

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

University Partnerships Program

This document supplements the guidelines outlined in the Request for Grant Proposals (RFGP) for the U.S Embassy-Ankara and U.S. Embassy-Yerevan's Educational Partnerships Program between Turkey, Armenia and the U.S. The review criteria outlined in RFGP are the basis on which proposals are selected for funding. Proposals must conform to the RFGP, the guidelines stated in this document, and the Proposal Submission Instructions (PSI). If a disparity is perceived between the guidelines in the RFGP and those in the PSI or POGI, the RFGP is the dominant reference. The PSI can be accessed on Internet using the following address:

<http://exchanges.state.gov/media/pdfs/rfgps/psi2.pdf>

Applications not adhering to the conditions set forth in these documents will be deemed technically ineligible and will be excluded from further consideration.

During the proposal development process, prospective applicants should contact Embassy Program Officers; CAO-Ankara Craig Dicker (DickerCL@state.gov) PAO-Yerevan Tom Mitternacht (Mittnacht@state.gov) ; PAO-Ankara Thomas Leary (LearyTM@state.gov) or Cultural Specialist Gozde Dogan (DoganG@state.gov)

I. PROGRAM SPECIFIC GUIDELINES

U.S. Institution Eligibility

The lead institution and grant recipient in the project must be an accredited U.S. college or university. Applications from institutions serving significant minority populations, undergraduate liberal arts colleges, comprehensive universities, research universities, and combinations of these institutions are eligible. The lead U.S. organization in a consortium or other combination of cooperating institutions is responsible for submitting the application. Each application must document the lead organization's authority to represent all U.S. cooperating partners. Secondary U.S. partners may include governmental or non-governmental organizations at the federal, state, or local levels as well as non-profit service, community, and professional organizations.

The lead U.S. college or university must serve as the grant recipient with responsibility for project coordination. Proposals must include letters of commitment from all institutional partners including the institution submitting the proposal. The letters of support as well as the proposal as a whole should demonstrate that the participating institutions understand one another and are committed to mutual support and cooperation in project implementation.

Foreign Institution Eligibility. (See the Educational Partnerships Program RFGP, Section II "Award Information: Additional Information.")

Project Participant Eligibility

Except for translators, interpreters, and outside evaluators, participation in the exchange visits is limited to teachers, researchers, Turkish, Armenian and American university students and administrators from the participating institutions. Advanced graduate students from the U.S. institution are eligible to participate as visiting instructors at a foreign partner institution. Armenian and Turkish students are eligible to participate in exchange visits if they are advanced full-time students with plans to pursue careers in academia. U.S. participants teaching at the foreign partner institution may include senior graduate students qualified to teach at the instructor level, or above, at the U.S. institution. Turkish and Armenian participants must be both qualified to receive U.S. J-1 visas and willing to travel to the U.S. under the provisions of a J-1 visa during the exchange visits funded by this Program. Turkish and Armenian participants may not be U.S. citizens.

II. PROJECT DESIGN

The project should be designed to focus on specific institutional objectives that will support the Program's goals of encouraging mutual understanding and educational improvement through cooperation in higher education with special reference to the regional needs and U.S. foreign policy priorities. Project design should include a series of exchange visits that will lead to the achievement of the project's objectives within a 28-month period, and should describe a process for evaluating the results of project implementation. The design should also provide for the effective administration of the project. A strong proposal offers significant institutional support and cost-sharing from U.S., Turkish and Armenian institutions, and indicates potential for ongoing cooperation between the institutions beyond the grant term.

Statement of Need

To justify a request for support, proposals should demonstrate the need of the participating institutions for the project that they are proposing. Proposals should explain how each participating department and institution will utilize the project to address the institution's needs as well as larger needs in its country and society.

A competitive project often builds upon previous contacts and interaction between the proposed partners, such as individual faculty or student exchanges. If that is the case, the proposal should outline distinct objectives and outcomes for the new project and should explain how new Bureau funding would build upon the previously funded activities. Proposals should describe the amounts and sources of support for the earlier projects as well as the results to date.

