



# Educational and Cultural Affairs

U.S. DEPARTMENT *of* STATE

**U.S. Department of State  
Bureau of Educational and Cultural Affairs (ECA)  
Notice of Funding Opportunity (NOFO)**

**Amendment to the FY 2027 Hubert H. Humphrey Fellowship  
Program**

**Funding Opportunity Number: DFOP0017910  
Application Deadline: May 18, 2026**

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**A. Basic Information**

**1. Overview.**

<b>Funding Opportunity Title</b>	FY 2027 Hubert H. Humphrey Fellowship Program
<b>Funding Opportunity Number</b>	DFOP0017910
<b>Announcement Type</b>	Amendment to the New Cooperative Agreement
<b>Deadline for Applications</b>	May 18, 2026 11:59pm Eastern (Washington DC time)

<b>Assistance Listing Number</b>	19.010
<b>Length of Performance Period</b>	Up to 36 months
<b>Number of Awards Anticipated</b>	One award
<b>Award Amount</b>	Approximately \$10,250,000
<b>Total Available Funding</b>	\$10,250,000, pending availability of funds
<b>Type of Funding</b>	FY 2027 Educational and Cultural Exchange Programs (ECE) Funds
<b>Funding Instrument Type</b>	Cooperative Agreement
<b>Anticipated Award Date</b>	October 1, 2026

**This notice is subject to availability of funding.** Issuance of the NOFO does not constitute an award commitment on the part of the Government.

**ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.**

Pending satisfactory implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this award for two additional, consecutive fiscal years, before openly competing it again.

## **2. Executive Summary.**

The Office of Academic Exchange Programs of the Bureau of Educational and Cultural Affairs of the U.S. Department of State is announcing an open competition for the FY 2027 Hubert H. Humphrey Fellowship Program (Humphrey Fellowship). ECA is seeking proposal submissions for one cooperative agreement to design, implement, and oversee the Humphrey Fellowship.

The Humphrey Fellowship, a Fulbright exchange, advances American interests by bringing influential professionals from priority countries to the United States to build strategic partnerships that advance shared interests and support U.S. foreign policy goals. Through graduate-level study and professional experiences at U.S. host universities and organizations, Humphrey Fellows gain practical insight into how American policies are developed and implemented, working alongside U.S. experts in their fields. Fellows are placed in multi-national thematic cohorts at U.S. host universities, where they gain skills to promote stability and economic growth, foster

long-term cooperation with the United States on shared global challenges, and advance U.S. foreign policy interests.

The program offers two components: a longer-term fellowship of up to one academic year and a shorter-term, thematic Distinguished Humphrey Fellowship Program (DHFP). During the academic year program, Fellows participate in non-degree study in multi-national cohorts at approximately eight host campuses across the United States. They also complete at least six weeks of a professional affiliation at a U.S.-based private sector, governmental, non-governmental, or international organization. The shorter-term DHFP program places Fellows in thematic multinational cohorts at selected host institutions and includes approximately one-week of professional experiences at U.S.-based organizations.

Through their academic and professional experiences, Fellows deepen their understanding of the United States, strengthen their expertise in fields of strategic importance, and build networks with U.S. counterparts. Upon returning home, alumni apply their experience to shape national policy, promote stability and economic growth, and foster long-term cooperation with the United States on shared global challenges, such as border security, freedom of speech, and fair trade. Humphrey Fellows and alumni serve as critical interlocutors for U.S. Missions, helping to advance bilateral relationships and achieve foreign policy goals.

This NOFO has been amended to correct section 3b under eligibility that ECA anticipates issuing one award to the correct stated amount of approximately \$10,250,000.

## **B. Eligibility.**

### **1. Eligible Applicants.**

The following organizations are eligible to apply:

- U.S. Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- U.S. Not-for-profit public and private educational institutions

Please see the Proposal Submission Instructions (PSI) for additional information.

### **2. Cost Sharing.**

There is no minimum or maximum percentage of cost sharing required for this program.

### 3. Other Eligibility Requirements.

- a. All organizations must have a Unique Entity Identifier (UEI) issued via SAM.gov as well as a valid registration in SAM.gov. Please see *Section E. Submission Requirements and Deadlines* for more information.
- b. ECA's Grant Guidelines require that organizations demonstrate at least four years of experience in conducting international exchanges to be eligible for awards exceeding \$130,000 in ECA funding. As noted in *Section A. Basic Information*, ECA anticipates issuing one award, for approximately \$10,250,000. Therefore, organizations must demonstrate four years of experience in conducting international exchanges in your proposal to be eligible to apply under this competition.
- c. All proposals must comply with the requirements stated in the NOFO and the PSI; not doing so may result in your proposal being declared technically ineligible and given no further consideration in the review process.
- d. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF 424A), detailed line-item budget, and budget narrative.
- e. Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

**Please note:** Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the PSI document.

## C. Program Description

### 1. Authority.

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and

peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

## **2. Purpose.**

The Hubert H. Humphrey Fellowship Program was established in 1978 to advance U.S. foreign policy goals through the exchange of influential mid-career professionals representing over 100 eligible countries from all world regions. Humphrey Fellows and alumni develop expertise in fields critical to U.S. foreign policy and gain direct experience with American institutions, standards, and perspectives. They use this knowledge to shape national policy, promote stability, and foster long-term cooperation with the United States. Through targeted recruitment and professional development, the program advances Mission priorities and builds a global network of U.S.-trained leaders who serve as strong allies in furthering U.S. interests abroad.

