use, maintenance, dissemination, and retention of PII. Proposals should detail internal protocols to ensure that the personal information of Fulbright applicants, grantees, and alumni is appropriately protected. Protocols should be applied to data submitted for inclusion in statistical reports, as well as any PII being transmitted between the award recipient and ECA or to and from Fulbright commissions or PDS. These protocols should fall within the parameters required by the European Union's *General Data Protection Regulation* (GDPR) as appropriate.
- In accordance with Federal, State Department, and Fulbright Program policies and practices, and in close consultation with ECA/A/E, the award recipient should determine if any Fulbright candidates have disabilities for which they may need or want to request special accommodations in order to successfully complete their Fulbright program. In such cases, consult closely with ECA/A/E staff in completing,

on a case-by-case basis, the necessary procedural steps for reasonable accommodations.

- Maintain a system for distributing and collecting all required program reports completed by U.S. students. Any problems experienced by participants while completing and/or submitting reports must be addressed in a timely manner. The award recipient should ensure that participant reports are accessible to ECA/A/E staff, Fulbright commissions, and PDS, notifying each when participant reports are posted.
- Ensure staff training on key program areas including, but not limited to, Fulbright U.S. Student Program policies, application review, national review panel facilitation, grantee monitoring and crisis management, and strategic communication.
- Participate in planning meetings with ECA, which focus on overall improvements in program administration, outreach, participant monitoring, evaluation, enrichment and follow-on activities, etc. Meeting notes should be shared with ECA in a timely manner and should outline any agreed-upon actions.
- In collaboration with ECA, identify appropriate current Fulbright participants or alumni, and organize their attendance at meetings, such as FFSB meetings or focus groups, to present their experiences or to discuss suggestions for program improvements.
- Submit required reports. (See Section IV of this POGI “Program Reporting” under for guidance on required statistical and financial reports.)

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

- Describe your capacity and plans to work closely with ECA/A/E branches on the implementation of post-nomination services for U.S. students. Note the differences between services to be provided for U.S. participants going to countries where a Fulbright commission manages the program and those going to non-commission countries, where the program is administered by PDS. In general, for U.S. students going to countries with a Fulbright commission, the commission will be responsible for writing grants, disbursing stipend payments, and funding and/or arranging international travel. For U.S. students going to non-commission countries, the award recipient will write the grants, disburse stipend payments, and arrange international travel for participants via U.S. airline carriers following regulations of the “Fly America Act.”

- Electronically prepare, distribute, and collect signed copies of the universal “Terms and Conditions” for U.S. students going to both non-commission and commission countries.
- Prepare individual grant authorizations and grant documents for U.S. students going to non-commission countries. Complete loan deferment forms in a timely manner.
- Enroll participants in the ECA’s Accident and Sickness Program for Exchanges (ASPE) and/or other health benefits plan as directed by ECA.
- Utilize a system that assigns a unique ID number to each participant enrolled in ASPE for the purposes of health benefits enrollment. This unique ID number must further include a specific number that identifies the U.S. students administered by the award recipient. The award recipient must collect data on primary and secondary health benefits for each participant enrolled in ASPE.
- Provide assistance and support to participants regarding health benefits; assist in filing claims to the designated health benefits agency and provide all participants with information regarding supplemental insurance. Consult with ECA on participant health issues that may affect successful completion of individual programs.
- Provide pre-departure advice and information to all participants. Prepare and distribute country-specific fact sheets that have been cleared with appropriate ECA/A/E staff.
- In consultation with ECA/A/E and the recipient for the administration of the Fulbright Scholar Program, manage logistics for virtual pre-departure orientations (PDOs) for the FY 2025 cohort of U.S. students and U.S. scholars going to non-commission countries. Assist ECA and the recipient for the administration of the Fulbright Scholar Program with regional PDOs. Disseminate “save the date” notifications to all semi-finalists. Promote orientation dates on relevant program webpages. Develop and maintain a PDO web platform to provide orientation information, including country-specific fact sheets and other information relevant to U.S. student pre-departure preparations. Propose ideas to include a PDO component for the Fulbright U.S. English Teaching Assistant Program, which will provide approximately 10 to 15 hours of additional training for ETAs. This PDO



component should focus on teaching pedagogy, language learning, lesson planning, classroom management, and English language resources.

- Propose ideas for providing additional training and/or resources to all ETAs, prior to the start of their grants. This may include additional online coursework, access to teaching materials, etc.
- In consultation with ECA, develop content for PDOs, webinars, and other possible uses. Orientation content and activities should provide tools to support U.S. students while on program that foster inclusive environments and explore potential challenges, such as addressing cultural adjustment, bias, and/or discrimination. These sessions should be relevant to study/research and ETA participants of all backgrounds and include alumni and consultants as speakers. Materials for the sessions should be accessible during both the PDOs and the grant period. The award recipient should also actively encourage selectees and participants to join and use the resources of the *Fulbrighter* network.
- Assist with participant travel arrangements by communicating with Fulbright commissions and/or PDS and ECA/A/E staff regarding travel plans.
- Propose a monitoring plan for U.S. students overseas. Consider appropriate communication tools and monitoring techniques to reduce potential gaps in U.S. student monitoring and allow for varied levels of support per country, depending on existing support services and number of grantees in country. Include a schedule for proactively communicating with all U.S. students at pre-determined points during their grants, particularly during periods when participants are known to face greater challenges. Communication should focus on program engagement, cultural adjustment, physical and mental health, personal safety, and issues pertaining to personal identity.
- Assist ECA, Fulbright commissions, and PDS with reassignment of U.S. participants when circumstances require.
- Provide assistance and support to participants regarding health benefits; assist in filing claims to the designated health benefits agency and provide all participants with information regarding supplemental insurance. Consult with ECA on participant health issues that may affect successful completion of individual programs.

- Assist ECA in handling crises affecting U.S. participants abroad, such as medical emergencies and medical evacuations, including mental and physical health issues; natural disasters; political or societal unrest; and repatriation of remains. This includes emergency support services in the event of program suspensions and/or circumstances necessitating the repatriation of U.S. students from abroad.
- Respond to renewal and extension inquiries from participants in consultation with, and approval of, the relevant ECA/A/E branches.
- When necessary, prepare appropriate documentation for the FFSB requesting termination or revocation of a U.S. student grant. Take appropriate action to recoup funds that may have been previously distributed to a participant whose grant has been terminated or revoked.
- Provide an evaluation plan and methodology to collect, analyze, and report on outcomes (including multiplier effect) from U.S. student program alumni one year from the end date of their Fulbright grants; include recommendations for the long-term tracking of U.S. student alumni. Additionally, include methods for summarizing U.S. student alumni data worldwide and/or by program or world region. Place special emphasis on surveys, software, and other data collection methodologies to determine the community outcomes and multiplier effect of Fulbright ETAs. Propose ways to utilize data from these survey findings to promote the program. All evaluation plans should incorporate Program Performance Monitoring and Evaluation (M&E) requirements as stipulated in Section D.10. of the NOFO.
- Notify U.S. students of their non-competitive eligibility (NCE) hiring status for U.S. government employment and provide them with specific information and guidance on the U.S. student program website. Prepare and send non-competitive eligibility certificates for Fulbright U.S. Student Program participants within two weeks of the end date of their Fulbright Programs.
- Provide additional resources to U.S. students returning to the United States at the end of their Fulbright Program. Materials should be made available online and should address topics such as the following: reentry and adjustment, employment searches, professional development, and opportunities for continued engagement with the Fulbright Program and its alumni networks.
- Draft a plan to provide Fulbright U.S. students returning to the United States with information on storytelling training to share their Fulbright stories on Fulbright

and non-Fulbright platforms, as well as opportunities to engage with Fulbright alumni networks, including the *Fulbrighter* app and the Fulbright Association.

- Prepare electronic Fulbright certificates for participants, retiring members of the national review panels, and retiring Fulbright Program Advisors.

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

- Prepare accurate individual award estimates for country, regional and/or program budgets. Include allowances and monthly stipends, health benefits, and travel costs as necessary. Provide estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and, for finite activities (such as national review panels and PDOs), provide a final budget with actual costs at the close of the fiscal year.
- Manage payments for U.S. students going to non-commission countries and ensure payments are made as scheduled. Monitor and distribute approved grant payments, reimbursements, and advances in a timely manner; authorize special allowances as stipulated by ECA/A/E; clarify policies and procedures and resolve problems relating to award benefits and payments.
- Administer memoranda of understanding (MOUs) and/or other agreements with cost-share partners in support of the Fulbright U.S. Student Program. As requested by ECA, provide status updates, financial reports, etc., regarding these funding relationships.
- Audit payments for U.S. students, including travel, stipends, allowances, and other related payments.
- Audit internal functions, systems, and controls as necessary.
- Review accounting system for expenditures in connection with U.S. government audits.
- Submit reports as requested. (See Section IV of this POGI “Program Reporting” for guidance on required statistical and financial reports.)

#### **5. Recruitment**

- Develop a creative and comprehensive plan for recruitment that will generate a strong pool of qualified Fulbright U.S. Student applicants. The plan should be

specific to the U.S. student program and developed in coordination with ECA/A/E outreach staff, as well as the recipient for the administration of the Fulbright Scholar Program. The recruitment plan will be subject to ongoing coordination and approval by ECA.

- U.S. Department of State and/or ECA sponsorship, management, and oversight of the Fulbright Program must be emphasized in all recruitment activities, and the <http://eca.state.gov/fulbright> and <https://www.fulbrightprogram.org>. (A separate outreach and marketing plan is requested later in the POGI.)
- All plans for U.S. recruitment activities and initiatives for the Fulbright U.S. Student Program should incorporate specific strategies for recruiting a pool of qualified applicants representing all aspects of diversity as referenced in ECA's *DEIA Statement*, including but not limited to: race, color, ethnicity, national origin, gender and gender identity, sexual orientation, age, religion, geographic location, education, socio-economic status, disability, and institutional diversity. The pool of qualified applicants should include robust numbers of underrepresented applicants from diverse types of U.S. institutions, including but not limited to minority serving institutions. All recruitment efforts should highlight and emphasize the fact that the Fulbright U.S. Student Program reflects the full spectrum of diversity in the United States.
- The recruitment plan should include:
  - Proposed recruitment materials and activities, which should include, but are not limited to, print and digital content and in-person or virtual recruitment activities, such as conferences, campus visits, and other events.
  - A strategy for implementing a series of high-quality, general-information, and program-specific webinars for potential applicants and proposed methods to track and analyze webinar usage. Regional in-person or virtual workshops for college and university Fulbright Program Advisors (who are responsible for guiding, evaluating, and interviewing Fulbright U.S. Student Program candidates from their campuses) to provide training on program criteria and procedures and encourage participation from a larger and more diverse pool of U.S. students and institutions.
  - Targeted in-person or virtual workshops reaching Fulbright Program Advisors and students from diverse institutions throughout the United States with a special focus on MSIs, including predominately black institutions, historically black colleges and universities, Hispanic-serving institutions, and tribal colleges and universities.