Project Objectives

The U.S. institution should collaborate with the Turkish and Armenian partners in proposal preparation. Proposals should explain in detail how the project will enable the participating institutions to achieve specific institutional or departmental changes that

support the goals of the Educational Partnerships Program. Proposals should outline a series of activities for meeting specific objectives for each participating institution and society. They should likewise demonstrate how the project will create and strengthen sustainable institutional relationships between Turkish and Armenian institutions of higher learning. In most cases a limited number of related thematic objectives at each institution will be more feasible to achieve than a larger number of unrelated objectives. Project objectives may include the development or revision of courses, curricula, and programs of study and outreach at participating institutions to support mutual understanding and educational improvement.

Project Benefits

Projects should benefit all partner institutions. The benefits of the project to each of the participating institutions may differ significantly in nature and scope based on their respective needs and resource bases. The Department expects that in most cases the Turkish and Armenian institutions will benefit through the development of new and revised curricula and outreach programs, while in most cases the U.S. institution will benefit through the development of enhanced regional expertise. The Turkish and Armenian institutions will also benefit from new and strengthened institutional relationships. Joint projects involving all three participating partners focusing on issues of shared interest are especially welcome. Proposals may also describe strategies to promote administrative reform through faculty or staff development.

Project Implementation

Activities should be planned strategically to achieve project objectives and program goals through exchanges of teachers, administrators and/or relevant students (particularly graduate students or students with academic career plans). Proposals should demonstrate that a project's objectives are feasible to achieve within a 28-month-year period through a series of exchange activities that take into account prevailing conditions in the participating countries. For example, projects focusing on curricular reform should describe the existing curriculum and the courses targeted for revision, and should explain how exchange activities will result in the restructuring of the current content to incorporate the new academic themes. The proposal should describe the topics and content of any new courses or educational materials that will be developed and introduced, and should identify those persons who will be responsible for developing the new courses and for teaching them. If the project proposes to develop a new degree or certificate program, the proposal should outline the steps being taken to secure approval for the new program from the institution itself and from all relevant educational authorities. Whenever possible, Web 2.0 technologies should be incorporated. For example, using webcasts or direct video conference for co-teaching classes among the three participating universities is encouraged.

The proposal should also describe the composition and size of the student population and any other group that will benefit from the innovations to be introduced through the project. If the partner institutions utilize different languages in their instructional

programs, proposals should clearly explain how communications would be translated or interpreted.

Exchange Activities

The strategy for achieving project objectives will typically include exchange visits to all three countries, but no single formula is prescribed for the duration, sequence, or number of these visits. All exchange visits, without exception, must involve Turkish and Armenian participants together for at least half the time they are on the exchange visit. Exchanges to the US must include mixed groups of Turkish and Armenian participants. Visits to Armenia must include Turkish and American participants. Visits to Turkey must include Armenian and American participants.

Proposals featuring multiple visits (in all directions) of one quarter or semester are encouraged. Although planning visits may be for a shorter period, competitive proposals typically include exchange visits ranging from one month to an academic year, and include at least one quarter- or semester-long visit from each of the three partners. All exchanges should be identified and justified in the proposal narrative and explicitly linked to the project objectives. The benefits of all these visits to the sending as well as the receiving sides particularly at the institutional level should be clearly explained. Exchange visits for the purpose of attending conferences are not appropriate except in combination with other grant activities and in support of specific educational objectives at one or more of the participating institutions. Applicants may propose other project components not specifically mentioned in this solicitation document if the activities will increase the impact on project objectives.

Participant Selection

Proposals should explain how individual participants will contribute to the achievement of project objectives. If participants are yet to be identified or if additional personnel will be added at a later date, the proposal narrative should describe the procedures and criteria for doing so. The U.S. partner should participate actively in the selection of foreign participants whether they are identified in the proposal or selected during the course of project. All participants should be selected because of their demonstrable qualifications to contribute to overall project goals.