## **3. Program Specific Guidelines.**

The recipient should note the following special considerations for the academic year Humphrey Fellowship and shorter-term DHFP program components below:

### **Academic Year Program Expectations**

**PROGRAM PLANNING:** Work collaboratively with ECA to finalize the composition of fields of study for Humphrey Fellowship cohorts. Fields should align with U.S. foreign policy goals, be flexible enough to respond to emerging priority areas, accommodate Fellows from multisectoral and multidisciplinary backgrounds, and facilitate interdisciplinary learning and collaboration.

**CANDIDATE RECRUITMENT AND SELECTION:** Provide targeted recruitment resources and guidelines to assist U.S. embassies and Fulbright commissions in identifying and attracting highly qualified candidates in strategic fields of study. ECA will coordinate with Department regional bureaus on final country eligibility. Coordinate and implement candidate review committee meetings in accordance with program policies to ensure an efficient, transparent, and merit-based selection process. This includes recruiting external subject-matter experts to serve on review panels and maintaining engagement with these experts throughout the program cycle, as appropriate.

**GLOBAL LEADERSHIP FORUM:** Plan and implement a two-day (excluding travel) Global Leadership Forum (GLF) in Washington, D.C. centered on intensive upskilling,

leadership development, and professional and networking opportunities among Fellows and with their U.S. counterparts. In consultation with ECA, the GLF should also integrate thematic policy sessions that increase Fellows' understanding of U.S. foreign policy priorities, political processes, and institutions. ECA will approve potential concepts, themes, speakers, and final agenda. ECA may direct that components need to be shifted to a hybrid or virtual model as applicable based on locale events or unforeseen circumstances.

### **Short-Term Program Expectations**

**PROGRAM PLANNING:** Develop and implement two thematic DHFP programs (approximately 18 days). ECA will coordinate with Department regional bureaus on final country eligibility. In consultation and with approval from ECA, the recipient may propose to utilize remaining funds to support additional DHFPs on priority themes and/or maximize alumni programming during the period of the award.

**SPECIALIZED PROFESSIONAL PLACEMENTS:** Ensure that the professional placements for the DHFP provide each participant with individualized professional development and strategic networking opportunities in the corporate, government, or non-profit sectors. Placements should facilitate professional meetings and network-building opportunities with American leaders. Placements should not be limited by geography and should include professional hosts located throughout the United States. In consultation with ECA and the host university, small group placements based on field of study and interests may be appropriate.

## **4. Recipient Responsibilities.**

The responsibilities of the recipient organization are as follows:

- Under the FY 2027 cooperative agreement, the award recipient will concurrently manage the day-to-day administration of the selection and placement processes from the prior recruitment cycle conducted for academic year 2027-2028; the recruitment, selection, and placement process for academic year 2028-2029; and the recruitment, selection, and placement of any and all shorter-term Distinguished and/or additional Fellows as authorized by ECA within the duration of the award;
- In consultation with ECA, produce and distribute recruitment guidelines, pre-departure orientation slides, and other relevant recruitment and onboarding documents to U.S. embassies and Fulbright commissions to allow adequate time for successful candidate recruitment;

- In accordance with the J. William Fulbright Foreign Scholarship Board (FFSB) Policies, maintain an effective, merit-based selection process;
- Manage the flow of information to and from embassies/commissions throughout the Humphrey Fellowship application and selection processes for all program cohorts; receive, log, and review applications; audit materials and obtain missing materials; and respond to inquiries and update or consult with ECA, as needed;
- In consultation with ECA, coordinate and implement selection review processes, prepare candidate lists to submit to the FFSB for final review, and maintain and update the online system by which applicant data is shared with ECA; and
- Submit final placement reports to ECA for approval of all Fellows. Ensure that placements maximize cost savings and program efficiencies while prioritizing subject-matter expertise and professional development opportunities within the relevant fields.

#### Foreign Policy Priorities:

- Have a general awareness of U.S. foreign policy priorities throughout the award period by consulting authoritative resources—including the current National Security Strategy, Department of State policy statements, and other official U.S. government guidance—in addition to direction provided by ECA.
- In consultation with ECA, incorporate content supporting U.S. foreign policy priorities across all Fellowship components, including professional development activities, special projects, and, if possible, alumni programming.
- Highlight programmatic, participant, and alumni impacts that show how Humphrey Fellows, through academic and professional training in the U.S. and abroad, promote American excellence, advance U.S. strategic interests, and build a stronger, more prosperous world; and
- Incorporate policy highlights and reporting into programmatic outreach content and overall reporting and program communications.