- Ideas for identifying a group of recent U.S. student alumni to engage in recruitment activities, as well as outreach initiatives, PDOs, other alumni programs, and provide feedback to ECA in an effort to improve the U.S. student experience.
  - A subsection of the plan should include specific recruitment strategies for the Fulbright-National Geographic Award, the Fulbright-Fogarty Fellowship, and the John Lewis Civil Rights Fellowship.
  - A cost estimate for each recruitment component. Prioritization of, and funding for, recruitment activities will be determined in consultation with ECA.
  - A strategy detailing the award recipient's proposed staff travel, including college/university visits, conferences, and workshops. (See section on "Budget Guidelines" under "Additional Information to be Submitted" in this POGI for guidance on the FY 2025 proposed travel plan.)
- Develop and maintain, in coordination with the ECA/A/E outreach staff and jointly with the administrator of the Fulbright U.S. Scholar Program, a comprehensive online calendar of upcoming outreach and recruitment activities (conferences, campaigns, webinars, workshops, college/university campus visits, and other activities) specific to Fulbright U.S. Student Program recruitment. Information about specific events, including registration and panel submission deadlines, should be added to the calendar as early as possible and provided to ECA at least four months prior to each event.
  - For conferences and other outreach events listed in the proposed recruitment plan, ECA requests that the award recipient provides unused complimentary registrations to ECA. ECA/A/E may use these registrations at their discretion. Any unused complimentary registrations should be documented in the Performance Progress Report.
  - Submit a plan to ensure that a well-developed network of U.S. college and university campus contacts for the Fulbright Student Program is appropriately identified, trained, and informed to act as program representatives at their respective institutions and are empowered to play a robust role in local recruitment and program promotional efforts. The award recipient should identify campus representatives at a broad range of institutions, particularly at MSIs, and maintain a list of these Fulbright campus contacts that is accessible to ECA/A/E staff and other Fulbright Program partners. Campus representatives are expected to share information about all Fulbright Program components, including the Fulbright Scholar Program and Fulbright Specialist Program, on their respective campuses.

In support of recruitment efforts, and as stated in the recruitment plan, the award recipient will:

- Develop digital and print materials necessary to publicize the Fulbright U.S. Student Program, as well as special programs and activities within the Fulbright U.S. Student Program, including, but not limited to, the Fulbright-Fogarty Fellowships, the Fulbright-National Geographic Award, and the John Lewis Civil Rights Fellowship. Application materials should encourage persons with disabilities to apply to the Fulbright Program. Additionally, materials should explain the purpose and historical context of the Fulbright Program and prominently highlight the sponsorship, management, and oversight role of the U.S. government and ECA. ECA requires that the recruitment strategy and all brochures, including cover designs, be submitted to ECA/A/E for final approval. ECA will retain copyright use of, and be allowed to distribute, materials related to this program as appropriate.
- Publicize Fulbright U.S. Student Program grant opportunities via written content, digital distribution, and other means. ECA requests that the award recipient utilizes social media assets primarily as a vehicle to share the impact of the program, but the award recipient may also use participant profiles, infographics, and other data visualization posted on Fulbright social media channels for recruitment purposes, where appropriate.
- Collaborate with ECA/A/E outreach staff regarding social media platform-specific guidance as determined by ECA's Office of Public Affairs and Strategic Communications (ECA/PASC); monthly theme, audience needs, trends, and behavior; and other factors such as worldwide events. The award recipient should work through its website, network of contacts with U.S. colleges and universities, and educational, professional, and academic discipline newsletters and journals. Other recruitment vehicles should be utilized as well, particularly to reach graduating seniors, artists, and underrepresented audiences.
- Publish annually an online directory of U.S. and foreign student award recipients. Directory entries should be searchable, and include participant name, home or host country, home or host state, host institution, and field of study.
- Prepare and publish an electronic version of the 2025-2026 academic year Fulbright U.S. Student Program announcement by March 31, 2025.

## **6. Special Fulbright U.S. Student Program Components**

In addition to the responsibilities listed above under Application Screening and Selection, Program Planning and Management, Post Nomination Services, Fiscal Management, and Recruitment, the award recipient should also be prepared to implement the additional activities related to the administration of the special Fulbright U.S. Student Program components as listed below:

#### **FULBRIGHT-NATIONAL GEOGRAPHIC STORYTELLING AWARD**

- Plan to administer approximately five Fulbright-National Geographic Storytelling Award enhancements.
- Develop website and other online and print materials necessary to publicize the Fulbright-National Geographic Storytelling Award. ECA requires that the recruitment strategy and any program-specific materials be submitted to ECA/A/E for final approval.
- Assist in conducting targeted recruitment for this award enhancement in collaboration with ECA/A/E and National Geographic, including the development and scheduling of program-specific webinars.
- Prepare program-specific, individual grant authorizations and grant documents for Fulbright-National Geographic Award participants going to non-commission countries. Complete loan deferment forms in a timely manner.
- In consultation with ECA/A/E and the recipient for the administration of the Fulbright Scholar Program, present a plan for a virtual PDO for Fulbright-National Geographic Award participants.
- Provide guidance and consult with ECA/A/E, participants and Fulbright commissions and PDS, as necessary, to create program-specific budgets and terms of appointment, and disseminate information on any non-Fulbright orientation activities, to ensure that participants are able to successfully complete their programs.
- Work closely with ECA/A/E in the implementation of post-nomination services. For non-commission countries, write the grants, disburse stipend payments and special allowances, and arrange international travel for participants via U.S. airline carriers following regulations of the “Fly America Act.”

#### **FULBRIGHT-FOGARTY FELLOWSHIP IN PUBLIC HEALTH**

- Plan and administer approximately ten Fulbright-Fogarty Fellowships in Public Health, including administering an MOU with the Fogarty International Center (FIC) at the National Institutes of Health in support of this STEM initiative.
- Develop website and other online and print materials necessary to publicize the Fulbright-Fogarty Fellowship in Public Health. ECA requires that the recruitment strategy and any program-specific materials be submitted to ECA/A/E for final approval.
- Assist in conducting targeted recruitment for this program in collaboration with ECA/A/E and the FIC, including the development and scheduling of program-specific webinars.
- Prepare program-specific, individual grant authorizations and grant documents for Fulbright-Fogarty Fellows going to non-commission countries. Complete loan deferment forms in a timely manner.
- Provide guidance and consult with ECA/A/E, participants and Fulbright commissions and PDS, as necessary, to create program-specific budgets and terms of appointment, and disseminate information on any non-Fulbright orientation activities, to ensure that participants are able to successfully complete their programs.
- Work closely with ECA/A/E in the implementation of post-nomination services. For commission and non-commission countries, write the grants, disburse stipend payments and special allowances, and arrange international travel for participants via U.S. airline carriers following regulations of the “Fly America Act.”

#### **JOHN LEWIS CIVIL RIGHTS FELLOWSHIP**

- Plan and administer up to 25 John Lewis Civil Rights Fellowships for U.S. student researchers in academic areas such as human rights, non-violent civil rights movements, conflict resolution or mediation, peace studies, and related fields.
- Develop website and other online and print materials necessary to publicize the John Lewis Civil Rights Fellowship. ECA requires that the recruitment strategy and any program-specific materials be submitted to ECA/A/E for final approval.



- Assist in conducting targeted recruitment for this program in collaboration with ECA/A/E, ensuring special focus on minority-serving institutions, including HBCUs, HSIs, predominately black institutions and other MSIs.
- Prepare program-specific, individual grant authorizations and grant documents for John Lewis Civil Rights Fellows going to commission and non-commission countries. Complete loan deferment forms in a timely manner.
- In consultation with ECA/A/E and the administrator of the Fulbright Scholar Program, propose a plan for a PDO for John Lewis Civil Rights Fellows that includes thematic content, as well as professional development that assists fellows to successfully conduct their research overseas.
- Provide guidance and consult with ECA/A/E, participants and Fulbright commissions and PDS, as necessary, to create program-specific budgets and terms of appointment to ensure that participants are able to successfully complete their programs.
- Work closely with ECA/A/E in the implementation of post-nomination services. For commission and non-commission countries, write the grants, disburse stipend payments and special allowances, and arrange international travel for participants via U.S. airline carriers following regulations of the “Fly America Act.”
- Propose an innovative plan for capstone programming that provides participating U.S. student researchers an opportunity to network with professional and/or alumni practitioners in human rights and related fields, as well as present their research findings.

## **B. FULBRIGHT FOREIGN STUDENT PROGRAM**

In support of the Fulbright Foreign Student Program, the award recipient(s) has responsibility for the following activities:

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

- Estimate program enhancement costs for new foreign students including testing (IBT TOEFL, Duolingo, IELTS, and GRE, GMAT, LSAT) and university application fees. Budget for these costs in the proposed program enhancement budget.
- Maintain monthly stipend rates based on U.S. government cost of living statistics and recommend adjustments to ECA for approval prior to annual

implementation. Share approved monthly maintenance rates with recipients for the administration of the Fulbright Scholar and other Fulbright Student Programs and/or with other international exchange programs, as directed by ECA/A/E.

- Prepare accurate individual award estimates for country, regional and/or program budgets. Include university tuition and fees, allowances and monthly stipends, health benefits, and travel costs as necessary. Provide estimates for any program enhancement activities. As directed by ECA/A/E, update budget projections a minimum of three times per fiscal cycle and, for finite activities (such as testing, university application fees, and enrichment), provide a final budget with actual costs at the close of the fiscal year.
- Describe a plan to maintain current participant data electronically, including individual grant amounts and fiscal year of funding. Required data fields for the electronic data system include, but are not limited to the following: first name; middle name; last name; gender; race and ethnicity; date of birth; country of birth; country of citizenship; country of residence; country of program; participant type; field of study/research topic; degree objective (graduating senior/Master's/Ph.D.); home/host institution or affiliation; Fulbright Program category/subcategory; fiscal year of funding; award amount; home/host U.S. state; and U.S. Congressional district. Ensure data is accurate prior to submitting to ECA for inclusion in U.S. Department of State statistical reports.
- ECA encourages the award recipient(s) to utilize established industry standards to ensure appropriate collection, use, maintenance, dissemination, and retention of PII. Proposals should detail internal protocols to ensure that the personal information of Fulbright applicants, grantees, and alumni is appropriately protected. Protocols should be applied to data submitted for inclusion in statistical reports, as well as any PII being transmitted between the award recipient and ECA or to and from Fulbright commissions or PDS. These protocols should fall within the parameters required by the European Union's *General Data Protection Regulation* (GDPR) as appropriate.
- In accordance with Federal, State Department, and Fulbright Program policies and practices, and in close consultation with ECA/A/E, the award recipient(s) should determine if any Fulbright candidates have disabilities for which they may need or want to request special accommodations in order to successfully complete their Fulbright program. In such cases, consult closely with ECA/A/E staff in completing,

on a case-by-case basis, the necessary procedural steps for reasonable accommodations.

