PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2023 Study of the U.S. Institute for Student Leaders on Comparative Public Policymaking

Funding Opportunity Number: SFOP0009381

Office of Academic Exchange Programs, Study of the U.S. Branch (ECA/A/E/USS)

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange Programs Study of the U.S. Branch for the FY 2023 Study of the U.S. Institute (SUSI) for Student Leaders on Comparative Public Policymaking. Your proposal must conform to the solicitation, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Any application not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying solicitation, the solicitation is to be the dominant reference.

I. STATEMENT OF WORK

Recipient Responsibilities:

The responsibilities of the recipient organization are as follows:

1. Design, oversee, and implement one five-week SUSI for Student Leaders from Pakistan on Comparative Public Policymaking for approximately 20 undergraduate students beginning no earlier than June 10, 2024;
2. Oversee the program curriculum and other activities, ensuring that they align with program goals and objectives;
3. Develop a program calendar and academic syllabus and send to ECA for final review and approval;
4. Arrange and conduct a pre-departure orientation for the Pakistani participants, in coordination with the U.S. Embassy in Islamabad;
5. Recruit up to ten (10) American students for the academic course at no additional cost to ECA;
6. Coordinate all logistical and administrative arrangements for participants such as airport pick-up and drop off; lodging and meals; domestic travel and airline baggage allowances; medical treatment; and the disbursement of program funds, including international travel allowances;
7. Prepare DS-2019 forms for all participants and expedite delivery of these forms to the U.S. embassy well in advance of program start dates to allow for scheduling of J-1 visa interviews;
8. Enroll the participants in ECA's health benefits program, Accident and Sickness Program

for Exchanges (ASPE), and/or other health benefits plan as directed by ECA for the duration of the SUSI and issue health benefits identification cards for each participant;
9. Ensure that each participant completes and signs all required pre-program forms provided by ECA;
10. Develop health and safety protocols to protect the welfare of all participants. Protocols should include plans to specifically address participant health and safety in relation to the public health emergencies;
11. Inform and consult with ECA about any program or participant problems, emergencies, or other issues as well as the progress of any necessary action;
12. In coordination with the U.S. embassy and consulates, arrange and purchase international round-trip travel for participants;
13. In coordination with the U.S. embassy and consulates, arrange and purchase any required pre-program travel, such as travel related to visa issuance and the pre-departure orientation;
14. Prepare and print certificates of completion for participants who successfully complete the program;
15. Provide participants with follow-on guidance and resources and facilitate continued interaction among participants after the conclusion of the SUSI;
16. Provide reasonable accommodations for participant needs, including disabilities and medical or dietary restrictions, as necessary;
17. Conduct program performance monitoring and evaluation according to the MODE framework requirements as outlined in section D.10. of the NOFO;
18. Create and maintain a database of program alumni that includes alumni success and impact stories to be shared with ECA;
19. Manage ECA and other funds for this activity, including the timely submission of required semi-annual and final financial and program reports to ECA, as well as weekly updates to the program office during the implementation period;
20. Assume overall responsibility for complying with all applicable tax treaties and Federal, state, and local laws on tax withholding and reporting for participants;
21. Develop and implement, in coordination with ECA, a communications and digital media strategy to promote the program; and
22. Ensure strict compliance with State Department branding and signage requirements at events, in remarks, on program documentation, and online, in all websites and social media posts;

Substantial Involvement:

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

1. Provide oversight, advice, and assistance to award recipient, including final approval of key project plans and activities;

2. Coordinate and oversee all communications with the U.S. Embassy in Islamabad and relevant consulates, including the recruitment and selection of participants and other aspects of the program. ECA will make final participant selections and provide a list of selected finalists to the implementing partner;
3. Collaborate with the recipient on communications strategy, responses to media queries, and approve all promotional materials;
4. Review and approve plans for alumni follow-on activities;
5. Assist with participant emergencies, including, but not limited to, medical emergencies, mental health issues, evacuation, and repatriation;
6. Liaise with the U.S. Embassy in Islamabad, relevant consulates, the recipient, and other parties as it relates to crisis management; and
7. Conduct site visits and debriefing with participants, virtually or in-person, on an as-needed basis.