Material and Technical Support for Exchange Activities

To increase the feasibility and impact of the project's exchange activities, a proposal may include a request for funding for educational materials (including books and periodical subscriptions) and technical components (including the establishment or maintenance of Internet and/or electronic mail facilities and interactive technology-based distance-learning programs). Equipment purchases should be kept at a minimum so that other direct project elements can be funded. Prior approval from the Department is required for equipment purchases. The funding requested for educational and technical materials

should supplement the project's exchange activities by reinforcing their impact on project objectives. Library support through the acquisition of educational materials should be included if deemed critical to the success and sustainability of the project. Proposals with distance learning components should describe pertinent course delivery methods, audiences, and technical requirements. Proposals that include the introduction of Internet, electronic mail, and other interactive technologies for long-term use in areas where these technologies are not easily maintained or financed should discuss how the partner institutions will cover their costs after the project ends. Proposals should discuss participant training in the use of new equipment if warranted. If a project is expected to occur in difficult exchange environments, a proposal should discuss provisions for securing equipment and other program assets.

Project Evaluation

Applicants should describe and budget for the methodology for project evaluation. Institutions that are awarded partnership grants must formally submit periodic reports to the Bureau on the project's activities in relation to its objectives. The formal evaluation reports should include an assessment of the current status of each participating department's and institution's needs at the time of program inception with specific reference to project objectives and what change(s) is expected to occur because of the described project; formative evaluation to allow for mid-course revisions in the implementation strategy; and, at the conclusion of the project, summative evaluation of the degree to which the project's objectives have been achieved in terms of concrete, observable outcomes. The proposal should discuss how the issues raised throughout the formative evaluation process would be assessed and addressed. The summative evaluation should describe the project's influence on the participating institutions and their surrounding communities or societies. The summative evaluation should also include recommendations about how to build upon project achievements.

Evaluative observations by external consultants with appropriate subject, cultural, and regional expertise are especially encouraged. Copies of evaluation reports must be provided to the Department of State. In addition to the formally scheduled reports, the evaluation strategy should include a mechanism for promptly providing the embassies with information that will equip the Department of State to summarize and illustrate project activities and achievements as they occur.

Project Administration

Proposals should explain how project activities would be administered both in the U.S. and overseas in ways that will ensure that the project maintains a focus on its objectives while adjusting to changing conditions, assessments, and opportunities.

III. FORMAT

The Executive Summary and Proposal Narrative must meet the following formatting requirements:

- 1) Single-sided, 8 1/2 inch x 11 inch paper;
- 2) Margins: top 1 inch, bottom 1 inch, left 1 1/2 inch, right 1 inch;
- 3) Double-spaced line spacing;
- 4) 12-point type font;
- 5) Number all pages, including budget and addenda.

Proposals should include the following items:

Table of Contents (list all attachments)

Tab A

Form 424, Application for Federal Assistance Cover Sheet. This form is found in the PSI. In completing the form, please list the total amount requested for the entire grant period, not just the amount requested for the first year of activity. Give the names of foreign partner institutions in the English language.

Tab B

- Proposal title page. Attach:
 - 1) The resumes for the U.S. and foreign project directors only
 - 2) Participant Statistics Page
- Executive Summary (within one page)

Please refer to the sample formats below for the Proposal Title Page and for the Participant Statistics. The Executive Summary should provide the following information on a single page:

- Project title;
- Statement of need and project objectives;
- Brief statement about long-term impact.

FORMAT FOR PARTICIPANT STATISTICS PAGE

U.S. Department of State

**FY 2010 University Partnerships Program ...
Proposal for a Partnership between:**

**U.S. INSTITUTION
AND
TURKISH INSTITUTION
AND
ARMENIAN INSTITUTION**

(In the case of consortia or other combinations of U.S. colleges and universities, please designate the lead U.S. and foreign partner organizations.)

