

U.S. DEPARTMENT OF STATE
Bureau of International Security and Nonproliferation
Notice of Funding Opportunity

Funding Opportunity Title: CTR Global Biosecurity Engagement Activities

Funding Opportunity Number: SFOP0010115

Deadline for Applications: January 31, 2024, 11:59PM EDT

Assistance Listing Number: 19.033

Total Amount Available: \$15,000,000

A. PROGRAM DESCRIPTION

The Department of State's Bureau of International Security and Nonproliferation, Office of Cooperative Threat Reduction (ISN/CTR) is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO). ISN/CTR sponsors foreign assistance activities funded by the Nonproliferation, Antiterrorism, Demining and Related Programs (NADR) and other accounts, and focuses on mitigating weapons of mass destruction (WMD) and WMD-related delivery systems proliferation and security threats from non-state actors and proliferator states. An underlying aim of all ISN/CTR's efforts is long-term sustainability to maximize programmatic impact while minimizing the need for foreign partners to rely on outside financial or technical assistance.

ISN/CTR administers the Biosecurity Engagement Program (BEP) as part of the Global Threat Reduction (GTR) portfolio. BEP's national security mission is to mitigate global biological threats by securing and/or protecting against the misuse of high consequence pathogens, synthetic biological materials, biotechnologies, genomic data, life sciences research, laboratory infrastructure, and related equipment for biological weapons (BW) purposes, and helping foreign partners develop biosecurity policy, guidance and technical capabilities at the national and regional levels to promote the adoption or compliance with international best practices and frameworks that advance U.S. biological nonproliferation objectives. BEP's efforts align with and help implement U.S. national security strategies, including the [National Security Strategy](#) and the [National Biodefense Strategy and Implementation Plan](#), and the [National Security Memorandum on Countering Biological Threats, Enhancing Pandemic Preparedness, and Achieving Global Health Security](#), among others.

BEP addresses several BW-related proliferation challenges. First, government, academic, and private sector research entities conducting advanced microbiology, toxicology, and genomic research and/or deploying biotechnologies, as well as physical and digital biorepositories, have expertise, access to, or house BW-applicable materials, equipment, data, tools, and information that is vulnerable to exploitation by state or non-state actors seeking to advance BW efforts continues to increase every year. The pandemic has led to an increased number of laboratories worldwide, and without proper security measures and training, these laboratories and their staff are vulnerable to exploitation. Laboratories and researchers around the world continue to be approached by malign actors seeking research collaboration or investment opportunities.

Additionally, the frequency of cyber-attacks has steadily increased worldwide, and malicious exploitation of cyber vulnerabilities of life sciences infrastructure could result in data and research theft and negatively impact the safe and secure operations of laboratories housing high consequence pathogens. Furthermore, rapid advancements in synthetic biology and the abundant availability of related research publications are lowering the technical threshold to modify genetic material, and enabling dangerous types of research which could result in modified pathogens with increased transmissibility, survivability, ability to evade detection, or other BW-applicable modifications.

Priority Region: While global in scope, BEP focuses its resources on countries facing the greatest threats from proliferator states or non-state actors with the reasonable potential (e.g., absorptive capacity, diplomatic willingness, etc.) to successfully implement WMD threat reduction activities. Priority countries may include but are not limited to Angola, Argentina, Brazil, Bulgaria, DRC, Gabon, Georgia, Guinea, Hungary, India, Indonesia, Kazakhstan, Kenya, Lebanon, Libya, Malaysia, Mexico, Nigeria, Philippines, Romania, Serbia, Singapore, Somalia, South Africa, Türkiye, Vietnam, and Yemen.

Program Objectives:

BEP will support projects that build partner capacity and advance BEP's mission by accomplishing at least one of the below objectives within the award's period of performance. Recipients shall leverage relevant subject matter experts within the submitting organization or in partnership with other applicants to create, develop, and implement projects. Please note that proposals focusing exclusively on countering Russia's BW program should be submitted to the NOFO entitled 'Identifying and Mitigating Russian Chemical and Biological Threat (RCBT)': SFOP0010111.

- **Enhance partners' risk assessment capacity to identify and mitigate biosecurity gaps in laboratories and bio- and data repositories.** BEP programs will build risk assessment capacity by training foreign partners in risk assessment methodologies, developing and deploying risk assessment tools, and implementing small grants to immediately mitigate biosecurity gaps found during risk assessments. Mitigation options will include establishing biosecurity standard operating procedures; procuring and installing security enhancements; and biosecurity or insider threat training. Partners trained in risk assessment will be responsible for training others on risk assessment and for advocating for better risk management across their institutions and/or across their governments.
- **Engage the synthetic biology, toxicology, and genomic research communities to build institutional mechanisms to ensure safe, secure, and responsible conduct of these life sciences.** BEP programs will strengthen security of synthetic biology, toxicology, and genomic research and related data by raising awareness of proliferation threats associated with this research, training partners on due diligence practices to review prospective research partnerships (e.g., know-your-collaborator), and establishing comprehensive systems for research oversight at the institutional and national levels.