II. PROGRAM SPECIFIC GUIDELINES

A. Overview

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State invites proposal submissions for the design and implementation of one five-week SUSI for Student Leaders from Pakistan on Comparative Public Policymaking. The five-week SUSI should be designed for a group of approximately 20 undergraduate students from Pakistan. Proposals should present an innovative design for the academic residency and integrated educational study tour that includes leadership and skills development, cultural activities, weekly community service activities, an educational study tour, and substantive opportunities to interact with diverse groups of Americans. The SUSI should include approximately ten (10) U.S. students in the academic coursework at no additional cost to ECA. The SUSI will take place in summer 2024.

All aspects of the program, including presentations and other class work, reading and writing assignments, leadership and skills development sessions, workshops, community service, and site visits, should be integrated to emphasize the SUSI theme and related sub-topics. The program must also contribute to the participants' understanding of the United States more broadly, including the history and evolution of U.S. society, culture, values, and institutions. The NOFO for this competition gives further direction on the substance of the program. The conception and structure of the SUSI are the responsibility of the recipient. It is essential that proposals provide a full, detailed, and comprehensive narrative describing how the recipient will achieve the objectives of the Institute. A sample academic program, including lectures, discussions, presentations, site visits, study tour, etc. should be included. The proposal will be reviewed on the basis of the review criteria listed in the NOFO.

Please note: ECA reserves the right to reduce, revise, or increase proposal budgets and number of participants based on program needs and the availability of U.S. Government funding. **In the event that the levels of FY 2022/FY 2023 Pakistan Economic Support Funds (ESF) change,**

ECA reserves the right to increase or modify the composition of the final award, as well as the final funding level based upon the quality of proposals submitted, the availability of funds, and other factors impacting long-term U.S. foreign policy objectives.

B. Program Dates

The anticipated award date for the cooperative agreement will begin on or about September 1, 2023, and end on or about August 31, 2027, inclusive of two non-competitive continuations of the award. The SUSI should begin no earlier than June 10, 2024, and should conclude no later than August 15, 2024. The SUSI should last approximately 36 days (including arrival and departure days). ECA reserves the right to change these dates based on the needs of the program.

C. Program Administration

Applicants' proposals should discuss their capacity to successfully manage international exchange programs, including institutional strengths such as relevant regional and thematic experience, departments, and major administrative units. Proposals should include a staffing plan that details how staff will share responsibilities.

The award recipient must designate an **academic director** who will be present throughout the academic program in its entirety to ensure the continuity, coherence, and integration of all aspects of the academic program, including the study tour. The academic director will design the syllabus and program calendar, ensuring activities align with and support themes and goals of the overall program. The academic director will plan and implement the program, oversee its day-to-day management, and monitor program participants. In addition, an **administrative director**, or coordinator, must be assigned to oversee all student support services, budgetary, logistical, reporting, and other administrative program aspects. Typically, the administrative director also serves as ECA's primary point of contact. The administrative director will be required to attend an administrative briefing that will take place either virtually or in-person in Washington, DC, at least six weeks before the start of the program.

Program coordinators and/or graduate student assistants may be employed to carry out clerical duties and to assist participants with their day-to-day needs but should not act as the participants' principal points of contact. Other staff may be designated as appropriate. Applicant organizations may choose to incorporate qualified "cultural ambassadors," "graduate mentors," or another appropriate name. These "ambassadors" must exhibit cultural sensitivity, an understanding of the program objectives, and a willingness to accompany the participants throughout the program.

