

IAF Q&A Document

Please find below a list of questions and answers regarding the IAF001 solicitation.

Questions related to the Program Description

The NOFO (p. 2) states that fellow will “answer pressing questions defined by the IAF and, in some cases, by the Fellows themselves.” Does IAF have a learning agenda or how will IAF define questions? Will the fellows be asked to propose questions, or will the questions be provided by IAF, or otherwise guided by priorities (as identified in a learning agenda if one exists or the 2018-2022 Strategic plan more generally)?

Our Fellowship Program will advance research questions defined in IAF’s Learning Agenda, revisited every year to reflect pressing and emerging questions of strategic interest to the agency. At the same time, we will be open to supporting one or two exceptional ideas a year from outside-the-box thinkers who may be exploring transformational ideas for grassroots development that fall outside our Learning Agenda.

To what extent, if at all, does the recipient contribute to the process of determining research questions in collaboration with the IAF?

The Award Recipient is not involved in this process.

Can the IAF provide additional details on the Fellowship Program? How long is the Fellowship per Fellow typically? Does each Fellow have a curriculum they follow or do they receive funding to do research independently based on the approved research plan?

We anticipate that most fellowships will run for a year. Fellows receive funding to do research independently based on the approved research plan.

On page 2, the solicitation states that, “The Award Recipient will support the administration of up to 10 new awards each fiscal year, starting in FY24, to individuals (Fellows).” Can IAF confirm how many annual selections will take place over the five year period of performance?

We anticipate awarding ten new Fellowships in four selections (FY24-FY27) (40 Fellowships total) that will take place over the five year period of performance.

Page 2 of the NOFO document states applicants may come from countries where IAF works. Based on the countries where IAF does and does not currently work, can you confirm the eligible and ineligible nationalities:

Fellowship applicants should come from one of the following countries: Antigua & Barbuda, Argentina, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, Saint Vincent & the Grenadines, Trinidad & Tobago, United States, Uruguay.

Questions Related to Task I: Fellowship Competition and Selection

Task I, bullet 1 states that the Award Recipient will “Establish and adhere to the Fellowship Program work plan to be established in consultation with IAF in annual work plan meetings.” Will the Award recipient participate in the development of the Fellowship Program work plan? When will this work plan be completed?

The Award Recipient will develop the Fellowship Program work plan in consultation with the IAF--the work plan itself is a deliverable from the Award Recipient and is due within 15 days of the start of the cooperative agreement and annually thereafter.

Task 1 - Will the Award Recipient be able to participate in the candidate selection process?

No. The Award Recipient will provide the IAF guidance on best practices in managing the selection process with its Fellowship Selection Committee, including templates with clear evaluation criteria and tools that facilitate tabulation to support the candidate selection process, It is the Fellowship Selection Committee (assembled and coordinated by the IAF) that will review candidates and propose candidates to IAF leadership.

Page 4, top, 3rd bullet: The RFP includes two references to the FAR under the following bullet: "Maintain and store files on the grants and the Fellows following the expiration of the grant period as established in each grant agreement in accordance with FAR 52.212-5 (d) and FAR 4.

7." As FAR does not apply to cooperative agreements, would IAF consider removing these references?

We've removed the two references to the FAR clauses. Please see changes reflected in the updated NOFO.

Questions Related to Task III: Fellowship Grant Management

On pages 4-5, the solicitation provides the scope of work and anticipated deliverables for Task III Fellowship Grant Management. Can IAF confirm if there is a duration limit for the fellowship? If the award is limited to a one-year duration, are fellows permitted to apply to continue their award for another year?

We anticipate that most fellowships will run for a year. A fellow may reapply for a second fellowship; however, if selected, a new award would be issued.

Page 4-5, Page 9, Task III, Fellowship Grant Management: With regard to individual grants to Fellows, on Page 4, the first bullet, the RFP notes that applicants will "Disburse funds to each Fellow up to \$20,000 per year .. ". The \$20,000 award level is also noted on Page 5 under Task III Deliverables. On Page 9 in the budget section, the RFP notes that grants are \$15,000-\$30,000 each. Could IAF clarify if applicants should budget for grants of up to \$20,000 each?

*Please budget for grants of \$20,000 on average. We've updated the NOFO to reflect that instead of **up to** \$20,000, we anticipate grants will be \$20,000 **on average** (ranging from \$15,000 - \$30,000).*

Task III mentions disbursing funds “up to \$20,000” while the budget guidelines state “awards ranging from \$15,000-\$30,000 each.” Can you please clarify the amount anticipated to be awarded for each fellow?

We anticipate that grants will range from \$15,000 to \$30,000, with the average grant amount being \$20,000.

Is there a pre-determined amount that the IAF uses for fellow's stipends?

We anticipate that grants will range from \$15,000 to \$30,000, with the average grant amount being \$20,000.

Page 5, Task III Deliverables, #5: The #5 deliverable is "Reports as described in Section B."

Could IAF confirm that this is referring to the reports that are described in Section A, Task V?

That's correct. In the updated NOFO, this language has been removed from Task III and added under Task V deliverables as "Program, financial, and other reports, as described above"

Task III, bullet 7 - What are the anticipated output and outcomes of the fellow research, or is that to be proposed by the applicant and/or fellows? For example, taking into account the broad range of fellows ("Applicants may be graduate students [at any level, across all fields, including MBAs], researchers, grant participants [current or former], or other practitioners" p. 2, para 1), what are the ideal anticipated "research deliverables" under Task III bullet 7?