Submitted by: Name of U.S. Project Director
Address (use complete mailing address)
Telephone Number
Fax
E-Mail Address

AND

Name of Foreign Project Director (Armenia)
Address (use complete mailing address)
Telephone Number
Fax Number
E-Mail Address

Name of Foreign Project Director (Turkey)
Address (use complete mailing address)
Telephone Number
Fax Number
E-Mail Address

Academic Field(s) of Project:

Funding:

Amount requested from DOS:
Total project cost:
Each U.S. institution's cost share:
Each foreign institution's cost share:

Anticipated Number of U.S. Participants in Exchange Visit:

Males:

Females:

Participants' Occupations:

Teachers:

Researchers:

Administrators:

Students:

Other (please specify):

Anticipated Number of Foreign Participants in Exchange Visits:

Males:

Females:

Participants' Occupations:

Teachers:

Researchers:

Administrators:

Advanced Students:

Other (please specify):

Include the total duration of all exchange visits: For the entire grant period, give the total number of weeks:

U.S. Participants:

Foreign Participants:

Current or Former Participants in Fulbright or other Department of State Programs Proposed for Inclusion in the Project: To enable the Department to track current or former participants in its projects and programs, on a separate sheet following the Proposal Title Page list the following items for each participant separately:

- a. Name of proposed U.S. or foreign participant who has had an award.
- b. Date of participant's award. If a participant received multiple awards, list each award separately.
- c. The host institution for each award.
- d. The category for each award: for example, Fulbright Senior Scholar Program, Fulbright Student Program, Fulbright Teacher Exchange Program, Hubert H. Humphrey Fellowship Program, Fulbright Summer Seminar Abroad Program, Fulbright-Hays Dissertation Research Program.

Project Directors' Resumes (attach each U.S. and foreign project director's resumes to the proposal title page – other participant resumes will be placed under Tab E).

TAB C

1. Narrative

In 20 pages or less, provide a detailed description of project objectives and activities within the parameters outlined in the RFGP, and as summarized below.

a. Statement of need in terms of U.S. foreign policy goals, together with an outline of project objectives and the anticipated benefits of the project as a whole for each U.S. and foreign participating institution.

b. A detailed description of partnership activities and the relationship between the project activities and program objectives, including:

- What they will be and when they will occur;
- Purpose and length of all proposed visits;
- Names and qualifications of project participants. The project administration staff should be identified and their capacities for handling unexpected personnel or scheduling changes should be discussed;
- The strategy for working with participants to achieve project goals;
- Explanation of how courses or other project activities might be configured to achieve project objectives;
- Explanation of how diversity issues will be addressed in project activities.

c. Description of participating institutions and relevant academic departments/schools and the rationale for their cooperation with one another in pursuit of project objectives.

d. A well-developed evaluation plan, as described in the RFGP and in this document under Section II, Project Evaluation, above.

e. List of anticipated subcontracts, if applicable. Activities anticipated under the subcontract should be explained in the proposal. [Subcontracts must be submitted to the Department of State for its review prior to issuance of an award.]

f. Description of previous or concurrent U.S. government and non-government grants that are pertinent to the proposal, with details about the amounts and sources of support.

g. Plan to sustain program achievements without additional U.S. government support.

2. Calendar of Activities

Following the project narrative, please summarize all exchange visits and other key events chronologically in a Calendar of Activities that covers the entire award period. Describe who will travel when, where, for what purpose, and for how long. Be generous in estimating the amount of time required for foreign participants to obtain U.S. visas based on recent experience in Turkey and Armenia.

Describe how project activities and the project timeline relate to the implementation of project objectives and how project objectives will be implemented within the grant period.

TAB D

Budget Submission

Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as annual budget breakdowns reflecting administrative and program activities. Include budget notes or budget narratives to explain specific items and how the amounts were derived.

The budget format should include a summary budget, separated into program and administrative sections that are consistent with the distinctions between administrative and program expenses shown in the sample budget provided in this document. Please note that the format of the sample budget provided in this document differs somewhat from the sample budgets provided in the PSI. While either can be used as a guideline, the POGI sample budget has been adapted for use in this competition. Both are provided as sample guidelines and should be modified as needed.