#### Participant Monitoring and Wellbeing Responsibilities:

- Monitor all Humphrey Fellows and provide updates to ECA as necessary, including alerting ECA to any major issues related to any Fellow's wellbeing in a timely manner. Maintain regular contact with host campuses regarding Fellows' health, safety, and wellbeing;

- Enroll participants in ECA's Accident and Sickness Program for Exchanges (ASPE) healthcare coverage 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;
- In consultation with ECA, review and update protocols and best practices in response to academic, legal, medical, and other participant issues;
- In coordination with ECA, provide electronic data updates and impact statements for ECA's databases, and respond to 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;
- Serve as Alternate Responsible Officers (AROs) for the issuance of DS-2019 forms for all Humphrey Fellows and their dependents via the Student and Exchange Visitor Information System (SEVIS), expedite delivery of these forms to Fulbright commissions and U.S. embassies, maintain appropriate nonimmigrant visa status for participants at all times, and ensure that participants abide by all J visa regulations;
- 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;
- Manage stipend and allowance disbursements for Fellows, maximizing cost-effective mechanisms for disbursement and ensuring that funds are disbursed in a timely manner. Confirm stipend levels with ECA annually to ensure participant health and safety. Alert the program of any reoccurring issues as related to financial disbursements and/or award support funds.
- Issue maintenance payments and other support to Fellows and disburse tuition payments to host institutions, as relevant;
- 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.

#### Host Institution Recruitment and Selection Oversight:

- Propose a plan to select approximately no more than eight U.S. college or university host institutions with proven expertise and capacity to host Fellows across multiple disciplines and fields of study that align with current foreign policy priorities.
- Manage overall host institution competitions, selection, and oversight, including rotating annual open competitions for academic year program fields

of study hosts, Distinguished Humphrey Fellowship hosts, and other relevant host institutions.

- Draft all requests for proposals; identify experts in relevant fields to serve on review panels, as needed; review applications; and make recommendations for selection.
- Ensure that selected host institutions and organizations can provide Fellows with an appropriate selection of graduate level academic programs as well as professional and community resources.
- Ensure cost-effective arrangements can be made with host institutions for up to an academic year of enrollment of Humphrey Fellows. Work with new and incumbent hosts to maintain quality programming, and aim to ensure against excessive cost increases, including for tuition, as needed.
- Provide clear direction and support to host institutions to ensure consistent quality of Humphrey Fellowship management and Fellow support across selected host institutions; and
- Prepare and implement a strategy for assessing host institutions throughout the program. Consult with ECA on necessary action in the event that host institution performance is not meeting appropriate standards.

#### Participant Professional Development Activities:

- Implement a system by which Fellows secure professional affiliations for approximately six or more weeks for the academic year Humphrey Fellowship, and specialized professional networking for approximately three to five days for the DHFP.
- Facilitate professional networking, communications, and resources to support Fellows' professional development within and across fields of expertise. Activities may include individual or cohort upskilling activities such as, but not limited to, thematic workshops, professional conferences, or other networking opportunities as appropriate.
- Ensure Fellows are exposed to balanced professional viewpoints from the government, non-profit, and private sectors; and
- Ensure that allowances to the Fellows cover costs associated with travel and program activities that promote individualized professional development and networking.

#### Alumni Programming and Engagement:

- Present a detailed plan to enhance and maintain alumni engagement by including cost-effective opportunities for professional skill development through virtual programming and strategically leveraging external resources.
- Develop and maintain an alumni database, building off past alumni records; collect and share impact stories with ECA proactively and upon request; and encourage continued engagement between alumni and their American counterparts.

#### Communications and Branding:

- Present a streamlined communications plan that builds from existing content and branding and outlines consistent and sustainable engagement with target audiences, including program alumni and Fellows, host campuses, and ECA. The plan should include essential activities, such as developing and maintaining basic website content, developing core marketing materials, and managing the program's social media presence to strategically communicate program goals and impact. Additional activities may be included as funding and staffing patterns allow.
- Ensure all web, social media, and print materials adhere to U.S. Department of State and ECA branding and communications guidance.

#### Program Performance Monitoring and Evaluation:

- Manage the overall performance monitoring efforts of the Humphrey Fellowship, including all program components and host institutions.
- In close consultation with ECA, draft and disseminate surveys to Fellows, alumni, host institutions, and other program stakeholders as appropriate.
- Incorporate key findings from performance monitoring data in communications material to show impact and reach of the program.
- Incorporate ECA's MODE Framework into survey and data analysis processes; and
- Prepare annual reports for ECA's review, highlighting key trends and conclusions based on performance monitoring data.

#### Virtual Programming:

- Indicate willingness to shift programming, at the request of ECA, from in-person to virtual and/or hybrid across longer and shorter-term program models, if circumstances require; and

- Propose ways to minimize costs and maximize engagement opportunities available to current Fellows and alumni through virtual and hybrid program components.

#### Fiscal and Reporting Oversight:

- Provide thorough and robust financial oversight and reporting for each component of the Humphrey Fellowship, including costs related to alumni activities; recruitment of host institutions and other partners; Humphrey Fellowship events; Fellow selection process; and all costs involved in the design and implementation of the DHFP. Please also report on any host or partner cost-share. The recipient organization must comply with ECA protocols on frequency of financial reporting and processes.
- Additionally, decisions on the use of unused funds must be made in collaboration with ECA, to enhance and implement the overall goals of the Humphrey Fellowship.
- Coordinate with the program office on the use of travel funds under the TMC account to ensure that travel funds are managed and utilized effectively and reconciled accordingly.
- Consult ECA on Fellow award terminations, revocations, and recouped funds, and provide documentation of these actions to ECA, at a date/time agreed upon with ECA.
- Audit internal functions, systems, and controls as necessary, and report any irregularities if necessary or required per audit guidelines.