D. Participants

The SUSI will host approximately 20 participants from Pakistan. Participants will be between

the ages of 18 and 25 and fully proficient in English. They will be highly motivated undergraduate students from colleges, universities, and other institutions of higher education, who demonstrate leadership through academic work, community involvement, and extracurricular activities. Their fields of study will be varied, and may include the sciences, social sciences, arts, humanities, education, business, and other fields. The participants will come from a diverse range of communities and backgrounds with an emphasis on underserved and disadvantaged groups and those who have little or no prior international experience. The award recipient will NOT participate in the recruitment or selection of candidates from Pakistan. The U.S. embassy and consulates will identify and nominate candidates, and ECA will make the final selections of participants. Every effort will be made to select a gender-balanced group.

ECA is committed to ensuring that student leaders with disabilities are able to participate fully in the program through reasonable accommodations and support within the financial limitations of the award. The award recipient will be responsible for providing reasonable accommodations that will allow for a full and engaging experience for all participants during the SUSI.

E. Program

The SUSI should include a four-week academic residency on a U.S. university or college campus and a one-week educational study tour. Applicants are encouraged to highlight and draw upon any unique institutional strengths, including expertise or experience on comparative public policymaking or Pakistan through faculty and other resources.

The academic residency should contribute to the Pakistani participants' deeper understanding of the United States, while at the same time providing useful skills and concepts for future leaders. In addition to topics related to the overall theme, the SUSI should also address the influence of democracy, civil rights, social inclusion, freedom of expression, and diversity on U.S. culture and society. To encourage interaction with Americans, it is an option for applicants to create a course for participants in this program that is also offered to U.S. students for credit. It is expected that up to ten (10) American students will partake in the program to maximize interaction between Pakistani and American students in a classroom setting. **The cost for U.S. students to take this course may not be included in the funding request to ECA.**

Academic Residency

The academic residency component should:

- Consist of a carefully integrated series academic sessions that may include lectures, case studies, panel presentations, seminar discussions, debates, simulations, individual and group classroom activities, site visits, interactive workshops, and reading assignments. Sessions should be interactive, encourage critical thinking, and allow time for the exchange of views among participants and presenters.

- Be tailored for this particular group of students and include a discussion of relevant issues facing their country and region, as well as the United States. It must not replicate an existing lecture course, survey, or graduate seminar designed for American degree candidates.

- Encourage active student participation in the educational process. The curriculum design should consider that the participants may have little or no prior knowledge of the United States and varying degrees of comfort in expressing their opinions and consider that participants might have different levels of English proficiency.

- Include time for discussion at each session and throughout the program to allow for questions and answers and for a collegial exchange of views among participants, presenters, and panelists.

- Expose participants to a variety of presenters representing diverse backgrounds, viewpoints, and occupational fields on the topics and issues to be explored. Women and minorities should be appropriately represented as speakers and presenters in all programs. In addition to host university or college faculty and professionals from the region where the Institute takes place, course presenters may include outstanding scholars and other professional experts from throughout the United States, as appropriate.

- Include **at least one leadership development and skills-building session each week** that should serve to both develop and enhance participants' leadership and collaborative problem-solving skills and inspire participants to apply them. These workshops should be creative, highly interactive, and team-oriented, and encourage participants to find ways of applying their new skills during and after the program. The recipient may decide to recruit qualified instructors for these sessions from other organizations.

- Include at least **one hands-on volunteer activity per week** with local community service organizations to provide the participants the opportunity to experience first-hand the U.S. tradition of grassroots approaches to solving community problems, as well as additional opportunities to meet and interact with Americans of diverse backgrounds and experiences outside an academic setting.

- Include day trips and excursions that will reinforce the academic curriculum and deepen participants' understanding of the United States, including historical sites, schools, places of worship, and other places of interest.

- Be intensive, yet leave sufficient free time for individual interests, social activities, exercise, and relaxation. The program schedule should include adequate time for reading and preparing of class assignments. Supervised, optional cultural and weekend activities

(such as group nights at the theater, concerts, sporting events, and city tours) are encouraged and should offer the participants opportunities to experience the diversity of the United States while fostering group cohesion.