1. Allowable costs under this competition (see the corresponding line items in the sample budget that follows):

a. International travel, including in-country overseas travel. International, economy-class airfare for participants, who must comply with the eligibility requirements of the RFGP. *Grant recipients must arrange all travel through their own travel agents in accordance with the “Fly America Act” and all government travel regulations (GTR).* By law, travel supported by the Bureau must be on U.S. flag carriers wherever possible (although not applicable to travel between Turkey and Armenia). Use of foreign carriers when U.S. carriers are available may result in the grant organization being required to reimburse the Department for the cost of such travel. Cost sharing for international travel costs of U.S. participants is encouraged.

b. Domestic travel. Domestic, economy-class travel to undertake eligible activities within the countries of the partner institutions. Travel and per diem expenses may be included for persons designated as Turkish or Armenian participants who must visit U.S. Consulates for visa interviews.

c. Local transport. Local transportation allowances (e.g. car rental) which must be clearly justified in terms of need, length of visit, and cost savings.

d. Per diem. Costs of lodging, meals, and incidental expenses may not exceed the published U.S. government per diem allowance rates. Actual costs may be less than the published per diem rates; dormitory accommodations and long-term rental arrangements

are encouraged to enable applicants to avoid the costs of hotel accommodations. Moreover, to avoid incurring costs unnecessarily, applicants are encouraged to arrange home stays and to employ other strategies for the donation of lodging, meals, and incidental expenses. Official per diem rates may change during the course of the project. Charges to the Department of State must be in compliance with U.S. government allowances in effect when the expense is incurred.

e. Educational materials/electronic communications. Educational and technical materials including translation expenses and the cost of setting up and/or maintaining electronic communications such as Internet and e-mail services at the foreign partner institution, including computer hardware, software, and computer lab fees

f. Turkish and Armenian faculty stipends. Faculty development stipends may be provided for course development, research, and basic training in computer use for Turkish and Armenian teachers or researchers at partner institutions with limited resources. Stipends (in addition to regular salaries paid by the partner institution) may be awarded to such Turkish and Armenian teachers and researchers at their home institutions for support in developing or revising courses or in conducting research in cooperation with U.S. participants. Stipends should be associated with specific activities or objectives beyond the individual's normal duties and work hours at the partner institution.

g. Turkish and Armenian administrative costs. Stipends for an individual(s) at the Turkish and Armenian partner institution responsible for coordinating planning and logistical aspects of the partnership program are acceptable. Stipends should be associated with activities beyond the individual's normal duties at the Turkish and Armenian institutions. Include budget notes explaining these activities. *Stipend amounts should be at local prevailing compensation rates.*

h. Interpretation fees. This category would not typically exceed five percent of the grant budget.

i. Visa fees. Visa fees for foreign participants and foreign visa fees for U.S. participants, including visa application fees and Sevis fees.

j. Honoraria. External consultants may be used to report on the degree to which project objectives have been achieved, provide specialized expertise, or to make presentations. Honoraria rates should not exceed \$250 per day, with a maximum 5 percent of the grant request. Organizations should cost-share rates that would exceed that figure. Subcontracting organizations may also be employed, in which case the written agreement between the prospective grantee and subcontractor should be included in the proposal. Such subcontracts should detail the division of responsibilities and proposed costs, and subcontracts should be itemized in the budget.

k. Health insurance for Turkish and Armenian participants and for U.S. participants (or evaluators) who have no other applicable health insurance. *Note: The grant recipient, not the Department, is responsible for providing foreign exchange participants with a*

health and accident insurance plan that meets the basic requirements of the J-1 visa during the period of time that an exchange visitor participates in the sponsor's exchange program. Participants of the Educational Partnership Program exchanges are not included in any US Government health insurance program described in the Proposal Submission Instructions (PSI). The grant recipient is encouraged to include evacuation insurance in coverage it purchases for U.S. participants.

The J-1 visa regulations require a minimum coverage of medical benefits of at least \$50,000 per accident or illness; repatriation of remains in the amount of \$7,500; expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000; and a deductible not to exceed \$500 per illness. The requirement applies to all foreign program participants who are traveling under the auspices of this Program.

l. Evacuation insurance. Emergency evacuation insurance for U.S. participants.

m. Direct Administrative Costs. *For most projects, these costs should not be more than 20 percent of the total Bureau budget.* In addition, although each grant will be awarded to a single U.S. institutional partner, the proposal should make adequate provision for the administrative costs of all partner institutions, including the foreign partner(s), especially if the foreign partner(s) has relatively few resources.