### **5. Program Performance Monitoring and Evaluation (M&E).**

Distinct from grants or cooperative agreement monitoring and participant monitoring, performance monitoring is designed to assess progress against a program's goals and objectives. A performance monitoring framework is vital to tracking the direction, pace, and magnitude of change that result from ECA programs.

ECA created the Monitoring Data for ECA (MODE) Framework to measure the performance of ECA programs. **The MODE Framework provides standard indicators and corresponding survey questions to ensure consistent measures across all ECA programs.** More resources and guidance documents on the MODE Framework are available online at: <https://www.state.gov/eca-monitoring-evaluation-learning-and-innovation-meli-unit/>.

The proposal must include the MODE Framework objectives and indicators listed below (note that, because not all MODE objectives and indicators are relevant for a program, the numbering below will not be sequential). In addition to the ECA-required objectives and indicators, applicants may also select additional MODE Framework indicators (see the **Indicator Book** on the MODE Framework website), or design custom objectives and indicators that are specific to the proposed program and this proposal.

- Demographic Questions as outlined in the **Indicator Book** on page v and **Performance Monitoring Plan (PMP)** (See the MODE Resource Guide - <https://app.box.com/s/qjo8icwj46tc8h1i1qtg80zl7ibwgtua> – found on our website <https://www.state.gov/eca-monitoring-evaluation-learning-and-innovation-meli-unit/>)
- **Objective 1:** Advance participant and beneficiary cross-cultural competence and global perspective
  - o **Sub-Objective 1.1:** Promote cultural exchanges and enhance understanding between participants and their host communities
    - E1.1.01: Percent of participants reporting that their program experience offered opportunities to engage with other cultures
    - E1.1.04: Percent of foreign participants with more favorable opinions of the United States Government (core indicator)
    - E1.1.09: Percent of participants who traveled abroad for the first time because of their program (core indicator)
    - E1.1.10: Percent of foreign participants who traveled to the United States for the first time during their program (core indicator)
    - E1.1.13: Percent of foreign participants who are more likely to recommend the United States as a good place to study
    - E1.1.17: Percent of foreign participants with more favorable opinions of the American people (core indicator)
    - E1.1.18: Percent of foreign participants indicating an increase in understanding of United States culture and values (core indicator)
    - E1.1.19: Percent of foreign participants agreeing with statements in support of democratic values (core indicator)
- **Objective 2:** Increase the impact that participants and alumni have on their communities / countries
  - o **Sub-Objective 2.2:** Foster participants' belief that civic engagement benefits communities/countries
    - E2.2.01: Percent of participants who have more confidence in their ability to have an impact in their home country (core indicator)

- **Objective 3:** Strengthen engagement among participants, alumni, beneficiaries, and institutions
  - E3.0.02: Percent of foreign participants who report increasing their network of Americans (core indicator)
  - E3.0.07: Percent of participants who identify as a Department of State program participant (core indicator)
  - **Sub-Objective 3.1:** Alumni subscribe to platforms for resources and information-sharing
    - E3.1.05: Percent of participants who are connected to ECA through a U.S. Department of State-managed platform
- **Objective 4:** Strengthen personal, professional, and technical abilities and aptitudes of participants and beneficiaries
  - E4.0.01: Percent of participants reporting increases in their job skills as a result of their program participation
  - **Sub-Objective 4.1:** Participants engage in language, academic, professional, and cultural exchange programs
    - E4.1.01: Total number of participants (core indicator)
    - E4.1.02: Total number of program cohorts (core indicator)
- **Objective 8:** Enhance the quality and effectiveness of ECA programs by leveraging the Bureau's resources, policy, and stakeholder relationships
  - E8.0.03: Response rate for participant surveys (core indicator)

### **Performance Monitoring Plans (PMPs)**

ECA recommends the use of a PMP to serve as the primary reference document for performance monitoring for this award. If used, the PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program's goals and objectives through indicators and corresponding data collection questions. A PMP document that includes all MODE Framework indicators is a part of this solicitation's attachments. Specific instructions on how to modify the PMP to be responsive to this solicitation are included in that document; there is also a support video available for more information on how to fill out the PMP: <https://www.youtube.com/watch?v=WBHC1oLNZvl>. While ECA recommends the applicant use the PMP format provided, this is not a requirement. If a PMP is not included in the proposal, applicants should provide similar information to that found in the suggested PMP format, in a presentation of your choice. Successful PMPs (or similar documentation) should include the following:

- Objectives. Programmatic objectives are statements of the condition(s) that state what the program is designed to achieve. Objectives are therefore bound

by the resources and timeframe of the program and must be specific, measurable, attainable, relevant and time-bound (SMART). In addition to those outlined above, the applicant may propose other program objectives from the MODE Framework or other applicant-designed program-specific objectives.

