

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2022 Hubert H. Humphrey Fellowship Program

Funding Opportunity Number: SFOP0008008

Office of Global Educational Program, Humphrey and Institutional Language Branch

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by Office of Global Educational Programs for the FY 2022 Hubert H. Humphrey Fellowship Program (Humphrey Fellowship 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 Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying solicitation, the solicitation is to be the dominant reference.

The Humphrey Fellowship Program was established by presidential initiative in 1978. The program enhances leadership among international professionals who collaborate to address local and global challenges and foster change for the collective good. Through academic study and professional development with U.S. counterparts, this growing global network shares best practices and builds expertise in fields of critical importance to advance societal and institutional capacity, promote human rights and freedoms, ensure sustainable environments, and develop thriving communities. As leaders in their fields, Humphrey Fellowship alumni become vital interlocutors within their countries and regions, advancing solutions to global problems, often in collaboration with the United States and in support of U.S. bilateral relationships.

The Humphrey Fellowship Program consists of two primary components, the long-established and longer term Humphrey Fellowship, and recently developed and shorter term Distinguished Humphrey Program, complemented by special events, in-person and virtual activities and resources, and alumni programming. The Humphrey Fellowship traditionally consists of up to an academic year of non-degree graduate level study at a U.S. host university, and a professional affiliation at an organization in the United States. Humphrey Fellows should be divided into cohorts as equitably as possible, across approximately 13 selected U.S. host universities. The Distinguished Humphrey Leadership Program consists of a minimum two week intensive program, including executive level training in leadership or an approved foreign policy topic and an individualized placement.

Pending the availability of funds, within the duration of the FY 2022 agreement, approximately 145 Humphrey Fellows will be funded, including approximately 135 Humphrey Fellows and no less than one cohort of approximately 10 Distinguished Humphrey Fellows. The overwhelming majority of longer term Fellows should be placed in the United States during the 2022-2023 academic year, with remaining Fellows, including the Distinguished Humphrey Fellows, selected and placed within the duration of the grant and in close consultation with ECA.

The Bureau reserves the right to reduce, revise, or increase program budgets, program components, timelines,

numbers of participants, and priority topics in accordance with the needs of the program, U.S. Department of State foreign policy goals, and the availability of funds. Should travel restrictions or extenuating circumstances prevent fellows from traveling during the academic year cited above, the award recipient will be required to provide a recommendation on how to complete programming in line with the program objectives stated herein during the award's period of performance.

I. STATEMENT OF WORK

In a cooperative agreement, ECA/A/S/U is substantially involved in program activities for all Humphrey Fellowship Program components above and beyond routine monitoring. ECA/A/S/U responsibilities include, but are not limited to the activities below:

1. Participating in the formulation and direction of program activities and policies;
2. Providing guidance in the execution of all program components;
3. Reviewing and approving all program recruitment, publicity, and outreach materials, to ensure adherence to Department, Bureau, and program branding and messaging;
4. Reviewing and approving overall communication strategy, including the development and launch of an updated web presence, and a substantive social media presence;
4. Approving and providing input on program timelines, agendas, and administrative procedures;
5. Assisting in and approving the selection of all participating Fellows, with consideration for feedback from peer review panels and subject to final approval by the Fulbright Foreign Scholarship Board (FFSB);
6. Approval of all processes related to, and final selection of, host campus(es) through the annual open competition for relevant Humphrey Fellowship fields of study;
7. Consultation on and final approval of all public private partnerships and co-funding initiatives to ensure adherence to Department, Bureau, and program policies and goals;
8. Approval of plans and topics for all professional development activities, including professional affiliations, enhancement workshops, the Global Leadership Forum, and other activities to ensure adherence to programmatic and foreign policy goals;
9. Oversight of all alumni initiatives, including final approval of Alumni Impact Award and Professional Development Grant recipients;
10. Assisting with J-visa status and other SEVIS-related issues;
11. Assisting with participant emergencies and medical evacuations;
12. Approving programmatic and administrative decisions which affect the award's successful implementation in light of extenuating circumstances
13. Providing guidance and final approval on program monitoring and evaluation activities; and
14. Liaising with relevant U.S. embassies, Fulbright commissions, and regional bureau public diplomacy and country desk officers at the State Department.