- i. Salaries. The Bureau strongly encourages cost-sharing in this category and requires that salaries and benefits of all staff faculty and staff participating in exchanges be maintained at their usual levels.
- ii. Fringe benefits
- iii. Communications
- iv. Supplies
- v. Other (please describe)

n. Indirect costs. The Bureau will pay for limited indirect costs to the U.S. grantee institution, not to exceed 8 percent of the total grant request. Additional indirect costs may be included as part of an institution's cost sharing. The U.S. institutional partner needs to refer carefully to its own negotiated indirect cost agreements. Applicants must ensure that the budget does not include direct administrative costs for items covered in the institution's indirect cost agreement.

o. Cost-sharing. The commitment of all partner institutions to the proposed project should be reflected in the cost sharing which they offer in the context of their respective institutional capacities. While the contributions offered by institutions with relatively few resources may be less than those offered by applicants with greater resources, all participating institutions are encouraged to identify appropriate contributions. U.S. institutions are encouraged to contribute to the international travel expenses of U.S. participants as part of their institutional cost-share. Proposed cost sharing will be considered an important indicator of the applicant institution's commitment to the project.

p. Other project activities. The Department will consider funding project activities in addition to those listed in the RFGP and the POGI as long as they are not designated unallowable.

2. Unallowable costs under this competition:

- a. Expenses for U.S. students not enrolled full time in the host institution
- b. Expenses for foreign students going to the US on degree programs
- c. Tuition expenses.
- d. Travel and expenses for lodging, meals, or incidental costs of the dependents of program participants or administrators.
- e. Exchange visits for the purpose of attending conferences except in combination with visits to support specific educational objectives at one or more of the participating institutions.
- f. Visits whose primary purpose is to plan activities that would take place outside the scope of the project.

3. Budget Format

All proposed expenditures should be listed individually in whole dollars. Each request for travel should specify round-trip, economy airfare and destination for each participant. Salary expenses for administrative duties should be pro-rated for the number of days, hours, or percentage of time devoted to project activities. For travel and lodging, food, or incidentals, list locality (city), names, rates per day, and total number of days (e.g., 2 X \$150/day x 2 days). Include budget notes or budget narrative to explain specific line items and how the amounts were derived.

SAMPLE: FY05 28-MONTH BUDGET FORMAT

	DOS REQUEST	U.S. INSTITUTION COST-SHARE	FOREIGN INSTITUTION CONTRIBUTION	TOTAL PROJECT COST
<p>PROGRAM EXPENSES <i>For additional information about the following budget line items, see the submission guidelines under Tab D on the previous pages.</i></p> <p>a. International Travel</p> <p style="padding-left: 40px;">In-Country Travel Overseas</p> <p>b. Domestic travel</p> <p>c. Local Transportation</p> <p>d. Per diem (lodging, meals, and incidentals)</p> <p>e. Educational Material/Electronic Communication</p> <p>f. Faculty Development Stipends for foreign teachers or researchers</p> <p>g. Project Coordination Stipends for foreign participants</p> <p>h. Interpretation Fees [not to exceed 5% of total grant request]</p> <p>i. Visa Fees for Foreign Participants</p> <p>j. Honoraria for outside consultants [maximum \$250 per day, maximum 5% of total grant request.]</p> <p>k. Health Insurance</p> <ul style="list-style-type: none"> - Foreign participants - U.S. participants <p>l. U.S. Participant Evacuation Insurance</p> <p>Other Contributions* [at end of table, specify types and value] <i>cost share only</i></p>				

* Includes contributions for which funds are not exchanged.