- Indicators. Performance indicators are measures used to gauge progress toward programmatic objectives and sub-objectives. Indicators should be as specific as possible (following the SMART principles) and include any proposed disaggregations (meaning, breakdowns of the data by subgroups; the PMP lists the demographic questions required to obtain the information necessary to report the disaggregations). Each indicator should also include a target number to be achieved. A target is a planned level of result to be achieved within an explicit timeframe.
  - If you do not use the PMP format provided, note that any performance monitoring reference document the applicant submits should include the information in the column headers (Indicator Name, Definition, Target, Survey Question, etc.) in the PMP attachment at a minimum.
  - In addition to those indicators outlined above, the applicant may propose additional custom, program-specific indicators in the PMP (ECA recommends the proposed PMPs include a minimum of one indicator for each custom programmatic objective).
  - During the period of performance of the award, the ECA program office may further revise, add, or remove indicators. Therefore, the applicant's PMP and data collection instruments should be flexible enough to incorporate those once established.

Award recipients are responsible for collecting indicator data only on participant outcomes during the period of performance of the award itself (see the PMP for guidelines as to when these data collection efforts should occur). ECA will measure outcomes of ECA participants at one, three, five, and 10 years after the exchange has ended to capture the long-term outcomes of ECA programming unless otherwise specified in the solicitation. In this instance, the recipient will be responsible for coordinating with ECA on any alumni surveys to de-duplicate questions and minimize potential survey fatigue.

Regardless of the survey platform used, **all** MODE Framework survey questions outlined above are **required** (i.e., should be forced response); please see the Consent Language in the MODE Framework **Indicator Book** for more information on how to convey this to participants/survey respondents.

## **Program Performance M&E Narrative**

Proposals should include information within the program narrative section(s) that outlines how the applicant intends to measure the indicators listed above. This will be separate from the PMP and should include but not be limited to:

- An overview of resources available to the applicant that outline the team structure and responsibilities surrounding performance monitoring.
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including which platform will be used, and when and how surveys will be advertised to participants – detailing strategies to ensure adequate survey response rates (<https://app.box.com/s/pn6tavyg7sh064i502fzap49ox63y38a>), and to reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures.
- An overview of a proposed learning plan and feedback loops to ensure that the Grant Officer (GO)/Grant Officer Representative (GOR) are informed on performance monitoring issues at regular intervals.

## **Nonmandatory Use of the Qualtrics MODE Survey Builder Data Collection System**

ECA has created a guided tool (the MODE Survey Builder) within the Qualtrics survey platform for ECA implementing partners to generate surveys to facilitate the seamless collection and reporting of MODE Framework data. The MODE Survey Builder offers implementing partners a guided workflow that will generate a ready-to-send MODE survey, allows the addition of custom survey questions, and offers a standard report template for a quick overview of survey results that can be submitted in MyGrants (see section below) to fulfill RPM Reporting Requirements. Use of the Qualtrics survey platform can be utilized at no cost to implementing partners. Additional information about the MODE Survey Builder can be found here: <https://app.box.com/s/jjr98hmx6deorxj3lwgaxjrwdfec2r91> and here: <https://www.youtube.com/watch?v=Jus4fRqOTcM>. You can propose use of an alternate survey tool or use the MODE Survey Builder, but if you are utilizing the MODE Survey Builder, you must indicate such in your proposal.

## **MyGrants RPM Reporting Requirements**

MyGrants is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within MyGrants is an extension module that enables users to report

performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, the recipient(s) of this award will be required to input performance reporting data outlined in this solicitation into the MyGrants RPM. The data stored in the MyGrants RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards familiar to existing awardees.

## **6. Allowable Costs**

As with other exchange programs, the Bureau is committed to containment of costs consistent with overall program objectives and sound management. The total 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.

### EXPENSES

- Living stipends for up to 10 months for the academic year Fellows and 2-3 weeks for Distinguished Fellows (estimate and explain appropriate stipend levels);
- Incoming and outgoing international travel allowances for Fellows; to be paid directly by the award recipient except in special cases. Travel allowances are provided to support costs incurred during one-way international travel, including local transportation, excess baggage fees, and lodging, as needed.
- Projected host campus expenses;
- Professional development and affiliations costs (estimate and explain appropriate travel and per diem stipend level);
- Educational materials;
- Staff travel and per diem;
- Global Leadership Forum 2027 costs;
- DHFP costs;
- Candidate Review Committee panel expenses;
- Funding for Reasonable Accommodations;
- Supplemental insurance or healthcare, as needed;
- Withholding for taxes, as necessary;
- Staff salaries and benefits (list each staff member and position separately), including any adjustments to shifting program priorities or components. 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.

## **7. Cost Share.**

ECA encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

## **8. Freedom and Democracy Guidelines.**

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

## **9. Virtual Exchange Component.**

Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in

some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants. In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming.

## **10. Communications Guidance for ECA Recipients.**

All ECA Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

## **11. Celebration of America's Semiquincentennial.**

ECA is excited to play a key role in making the Semiquincentennial – commonly known as “Freedom 250” – a truly global celebration. As the period of performance for this award is scheduled to cover part or all of calendar year (CY) 2026, the applicant may wish to consider ways the program can celebrate Freedom 250. Any Freedom 250 focused activities or plans will be subject to ECA approval and direction, and changes may be requested by ECA. Use of any ECA-provided Freedom 250 brand elements will be subject to advance ECA approval and require adherence to Department of State and ECA guidelines for such branding.