The award recipients responsibilities include, but are not limited to, the following:

1. **RECRUITMENT, SELECTION, AND PLACEMENT OF HUMPHREY FELLOWS**
 - a. Concurrently manage the day-to-day administration of the selection and placement processes for academic year 2022-2023 and of the recruitment process for academic year 2023-2024, as well

as the recruitment, selection, and placement processes for at least one shorter term cohort, and recruitment, selection and placement for any and all additional fellows as authorized by ECA within the duration of the grant.

- b. In consultation with the ECA program office and host universities, produce and distribute recruitment guidelines, pre-departure orientation slides, and other relevant recruitment and onboarding documents to posts and commissions in a timely and effective manner to allow adequate time for successful candidate recruitment;
- c. In accordance with Fulbright Foreign Scholarship Board policies, maintain an effective, merit-based selection process;
- d. Manage the flow of information to and from posts/commissions throughout the Humphrey Fellowship Program application and selection processes for all program cohorts; receive, log, review, and acknowledge receipt of applications; audit materials and follow up with posts/commissions to obtain missing materials; respond to inquiries and update or consult with ECA, as needed;
- e. Coordinate and implement selection review processes;
- f. In close coordination with ECA prepare candidate lists to submit to the Fulbright Foreign Scholarship Board (FFSB) for final review, as well as maintain and update the online system by which applicant data is transmitted to ECA and the FFSB; and
- g. Submit final placement reports to the ECA program office for all longer term Fellows, shorter term Fellows, and for Fellows requiring additional English language training. Ensure that placement cohorts ensure diversity and maximize cost savings and program efficiencies, while prioritizing subject-matter expertise and professional development opportunities within each relevant field. ECA must approve all placements.
- h. Develop, in consultation with ECA, a comprehensive communications strategy, including the creation and launch of an updated web presence, an enhanced and strategic social media presence, and other relevant materials to enhance the overall program branding and messaging.

As noted above, should travel restrictions or extenuating circumstances prevent fellows from traveling during the academic year specified, the award recipient will be required to provide a recommendation on how to complete and or shift programming in line with the program objectives stated herein during the award's period of performance.

2. PARTICIPANT MONITORING

- a. Monitor all Humphrey Fellowship participants and provide updates to ECA as necessary;
- b. Enroll participants in ECA's Accident and Sickness Program for Exchanges (ASPE) health benefits plan, or other plans meeting J-1 visa regulations as approved by ECA, and assist participants with accessing necessary health care and filing claims, as necessary;
- c. Open and maintain an up-to-date file on each Fellow and provide updates to ECA about Fellows;
- d. Maintain regular contact with host campuses regarding Fellows' health, safety, and wellbeing;
- e. Prepare pre-departure, arrival orientation, and re-entry materials and guidance for posts and commissions, Fellows, and host institutions;
- f. Alert ECA/A/S/U to any major issues related to any Fellow's well-being in a timely manner;
- g. In consultation with ECA/A/S/U, review and update protocols and best practices in response to academic, legal, medical, and other participant issues;
- h. In coordination with ECA, provide electronic data updates and impact statements for ECA's

databases and respond to periodic requests from ECA for historical or other program data that may be needed to inform the Department of State, Congress, or the public about the Humphrey Fellowship Program;

- i. 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 nonimmigrant visa status for university student participants at all times. Prepare DS-2019 forms for all Humphrey Fellows and their dependents and expedite delivery of these forms to Fulbright commissions and U.S. embassies, well in advance of grant start dates to allow for scheduling of visa interviews at the appropriate U.S. embassy or consulate overseas;
- j. Obtain ECA approval on and subsequently process extensions, renewals, withdrawals, and transfers of J visa program sponsorship, including in cases where Fellows are not able to return home due to reasons beyond their control;
- k. Issue maintenance payments and other support to Fellows and disburse tuition payments to host institutions, as relevant;
- l. Ensure that participants abide by all J visa regulations; and
- m. Assist Fellows to ensure they comply with federal income tax regulations and calculate appropriate amounts that must be withheld from maintenance payments in accordance with current laws and regulations.