SAMPLE: FY05 28-MONTH BUDGET FORMAT (CONTINUED)

	DOS REQUEST	U.S. INSTITUTION COST-SHARE	FOREIGN INSTITUTION CONTRIBUTION	TOTAL PROJECT COST
<p>m. DIRECT ADMINISTRATIVE EXPENSES For most projects, these costs should not be more than 20 percent of the total Department budget. For additional information on the following budget line items, see the submission guidelines under Tab D on the previous pages.</p> <ul style="list-style-type: none"> i. Salaries ii. Fringe Benefits iii. Communications iv. Supplies v. Other (please describe) <p>n. INDIRECT COSTS TO THE U.S. GRANTEE INSTITUTION [not to exceed 8% of total grant request]</p> <p>Other Contributions* <i>cost share only</i></p>				

* Includes contributions for which funds are not exchanged.

TAB E

1. Resumes and CVs

Resumes of all participants (other than project directors) identified in the proposal together with the resumes of external evaluators, should be included under Tab E. (Project director resumes are placed under Tab B.) No resume should exceed two single-spaced, single-sided pages. The U.S. partner is encouraged to work with Turkish and Armenian participants in developing and editing their resumes to meet U.S. standards for format and content.

Resumes must include relevant overseas experience and levels of relevant language ability.

2. Letters of endorsement

A signed letter of endorsement from each participating institution (U.S., Turkish and Armenian) must be submitted by an official authorized to commit institutional resources to the project. These letters should be submitted by the partner institutions in the project to each other and make specific reference to the Educational Partnerships Program. The letters must be included in the proposal and submitted by the proposal deadline. The letters should provide detailed information on the level of support that the participating institutions expect to provide during the project implementation and the institutional need for the project. Additional information describing an institution's interest in a project, while optional, would be helpful.

TAB F

Additional Information/Compliance Forms

1. "Additional Information" Form
2. Copy of IRS notification of current tax-exempt status
3. Four Required Certification Forms
4. Certification of Compliance with Federal Forms
5. List of pending grant applications under other Bureau programs

Tab F only needs to be included in the original and one (1) copy of the proposal; the remaining copies of the proposal do not need Tab F.

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal submission is due and the address at the Embassy to which the submission must be sent. There are NO EXCEPTIONS to this deadline.

Please note: as stated in the RFGP, no later than one week after formal submission of grant proposals, applicants must also submit the "Proposal Title Page" including attachments (the resumes for the U.S. and foreign project directors only and the Participants Statistics Page), "Executive Summary," and "Proposal Narrative" sections of the proposal as e-mail attachments in Microsoft Word (preferred) or WordPerfect files to the following e-mail address: UniversityPartnership@state.gov

PROPOSAL CHECKLIST: When preparing a final proposal, please submit in the following order:

Table of Contents (list all attachments)

Tab A

Form 424, Application for Federal Assistance Cover Sheet

Tab B

- Proposal title page. Attach: 1) The resumes for the U.S. and foreign project directors only; 2) The Participant Statistics Page
- Participant Statistics (on a separate page)
- Executive Summary (within one page)

Tab C

- Narrative (not to exceed 20 pages)
- Calendar of activities

Tab D

Detailed budget (annual and summary three-column, line-item budgets). In the yearly budgets, please be sure to list the names or positions of individuals for whom U.S. salary replacement costs are being proposed and the total number of days for each. In the yearly budgets, also list by name or position the foreign teachers or researchers for whom faculty development stipends are proposed and the total number of days for each. Please double-check all budget calculations.

Tab E

- Resumes of program participants (including levels of relevant language skills and the gender of each proposed participant)
- Letters of endorsement

Tab F

Additional Information/Compliance Forms in the PSI, including:

"Additional Information" Form

Copy of IRS notification of current tax-exempt status

Four Required Certification Forms

Certification of Compliance with Federal Forms

List of pending grant applications under other Bureau programs

[Tab F only needs to be included in the original and one (1) copy of the proposal.]

Remember to send electronic version of the Proposal Title Page including attachments (the resumes for the U.S. and foreign project directors only and the Participant Statistics Page), the Executive Summary, and the Proposal Narrative to UniversityPartnership@state.gov, as outlined above!