- Propose a plan to ensure that DS-2019s for new foreign students are produced accurately and in an efficient manner. As requested by ECA, discuss anticipated timelines for processing DS-2019s with Fulbright commissions and PDS in advance.
- Maintain a system for distributing and collecting all required program reports to be completed by foreign students. Any problems experienced by participants while completing and/or submitting reports must be addressed in a timely manner. The award recipient should ensure that participant reports are accessible to ECA/A/E staff, Fulbright commissions, and PDS, notifying each when participant reports are posted.
- Provide an evaluation plan and methodology to collect, analyze, and report on outcomes (including multiplier effect) from foreign student program alumni one year from the end date of their Fulbright grants; include recommendations for the long-term tracking foreign student alumni. Additionally, include methods for summarizing foreign student alumni data worldwide and/or by program or world region. Place special emphasis on surveys, software, and other data collection methodologies to determine the community outcomes and multiplier effect of FLTAs. Propose ways to utilize data from these survey findings to promote the program. All evaluation plans should incorporate Program Performance Monitoring and Evaluation (M&E) requirements as stipulated in Section D.10. of the NOFO.
- Ensure staff training on key program areas including, but not limited to, Fulbright Foreign Student Program policies and J visa regulations, application review and placement practices, grantee monitoring and crisis management, and strategic communication.
- Participate in planning meetings with ECA, which focus on overall improvements in program administration, outreach, participant monitoring, evaluation, enrichment and follow-on activities, etc. Meeting notes should be shared with ECA in a timely manner and should outline any agreed-upon actions.
- In collaboration with ECA, identify appropriate current Fulbright participants or alumni, and organize their attendance at meetings, such as FFSB meetings or focus groups, to present their experiences or to discuss suggestions for program improvements.

- Submit required reports. (See Section IV on “Program Reporting” in this POGI for guidance on required statistical and financial reports.)

## **2. Application Screening and Placement**

- Develop and/or describe resources for foreign student placement, including institutional relationships, field-of-study directories, college and university catalogs, etc. Actively seek U.S. college and university support for optimal cost-share for foreign students, note any special admission requirements, and detail how tuition awards and/or other university cost-share will be obtained through scholarships, tuition awards or reductions, and/or fee waivers for both fully- and partially funded participants.
- Detail an organizational approach to U.S. college and university placement for graduate level foreign students, highlighting differential strategies for self-placed and fully placed participants at a broad spectrum of higher education institutions. Ensure that submission plans include a robust number of diverse U.S. institutions after assessment of placement possibilities and financial aid opportunities; and promptly notify ECA, Fulbright commissions, and PDS of universities to which foreign student applications have been submitted.
- Make efforts to maximize the diversity of foreign student placements, working to place students, where appropriate, at minority-serving institutions, state colleges and universities, military service academies, and other institutions of higher education located in underserved geographic locations, including rural and economically less advantaged communities.
- Distribute testing materials and fee waiver vouchers to PDS and Fulbright commissions.
- Open a placement file on each new participant and maintain electronic records.
- Provide and maintain a robust and stable online application system for the foreign student program by which applicant data is processed through application and selection phases of the program cycle, working together with the recipient for the administration of the Fulbright Scholar Program and other Fulbright Student Programs. All application, selection, and individual award data should be entered and maintained in a sortable, searchable format/system that can be shared with ECA. The application system and/or application process must also be accessible to applicants with disabilities.

- Provide application resources, selection guidelines and related Fulbright materials to Fulbright commissions and PDS. Applicants who wish to administer the Foreign Student Program in the Middle East and North Africa should also submit a robust recruitment plan for Iraq, Lebanon, Libya, the Palestinian Territories, Tunisia, and the United Arab Emirates. ECA reserves the right to request recruitment plans for additional countries as in-country circumstances allow and pending the availability of funds.
- Conduct a thorough technical review of applications for eligibility and completeness (biographical data, citizenship, transcripts, letters of recommendation, project/study plans, etc.), and obtain missing documentation from applicants before releasing applications to ECA and the FFSB.
- Detail methods for analyzing foreign student English language proficiency and recommend pre-academic training, if necessary, for those nominees whose English may not meet acceptable U.S. university admission targets and may be eligible for long-term English training. The award recipient(s) should actively coordinate with the ECA/A/E branches on the selection and placement of participants in intensive English language programs and consult with ECA/A/E to confirm selection and funding for short-term English participants.
- Describe procedures for critically evaluating applications for appropriate U.S. college or university submissions; review academic credentials, participant profile and disciplinary interests, funding, and home country requirements; consult with ECA/A/E branches regarding high-cost programs and availability of institutional support.
- Follow-up with PDS and Fulbright commissions regarding participant profile, application details, and/or additional documentation as necessary.
- Detail organizational capacity to both fast track applications to academic programs across higher education institutions as well as facilitate the implementation of new ECA initiatives as needed.
- Submit applications to an adequate number of diverse U.S. academic institutions after assessment of placement possibilities and financial aid opportunities; and notify ECA/A/E branches, PDS, and Fulbright commissions of universities to which student applications have been submitted.

- Complete U.S. college or university applications as necessary; follow-up in a timely manner to confirm university admission.
- Observe submission deadlines and maintain ongoing communication with all program stakeholders at all stages of the placement process.
- Pay university application fees, obtaining fee waivers, when possible.
- Receive offers of admission, financial aid, and rejections; analyze individual admission data and forward placement recommendations to PDS and Fulbright commissions in consultation with ECA/A/E branches.
- Finalize admissions at U.S. colleges and universities after responses are received from PDS, Fulbright commissions, and ECA/A/E branches; ensuring foreign students meet any special admission requirements.
- Prepare and distribute Fulbright Foreign Student Program orientation information to PDS and Fulbright commissions.
- Propose an electronic system to collect, review, and track participant medical forms, in consultation with ECA. Ensure that the system facilitates the medical clearance process for selected participants while safeguarding PII.
- Contract with a qualified physician for review of medical forms, as requested by ECA, and suggest methods for establishing a pool of qualified medical professionals as future resources. Systematize the method for pre-notification to ECA/A/E staff when there is a conditional medical clearance in order to ensure that any concerns are addressed by the nominee, Fulbright commission, and/or PDS before the participant arrives in country.
- Forward housing information to PDS and Fulbright commissions as requested.
- Act on late nominations as necessary, in cooperation with ECA/A/E branches, PDS, and Fulbright commissions.
- Promptly notify ECA and advise U.S. colleges and universities if a participant resigns or withdraws from the program.

### **3. Basic Supervision and Support**

- Electronically prepare, distribute, and collect signed copies of the universal “Terms and Conditions” for foreign students coming from both non-commission and commission countries.
- For foreign students coming from non-commission countries, the award recipient(s) will write the grants, disburse stipend payments, and arrange incoming and return travel for participants via U.S. airline carriers following regulations of the “Fly America Act.”
- Describe plans to serve as Alternate Responsible Officers (AROs) for the issuance of DS-2019 forms via the Student and Exchange Visitor Information System (SEVIS), monitoring and maintaining appropriate non-immigrant visa status for student participants at all times. Abide by all J visa regulations, helping participants to comply with federal, state and local regulations, including but not limited to the two-year home residency requirement, tax liability (reporting grant benefits to the IRS as applicable), public assistance, indebtedness, and expired permission to remain in the United States. Provide timely documentation for the following: incoming and return travel; other U.S. border crossings; continuation of stay in the United States; programs/projects in medical-clinical fields; employment authorization; academic training; and transfer of J visa sponsorship as applicable.
- Enroll participants from countries without Fulbright commissions in ECA’s Accident and Sickness Program for Exchanges (ASPE) and/or other health benefits plan as directed by ECA.
- Issue health program ID cards to participants enrolling in ECA’s health benefits program. Utilize a system that assigns a unique ID number to each participant enrolled in ASPE for the purposes of health benefits enrollment. This unique ID number must further include a specific number that identifies the foreign students administered by the award recipient. The award recipient(s) must collect data on primary and secondary health benefits for each participant enrolled in ASPE.
- Propose a monitoring plan for monitoring foreign student participants in the United States. Suggest ideas for enhanced monitoring to support foreign students arriving on U.S. campuses from diverse backgrounds and/or under challenging circumstances. Include a schedule for proactively communicating with all foreign students at pre-determined points during their grants, particularly during periods when participants are known to face greater challenges. Communication should focus on academic and cultural adjustment, physical and mental health, personal safety, and issues pertaining to personal identity.

- Collect study plans, academic transcripts, or other reports from foreign students and/or their academic advisors to ensure successful progress towards program completion. Propose a timeline and systematic method for providing ECA/A/E with information on participants requiring more substantive monitoring.
- Proactively monitor foreign student program engagement, ensuring effective networking among participants placed at specific universities or in specific regions, as well as with the U.S. students, faculty and host communities in which they are placed.
- Advise grantees participating in ASPE of the program policies, benefits, limitations, and procedures for filing claims.
- Provide assistance to participants regarding health benefits; assist in filing claims to the designated health benefits agency; and provide all foreign students with information about supplemental insurance, including health coverage for dependents. Consult with ECA on participant health issues that may affect successful completion of individual programs.
- Monitor and distribute approved grant payments, reimbursements, and advances in a timely manner; authorize special allowances as stipulated in terms of the award or by ECA/A/E; clarify policies and procedures and resolve problems relating to award benefits and payments.
- Working closely with the host institutions, and in consultation with ECA, make proactive efforts to assist participants in coping with and resolving serious academic or other personal difficulties, including but not limited to physical and mental health and legal emergencies; encourage counseling and/or make appropriate referrals as necessary.
- Assist ECA in handling crises affecting foreign students in the United States, such as medical emergencies and medical evacuations, including mental and physical health issues; natural disasters; and repatriation of remains. This includes emergency support services in the event of program suspensions and/or circumstances necessitating the repatriation of foreign students from the United States.
- When necessary, prepare appropriate documentation for the FFSB requesting termination or revocation of a foreign student grant. Take appropriate action to



recoup funds that may have been previously distributed to a participant whose grant has been terminated or revoked.

- Present a plan for assisting participants in complying with Federal income tax regulations and calculating appropriate amounts that must be withheld from student grants in accordance with *The Tax Reform Act of 1986*, *The Tax Cuts and Jobs Act of 2017*, and other legal requirements. Recoup tax refunds issued directly to grantees.
- Respond to renewal, extension, employment, and other inquiries from participants, in consultation with, and the approval of, the ECA/A/E as necessary.
- Maintain computer files on the current academic and visa status of each participant. In consultation with ECA, continue to revise the “Status and Departure Report,” which is transmitted annually to ECA, PDS, and Fulbright commissions.
- Publish annually an online directory of U.S. and foreign student award recipients. Directory entries should be searchable, and include participant name, home or host country, home or host state, host institution, and field of study.
- Provide an evaluation plan and methodology to collect, analyze, and report on outcomes (including multiplier effect) from foreign student program alumni one year from the end date of their Fulbright grants; include recommendations for the long-term tracking of foreign student alumni. Additionally, include methods for summarizing foreign student alumni data worldwide and/or by program or world region. Place special emphasis on surveys, software, and other data collection methodologies to determine the community outcomes and multiplier effect of FLTAs. Propose ways to utilize data from these survey findings to promote the program. All evaluation plans should incorporate Program Performance Monitoring and Evaluation (M&E) requirements as stipulated in Section D.10. of the NOFO.