3. HOST INSTITUTION SELECTION AND OVERSIGHT

- a. Propose a plan to manage overall host institution competition, selection, and oversight, including annual open competitions for longer term rotating fields of study hosts and Distinguished Humphrey Fellowship host institutions;
- b. Create and implement a work plan for annual open competitions by field of study or thematic topic, and endeavor to attract an array of qualified and diverse higher education institutions and eligible organizations;
- c. Draft all requests for proposals; research experts in relevant fields to serve on review panels, as needed; review applications; and make recommendations for selection, including recommending if appropriate additional host institutions than are immediately needed, but may be called upon to host future Fellows, based on current and future program needs;
- d. Ensure that selected host campuses and organizations have access to an appropriate and diverse mixture of graduate level academic programs as well as professional and community resources;
- e. Ensure cost-effective arrangements can be made with host institutions for up to an academic year of enrollment of Humphrey Fellows;
- f. Provide clear direction and support to host universities to ensure consistent quality of Humphrey Fellowship Program management and Fellow support across selected host campuses;
- g. Ensure that newly selected Humphrey host campuses offer a broad range of disciplines and cross-disciplinary programs to meet Fellows' needs;
- h. Pending successful performance, selected universities may have their hosting agreements for the Humphrey Fellowship Program renewed by the administering organization until the next open competition. The competitions are generally held on a rotating basis, so that each year typically one or two fields of study will have open competitions.
- i. Work with new and incumbent host campuses to maintain quality, sustainable programming and aim to ensure against excessive cost increases, including for tuition, if relevant; and

- j. Prepare and implement a strategy for evaluating host institutions throughout the program. Consult with ECA to improve host management or replace host institution if appropriate, in the event that host institution performance is not meeting appropriate standards.

4. ENGLISH LANGUAGE TRAINING

- a. In consultation with ECA, determine placement and training needs of Humphrey Fellows who require additional English language training prior to their academic programs. English training programs enable the Humphrey Fellowship Program to recruit and engage with a more diverse group of Fellows, especially from underserved populations. Fellows may be clustered at U.S. university training sites to achieve greater cost efficiency and to facilitate communication and networking opportunities among the Fellows who arrive in the United States before the start of the academic year.
- b. Recruit and select one or more host campuses, as determined by ECA, to host Fellows in one or more levels of English training.
- c. Manage and monitor the implementation of the English language training program(s) with incumbent and/or new host institutions; and
- d. Propose and implement a plan to evaluate these programs and their effectiveness in preparing Humphrey Fellows for the longer term program. Consult with ECA to improve host management or replace host institution if appropriate, in the event that host institution performance is not meeting appropriate standards.

If hosting English language training becomes untenable due to travel restrictions, ECA may give approval for virtual language training, and/or allow for an adjusted travel timeline. These decisions will be made in consultation with ECA and will require an updated budget and budget narrative for approval.

5. PROFESSIONAL DEVELOPMENT ACTIVITIES

- a. Manage program-sponsored professional development activities for the Fellows, including but not limited to enhancement workshops, professional affiliations, and the Global Leadership Forum, virtually, in-person or as a hybrid, as determined in consultation with ECA;
- b. Facilitate professional networking, communications, and resources to support Fellows' professional development within and across fields of expertise;
- c. Develop and implement a system by which Fellows will secure professional affiliations for approximately six or more weeks for the Humphrey Fellowship and professional placements of approximately five or more days for the Distinguished Humphrey Fellows. Include details in the proposal such as timeline, duration, number of hours, field relevance, etc. Ensure that placements are not limited by geography and include a diverse group of professional hosts located throughout the United States, to build and strengthen the individual networking opportunities of Fellows, and to extend the reach of the Humphrey Fellowship Program to communities across the United States;
- d. Ensure professional affiliations or placements at a U.S. or international organization are consistent with the Fellows' professional goals and build on other components of the program;
- e. Ensure that the professional placements for the Distinguished Humphrey Program provides each participant with individualized professional development and strategic networking opportunities facilitated by a senior-level U.S. counterpart from the government, non-profit, or corporate sector

who will facilitate professional meetings, strategic networking opportunities, and other related experiences. Depending on the structure of each program and the entity selected to host the cohort based executive seminar component, the professional placements may be coordinated by the third party in consultation with the recipient organization and ECA;

- f. Facilitate Fellows' participation in other individual or cohort-based professional development activities, including but not limited to attending meetings, workshops, professional conferences or other networking opportunities. Support for participant travel and registration fees to attend such events within the United States should be budgeted for;
- g. Ensure Fellows are exposed to the diversity of the U.S. higher education sector, including community colleges, vocational/technical schools, private institutions, historically black colleges and universities, and other minority-serving institutions; and
- h. Ensure allowances to the Fellows cover costs associated with travel and program activities that promote individualized professional development and networking.