Study Tour

The educational travel program for the SUSI should:

- Directly complement and reinforce the academic residency.
- Be arranged and led by the academic director and principal staff.
- Be approximately one week-long, including at least three days in Washington, DC. If possible, it should include a trip to at least one other region within the United States different from the host institution's region.
- Include an appropriate mix of professional-level meetings (local, state, and/or federal government offices, international organizations, NGOs, etc.), visits to cultural institutions, and recreational activities.
- Include day trips or optional weekend excursions to various nearby locations which could include historical sites, schools, places of worship, government offices, museums, media offices, etc. These visits should relate to the Institute's academic objectives.
- The program in Washington, DC may include a session with Department of State officials. The ECA program officer responsible for the SUSI will assist in making the arrangements for this session.

Please note: The Study of the U.S. Branch may request that the recipient modify the academic residency and/or educational travel program. Similarly, the recipient, in consultation with the Study of the U.S. Branch, may also wish to make program modifications. Any requested changes must remain within the scope of the original program objectives.

F. Logistical Considerations

- **Housing and meal arrangements** are an important dimension of program planning and must be discussed in detail in the proposal. In general, participants should be housed on campus in university dorms or similar designated university housing, ideally within walking distance of daily classes. When feasible, it is encouraged to host participants with American roommates. Participants would ideally have access to kitchen facilities, either in their own rooms or in a common room. A cafeteria meal plan combined with a

cash allowance for food that will permit participants to cook or eat at local restaurants is strongly recommended. Participants may experience difficulties with U.S. eating customs due to religious or other dietary restrictions, cultural differences, and availability of familiar foods. Care should be taken to ensure that any special dietary, religious, medical, or living requirements are considered. Institute staff should be prepared to discuss such problems with the participants and seek solutions. To the extent permitted by budget limitations, participants should receive up to the U.S. government per diem rate for meals and incidental expenses at the various program locales. See http://www.gsa.gov/perdiem for current U.S. government per diem rates.

- **Participant health and safety** is an ECA priority. The recipient should take into account the health, safety, and welfare of participants at all times during the program. This includes assisting participants to understand the ECA-sponsored Accident and Sickness Program for Exchanges (ASPE) health benefits program and to navigate the complex healthcare system in the United States. The recipient should also help participants understand and navigate the national, local, and campus policies as they relate to COVID-19.

- **Participant forms** are required from each participant before the recipient can issue DS-2019s. Required forms include, but are not limited to, the SUSI terms and conditions, a medical form, and a media release form. The recipient is responsible for disbursing and collecting signed forms from participants. The recipient should notify ECA of any potential concerns or issues. All forms should be safeguarded since they contain Personally Identifiable Information (PII).

- **A pre-departure orientation (PDO)** should take place in Pakistan and bring together all 20 participants in Pakistan to prepare them for the SUSI. The applicant will need to coordinate with the U.S. Embassy in Islamabad on all aspects of the PDO, including participant travel to the event. The applicant may wish to include virtual components in the PDO. Topics may include, but are not limited to: setting expectations, U.S. cultural norms, diversity and inclusion, cross-cultural adjustment, health and safety guidelines and practices, and logistics. Pre-departure materials should be available to participants online or emailed at least six weeks before the start of the program.

- **An administrative orientation** to the United States and the host campus for the participants should address administrative details of the program, identify campus and local resources, and provide general information that will facilitate the participants' adjustment to daily life in a new cultural environment. Important topics would include security, medical needs and protocols, harassment and reporting, and availability of foods to which participants are accustomed or which meet specific dietary requirements.

- **An academic orientation** should provide participants with a concise overview of the

program, including principal objectives and major themes. The academic director should also use this opportunity to discuss guidelines for behavior that encourage active participation by all class members, respect for the views of other participants, concise comments and questions that keep the students on-topic, and other parameters that will promote effective discussion throughout the program.

- **Opening and closing events** (e.g., luncheon, dinner, or reception) should formally inaugurate the program. These events typically include representatives from the host institution, individuals from the broader local community, and ECA staff, if available.