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

- Prepare accurate individual award estimates for country, regional and/or program budgets. Include allowances and monthly stipends, health benefits, tuition and fees, and travel costs as necessary. Provide estimates for program enhancement activities. As directed by ECA/A/E, update budget projections for program enhancement activities a minimum of three times per fiscal cycle and, for finite activities (such as pre-academic programming, gateway orientations, and enrichment seminars), provide a final budget with actual costs at the close of the fiscal year.

- Manage payments for foreign students, primarily from non-commission countries, and ensure payments are made as scheduled. Monitor and distribute approved grant payments, reimbursements, and advances in a timely manner; authorize special allowances as stipulated by ECA/A/E; clarify policies and procedures and resolve problems relating to award benefits and payments.
- Manage payments to U.S. college and universities, ensuring bills are paid in a reasonable timeframe.
- Administer memorandums of understanding (MOUs) and/or other agreements with cost-share partners in support of the Fulbright Foreign Student Program. As requested by ECA, provide status updates, financial reports, etc., regarding these funding relationships.
- Audit payments for foreign students, including travel, stipends, allowances, and other related payments.
- Audit tuition and fee bills; correspond with U.S. colleges and universities to clarify charges as necessary.
- Audit internal functions, systems, and controls as necessary.
- Review accounting system for expenditures in connection with U.S. government audits.
- Submit reports as requested. (See Section IV on “Program Reporting” in this POGI for guidance on required statistical and financial reports.)

## **5. Special Fulbright Foreign Student Programs**

In support of the Fulbright Foreign Student Program, the award recipient(s) has/have responsibility for the following enrichment activities:

### **PRE-ACADEMIC PROGRAMMING**

- Demonstrate capacity to recommend and enroll foreign students needing more intensive English language instruction in long-term English programs. Approximately 80 foreign students worldwide will be nominated for in-person, long-term English placements that will be arranged by the award recipient(s) providing university placement services for those students. Most long-term English programs will run

from January 2025 to August 2025 (eight-month program) or from March 2025 to August 2025 (six-month program). Foreign students requiring intensive English training longer than eight months must be approved by ECA on a case-by-case basis.

- Propose an overall plan and timeline for administering English language, academic, and professional preparedness programs for approximately 350 incoming foreign students. These programs should be scheduled for summer 2025.
- No later than January 2025, in consultation with ECA/A/E, design program models for English language, academic, and professional preparedness programs. Propose strategic selection criteria that address both the needs of the foreign student nominees and priorities of specific countries and/or overall Fulbright Foreign Student Program. Proposed approaches to pre-academic programming must be innovative, cost-effective, and promote ECA's diversity goals.
- Select institutions to provide English language and academic preparedness programs. Most summer pre-academic programs will vary in length from two to six weeks depending upon the incoming students' levels of English language ability and academic preparedness. Arrange summer pre-academic placements for Fulbright Foreign Students needing minimal English language training and/or additional academic preparation, including foreign students whose programs are monitored by other award recipient(s).
- In consultation with ECA/A/E, promote pre-academic programs as part of an enrichment package to PDS and Fulbright commissions. Continue to develop materials for PDS and Fulbright commissions that emphasize the importance of pre-academic programs in preparing foreign students, particularly candidates from diverse backgrounds, for academic study in the United States.
- Provide a directory of pre-academic training programs for PDS and Fulbright commissions and a handbook of information for the directors of summer pre-academic and professional preparedness programs. ECA/A/E should review and clear the directory and handbook before dissemination.
- Develop and provide comprehensive information on pre-academic programs and make it available to Fulbright Foreign Students. Information should include program benefits, terms and conditions, reporting requirements, and an FAQ section.
- Analyze English language competency, evaluate credentials and need for professional preparedness. Foreign students who are required to participate in

specialized pre-academic programming related to their field of study (e.g., law, economics, mathematics, etc.) should participate in the pre-academic program offered by their U.S. host institution, when possible.

- Provide estimated program budgets, including per diem and travel, for all pre-academic programs. Budgets should include estimated and/or actual individual participant cost by region/country, broken out by long- and short-term pre-academic programs.
- Arrange appropriate placements, and proactively monitor foreign students in pre-academic programs.
- Monitor and assess all pre-academic programs and host institutions, conducting site visits either in-person or virtually to the greatest extent possible.
- Provide ECA/A/E with status reports on long-term English placements and a list of participants placed in summer pre-academic programs.
- Provide ECA/A/E with participant evaluations of pre-academic programs as well as staff “read-outs” of summer pre-academic programs within 30 days of the conclusion of the program.
- Prepare a comprehensive report on pre-academic programs for inclusion in the Fulbright Joint Annual Report (JAR). Provide additional reports upon request.

## **ARRIVAL ORIENTATIONS**

- Propose a plan for a virtual arrival orientation, offered to all new foreign students to prepare them for successful academic, personal, and professional lives in the United States and clarify participants’ roles and responsibilities as Fulbright participants. In consultation with ECA/A/E, develop a plan for the selection of a virtual host institution for gateway programming.
- Propose ideas and a timeline to host one-day virtual or in-person orientations targeting foreign students, such as Fulbright Visiting Student Researchers, who arrive off schedule from the traditional academic calendar. Program sessions may address Fulbright Program policies, cross-cultural adjustment, the U.S. academic system, academic resources and research methods, professional development, or other topics. Sessions should also include networking opportunities with visiting scholars, alumni, and other program stakeholders.

- Develop and provide comprehensive information on orientation programs and make it available to Fulbright Foreign Students. Information should include program benefits, terms and conditions, reporting requirements, and an FAQ section.
- Provide estimated program budgets, including any per diem and travel, for all orientation programs. Budgets should include estimated and/or actual individual participant cost by region/country, broken out by virtual and one day orientation programs.
- Provide ECA/A/E with participant evaluations of orientation programs as well as staff “read-outs” of summer orientation programs within 30 days of the conclusion of the program.
- Prepare a comprehensive report on orientation programs for inclusion in the Fulbright Joint Annual Report (JAR). Provide additional reports upon request.

#### **ENRICHMENT SEMINARS**

- Propose an overall plan and timeline for a series of six in-person enrichment seminars for Fulbright Foreign Students. Seminars enable foreign students to: experience America; engage with Americans and each other; explore topics of national and global importance; participate in professional development opportunities; and help promote the Fulbright brand. Include suggested themes and locations for enrichment programs to be conducted, from late-fall 2025 through late-spring 2026.
- Enrichment seminars should be proposed for approximately 150 foreign students each; seminars should be cost-effective and provide students an in-depth understanding of American institutions, society, and culture.
- Propose ideas and a timeline to host for virtual activities for all Fulbright Foreign Students, addressing topics such as health and well-being and professional development. These events should be scheduled from October 2025 through March 2026.
- The award recipient must ensure that enrichment activities provide participants with a balance of speakers and perspectives throughout the programming, including diverse demographic, political, and geographic U.S. viewpoints.

- There should be an emphasis on identifying Fulbright alumni as speakers and alumni mentors/assistants. The *Fulbrighter* networking platform should be used when planning and executing enrichment events and participants should be encouraged to join and use the platform.
- Provide a directory of enrichment programs for PDS and Fulbright commissions.
- Develop and provide comprehensive information, including a calendar of events, on enrichment programs and make it available to Fulbright Foreign Students. Information should include program benefits, terms and conditions, reporting requirements, and an FAQ section.
- Target seminar outreach to foreign students who did not participate in pre-academic programs in an effort to increase the number of students who attend at least one enrichment activity during their Fulbright Program. Detail methods for selecting foreign students and assigning them to in-person enrichment seminars.
- Propose creative ideas for developing and implementing a strategic communications plan designed to publicize Fulbright enrichment activities, as well as the foreign students and alumni participating in them.
- For all in-person enrichment activities, provide staffing and travel plans to ECA no less than three weeks in advance of each event. As appropriate, invite staff from other Fulbright Foreign Student Program administering organizations.
- Provide estimated program budgets, including any per diem and travel, for all enrichment programs. Budgets should include estimated and/or actual individual participant cost by region/country, broken out by in-person and virtual seminars.
- Provide ECA/A/E with participant evaluations of enrichment programs as well as staff “read-outs” of enrichment programs within 30 days of the conclusion of the program.
- Prepare a comprehensive report on enrichment programs for inclusion in the Fulbright Joint Annual Report (JAR). Provide additional reports upon request.

#### **OTHER ENRICHMENT PROGRAMMING AND ACTIVITIES**

- Be prepared to plan and administer one opening and one closing workshop for approximately 18 early-career faculty members participating in the Fulbright Faculty

Development Program (FFDP) for Europe. These two events, led by a facilitator, should focus on theoretical and practical approaches to teaching, as well as curriculum development.

- In consultation with ECA/A/E, provide support for up to two in-person working meetings between ECA and Fulbright commission staff as necessary.
- As directed by ECA/A/E, and pending the availability of FY 2025 funds, plan and administer in-person or virtual enrichment activities for Fulbright Foreign Students in the greater New York City area to facilitate the participants' awareness of New York City and its offerings. Ensure that enrichment programming focuses on facets of U.S. culture and society that foreign students might not otherwise encounter. Activities should provide educational, professional, cultural, and social enrichment, including "behind the scenes" visits to local institutions and local neighborhoods, interaction with different American groups, etc. In consultation with ECA/A/E, enrichment programs may be designed for Fulbright Foreign Students as a group or in combination with Fulbright Visiting Scholars in the New York City vicinity or non-sponsored foreign students attending New York City colleges and universities.
- Provide ECA/A/E with participant evaluations of other enrichment programs within 30 days of the conclusion of the programs.

For all enrichment programming, the award recipient and subrecipient organization(s) should follow current branding guidelines established by the U.S. Department of State and the Fulbright Program.

- Ensure that branding for enrichment activities emphasizes the U.S. government's role in the Fulbright Program and its enrichment programming. All print and electronic publications, program materials, and online platforms, including program websites and social media profiles, should include the following language, except where explicitly approved for adjustment: "The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international educational exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>." This language should appear prominently on all print and electronic materials and should precede any language regarding the role of the cooperating partner in supporting the implementation of the program on behalf of the U.S. Department of State.

- Publications must prominently feature the U.S. flag (as applicable), the U.S. Department of State seal, and the Fulbright logo, in accordance with established guidelines outlined on <https://brand.america.gov/> and in the Fulbright Brand Guide on <https://www.fulbrightsource.net/>.
- Furthermore, all materials 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>.

### **FULBRIGHT FOREIGN LANGUAGE TEACHING ASSISTANT PROGRAM**

Organizations proposing to administer the Fulbright Foreign Student Program in two or more world regions will also have responsibility for the FLTA program.