6. FOREIGN POLICY PRIORITIES

- a. Incorporate content, in consultation with ECA, across all Fellowship components, including professional development activities, special projects, and alumni programming, that supports U.S. foreign policy priorities, including but not limited to issues such as climate change and sustainability of resources, countering misinformation and disinformation, and the social and economic inclusion and empowerment of women and underserved populations.
- b. Highlight programmatic, participant, and alumni impacts in support of policy priorities through regular and ad-hoc reporting. Incorporate policy highlights and reporting into programmatic print and digital content and overall communications

7. ALUMNI PROGRAMMING AND ONGOING ENGAGEMENT

- a. Support all Humphrey Fellowship alumni, including those from past years, through enhanced communications, alumni programming, and the creation and dissemination of alumni resources, including providing them with small grant opportunities and capturing their impact stories;
- b. Propose ways to incorporate alumni participation in current programs, both virtual and in-person, to connect alumni and current Fellows based on their home country/region, fields of interest, or other factors. Activities may include access to mentoring relationships, promoting regular engagement with program alumni, and expanding professional networking opportunities for increased long-term partnerships.
- c. Manage alumni programming and development activities, both virtual and in-person. Proposed activities should provide critical follow-on that maximizes and extends the benefit of the program and include but are not limited to social media engagement, listservs and website content, and small grant opportunities;
- d. Describe plans for coordinating, tracking, and implementing follow-on activities for Humphrey Fellowship alumni.
- e. Include an outline of and timeline for alumni engagement, including examples of how long-term linkages with alumni will be fostered and maintained, and ideas for proactively following up with key alumni and providing information to the Bureau about their successes;
- f. Maintain contact with all Humphrey Fellowship alumni and relevant alumni associations worldwide and perform follow-up/alumni programming; maintain and update the alumni-

tracking database; and proactively and upon request provide ECA with alumni impact stories. Ensure updates to the alumni database are completed for each cohort in the same calendar year as the participants finish the program, and ensure the database is maintained in a manner that can be made available to ECA if requested;

- g. In consultation with ECA, work with alumni to facilitate virtual and/or local in-person workshops, sessions, and other joint activities;
- h. Administer the Alumni Impact Awards competition (small grant opportunities for alumni to implement a project in their home country) and other small grants competitions as needed for Humphrey Fellowship alumni, and submit award recommendations for ECA approval; and
- i. Ensure alumni reporting is consistent with Humphrey Fellowship fields of study and in support of Department of State foreign policy goals to strengthen the evaluation of the Program and the implementation of follow-on programs.

Alumni programming remains a priority of the Bureau and is vital for the sustained and collaborative engagement between alumni and the Department. Proposals should include alumni engagement that is strategic, cost-effective, and meets U.S. foreign policy goals. The Bureau reserves the right to modify proposed alumni programming during the period of the award to ensure the overall program's successful implementation in light of the ongoing pandemic.

8. PROGRAM EVALUATION ACTIVITIES

- a. Manage the overall evaluation of the Humphrey Fellowship Program, including all program components and host institutions;
- b. In close consultation with ECA, draft and disseminate surveys to Fellows, alumni, host institutions, and other program stakeholders as appropriate;
- c. Incorporate indicators from the MODE Framework, as indicated in the NOFO, into survey and data analysis;
- d. Prepare annual reports for ECA's review, highlighting key trends and conclusions based on evaluation data;

9. PROGRAM MARKETING, COMMUNICATIONS, AND BRANDING

- a. In close consultation with ECA, manage all aspects of the Humphrey Fellowship Program's communications, including the program website, marketing materials, and social media presence;
- b. Clearly communicate the program's goals and impact in a consistent way through a suite of print and/or digital marketing materials, including an updated website and comprehensive social media plan. A recent, program-wide strategic review and revision of all program communications goals and methods will guide this effort, in close consultation with ECA. Applicant responses should indicate a willingness to incorporate both current and past fellow and alumni data, trends, and impact stories, including those collected as a result of recent 40th anniversary programming and outreach;
- c. Develop an updated program website at a dedicated, distinct program website URL and ensure the program website is accessible, user- and mobile-friendly, cross-browser compatible, and agile to function, and host large data and multimedia content, including but not limited to, high-quality videos, images, and an interactive map;

- d. Include a work plan and timeline for the review and revision of the website;
- e. Manage all Humphrey Fellowship official social media accounts, strategically communicating program goals and impact stories in a robust, comprehensive, content-rich and inclusive way, ensuring that a broad and diverse cross-section of participants and alumni are represented; provide ECA with account access, including account logins and passwords;
- f. Update all print and electronic marketing materials as appropriate in accordance with key messaging, website, and social media plan revisions;
- g. Send weekly newsletters featuring current Fellow and alumni highlights to ECA and other stakeholders; and
- h. Ensure all web, social media, and print materials adhere to U.S. Department of State and Bureau of Educational and Cultural Affairs branding and communications [guidance](#).