## **12. Substantial Involvement.**

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

- Oversight of the selection process for all participating Fellows, with consideration of feedback from peer review panels and subject to final approval by the Fulbright Foreign Scholarship Board (FFSB);
- Approval of all processes related to recruitment and final selection of host campus(es) through the annual open competition for relevant Humphrey Fellowship fields of study;
- Approval of all public private partnerships and co-funding initiatives to ensure adherence to Department, ECA, and program policies and goals;
- Approval of professional development activities, including professional affiliations, the Global Leadership Forum, and other activities to ensure adherence to programmatic and foreign policy goals;
- Approval of alumni and follow-on activities; and
- Approval of the strategic communications plan, print and digital materials, and branding strategy as related to public-facing events and campaigns.

## **D. Application Contents and Format**

Please read the complete announcement before sending inquiries or submitting proposals.

Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which contains guidelines for proposal preparation.

### **1. Budget Format.**

Applicants must submit a budget (SF-424A), detailed line-item budget, and a budget narrative.

In your budget request, please indicate how you will support approximately 130 Humphrey Fellows, including approximately 106 academic year Humphrey Fellows and two shorter-term DHFP cohorts of approximately 12 participants each. The academic year Fellows should be divided into cohorts of approximately 13, with the goal of placing at least 10 Fellows at each of the U.S. host universities.

### **2. Content of Application.**

Please see the PSI for information about the application and formatting guidelines.

## **E. Submission Requirements and Deadlines**

### **1. Address to Request Application Package.**

The entire Solicitation Package may be downloaded from the Grants.gov website at <https://www.grants.gov> or from the ECA website at <https://www.state.gov/eca-grant-opportunities/>.

### **2. Department of State Contacts**

For questions about this announcement, contact: Jennyfer Wong, U.S. Department of State, Office of Academic Exchange Programs, ECA/A/E, 202-674-3481, [WongJS@state.gov](mailto:WongJS@state.gov).

All correspondence with ECA concerning this solicitation should reference the title and funding opportunity number listed at the top of this solicitation. Please read the complete announcement before sending inquiries or submitting proposals.

Once the deadline has passed, ECA staff may not discuss this competition with applicants until the proposal review process has been completed.

The terms and conditions published in this solicitation are binding and may not be modified by any ECA representative. Explanatory information provided by ECA that contradicts published language will not be binding.

## **1. Unique Entity Identifier (UEI) and System for Award Management (SAM.gov).**

### **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 in 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. An applicant must maintain an active registration while it has a proposal under review by the Department and must continue to keep the registration active for the entire duration of the period of performance of any Federal award that results from this NOFO.

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

***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 prior to registering in SAM.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in [www.SAM.gov](http://www.SAM.gov) until all program and financial activity and reporting are completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts.

For more detailed instructions for registering with SAM, refer to:  
<https://sam.gov/content/entity-registration>

## **Exemptions**

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis. See [2 CFR 25.110](#) for a full list of exemptions.

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 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.

## **2. Required Registration with MyGrants.**

All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's MyGrants system by accessing <https://mygrants.servicenowservices.com> and clicking the "create an account" link. MyGrants is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used MyGrants as a U.S. Department of State award recipient do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsitsm.servicenowservices.com/ilms/>.

## **3. Submission Instructions.**

### **Method of Submission**

Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

## **Grants.gov Registration, Application Submission, and Receipt Procedures**

Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (<https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants>).

### **How to Register to Apply through Grants.gov**

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov.

Organization applicants can find complete instructions here:

<https://www.grants.gov/applicants/applicant-registration>

### **How to Submit an Application to ECA via Grants.gov**

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants>

### **Grants.gov Support and Submission Issues**

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays.

Email: [support@grants.gov](mailto:support@grants.gov)

## **3. Submission Dates and Times.**

### **Application Deadline Date**

**Monday, May 18, 2026 11:59pm Eastern (Washington DC time)**

Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no

exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system and will be found technically ineligible.

**Therefore, we strongly recommend that you begin the submission process through Grants.gov well in advance of the application deadline.**

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Grants.gov Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

**PLEASE NOTE:** ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov. 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 the Adobe software is compatible with Grants.gov, by visiting <https://grants.gov/applicants/adobe-software-compatibility>

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal (<https://www.grants.gov>) to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

#### **4. Funding Restrictions for this Announcement.**

##### **a. Funding Restrictions for the United Nations Relief and Works Agency (UNRWA)**

None of the funds awarded resulting from this Notice of Funding Opportunity may be made available for subawards, direct financial support, or otherwise used to provide any payment or transfer to United Nations Relief and Works Agency (UNRWA).

##### **b. Palestinian Authority, West Bank, and Gaza Programming**

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Jennyfer Wong, [WongJS@state.gov](mailto:WongJS@state.gov) for additional information.

##### **c. Certification Regarding Compliance with applicable Federal Anti-Discrimination Laws**

If the place of performance or delivery of any award made under this NOFO will be within the United States, applicants are advised that they will be required to certify the following at the time of award:

- i. Its compliance in all respects with all applicable Federal anti-discrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code and;
- ii. It does not operate any programs promoting Diversity, Equity, and Inclusion that violate any applicable Federal anti-discrimination laws. A program promoting Diversity, Equity, and Inclusion means a program whose purpose is to promote preferences based on race, color religion, sex, or national origins, such as in training or hiring.