In addition to the responsibilities for the Fulbright Foreign Student Program listed above under Program Planning and Management, Selection and Placement, Basic Supervision and Support, and Fiscal Management, the award recipient should also be prepared to implement these additional activities related to the administration of the FLTA program as listed below:

- Plan and administer the FLTA program for approximately 350 foreign participants.
- In close consultation with ECA/A/E and the administrator of the FY 2025 Fulbright U.S. Student Program, propose and implement a plan to publicize and promote FLTA program hosting opportunities to U.S. colleges and universities, with a special focus on minority-serving institutions, including HBCUs, HSIs, predominately black institutions and other MSIs, state colleges and universities, military service academies, and community colleges. Target rural and economically less advantaged communities that are currently underrepresented in the program. Develop recruitment synergies with other Fulbright Programs, including the Scholar-in-Residence Program and Outreach Lecturing Fund that also seek engagement with U.S. college and university institutional applicants from underrepresented institutions of higher education.
- Conduct a national survey and selection campaign for U.S. colleges and universities to host FLTAs on their campuses.
- Explain to potential host institutions the preference for cost-share from U.S. colleges and universities participating in the FLTA program. Proactively seek cost-share from host institutions and establish guidelines for university cost-share to



maximize cost efficiencies and maintain a high number of FLTA participants. Collect detailed information from the host institutions, regarding cost-share they can offer (e.g., tuition awards, housing and maintenance allowances, etc.), in advance of placement and selection.

- Participate in selection interviews coordinated by Fulbright commissions or PDS, as needed and/or requested by ECA.
- Propose a detailed timeline for notifying ECA/A/E of the following: results of application technical review, selection of host U.S. universities, proposed placement for FLTAs, and final selection of FLTAs.
- Conduct a thorough review of FLTA nominations from PDS and Fulbright commissions before releasing applications to ECA and the FFSB.
- Develop and maintain an online matching system for interested U.S. host institutions and qualified FLTA candidates. Communicate with ECA/A/E, Fulbright commissions, and PDS regarding placement issues and provide weekly updates during the placement season.
- In consultation with ECA/A/E, develop a participant handbook, supervisor guidebook, as well as webinar content, and other materials that provide guidance to participants, host institutions, Fulbright commissions, and PDS.
- Prepare individual and program-specific budgets. Update budget projections a minimum of three times per fiscal cycle and provide a final budget with actual costs at the close of the fiscal year.
- For commission and non-commission countries, write the grants, disburse stipend payments and special allowances, and arrange international travel for FLTA participants funded by ECA via U.S. airline carriers following regulations of the “Fly America Act.”
- Plan and conduct orientation programming specific to the FLTA program, including topics such as pedagogy, lesson planning, and classroom management. As directed by ECA/A/E, this should include one virtual or in-person Arabic-language PDO and a virtual orientation for all FLTAs. When possible, orientation activities should incorporate the participation of FLTA alumni and supervisors at host institutions.

- In consultation with ECA/A/E, propose a plan to provide additional support to Arabic-language FLTAs. For example, hiring a consultant to do the following: develop, organize, and implement the Arabic-language PDO; serve as a selection panel member for countries nominating FLTAs to teach Arabic; or assist with enrichment programming. The consultant should have a high-level of expertise working in the Middle East and North Africa and knowledge of teaching pedagogy, classroom management, and cultural adjustment.
- Submit a comprehensive monitoring plan for FLTA participants, including communication with, and support of, FLTA supervisors at host institutions.
- Propose ideas and a timeline for FLTA-specific enrichment opportunities during the academic year to further support the FLTA's role as a teaching assistant. Enrichment speakers may include experts in language instruction, supervisors at host institutions, program alumni, FLTAs, etc.
- Propose and be prepared to implement activities that increase networking opportunities and provide additional support for both FLTA participants and host institution advisors at community colleges. Activities may include pre-arrival or mid-program webinars for participants and/or host supervisors that address issues specific to teaching in the community college environment. Prepare to conduct in-person and/or virtual site visits to monitor current FLTA participants and host institution advisors, and to develop relationships with potential host institutions that have expressed interest in the FLTA program. Provide ECA/A/E with a schedule of planned in-person or virtual site visits and report on findings and outcomes after each visit.
- Manage issues involving the professional relationship between the FLTA participant and the host institution as necessary.
- In collaboration with ECA/A/E, occasionally bring appropriate FLTAs or alumni to meetings, such as FFSB meetings or focus group or focus group-type meetings, to present their experiences or to discuss suggestions for program improvements.
- Propose a plan to collect, analyze, and report on program outcomes (focusing on the FLTA program's contribution to U.S. foreign language departments, impact on U.S. students' interest in foreign languages and cultures, host campus internationalization, home communities of program alumni, as well as on FLTA alumni perceptions and professional accomplishments) resulting from the engagement of FLTAs with their U.S. college and university hosts.

### **C. SUPPORT FOR THE FULBRIGHT PROGRAM IN UKRAINE, RUSSIA, AND CHINA**

Organizations proposing to administer the Fulbright Foreign Student Program in Europe must demonstrate the ability to provide support for the program with Ukraine, as well as with Russia should the program there restart.

Organizations proposing to administer the Fulbright Foreign Student Program in East Asia and the Pacific must demonstrate the ability to provide support for the program with China should the program there restart.

The administrative responsibilities for the award recipient(s) include the following:

- Oversee modest overhead budgets for each country program. The recipient(s) will not have oversight of the program funds designated for the student and scholar programs in Ukraine, as well as Russia or China should the programs there restart;
- Management of all administrative, programmatic, and fiscal details of the country program;
- Reporting on programmatic, statistical, and financial information;
- In consultation with ECA, propose salaries and benefits for the American Directors of these Fulbright Programs, as applicable; and
- In consultation with ECA, propose salaries and benefits for local staff, as applicable.

The programmatic responsibilities include the following:

- Provide the Fulbright Program with information about, and guidance on, the current state of academia and research in country;
- Propose plan for supporting PDS to maintain partnerships with local universities and other educational institutions in country;
- Recruit and nominate foreign applicants;
- Organize medical clearances for foreign participants;
- Provide PDOs for foreign participants;
- Provide program performance monitoring and evaluation, including routine updates to ECA on perceptions of the Fulbright Program in country;
- Advise PDS and ECA immediately of any office emergencies or other non-routine issues and occurrences; and
- Provide alumni tracking and programming.

### **D. OUTREACH AND MARKETING**

In addition to targeted recruitment for U.S. students as discussed above, the award recipient(s) for both the U.S. and foreign student programs must be prepared to provide the following support for the program components for which they are responsible:

- Develop and submit an outreach and marketing plan in support of both the Fulbright U.S. Student and Foreign Student Programs. The outreach and marketing plan should be designed in concert with recruitment planning, but should focus on informing a broad general audience, particularly in the United States, about the sponsorship, purpose, significance, value, relevance, and diversity of the Fulbright Program. The plan should demonstrate inclusiveness and innovation, as well as local and international impact to current and potential stakeholders. Special focus should be given to demonstrating the effects of the Fulbright Student Program (both U.S. and foreign components) on U.S. institutions and communities. Any new marketing materials for the campaign must be designed using the current Fulbright Program and U.S. Department of State style and brand guidelines.
- In consultation with ECA/A/E outreach staff, maintain and/or provide content to the <https://www.fulbrightprogram.org/> website that describes the Fulbright Programs. The content should be interactive and must emphasize the accomplishments, experiences, significance, and diversity of current and past program participants, as well as provide details of current award opportunities. The award recipient(s) must regularly check the website content to ensure that all posted material is current and correct and must submit any new strategies for presenting program information or major revisions of current online materials to ECA for approval prior to development.
- Propose strategies to increase engagement with diverse audiences, including, but not limited to, applicants with disabilities, first-generation college students, and veteran communities.
- Press and media relations should be a significant component of the outreach plan. The award recipient(s) should devote adequate time and resources to garnering media attention for the Fulbright Program through press releases, websites, social media platforms, etc., and through establishing contacts with reporters in major media markets and other markets in consultation with ECA/A/E outreach staff. All general awareness outreach activities should take into consideration specific recruitment targets as outlined in the recruitment plan.

- Provide a cost estimate for each outreach and marketing component. Prioritization of, and funding for, outreach and marketing activities will be determined in consultation with ECA.

As part of its general outreach and marketing tasks, the award recipient(s) will:

- Ensure the staffing and training resources necessary to effectively and efficiently carry out outreach and communications tasks, including, but not limited to, assistance with initiatives such as Congressional notification letters; institution-focused campaigns (Top Producing Institutions, HSI Leaders, HBCU Leaders, etc.); organization and management of assets within the *Fulbright Source*; and organization and management for tagged posts and messages in whatever social media management tool is being used, such as Sprout Social.
- Coordinate monthly, joint outreach meetings with ECA. The award recipient(s) should submit a quarterly plan for these meetings, which may also include outreach representatives from the recipients for the administration of the Fulbright Scholar and Fulbright Specialist Programs, the Fulbright Association, and other Fulbright Program partners.
- In consultation with ECA and the recipient of the Fulbright Scholar Program, prepare Congressional notification letters and accompanying promotional inserts by July 2025 for all U.S. members of Congress, highlighting the U.S. Fulbright participants (U.S. students and U.S. scholars) in their respective state or district; forward drafts to ECA/A/E outreach staff for approval; provide copies of all final letters and inserts to ECA; and maintain accurate and up-to-date records on Congressional membership.
- Create and manage social media assets of the Fulbright Student Program according to ECA directives; social media platform-specific guidance as determined by ECA's Office of Public Affairs and Strategic Communications; audience needs, trends, and behavior; and other factors such as worldwide events. As noted in Section A.5. Fulbright Student Program/Recruitment in this POGI, Fulbright social media assets should be used primarily as a vehicle to share the significance of the program, not for recruitment. Information published on social media should be general interest in focus and should include participant and U.S. institution profiles, a storytelling-based approach, infographics and other data visualizations, and video.

- In consultation with ECA/A/E outreach staff, maintain and/or provide content to the <https://www.fulbrightprogram.org/> website that describes the Fulbright Programs, the Fulbright Student and Scholar Programs. The content should be interactive and must emphasize the accomplishments, experiences, significance, and diversity of current and past program participants, as well as provide details of current award opportunities. The award recipient(s) must regularly check the website content to ensure that all posted material is current and correct and must submit any new strategies for presenting program information or major revisions of current online materials to ECA for approval prior to development.
- Widely advertise and promote <https://www.fulbrightprogram.org/>, the Fulbright Program website.
- Maintain and update a general information website(s) that describes the Fulbright Student Program and all of its components. The website content should be interactive and provide details of current award opportunities, as well as emphasize the accomplishments, experiences, significance, and diversity of current and past program participants. As with the <https://www.fulbrightprogram.org/> website, the award recipient(s) must regularly check the informational website content to ensure that all posted material is current and correct and must submit any new strategies for presenting program information or major revisions of current online materials to ECA for approval prior to development. ECA-requested updates to the informational website(s) should be completed in a timely manner.
- Working with administrators of the Fulbright Student Program and the Fulbright Scholar Program, broaden the use and further develop the Fulbright Program's digital asset management system, the *Fulbright Source* (<https://www.fulbrightsource.net/>), including its public-facing portal, into a robust tool that supports print and electronic activities in outreach, recruitment, and reporting. The award recipient(s) should fully integrate the *Fulbright Source* into all marketing, outreach, and communications initiatives; regularly providing digital assets in support of these initiatives to ECA/A/E outreach staff.
- Collect, upload, tag, and curate accurate and relevant Fulbright Program digital assets for the *Fulbright Source*, and coordinate with ECA/A/E outreach staff and relevant ECA program office staff regarding system content and protocols. The award recipient should continue to encourage Fulbright commission, PDS, and partner organization staff to utilize the system as a repository for country-, program- and activity-specific outcomes, as well as up-to-date outreach and recruitment materials and collateral, and reporting. Current participants and alumni should be

encouraged to submit photos, videos, etc. via the *Fulbright Source*'s external uploader feature. These resources should be utilized to meet program outreach objectives.