- **Access to resources** should be arranged, including campus libraries, computer and internet facilities, gymnasium or fitness center, health services, on-campus disability resources, counseling services, and local and national newspapers, periodicals, radio, and television. The recipient should conduct a formal orientation to library services during the first week of the program and should provide participants with computer training and technical support, as needed. Applicants should budget at least $2,000 for reasonable accommodations for participants with disabilities.

- **Program performance monitoring and evaluation** should be conducted according to the MODE framework requirements as outlined in section D.10. of the NOFO. The recipient should ensure participants have time reserved during the program to complete surveys throughout the program. Copies of surveys and data should be available to the ECA program officer upon request. Additionally, the recipient will be responsible for collecting alumni success stories to share with the ECA program team.

- **Travel allowances** should be disbursed to each participant to support travel to and from the United States. Approximately $100 total ($50 each way) is the suggested amount for travel allowances.

Please note: All participants will be required to return to Pakistan immediately upon the conclusion of the program. Travel to visit family or friends elsewhere in the United States will NOT be permitted *before*, *during*, or *after* the program, including on unscheduled weekends during the academic residency. Family or friends may be permitted to visit the participants while the latter are in residence at the host institution, at the discretion of the recipient and in consultation with ECA, provided that such visits will not prove disruptive to the program. At no time will family or friends be permitted to accompany the participants during scheduled program activities, whether such activities are mandatory or optional. SUSI staff should arrange to escort all participants to airports for their return travel and to remain at the airport until the students have checked in and entered the security departure area.

G. Fostering Mutual Understanding

ECA's mission is to foster mutual understanding between the people of the United States and the people of other countries to promote friendly and peaceful relations. In order to promote this mission, the program should provide ample opportunity to attend informal and formal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds as well as with U.S. college students. In addition to including up to ten (10) American students in the academic coursework, the program should strive to include as many of the following components as possible:

- A weekend-long home stay with a local family;
- A structured way for participants to present their country's history and culture to diverse groups of Americans;
- A peer system where international participants are paired with U.S. students for individualized recreational evening and weekend activities;
- Classes with U.S. students or accommodations with U.S. roommates, if possible;
- Informal group activities between the participants and members of the local community, and/or;
- To the extent possible, mentoring relationships between participants and academically appropriate host institution professors or professionals in the community.

H. Alumni Outreach/Follow-on Activities

Proposals should provide plans for continued follow-on activities (with minimal ECA support) that ensures ECA-supported programs are not isolated events. Proposed follow-on activities for alumni must reflect the goals and objectives of the program and must contribute to ECA's mission to foster mutual understanding between the people of other countries and the people of the United States. The proposal should include an outline of follow-on alumni programming (including a timeline), information on how it will be coordinated with existing alumni efforts, and a description of how the recipient will foster and maintain long-term linkages with alumni. Examples of successful past follow-on activities include, but are not limited to: structured mentoring programs, small grant competitions, alumni reunions or workshops, monthly web discussions, reverse exchanges, cooperative publications by participants and their American peers, and/or distance learning opportunities for alumni.

Applicants should incorporate the online community on the International Exchange Alumni website (www.alumni.state.gov) into their alumni outreach plans.

Follow-on activities should be well-developed, but also remain flexible enough to allow for changes based on the needs of the participants. ECA must approve plans for proposed follow-on activities taking place outside of the United States. Alumni activities should be financed using the line item budgeted for follow-on activities (up to $5,000 per cohort) as well as significant cost-sharing by the applicant organization. Please refer to the PSI for additional information.

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner.

Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

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

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

- Microsoft Word
- Microsoft Excel
  Adobe Portable Document Format (PDF) - Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

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

Online Forms

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

Program Narrative

Executive Summary (One page)
In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions

2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
    a. Number and description of participants
    b. Wider audience benefiting from program (overall impact)
    c. Geographic diversity of program, both U.S. and overseas
    d. Fields covered
    e. Anticipated results (short and long-term)

Narrative

In **20 double-spaced, single-sided pages, Times New Roman font, size 12,** provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic components, cultural program, participant monitoring)
4. Program Monitoring and Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

Additional Information to be Submitted

1. Program calendar for the academic residency, site visits, study tour (to include cultural and evening activities)
2. Academic syllabus
3. Letters of endorsement
4. Resumes and CVs (resumes of all staff should be included in the submission; no resume should exceed two pages.)
5. First Time Applicant Attachments, if applicable.