**d. Certification Regarding Compliance with 20 U.S.C. 1011f and Any Other Applicable Foreign Funding Disclosure Requirements for Institutions of Higher Education (IHE).**

Applicants are advised that institutions of higher education (IHEs) must certify the following at the time of award, and that this certification requirement must be included in any subaward agreements to IHEs:

- Its compliance in all respects with section 1011f of title 20, United States Code, and any other applicable foreign funding disclosure requirements is material for purposes of section 3729 of title 31, United States Code, and for receipt of appropriate Federal grant funds.

**e. Certification of Trafficking in Persons Compliance and Compliance Plan**

Applicants are advised that they will be required to certify the following at the time of award for awards where the estimated value of services to be performed outside the United States exceeds \$500,000:

- To the best of the recipient's knowledge, neither the recipient, nor any subrecipient, contractor, or subcontractor of the recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in 2 CFR 175(a);

The recipient has implemented a Trafficking in Persons compliance plan to prevent activities described in 2 CFR 175(a) and is compliant with it; and compliance plan must be consistent with the requirements of 2 CFR 175(b)(4) and (5).

- That the recipient has procedures to prevent activities described in 2 CFR 175(a) and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in them.

Recipients do not need to submit a copy of the plan. However, they must provide it to the Grants Officer upon request, and as appropriate, must post the useful and relevant contents of the plan or related materials on their website and at the workplace. Recipients must re-certify on an annual basis for the entire award period of performance.

**f. Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities**

*(a) Definitions.*

*American Security Drone Act-covered foreign entity* means an entity included on a list developed and maintained by the Federal Acquisition Security Council (FASC) and published in the System for Award Management (SAM) at <https://www.sam.gov>

*FASC-prohibited unmanned aircraft system* means an unmanned aircraft system manufactured or assembled by an American Security Drone Act-covered foreign entity.

*Unmanned aircraft* means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft .

*Unmanned aircraft system* means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the operator to operate safely and efficiently in the national airspace system.

*(b) Prohibition.*

Recipients of funding under this Notice of Funding Opportunity (including subawards and subcontracts issued by the recipient) will be prohibited from:

- (1) delivering any FASC-prohibited unmanned aircraft system, which includes unmanned aircraft (i.e., drones) and associated elements;

- (2) Operating a FASC-prohibited unmanned aircraft system in the performance of the award; and
- (3) Using Federal funds for the purchase or operation of a FASC-prohibited unmanned aircraft system .

c) *Exemptions, exceptions, and waivers.*

The prohibitions described above will not apply if the agency determines that an exemption, exception, or waiver applies and the award indicates that such a determination has been made. [See sections 1823 through 1825 and 1832 of Public Law 118-31 ( [41 U.S.C. 3901](#) note prec.) for statutory requirements pertaining to exemptions, exceptions, and waivers.].

## **5. Other Submission Requirements.**

- a. Applications must be submitted electronically through Grants.gov.
- b. All proposals must contain a SF-424, executive summary, proposal narrative, budget (SF-424A), detailed line-item budget, and budget narrative.
- c. Key Personnel  
ECA recommends that the applicant identify intended key personnel positions via an asterisk (\*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, roles and experience/qualifications of key personnel involved in the program to the Grants Officer and GOR within 30 days of an award being issued. Applicants should also identify what proportion of their time will be used in support of the program. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions.
- d. Intergovernmental Review of Applications  
Executive Order 12372 does not apply to this program.

## **F. Application Review Information**

### **1. Review Process.**

ECA will check that all proposals meet the technical requirements in this solicitation. Proposals that do not meet the guidelines, including those under the eligibility section above or in the PSI, will be ineligible for further review.

All eligible proposals will be reviewed by the program office before being reviewed by an ECA grant panel. Applications may also be reviewed by Public Diplomacy sections overseas, State Department regional bureaus, or other State Department offices, as appropriate. All reviewers, including the ECA grant panels, will review any eligible proposals based on the criteria below.

Proposals recommended by an ECA grant panel will be reviewed for compliance with Federal and Bureau regulations and guidelines and assessed for risk. Final funding decisions are made by the ECA's Assistant Secretary. Only an ECA Grant Officer has the final authority to issue assistance awards.

## **2. Review Criteria.**

An ECA grants panel will competitively evaluate all technically eligible applications according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal review.

- a. **Quality of the Program Idea/ Program Planning:** Proposals should be original, well-defined, and relevant to ECA's mission. The proposal should have a detailed agenda and work plan that demonstrates your institution's ability to carry out the program. The plan should follow the program guidelines described in this solicitation and should be likely to provide maximum impact in achieving the proposed results.
- b. **Institutional Capacity and Institution's Record/Ability:** Proposals should include the necessary personnel and institutional resources to achieve the program results. The organization has an institutional record of successful exchange programs and responsible financial management, and the proposal demonstrates it has internal controls in place to manage federal funds. ECA will consider the past performance of prior ECA recipients, including the timely submission of reports, and the demonstrated potential of new applicants.
- c. **Multiplier Effect/Impact and Follow-on Activities:** Proposals should strengthen long-term mutual understanding between countries, including sharing of information and creating long-term institutional and individual linkages. Proposals should provide a plan for continued follow-on activity

after the ECA supported program ends, ensuring that programs are not isolated events.