II. PROGRAM SPECIFIC GUIDELINES

Responding organizations should note some special considerations on the following program components for all program components programs, as explained below.

VIRTUAL PROGRAMMING

- Across both the longer term and the shorter term program models, state willingness and show capacity to shift programming from in-person to virtual and hybrid program models as appropriate, and at the request of ECA. Virtual and hybrid models help ensure the safety of all participants and partners to the extent possible.
- Demonstrate past experience with and resources available for virtual programming across program models, given the world's increasing reliance on technology, the cost-effectiveness of virtual meetings, and the recent trend towards virtual engagement in response to the COVID-19 pandemic.
- Propose ways to minimize costs and maximize engagement opportunities available to current Fellows and alumni through virtual and hybrid program components.

FELLOW RECRUITMENT, SELECTION, AND PLACEMENT

Longer Term Program Responsibilities

- Candidate Review Committee Panels: Coordinate and implement an independent candidate review committee process in the most efficient way possible, recruiting experts in the Humphrey Fellowship Program fields of study, and proposing ways to continue engagement with field of study experts.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Longer Term Program Responsibilities

- Global Leadership Forum:
 - o Plan and implement the Global Leadership Forum, an annual three-day leadership training and professional networking event for the longer term Fellows in Washington, D.C. The objectives of the Global Leadership Forum are to enhance the Fellows' leadership skills, address U.S. foreign policy priorities, develop the Fellows' understanding of U.S. political processes and institutions, and facilitate professional and networking opportunities among the Fellows, and between the Fellows and their U.S. counterparts.
 - o Responding organizations should propose goals and a timeline for the 2022 Global Leadership

Forum, including potential concepts, themes, and speakers. The final Global Leadership Forum agenda must be coordinated with and approved by ECA.

- Ensure that the proposed budget includes all relevant administrative and program costs for implementing the Global Leadership Forum while maximizing cost sharing and travel costs.
- Enhancement Workshops:
 - Manage the design and implementation of approximately five enhancement workshops. Each workshop should accommodate approximately 20 or more Fellows. Where possible, workshops should prioritize U.S. policy priorities and provide Fellows with diverse views on these topics. Enhancement workshops should provide Fellows with access to senior U.S. experts, showcase U.S. higher education's knowledge and expertise on current foreign policy issues, and facilitate Fellows' exploration of issues as they are relevant to their professional field. ECA reserves the right to request specific topics as appropriate to meet program or U.S. Department of State goals.
 - Responding organizations should propose a strategy to recruit, through open competition, an array of qualified and diverse higher education institutions, including from among minority serving institutions, and other eligible organizations to host these workshops.
 - Manage the open competition process, review applications, and provide a recommendation regarding the final suite of workshops to ECA for final approval.
- Sustainable Partnership Models:
 - Propose ways to further enhance and sustain the Fellowship through the expansion of professional and academic networks, expanded access to professional associations and organizations, and outreach to the diverse array of U.S. higher education institutions, and through the development of public private partnerships and other partnership models.

Shorter Term Program Responsibilities

- Professional Placement Experience:
 - Provide individualized placements for all Distinguished Humphrey Fellows. Generally, placements would be secured for approximately five or more days and should be responsive to the individual needs and goals of each Fellow. All placements must be cleared with ECA and should, to the extent possible, reflect geographic and institutional diversity. In unique cases, with permission from ECA, two or more fellows may share a host, and in some cases, individual Fellows may be placed with more than one host to better respond to professional interests.
- Digital Toolkits and Other Resources:
 - At the direction of ECA, develop digital toolkits and other resources around strategic topics, building upon program content and incorporating broader content expertise. Toolkits should be formatted in such a manner as to broaden its accessibility for experts and non-experts alike, with the goal of disseminating the finished product among all Humphrey alumni and to be utilized as resource for U.S. Embassies.