IAF's Fellowship Program is designed to advance rigorous research on actionable questions about grassroots-based development defined by the IAF, with three main goals in mind: generating a pipeline of well-grounded evidence to further strengthen our programming, identify possibilities for scale or replication, and substantiate our messaging about our contributions to the field of community-led development.

As for specific deliverables from each Fellow, in addition to the final research report, the IAF anticipates the Fellows will collaborate with the IAF to prepare and disseminate pithy, well-crafted, publishable notes/briefs/blogs covering methods, conclusions and recommendations for a wide audience, including other US Government agencies, other funders, organizations, grantees and others interested in community-led and community-based development.

Will the Award Recipient play a role in mentoring or providing peer review of the deliverables?

No, the Award Recipient will not mentor Fellows. The Award Recipient's role will be to collect Fellow's research deliverables, review for completeness, and provide them to the IAF within 15 days of receipt from Fellows.

Will the Award Recipient play a role in dissemination of those deliverables outside of IAF?

No, the Award Recipient will not disseminate research deliverables outside of IAF.

Questions Related to Task IV: Annual Fellow Orientation Workshop and Travel

Page 5-6, Task IV: Annual Fellow Orientation Workshop and Travel: The solicitation states that "the award recipient will coordinate an annual Fellowship Orientation Workshop virtually, at IAF Headquarters in Washington, D.C., or in one of the countries where IAF works." To accurately budget for this workshop, could IAF provide an estimate of how many of these workshops they anticipate being in-person and how many IAF staff, in addition to Fellows and alternates, they anticipate traveling for this event? Approximately how many days will the

orientation workshop be? Also, should applicants include IAF staff travel/accommodations in this budget for workshop attendance?

All Fellowship Orientation Workshops (a total of four workshops over the five-year period of performance) may be either virtual, in-person, or in one of the countries where the IAF works. For the purposes of the proposal budget, please include the cost of travel, accommodation, and per diem for 10 Fellows in D.C. for a three-day workshop. Do not include travel, accommodation, or per diem for IAF staff or alternates.

Task IV - In addition to preparing logistics, should the Award Recipient budget for fellow travel expenses to, from and during the Fellow Orientation (which will be facilitated by IAF)?

All Fellowship Orientation Workshops (a total of four workshops over the five-year period of performance) may be either virtual, in-person, or in one of the countries where the IAF works. For the purposes of the proposal budget, please include the cost of travel, accommodation, and per diem for 10 Fellows in D.C. for a three-day workshop.

What costs does the implementer need to cover as part of the annual program orientation? (fellow travel, lodging, M&IE, venue, etc.?)

All Fellowship Orientation Workshops (a total of four workshops over the five-year period of performance) may be either virtual, in-person, or in one of the countries where the IAF works. For the purposes of the proposal budget, please include the cost of travel, accommodation, and per diem for 10 Fellows in D.C. for a three-day workshop. The workshop would take place in the IAF office so no additional funds would need to be budgeted for the venue.

Questions Related to Task V: Reporting

Pg. 6, Task 5, #2, Financial Reports: Under Financial Reports, the RPF notes that "The final reports are due within thirty (30) days of the termination or expiration of the Fellowship Agreement." The Uniform Guidance allows for 120 days after the period of performance. Would IAF consider revising this requirement to 120 days after the period of performance?

The IAF prefers to keep the requirement to within 30 days; however, exact timing may be negotiated when the Cooperative Agreement is being finalized.

Questions related to IAF Involvement

On page 7 of the NOFO, under IAF Involvement, a Fellowship Advisory Committee is mentioned. Is this committee already in place? Does the implementer need to plan activities involved in recruiting these members?

No, the Fellowship Advisory Committee is not yet in place and the Award Recipient does not need to plan activities to recruit Fellowship Advisory Committee members, since this is a responsibility of the IAF.

Questions related to Eligibility Criteria

Can public and private universities apply?

Yes.

Can a university located in Latin America apply for the project?
Yes.

Can a nonprofit organization located in the U.S. apply for the project in alliance with a university in Latin America?
Yes.

Questions related to the Application Materials & Submission Process

May I have access to this application?

As specified in the NOFO (which can be found in the Related Documents tab of the posting), in order to apply, interested applicants should prepare a Proposal Narrative and Proposal Budget and submit them via email to proposals+fellowships@iaf.gov. We are not accepting applications through the Grants.gov website.

Pg. 10 - Work Plan: Is the preferred format for the Work Plan a Gantt chart? If so, may the applicant use a font smaller than size 12 in a table? Also, would IAF consider excluding the Work Plan from the ten-page limit to allow a more detailed plan?

A Gantt chart is preferred but other formats are acceptable. The work plan may be excluded from the 10-page limit and be a smaller font but please include it in the same document as the rest of the Proposal Narrative.

Page 10, E 2 - #3: Would IAF consider allowing applicants to include additional appendices that expand on their capabilities and experience?

Please only include a Proposal Narrative and Proposal Budget.

With regard to the SF424 Supplemental Form, previous versions have allowed for listing of more than one PI. Is it possible to add another PI?

The SF424 is not required. Only the Proposal Narrative and Proposal Budget are required.

Is the cover page included in the 10-page limit, or is that expected to be a separate attachment to the narrative?

Yes, the cover letter is included in the 10-page limit and should be at the beginning of the Proposal Narrative.