- **Establish national control measures for bio- and genomic data security, including policies with oversight, enforcement, and/or reporting mechanisms.** BEP programs will help partners to establish national level bio- and genomic data security policy and guidance, pathogen control measures such as select agent lists, and oversight and enforcement capacity for these frameworks.
- **Promote bio-risk management (BRM) certification internationally.** BEP programs will support foreign partners from across all regions to be trained on BRM and to take internationally recognized certification exams or similar forms of professional development.
- **Prevent cybersecurity threats in biological laboratories, including facilities handling genomic data or relying on laboratory automation, by decreasing vulnerabilities and promoting adoption of effective risk mitigation options.** BEP programs will train laboratory staff, IT managers, procurement managers, and laboratory decision makers on cybersecurity threats and risks within biological laboratories to protect sensitive biological research, data, databases, and laboratory facilities and equipment against illicit or unauthorized access, theft, tampering, or other forms of misuse. BEP programs will also support cyber hygiene training to promote security best practices.
- **Increase partnership with professional associations to sustainably develop and disseminate biosecurity, research security, and know-your-collaborator guidelines and best practices.** BEP programs will engage national and regional biosafety associations and related consortium to train members on biosecurity, research security, and know-your-collaborator best practices; develop curriculum and other resources on these topics; and deploy these associations to raise awareness and train biological communities across their countries and regions.
- **Support the UNSGM's ability to investigate possible BW use.** BEP programs will engage foreign partners to increase technical capacity and participation in the UNSGM.
- **Enhance security culture within DIY biology, community labs, cloud labs, and similar communities.** BEP programs will engage partners in the DIY biology, community labs, cloud labs, and similar communities to raise awareness of dual use research issues in the life sciences, and to encourage self-governance in these communities.
- **Deny non-state actors the expertise, materials, and equipment necessary to conduct biological attacks.** BEP programs, in a small number of selected countries, will train on insider threats and responsible research in the life sciences, enhance capacity to secure and safely handle high consequence pathogens, and assist partners with development of human reliability programs. BEP programs will also build capacity to identify and disrupt low-effort biological attacks through biothreat detection and response trainings for first responders, forensic scientists, laboratorians, and other appropriate partners.

Participants and Audiences:

BEP will support projects that engage foreign government organizations, national security agencies, biological research and biotechnology laboratories, central and regional health and agriculture laboratories, bio- and data repositories, universities, science and technology organizations or academies, biosafety associations or similar professional associations, and private industry. Within these organizations, BEP projects will engage government leadership, laboratory managers, technicians and similar staff, data and IT managers, research scientists, epidemiologists, policy makers, first responders, forensic scientists, academic researchers and administration, professors, students, and DIY communities.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 months

Number of awards anticipated: 25 (dependent on amounts)

Award amounts: ISN/CTR prefers projects that cost less than \$250,000

Total available funding: \$15,000,000

Type of Funding: FY24/25 Nonproliferation, Anti-Terrorism, Demining and Related Activities Funds under the Foreign Assistance Act

Anticipated program start date: October 1, 2024

This notice is subject to availability of funding.

Funding Instrument Type: Cooperative agreement. Cooperative agreements are different from grants in that bureau staff are more actively involved in the grant implementation.

Program Performance Period: Proposed projects should be completed in 12 months or less.

C. ELIGIBILITY INFORMATION**1. Eligible Applicants**

The following organizations are eligible to apply:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions
- Federally funded research and development centers (FFRDCs)
- For-profit organizations Public International Organizations and Governmental institutions

2. Cost Sharing or Matching

Cost sharing is not required and will play no role in when the project is being evaluated.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information.

Applicants are only allowed to submit one proposal package per organization. If more than one proposal package is submitted from an organization, all proposals from that institution may be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Required application forms are available at grants.gov.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity.
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

Proposal documents

Mandatory documents

- **SF-424 (*Application for Federal Assistance – organizations*)**
- **Project Proposal:** Please follow the directions to complete the proposal template included in the application package.
- **Consolidated Project List**
- **Budget Detail**

Optional documents

- **SF-424B (*Only required for organizations not registered in SAM.gov*)**
- **SF -LLL (DISCLOSURE OF LOBBYING ACTIVITIES)**
- **Copy of most recent approved NICRA**
- **Summary Page**

- **DEIA standalone document (Separate from DEIA plan information included in project proposal)**

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (3 pages per project maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Use the project proposals template posted with this NOFO.

5. Budget Detail: Use the spreadsheet template included with the NOFO to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

6. Consolidated Project List: Please use the provided template to identify all key information about the project. Each project included with this proposal should have its own line on the spreadsheet.

7. Attachments (Optional)

- 1-page CV or resume of key personnel who are proposed for the program
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Standalone DEIA Statement in compliance with the optional proposal document, format included in with the guidance posted with the NOFO.
- SF-LLL form

3. Unique Entity Identifier and System for Award Management (SAM.gov)
(NOTE: This section is required and not optional.)

Required Registrations:

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should [submit a help desk ticket](#) (“incident”) with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: “I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated.”