III. PROPOSAL CONTENTS

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

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

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

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

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

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

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

Online Forms

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

Program Narrative

Executive Summary (One page)

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

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas

- d. Fields covered
- e. Anticipated results (short and long-term)

Narrative

In 20 pages 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

- Resumes and CVs (resumes of all new staff should be included in the submission; no resume should exceed two pages.)
- First Time Applicant Attachments, if applicable.
- Detailed Budget: Please submit program and administrative budgets with a total funding request not to exceed \$10,765,000, pending the availability of FY 2022 funds. Submit comprehensive six-column line item budgets for program and administrative costs, the details and format of which are contained in the solicitation letter and the PSI. In addition, you must submit a comprehensive budget narrative demonstrating how costs were derived. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with funding availability and the needs of the program.
 - o As with other exchange programs, the Bureau is committed to containment of costs consistent with overall program objectives and sound management. The total administrative costs funded by the Bureau must be reasonable and appropriate.
- Expenditures funded by this agreement may include, but are not limited to, the categories below.
 - o **PROGRAM EXPENSES**
 - Proposals should identify efficiencies in supporting travel costs for approximately 145 Fellows to, from, and around the United States. Proposal budgets do not require the inclusion of international roundtrip ticket costs as these will be funded for via ECA travel platforms;
 - International roundtrip travel allowances for Fellows. Note in budget narrative expenses anticipated to be paid directly by recipient and indirectly through ECA travel platforms;

- Living stipend for up to 10 months for longer term Fellows and 2-3 weeks for shorter term Fellows (estimate and explain an appropriate stipend level);
- Projected host campus expenses;
- Long-term and pre-academic English language training as required to prepare Fellows to be successful at their longer term campuses;
- Professional development and affiliations costs (estimate and explain appropriate travel and per diem stipend level);
- Educational materials (estimate and explain an appropriate stipend level);
- Staff/panel travel and per diem;
- Global Leadership Forum 2022 costs;
- Distinguished Humphrey Fellowship Program costs;
- Selection panel honoraria and expenses;
- Professional Enhancement Workshops costs;
- Medical costs;
- Cost of standardized test fees for 400 or more candidates; and
- Withholding for taxes as necessary.
- ADMINISTRATIVE COSTS
 - Staff salaries and benefits (list each staff member and position separately). Please also note the percentage of her/his total time on this program. A full-time director is required;
 - Communication costs (e.g. telephone, postage, website, communication equipment, etc.);
 - Office supplies;
 - Printing and duplication costs;
 - Postage and shipping costs;
 - Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
 - OMB Guidance 2 CFR Part 200 Subpart F Single Audits;
 - Other direct costs; and
 - Indirect costs.

Reporting

Program and Financial Reporting

The recipient must submit semi-annual reports which should include a program and administrative budget review. Additionally, the final report should include a comprehensive summary and timeline of activities and deliverables completed during the reporting period and a description of how program goals and objectives are being monitored and met, including a description of challenges encountered and notable

program successes.

During the award period, the recipient should inform ECA if there are unexpected cost-savings and/or remaining funds that could be readily reprogrammed to maximize the overall success of the award. In consultation with ECA, the recipient will consider the appropriate, allowable, and allocable utilization of funds to support priority projects on foreign policy, alumni engagement, program evaluation and impact, and workshops for key stakeholders or target audiences.

It should be noted that funding may have to shift across program components based on travel restrictions and feasibility. ECA has the right to adjust total funding across programs based on conditions on the ground, travel restrictions, and local health requirements to allow for maximized implementation and participant numbers across the Humphrey components. Should in-person program activities shift to online components due to travel restrictions and/or there be increases in specific line items to accommodate participant health and safety or adhere to local requirements, the recipient is required to resubmit the budget and budget narrative highlighting corresponding funding changes for ECA review and approval.

Other Reports

The recipient will submit other reports as requested by ECA/A/S/U, including but not limited to detailed reports to ECA on actual cost-share from U.S. host institutions and other cost-sharing entities, trends in cost-share funding, and more. As requested, the recipient should be prepared to submit participant or host information related to medical or legal matters, participant emergencies, or local or national events that necessitate a coordinated bureau-wide response.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The award recipient will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://J1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division

U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

APPLICATION SUBMISSION

The solicitation document indicates the date the complete proposal is due and the manner in which proposals must be submitted. **There are NO EXCEPTIONS to this deadline.** For further information regarding this program, call Allison Dower at (202) 769-8616, ECA/A/S/U, doweram@state.gov.