- In consultation with ECA/A/E, the award recipient(s) may be responsible for maintaining the *Fulbright Source*, including the following:
  - Streamline the data entry process to simplify the procedure for ECA and Fulbright commission staff, while maintaining excellent data integrity and completeness. Work with Fulbright commission and PDS staff to upload and tag high-quality images and other assets for global use.
  - Maintain and update user manuals to help users troubleshoot data uploads and easily search for useful information.
  - Continue to develop a plan to curate images and documents, so they can be easily searched and accessed. The award recipient(s) may consult, or enter into partnerships, with experts in collecting, preserving, and cataloging digital assets.
  - Work with the *Fulbright Source* developers on any updates to the public-facing portal to display high quality images and videos, particularly those submitted by participants and alumni via the external uploader. The portal should continue to highlight assets that demonstrate the Fulbright Program's history and legacy as well as its current significance and relevance.
  - Plan and undertake other maintenance of the *Fulbright Source* to ensure that it meets Fulbright Program needs as they evolve.
- Propose and produce high-quality promotional videos demonstrating program significance and relevance for general program awareness purposes, as directed by ECA/A/E. All proposed promotional videos must be approved by ECA/A/E outreach staff prior to production. The award recipient(s) should work in consultation with the recipient for the administration of the Fulbright Scholar Program, and consult with outside video production and editing experts, as needed. The award recipient should take into consideration recommendations from the Fulbright Marketing Initiative. Video branding should also follow current Fulbright Program guidelines and ECA communications guidance, as appropriate.

- Print and electronic publications, program materials, and online platforms, including program websites and social media profiles, should explain the mission of the Fulbright Program and its binational character, and highlight the U.S. government and U.S. Department of State's role as the program's sponsor. All such material should include the following language, except where explicitly approved for adjustment: "The Fulbright Program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is the U.S. government's flagship international educational exchange program and is supported by the people of the United States and partner countries around the world. For more information, visit <http://eca.state.gov/fulbright>." This language should appear prominently on all print and electronic materials and should precede any language regarding the role of the cooperating partner in supporting the implementation of the program on behalf of the U.S. Department of State.
- Publications must prominently feature the U.S. flag (as applicable), the U.S. Department of State seal, and the Fulbright logo, in accordance with established guidelines outlined on <https://brand.america.gov/> and in the Fulbright Brand Guide on <https://www.fulbrightsource.net/>.
- Furthermore, all materials 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>.
- The publicity strategy and all materials, including designs, must be submitted in a timely manner to ECA/A/E Outreach staff for approval prior to publication and dissemination. Prior to submission, all print and online materials should be carefully drafted, edited, and revised to meet professional standards.
- Any communication with Fulbright commissions and/or PDS involving major new initiatives or policy revisions should be cleared by ECA/A/E and ECA/A/E outreach staff prior to dissemination. Engage Fulbright Students and alumni, providing them with the appropriate tools to continue their engagement with the program and share stories about their success and accomplishments. Provide them information about, and encouragement to join and be active members of, existing Fulbright-associated professional networks or launch their own, focused on their areas of expertise and interest. These networks include, but are not limited to, the *Fulbrighter* professional networking platform, the Fulbright Association national and local chapters, campus-based Fulbright networks, etc.



#### **IV. PROGRAM SPECIFIC GUIDELINES**

Proposals should describe in detail the capacity of the applicant organizations to fulfill all requirements of the NOFO and POGI. As applicable, proposals should offer strategies for the recruitment of U.S. students, particularly to ensure diversity and enhance the visibility of the program. Proposals should also describe in detail strategies for placement of foreign students at appropriate U.S. host institutions, for obtaining financial aid, scholarships and private sector funding for foreign students, and to enhance the visibility of the foreign student program. Applicant organizations should address their ability, at the request of ECA, to assist U.S. embassies and Fulbright commissions with the foreign student program, as required. Applicants should also address their regional or other subject matter expertise, which would contribute to their administration of the program. Proposals should describe the organizational capacity and flexibility to assume supplementary work if additional funding such as cost-sharing for individual student grants or activities should become available. In this instance, additional funding might also be made available to cover overhead costs.

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

#### **V. PROGRAM REPORTING**

##### **Key Personnel and Staffing:**

Resumes for employees should be included in the Additional Documents to be Submitted tab on the MyGrants Funding Opportunity Application. The proposal and staffing pattern should outline key personnel clearly. Under the Fulbright Student Program, key personnel would include responsible signatories on the award as well as senior staff responsible for program oversight and implementation. Other key personnel may be identified during award negotiations and/or the period of performance. Please include the job description and resume for key personnel in the proposal submission.

The award recipient(s) should also provide a quarterly staffing pattern to ECA/A/E; this should include office location and detail roles and responsibilities making clear the volume of work per employee. The staffing pattern should not include interns and assistants. The quarterly staffing pattern need only include level of effort should there be a change from the initial staffing pattern included in the proposal.

ECA requests that the award recipient(s) present unit costs that accurately reflect the level of staff effort. This is increasingly important as new cost-share agreements are established with various countries and cost share partners.

**Program Reporting:**

In collaboration with the recipient(s) for the administration of the Fulbright Student Program, the Fulbright Scholar Program, and the Fulbright Specialist Program, the award recipient(s) must contribute program data and narrative text to the Fulbright Joint Annual Report (JAR) for submission to ECA by November 30, 2025. This annual report includes comprehensive information and statistics from the prior Fulbright Program cycle and projected information and statistics for the current program cycle. The JAR also includes information on all special program activities.

The award recipient(s) must prepare and submit to ECA semi-annual interim and final Performance Progress Reports (SF-PPR) detailing FY 2025 program activities carried out during the period of performance. Interim SF-PPRs are due to ECA semi-annually no later than 30 days after the end of the reporting period. The final SF-PPR is due to ECA no later than 120 days after the end of the award period of performance.

**Financial Reports:**

To allow for the reprogramming of unobligated funds provided for in Sections I and III of this POGI, the award recipient(s) shall provide detailed "Status of Funds" reports for U.S. and foreign student programs, organized by world region and country. Individual students should be listed, including the fiscal year of their program start. These reports should capture the amount transferred to date via the quota sheets, total paid expenditures, current balance, unpaid commitments, and projected balance. The first report is due approximately nine months after the start of the award. Reports are subsequently due after the end of each fiscal quarter. The award recipient(s) should also provide a minimum of two status reports on non-participant costs. The first report should be provided approximately six months after the start of the fiscal year.

**Other Reports:**

The award recipient(s) should prepare summary reports on the applicant pool (number of applications, trends, distribution of applications by country and region, degree objective, fields of study, quality), placement, projected costs, statistics, or expenditures as necessary. Please provide a final list of participant placements by July 1, 2025, or as directed by ECA/A/E.

The award recipient should submit bi-weekly reports on U.S. and foreign students currently on program to ECA/A/E. Prepare and submit "Care Lists" based on student monitoring to ECA/A/E on a quarterly basis. Prepare and submit program and country reports to ECA program offices

and provide individual participant reports to ECA, Fulbright commissions, and PDS, as requested.

## **VI. REGIONAL INFORMATION**

In preparing proposals, applicants proposing to administer the worldwide U.S. student program, the worldwide foreign student program, the FLTA program, or the foreign student program in one or more regions should refer to the following description of each regional program.

### **Sub-Saharan Africa (AF)**

U.S. student programs are offered in approximately 26 countries in Sub-Saharan Africa; foreign student programs are offered in approximately 37 countries. There are no Fulbright commissions in the region. The program is managed on a regional basis with no specific country quotas; however, assuming appropriate quality and candidate pools, ECA allocates at least one award annually to each participating country.

Organizations applying to administer the student program in Sub-Saharan Africa should propose a detailed plan to provide a substantive presence in the region. This regional presence would assist U.S. embassies in the successful implementation of key program components, including, but not limited to, the following: monitoring and in-region enrichment programming for U.S. grantees; recruitment and selection, advising and pre-departure orientations for foreign students; and training of Locally Employed Staff.

In FY 2025, the projected number of U.S. student grants to graduating seniors, recent graduates, and graduate students is approximately 76. This includes 29 English Teaching Assistants.

The projected African student caseload for FY 2025 is approximately 120 new awards: approximately 20 South African students and 100 students from the rest of the region, of whom approximately 15 foreign students will require long-term intensive English. The award recipient will provide university placement services and arrange university health insurance, in addition to ASPE, for all African foreign student grantees.

The foreign student program is the largest element of the Sub-Saharan Africa Fulbright Program. The program offers up to two years of funding towards a Master's or Ph.D. degree or one year of research. The program is designed to strengthen African universities by providing staff with the opportunity to study and obtain degrees at institutions of U.S. higher education. - Although the core exchanges involve junior faculty at African universities, foreign students may also come from public and private educational, cultural, and professional institutions. PDS in

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

The FY 2025 program structure for new student grants in Sub-Saharan Africa will be similar to the following:

	U.S. STUDENT PROGRAM(S)		FOREIGN STUDENT PROGRAM(S)	
	U.S. Student Researchers	English Teaching Assistants	Placed Foreign Students	Self-Placed Foreign Students
COUNTRY				
Angola			X	
Benin	X	X	X	
Botswana	X	X	X	
Burkina Faso*			X	
Cameroon	X	X	X	
Chad			X	
Comoros			X	
Congo – Brazzaville	X		X	
Congo – DROC			X	
Cote d’Ivoire	X	X	X	
Djibouti			X	
Eswatini	X		X	
Ethiopia	X			
Ghana	X	X	X	
Guinea	X		X	
Kenya	X	X	X	
Lesotho	X		X	
Madagascar	X	X	X	
Malawi	X	X	X	
Mali			X	
Mauritania			X	
Mauritius	X	X	X	

Mozambique	X	X	X	
Namibia	X		X	
Niger*			X	
Nigeria	X		X	
Rwanda	X	X	X	
Senegal	X	X	X	
Sierra Leone	X		X	
South Africa	X	X	X	
South Sudan			X	
Sudan			X	
Tanzania	X		X	
Togo	X		X	
Uganda	X	X	X	
Zambia	X	X	X	
Zimbabwe	X		X	

*\*U.S. student awards to Burkina Faso, the Democratic Republic of Congo, and Niger have been temporarily suspended. ECA may lift the suspension if appropriate.*

### **East Asia and the Pacific (EAP)**

In East Asia and the Pacific, it is projected that approximately 406 new grants will be awarded to U.S. students in FY 2025. The majority of grants for U.S. students will be for recent graduates who wish to serve as English Teaching Assistants although the program will also support a number of grants for one year of study and research at the graduate level.