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant’s identity must be protected due to potential endangerment of their mission, their organization’s status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.

4. Submission Dates and Times

Applications are due no later than **31 January 2024 at 11:59pm (EDT)**.

5. Funding Restrictions

Legal restrictions prevent ISN/CTR from providing assistance to Burma, China, Cuba, Iran, North Korea, South Sudan, Sudan, and Syria.

Under Section 635b of the Foreign Assistance Act, CTR is able to provide awards to for-profit corporations, so long as the for profit does not benefit in profit from the implementation of the award.

6. Other Submission Requirements

All application materials must be submitted through www.Grants.gov unless you are a U.S. Government entity applying for Inter-Agency Agreement (IAA) funding. If you are applying for an IAA please submit proposals to the relevant program team and ISN-CTR-BUDGET@state.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applicants should note that the following criteria serve as a standard against which all project proposals will be evaluated and identify significant considerations that should be addressed in all proposals. ISN/CTR will award a cooperative agreement to the applicant(s) whose offer represents the best overall value to the government from both a technical and cost perspective.

ISN/CTR will evaluate proposals against the stated criteria. Criteria are listed in descending order of importance.

- **Proposed Activity or Activities:** Applicants should clearly describe what they propose to do and how they will do it. The proposed project(s) must directly relate to meeting the specified objectives and applicants should include specific information on how they will systematically meet ISN/CTR's global threat reduction mission. ISN/CTR will evaluate the project proposal in terms of how well it addresses the issues at hand, relevance and feasibility of the proposed activities, the timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the period of performance.
- **Organizational Capability:** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives in an international technical context. The proposal(s) must identify all key partners and organizations that will be involved in implementation of this project.
- **Budget:** Proposed costs will be evaluated for feasibility, fiscal control practices, and efficiency. ISN/CTR must be able to determine that proposed costs are reasonable, allowable, and allocable to the proposed project activities. ISN/CTR will evaluate the budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by 2CFR200, and if the costs are consistent with the program narrative.
- **Impactful and Measurable Engagements:** Although complex nonproliferation objectives demand persistent engagement with partner countries, discrete projects should individually advance progress toward a particular objective. Proposals should describe the end-state the project aims to achieve, along with specific, measurable, and realistic benchmarks by which to gauge progress toward that end state. Compelling project proposals will establish milestones to be met during the implementation period, and describe observable progress in meeting the program goals described above.
- **Diversity and Inclusion:** ISN/CTR values collaboration and promotes diversity, equity, and inclusion with all stakeholders by creating an environment that is open to equal opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran or disabled status. Implementers are welcome but not required to submit with their proposal a plan for how the implementer intends to further ISN/CTR's diversity, equity, inclusion, and accessibility (DEIA) objectives through their programming.

Submitted plans will be evaluated separate to the overall evaluation of projects and

- **Cyber Security:** Implementer shall be required to establish and follow policy and procedures for an effective implementation of security controls using NIST 800-53 (Rev. 5 or higher)), System and Information Integrity Policy (SI-1) as follows:

- a. Identification and Authentication: Implement multifactor authentication for network access and local access.

- b. Access Controls: Implement security controls for information sharing, remote access and wireless access including: Monitoring, controlling, and protecting remote and wireless access to information by auditing information systems components (e.g., workstations, notebook computers, smartphones, and tablets).

- c. Incident Handling: Monitor and report any and all security incidents including breaches to ISN/CTR directly within 48 hours of the incident and include a risk assessment of the security access controls.

2. Review and Selection Process

A review committee will evaluate all eligible applications, final funding decision will be made by ISN/CTR Office Director and Deputy Director.

3. Responsibility/Qualification Information in SAM.gov (formerly, FAPIIS)

- i. The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the U.S. government designated integrity and performance system accessible through SAM.gov (see 41 U.S.C. 2313);

- ii. An applicant, at its option, may review and comment on any information about itself that a Federal awarding agency previously entered. Currently, federal agencies create integrity records in the integrity module of the Contractor Performance Assessment and Reporting System (CPARS) and these records are visible as responsibility/qualification records in SAM.gov;

- iii. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payment Management System or SF-270 on a monthly basis.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)
- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)
- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)
- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE \(FINANCIAL ASSISTANCE\)](#)
- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)
- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)
- [41 USC 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
 - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
 - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
 - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
 - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
 - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign

assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

Applicants should be aware of the post award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

G. FEDERAL AWARDING AGENCY CONTACTS

For programmatic questions about this solicitation, contact:

Biosecurity Engagement Program
Office of Cooperative Threat Reduction
U.S. Department of State
Email: BEP@state.gov
Phone: (202) 340-4610

Direct any NOFO submission (non-programmatic) questions to:
Office of Cooperative Threat Reduction Budget Team ISN-CTR-BUDGET@state.gov

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.