Detailed Budget

All budget guidelines must be followed. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits.

A sample budget template is provided upon request as an Excel document as part of the application package for this solicitation. You are not required to use this template, but it is suggested that you refer to the template for allowable costs and required SUSI expenses. Please note there are three tabs in this document, the Budget Guidelines, Budget Categories,

and the Detailed Budget Template. Applicants should complete tabs 2-3, where applicable. If applicable, separate budgets for any sub-awardees should be included and should resemble the Detailed Budget Template for the award recipient. You are urged to be as detailed and specific as possible, adding line items if needed. You may request the budget template by contacting Copeland Barnes and Tania Jazynka at BarnesCL@state.gov and JazynkaT@state.gov.

Allowable costs include, but are not limited to:

- Staff salaries and benefits (Fringe benefits should be stated separately from salary costs.) Each staff person must be listed separately. Provide the percentage of time spent on the program;
- Institute costs including, but not limited to, honoraria for speakers (not to exceed $250 per day), educational materials, lodging, room rental(s), and welcome and farewell events;
- Pre-departure orientation costs;
- Travel costs including, but not limited to, round trip international airfare, visa travel, pre-departure orientation travel, ground transportation, and domestic travel;
- Per participant allowances including baggage allowance, international travel allowance (suggested $100 per participant), book and cultural allowance (suggested $200 per participant for each), educational materials, and meals and incidentals;
- Follow-on activities (up to $5,000)
- Other direct expenses;
- Tax withholding;
- Wire transfer fees;
- Consultant fees;
- Printing and publishing;
- Program supplies;
- Postage;
- Web hosting
- Communications (e.g. participant cell phones or SIM cards);
- Health benefits, if necessary;
- Medical costs such as medically required quarantine (outside of medical facilities covered under the health benefits provider);
- Reasonable accommodations (at least $2,000);
- Travel costs for an administrative briefing in Washington, DC;
- Institute sub-award costs, if applicable; and
- Indirect costs.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Please be sure to include a Summary Budget on a separate page before the Detailed Budget. The Summary Budget should clearly indicate the number of program participants and provide an overall unit cost per participant as well as a unit cost breakdown by budget category. A sample of this format is provided on the second tab of the sample budget.

Please include a Budget Narrative that concisely explains how costs were calculated and the rationale for including them in the budget. The Budget Narrative should also explain costs for sub-awardees, if applicable. Please make note of the following in the Budget Narrative:

- If you do not have an established negotiated indirect cost rate agreement (NICRA), please explain what costs are excluded when calculating the Modified Total Direct Costs (MTDC) base in accordance with 2 CFR 200.68 Modified Total Direct Cost (MTDC) and 2 CFR 200.414 Indirect (F&A) Costs.
- List and explain the participant support costs.
- State if the above two questions are part of your organization's existing policies and if they are consistently applied in all budgets throughout your organization.

Applicant institutions should attempt to maximize cost-sharing throughout the program by enlisting the support of the U.S. private sector, including foundations and corporations. ECA reserves the right to reduce, revise, or increase proposal budgets and participant numbers based on program needs and the availability of U.S. Government funding.

IV. OTHER AWARD INFORMATION

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

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

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

Office of Private Sector Exchange Designation
U.S. Department of State
SA-5, Floor C2, Room C2L13

2200 C Street, NW
Washington, DC 20522

Please refer to Solicitation Package for further information.

APPLICATION SUBMISSION
The solicitation document indicates the date the complete proposal is due and the manner in which proposals must be submitted. **There are NO EXCEPTIONS to this deadline.** For further information regarding this program, call Program Officers Copeland Barnes and Tania Jazynka at (202) 709-0924 and (202) 718-8378, ECA/A/E/USS; email: BarnesCL@state.gov and JazynkaT@state.gov.