Approximately 271 new grants will be awarded to foreign students in FY 2025. The foreign student program in the region supports both degree and non-degree study. Individual foreign student numbers are determined by Fulbright commissions and PDS, in consultation with ECA.

The award recipient is responsible for writing individual grants and placing foreign students from the majority of EAP countries, with some exceptions. Approximately 75 new foreign students will be self-placed, and the balance will require university placement services by the award recipient.

The FY 2025 program structure for new grants in East Asia and the Pacific will be similar to the following:

	U.S. STUDENT PROGRAM(S)		FOREIGN STUDENT PROGRAM(S)	
	U.S. Student Researchers	English Teaching Assistants	Placed Foreign Students	Self-Placed Foreign Students
COUNTRY				
Australia	X		X	X
Brunei	X		X	
Burma			X	
Cambodia	X	X	X	
China*				
Hong Kong/ Macau*				
Indonesia	X	X	X	
Japan	X			X
Laos	X	X	X	
Malaysia**	X		X	
Mongolia	X	X	X	
New Zealand	X		X	X
Philippines	X		X	
Singapore	X		X	X
South Korea	X	X	X	X
South Pacific	X	X	X	
Taiwan	X	X	X	
Thailand	X	X	X	X
Timor Leste		X	X	
Vietnam	X	X	X	

*\*U.S. student awards to, and foreign student awards from China, Hong Kong, and Macau have been temporarily suspended. ECA may lift the suspension if appropriate.*

*\*\* The ETA program in Malaysia has been temporarily suspended. ECA may lift the suspension if appropriate.*

In FY 2025, additional students may be funded through direct agreements with Fulbright

commissions, PDS, or partner governments in the following countries: Australia, Indonesia, Mongolia, New Zealand, Philippines, Singapore, South Korea, and Taiwan.

### **Europe and Eurasia (EUR)**

The Fulbright Student Program is currently active in 45 countries in Europe and Eurasia. In 23 countries in Europe, the program is administered by Fulbright commissions, with the Luxembourg program administered by the Fulbright commission in Belgium, and in Andorra by a Fulbright committee that works closely with the Fulbright commission in Spain. There are also special programs with the European Union and the North Atlantic Treaty Organization (NATO) administered by the Fulbright commission in Belgium. In 19 other countries, the program is managed by PDS. For the Ukraine program, the award recipient will administer the program in close cooperation with PDS. Student programs are generally open to graduating seniors, recent graduates, and graduate students in all fields of study.

In FY 2025, it is projected that approximately 930 U.S. students will receive grants to study and conduct research in Europe and Eurasia.

Approximately 695 new foreign students from Europe and Eurasia will receive awards to study in the United States. The award recipient will be responsible for university placement services for approximately one third of the foreign students. The remaining foreign students will be either self-placed or placed by their respective Fulbright commissions.

The FY 2025 program structure for new grants in the Europe and Eurasia region will be similar to the following:

	<b>U.S. STUDENT PROGRAM(S)</b>		<b>FOREIGN STUDENT PROGRAM(S)</b>	
	<b>U.S. Student Researchers</b>	<b>English Teaching Assistants</b>	<b>Placed Foreign Students</b>	<b>Self-Placed Foreign Students</b>
<b>COUNTRY</b>				
Albania	X	X	X	
Andorra		X	X	
Armenia	X	X	X	
Austria	X	X	X	
Azerbaijan		X	X	
Belarus		X	X	
Belgium	X	X		X

Bosnia and Herzegovina	X	X	X	
Bulgaria	X	X	X	X
Croatia	X	X	X	
Cyprus	X	X		
Czech Republic	X	X		X
Denmark	X	X		X
Estonia	X	X	X	
European Union	X			X
Finland	X		X	X
France	X	X		X
Georgia	X	X	X	
Germany	X	X		X
Greece	X	X		X
Hungary	X	X	X	X
Iceland	X			X
Ireland	X			X
Italy	X	X		X
Kosovo	X	X	X	
Latvia	X	X	X	
Lithuania	X	X	X	
Luxembourg	X	X		X
Malta		X		
Moldova	X	X	X	
Montenegro		X	X	
Netherlands	X	X		X
North Macedonia	X	X	X	
Norway	X	X		X
Poland	X	X	X	X
Portugal	X	X	X	X
Romania	X	X	X	
Russia*				



Serbia	X	X	X	
Slovakia	X	X	X	
Slovenia	X	X	X	
Spain	X	X	X	X
Sweden	X		X	X
Switzerland	X	X	X	
Türkiye	X	X	X	X
Ukraine	X	X	X	
United Kingdom	X		X	X

*\*U.S. student awards to, and foreign student awards from Russia have been temporarily suspended. ECA may lift the suspension if appropriate.*

In FY 2025, additional students may be funded through direct agreements with Fulbright commissions, PDS, or partner governments in the following countries: Albania, Bulgaria, Cyprus, Georgia, Kosovo, and North Macedonia.

### **Near East and North Africa (NEA)**

The Fulbright Student Program is offered in 16 countries/locations in the Middle East and North Africa. The Fulbright Program in Egypt, Jordan, Israel, and Morocco is administered by Fulbright commissions and in other countries by PDS. The program for participants from the West Bank and Gaza is administered by the U.S. Office of Palestinian Affairs in Jerusalem.

ECA anticipates providing awards to approximately 78 U.S. students for up to one year of non-degree study in the Middle East and North Africa, as well as up to 40 English Language Teaching Assistants. The total number of awards for the U.S. student program is contingent upon conditions in country and is subject to change based on the ability to administer U.S. programs in certain areas of the region.

Organizations applying to administer the Fulbright Foreign Student Program in the Middle East and North Africa should demonstrate the capacity to assist ECA, U.S. embassies, and Fulbright commissions (as specified) in publicity and recruitment, selection, testing, and pre-departure services for grantees from the region. In several countries, the Fulbright U.S. Student Program and/or the Fulbright Foreign Student Program are suspended or not offered. However, these programs could become active in the future if security conditions permit or if partner governments express interest. Should these programs become active in the future, ECA reserves the right to add them.

In FY 2025, up to 150 foreign students from the Middle East and North Africa will receive awards primarily for Master's degrees, while approximately 16 foreign students from Egypt and Morocco will participate in non-degree study programs. The majority of foreign students will require university placement services; however, ECA anticipates that approximately five Israeli students will be self-placed. The award recipient is also expected to recruit up to 85 foreign students for academic year 2025-2026 from the following locations: Algeria, Bahrain, Iraq, Lebanon, Libya, the Palestinian Territories (Gaza and West Bank), Tunisia, and the United Arab Emirates.

The FY 2025 program structure for new grants in the Middle East and North Africa in FY 2020 will be similar to the following:

	U.S. STUDENT PROGRAM(S)		FOREIGN STUDENT PROGRAM(S)	
	U.S. Student Researchers	English Teaching Assistants	Placed Foreign Students	Self-Placed Foreign Students
COUNTRY				
Algeria		X	X	
Bahrain	X	X	X	
Egypt	X		X	
Gaza			X	
Iraq			X	
Israel*	X	X	X	X
Jordan	X	X	X	
Kuwait	X	X		
Lebanon			X	
Libya			X	
Morocco	X	X	X	
Oman	X			
Saudi Arabia		X		
Tunisia	X	X	X	
United Arab Emirates	X		X	
West Bank		X	X	
Yemen			X	

*\* The ETA program in Israel has been temporarily suspended. ECA may lift the suspension if appropriate.*

In FY 2025, additional students may be funded through a direct agreement with the partner government in Saudi Arabia.

### **South and Central Asia (SCA)**

The Fulbright Student Program is active in 13 countries in South and Central Asia. Four of these programs, in India, Nepal, Pakistan, and Sri Lanka, are managed by Fulbright commissions and the remainder by PDS. Organizations or consortia applying to administer the foreign student program in South and Central Asia should demonstrate the capacity to assist ECA, Fulbright commissions, and/or PDS in publicity and recruitment, selection, testing, and pre-departure services for foreign students from the region.

In FY 2025, it is projected that approximately 82 U.S. students (both U.S. student researchers and ETAs) will receive awards for up to one year to conduct research or teach in South and Central Asia.

Approximately 164 new foreign students from the region will receive awards primarily to earn Master's degrees in FY 2025. A limited number of awards are offered for Ph.D. study. All foreign students from the region will require university placement by the award recipient.

The FY 2025 program structure for new grants in the South and Central Asian region will be similar to the following:

	<b>U.S. STUDENT PROGRAM(S)</b>		<b>FOREIGN STUDENT PROGRAM(S)</b>	
	<b>U.S. Student Researchers</b>	<b>English Teaching Assistants</b>	<b>Placed Foreign Students</b>	<b>Self-Placed Foreign Students</b>
<b>COUNTRY</b>				
Bangladesh*	X	X	X	
Bhutan			X	
India	X		X	
Kazakhstan	X	X	X	
Kyrgyz Republic	X	X	X	
Maldives			X	
Nepal	X	X	X	
Pakistan			X	

Sri Lanka**	X	X	X	
Tajikistan	X	X	X	
Turkmenistan			X	
Uzbekistan	X	X	X	

*\* U.S. student awards in Bangladesh have been temporarily suspended. ECA may lift the suspension if appropriate.*

*\*\*The ETA program in Sri Lanka has been temporarily suspended. ECA may lift the suspension if appropriate.*

In FY 2025, additional students may be funded through direct agreements with Fulbright commissions, PDS, or partner governments in the following countries: Kazakhstan, Kyrgyz Republic, Pakistan, Tajikistan, and Uzbekistan.

### **Western Hemisphere (WHA)**

In FY 2025, ECA projects that 296 grants will be awarded to U.S. students going to the Western Hemisphere. Colombia and Mexico offer renewal ETA grants each year to participants who serve as second-year mentors. Of the estimated 60 ETAs to Colombia, approximately 10 will be second-year participants, and of the 60 ETAs to Mexico, approximately 5 will be second-year participants.

It is anticipated that approximately 400 new grants will be awarded for graduate study to foreign students coming to the United States in FY 2025. Of those, approximately 125 from Brazil, Canada, Chile, Colombia, and Mexico will be self-placed; approximately 275 foreign students will require university placement services by the award recipient.

Foreign students receive awards for one to four years of study toward a Master's or Ph.D. degree. Priority fields of study are determined by the Fulbright commission and/or PDS in each country. Both full and partial grants are offered.

Organizations seeking to oversee the foreign student program in the Western Hemisphere must offer a distinct but integrated plan to administer a subset of participants made up of faculty and administrators from local higher education institutions. While this subset will be distinctly branded by nominating U.S. embassies as a faculty development program, the participants will require the same support services as the traditional foreign students. These participants may include full or part-time faculty members, generally at the entry level, or university administrators, with prioritized fields of study to be determined by PDS in each country. A majority of these participants will study at the Master's level; however, Ph.D. studies may also

be supported. These participants may require enhanced support for selection and placement, including early review of candidate applications to assess academic preparedness and long-term intensive English. ECA anticipates 25-30 students in this faculty development subset, nominated by approximately 10 non-commission countries.