- d. **Performance Monitoring and Evaluation (M&E):** Proposals should have a fully developed M&E plan that includes goals, objectives, and indicators. The plan should be feasible and aligned with the M&E section of this solicitation. Proposals should include a realistic learning plan that outlines how your organization plans to review, understand, and incorporate M&E data into programmatic decisions and practices. All submitted M&E plans will be reviewed to ensure the applicant has provided at least the required information outlined in the M&E section of this solicitation and demonstrated the applicant's capacity to carry out the M&E plan.
- e. **Cost-effectiveness:** Proposals should keep the overhead components of the proposal, including salaries and honoraria, as low as possible. All costs should be necessary and appropriate. Proposals should maximize cost share through other private sector support and institutional direct funding contributions.

### **3. Indirect Costs**

If two or more applications receive equivalent scores based on the evaluation criteria outlined in this NOFO, preference will be given to the applicant with the lower indirect cost rate, as consistent with Executive Order 14332, Section 4(b)(iii). This preference will only be applied as a tie-breaking mechanism and does not supersede the primary evaluation criteria.

### **4. Risk Review**

Under the merit review as required by 2 CFR 200.206, prior to making a Federal Award, the Department will review and consider the following risk factors:

- a. Financial stability
- b. Management systems and standards
- c. History of performance
- d. Audit reports and findings
- e. Ability to effectively implement requirements

### **5. Responsibility/Qualification Information in SAM.gov.**

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) (see 41 U.S.C. 2313)

An applicant can review and comment on any information in the responsibility/qualification records available at SAM.gov.

Before making decisions in the risk review required by 2 CFR 200.206, the Department will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

### **G. Award Notices.**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal ECA procedures. The award or cooperative agreement will be signed by an authorized Grants Officer in ECA's Grants Division and transmitted to the recipient's responsible officer (as identified in the application) for review and countersignature. The recipient may only start incurring project expenses beginning on the start date shown on the fully signed award document.

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. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding.

### **Unsuccessful applicants:**

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition following the completion of the review process.

### **Payment Method:**

Payments under this award will be made through the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS).

## **H. Post-Award Requirements and Administration**

### **1. 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.

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 proposals for funding, as applicable to specific programs, pursuant to this NOFO in accordance with the following:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 89 FR 30046 on April 22, 2024, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an impartial process of evaluating Federal award applications (2 CFR part 200.205),
  - 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 pursuant to the U.S. Department of State Standard Terms and Conditions, including, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340). For the avoidance of doubt, the Department has sole discretion over the determination that an award no longer effectuates program goals or agency priorities, and this provision permits awards to be terminated at the Department's convenience, including when it determines that the award no longer advances the national interest.
- [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](#)
- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)
- Recipients must comply with all applicable Executive Orders A searchable list can be found in the Federal Register: <https://www.federalregister.gov/>

## 2. Reporting.

Recipients will be required to submit financial reports and program reports. The award document will specify what reports are required and how often these reports must be submitted. All reports must be submitted in a timely manner.

For planning purposes, applicants can expect to provide ECA with an electronic copy of the following required reports:

- a. **Performance Progress Reports (PPRs)** shall be required at a minimum annually and no more frequently than quarterly. Annual, quarterly, or semi-annual reports shall be due 30 days after the reporting period. All reports and supporting documentation must be uploaded by the recipient as a *Post Award Activity* under the corresponding record for this award in MyGrants.
- b. The **Federal Financial Reports** (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>. Once a financial report has been approved by the Department, the recipient must upload the approved report to MyGrants, in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the recipient's eligibility for future awards.
- c. Required **MODE data** (see Program Performance Monitoring and Evaluation section) shall be required at a minimum annually and no more frequently than quarterly. MODE data reporting shall be due 30 days after the reporting period. The frequency of these reports will be determined by MELI and the Program Officer. Either a standard report template (if using the MODE Survey Builder) or aggregate data and the raw data file (if Recipient uses their own

survey platform) must be uploaded by the Recipient as an RPM Performance Report under the corresponding record for this award in MyGrants.

**d. A final program and financial report** no more than 120 days after the period of performance of the award ends or termination of the award.

**e. Program Data Requirements:** Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with ECA as required. At a minimum, the data must include the following:

- Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.
- Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three workdays prior to the official opening of the activity.

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](#).

### 3. Branding and Marking

The Department of State, its programs, and U.S. Government funding and assistance should be easily identifiable to the Department's global audiences.

Recipients of federal assistance awards must follow the branding guidance published at [Guidance for Contracts and Grants - U.S. Department of State Brand System](#). Branding policy exceptions are outlined in the U.S. Department of State Foreign Affairs Manual [10 FAM 416, Policy Exceptions](#).

For more information, visit: <https://brand.america.gov/>

## I. Other Information

### Adherence To All Regulations Governing the J Visa

ECA places critically important emphasis on the security and proper administration of the 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 the 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 Private Sector Exchange Designation  
U.S. Department of State  
SA-5, Floor C2, Room C2L13  
2200 C Street, NW  
Washington, DC 20522