The FY 2025 program structure for new grants in the Western Hemisphere region will be similar to the following:

	U.S. STUDENT PROGRAM(S)		FOREIGN STUDENT PROGRAM(S)	
	U.S. Student Researchers	English Teaching Assistants	Placed Foreign Students	Self-Placed Foreign Students
<b>COUNTRY</b>				
Argentina	X	X	X	X
Bahamas			X	
Barbados/E. Caribbean	X		X	
Bolivia	X		X	
Brazil	X	X	X	X
Canada	X		X	X
Chile	X		X	X
Colombia	X	X	X	X
Costa Rica	X	X	X	
Dominican Republic	X		X	
Ecuador	X	X	X	
El Salvador	X		X	
Guatemala	X	X	X	
Guyana			X	
Haiti			X	
Honduras	X	X	X	
Jamaica	X		X	
Mexico	X	X	X	X
Nicaragua*			X	
Panama	X	X	X	

Paraguay	X	X	X	
Peru	X	X	X	
Trinidad	X		X	
Uruguay	X	X	X	
Venezuela**				

*\*U.S. student awards to Nicaragua have been temporarily suspended.*

*\*\*Foreign Student awards from Venezuela have been temporarily suspended.*

In FY 2025, additional students may be funded through direct agreements with Fulbright Commissions, PDS, or partner governments in the following countries: Argentina, Brazil, Colombia, the Dominican Republic, Honduras, and Panama.

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

The Fulbright FLTA Program is offered in approximately 54 countries across all world regions. FLTA programs are managed by Fulbright commissions and/or PDS, depending on the country. The program is managed globally with grantee numbers being allocated by country to meet the projected interest and hosting capacity of U.S. colleges and universities. ECA/A/E annually establishes recruitment targets for each language and/or participating host country. In the case of languages which are spoken by FLTAs in more than one participating country [Arabic, Chinese (Mandarin), German, Kiswahili, Portuguese, Quechua, and Spanish], the placement process takes into consideration both the FLTA candidate experience and host institution preferences.

The Fulbright FLTA Program hosts foreign participants for an academic year in the United States during which foreign teachers of English teach their native languages to American students on U.S. campuses. Participants are also required to take courses in subjects such as pedagogy and U.S. history and organize on-campus cultural activities during their FLTA programs. The program is focused on ensuring diversity in FLTA participants and in host institution placements, including at community colleges and MSIs.

The award recipient manages a national competition for U.S. higher education institutions to host FLTAs on their campuses and confirms that institutions maximize the necessary cost share.

Fulbright commissions or PDS in the participating countries conduct a competition with binational selection committees determining and prioritizing each country's panel of FLTA candidates. Final placement of the FLTAs in the United States is determined by the award recipient.

The projected caseload for the FLTA program will be 350 participants in FY 2025. The represented languages and participating countries will be similar to the following:

<b>LANGUAGES</b>	<b>PARTICIPATING</b>
Arabic	Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Morocco, Saudi Arabia, Tunisia, West Bank, United Arab Emirates, Yemen
Bangla	Bangladesh
Chinese (Mandarin )	Taiwan, Singapore
Finnish	Finland
French	France
German	Austria, Germany
Hausa	Nigeria
Hebrew	Israel
Hindi	India
Hungarian	Hungary
Indonesian	Indonesia
Irish	Ireland
Italian	Italy
Japanese	Japan
Kiswahili	Kenya, Tanzania
Korean	South Korea
Lao	Laos
Malay	Malaysia
Persian	Iran
Portuguese	Brazil, Portugal
Quechua	Peru, Ecuador, Bolivia
Spanish	Argentina, Colombia, Mexico, Spain, Uruguay
Tagalog	Philippines
Thai	Thailand
Turkish	Türkiye
Ukrainian	Ukraine
Urdu	India, Pakistan
Vietnamese	Vietnam
Yoruba	Nigeria

Zulu	South Africa
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The projected worldwide caseload for all program components in FY 2025 will be similar to the following:

<b>New U.S. Students</b>	<b>Fulbright-National Geographic Awards</b>	<b>Fulbright-Fogarty Fellowships</b>	<b>John Lewis Civil Rights Fellowships</b>	<b>New Foreign Students (includes 645 self-placed)</b>	<b>Language Teaching Assistants (FLTAs)</b>
<b>1,868</b>	<b>5</b>	<b>10</b>	<b>25</b>	<b>1,800</b>	<b>350</b>

## **VII. 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 30 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: 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.

- Calendar of activities/itinerary
- 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.

### **1. General Considerations**

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

Submit a line item budget in a four-column format as indicated below:

Column 1	FY 2025 Bureau Funds Request
Column 2	Amount of Direct Applicant Cost-Sharing in FY 2025
Column 3	Total FY 2025 Budget (Total of columns 1 and 2)
Column 4	Percent Difference between Columns 3 and 1

### **2. Budget Guidelines**

Applicants should submit program proposals and budget projections for new FY 2025 students only. Renewal awards to U.S. and foreign students from prior years will be managed by the recipients currently administering the program.

Applicant organizations must also present a summary budget and separate sub-budgets for each program component, phase, or activity for which they are applying to provide clarification – see additional detail below. While proposal narratives should present a plan for fully implementing all elements of the Statement of Work, proposal budgets for the Foreign Student Program should omit costs associated with monitoring foreign students as listed in Section B3 Basic Supervision and Support.

In addition to the funding for non-participant support provided in response to the NOFO, an estimated total of \$95,000,000 in participant support funds will be transferred to the award recipient(s) in approximately three installments per fiscal year. These programmatic funds will cover participant expenses such as pre-academic training, arrival orientations, application and standardized testing fees, and enrichment activities. Prior to the transfer of funds, the recipient must provide participant support summary budgets by region, by country and/or global program as well as financial reports reflecting all costs to date.

The total FY 2025 funding request for the administration of the worldwide Fulbright Student Program should not exceed \$20,000,000, pending the availability of FY 2025 funds.

ECA anticipates the following new student caseload in FY 2025:

New U.S. Students: 1,908

New Foreign Students: 1,800 (including 645 self-placed students)

Foreign Language Teaching Assistants: 350 (all requiring placement)

Please note the following budget guidelines:

**Allowable Costs:**

a) Allowable overhead costs include items such as:

- Staff salaries and benefits
- Staff travel and per diem
- Rent and facilities
- Furniture and equipment
- Meetings and conferences
- Communication costs
- Indirect costs
- OMB Guidance 2 CFR Parts 200 and 600 Subpart F Audit costs
- Other costs associated with the normal administration of exchange programs

b) Allowable program enhancement costs to be funded by the cooperative agreement(s) and transferred to the award recipient(s) in installments include items such as:

- Publicity and outreach
- Website/online application/database management

- Medical review of U.S. student health forms and foreign student health forms as necessary
- Cost of national review committees for U.S. student candidates
- University application fees for foreign student candidates; please give estimates by number of application submissions
- Standardized test fees for foreign student candidates; please give estimates by number of tests
- Pre-departure orientation costs for U.S. student grantees
- Pre-academic training costs for foreign student candidates; any subawards to host institutions and travel and per diem for participants
- Arrival orientations for foreign student grantees; any subawards to host institutions
- Orientation programming for FLTAs; any subawards to host institutions
- Enrichment seminars for foreign student grantees; including any subawards to host institutions and travel and per diem for participants
- Tax withholding, filing, and reporting as required by Federal, state, and local authorities in accordance with relevant tax treaties

c) Participant program costs to be funded by the cooperative agreement(s) and transferred to the award recipient(s) in installments include items such as:

- Monthly stipends and/or other allowances (e.g. baggage, settling-in, etc.) for U.S. and foreign student participants
- Tuition and fees for foreign student participants
- Educational allowances for books, materials, etc., for foreign student participants
- Return travel, conforming to the “Fly America Act,” for U.S. student participants
- Incoming and return travel, conforming to the “Fly America Act,” for foreign students

Additional allowable program enhancement and participant program costs may be proposed and/or funded in consultation with ECA, pending the availability of funds.

**Further Budget Guidelines:**

1. Provide a list of staff to administer the FY 2025 Fulbright Student Program. Document the level of effort by U.S. student, foreign student, and/or FLTA program (as applicable), as well as total cost per position for each proposed staff member.

2. Delineate other direct costs (e.g., postage, telephone, reproduction) with percentages attributable to the U.S. student, foreign student, and/or FLTA program (as applicable).
3. Submit a detailed proposal and estimated costs for essential domestic and international staff travel.
4. Provide estimated unit costs for each support service as follows:
 

**Fulbright U.S. Student Program:** Application Screening and Selection Process; Program Planning and Management; Post-Nomination Services; Fiscal Management, and Recruitment.

**Fulbright Foreign Student Program:** Program Planning and Management; Selection and Placement; Basic Supervision and Support, including monitoring of new students; Fiscal Management; Pre-Academic Programming; Arrival Orientations; Enrichment Programming and Activities; and Administrative and Programmatic Support for the Fulbright Program with Ukraine. Fulbright Foreign Student Program proposals submitted for more than one region must provide separate unit costs by the above services for each world region, as well as the FLTA program (as applicable) and include a budget total for each world region.
3. Provide separate Selection and Placement unit costs for award recipient-placed and self-placed foreign student participants.
4. Coordinate with any prospective subaward recipient(s) to ensure that unit costs are calculated on the same basis across all administering organizations.
5. Provide a detailed explanation of administrative overhead, including the line items of the budget used to calculate it.
6. Provide a projected program budget for the U.S. Student Program, Foreign Student Program, and/or FLTA program and enrichment programming.
7. The program budget for enrichment programming and activities should include detailed, estimated costs for the following:
  - Short-term English language, academic, and professional preparedness programs for approximately 350 incoming foreign students;
  - Virtual arrival orientation programming, offered to all new foreign students;

- Six in person, enrichment seminars for approximately 150 first-year foreign students per seminar;
  - Proposed virtual activities for all Fulbright Foreign Students, on topics such as health and well-being and professional development;
  - One opening and one closing workshop for approximately 18 early-career faculty members participating in the FFDP for Europe;
  - Virtual orientation programming specific to the 350 FLTAs, including one virtual or in-person Arabic-language PDO; and
  - Proposed enrichment opportunities to promote networking and further support the FLTA's role as a teaching assistant.
8. To facilitate budget tracking and reconciliation, please structure the budgets for program costs using the line items and categories similar to those listed above under *Allowable Costs*.

## VIII. OTHER AWARD INFORMATION

### **Adherence To All Regulations Governing The J Visa**

ECA 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(s) 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 Private Sector Exchange Designation  
U.S. Department of State  
SA-5, Floor C2, Room C2L13  
2200 C Street, NW  
Washington, DC 20522

Please refer to Solicitation Package for further information.

**IX. 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, call or email Leigh A. Sours at (202) 255-3687 or [SoursLA@state.gov](mailto:SoursLA@state.gov) or Stephen Money at (202) 280-8523 or [MoneySD@state.gov](mailto:MoneySD@state.gov).

(END)