PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2024 Study of the U.S. Institutes Madeleine K. Albright Young Women Leaders Program

Funding Opportunity Number: SFOP0010289

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 2024 Study of the U.S. Institutes Madeleine K. Albright Young Women Leaders Program. 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 guidelines outlined in the PSI. If there is a perceived disparity between documents, the solicitation is to be the dominant reference.

I. STATEMENT OF WORK

Recipient Responsibilities:
In a cooperative agreement, the Study of the U.S. Branch is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department of State and your organization are outlined below.

The responsibilities of the recipient organization are as follows:

1. Provide overall coordination and management of the Study of the U.S. Institutes Madeleine K. Albright Young Women Leaders Program;
2. Design and oversee four Study of the U.S. Institutes Madeleine K. Albright Young Women Leaders Program academic institutions in the United States for approximately five weeks each. Each Institute will host approximately 20 participants at a U.S. university or college campus for a total of approximately 80 foreign undergraduate students;
3. Provide and monitor subawards to selected host institutions to conduct the Institutes. Each host institution should not conduct more than one Institute and the recipient may choose to conduct only **one** Institute;
4. Oversee the program curriculum and other activities for all four Institutes, ensuring that they align with program goals and objectives;
5. Provide Institute syllabi and program calendars to the Bureau of Educational and Cultural Affairs (ECA) for review and approval before the start of the Institutes;
6. Prepare DS-2019 forms for all participants and send these forms to the U.S. embassy or consulate well in advance of program start dates to allow for J-1 visa interview scheduling;
7. Enroll 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 Institutes and issue health benefits identification cards for each participant;

8. Ensure that each participant completes and signs all required pre-program forms provided by ECA;
9. Develop health and safety protocols to protect the welfare of all participants;
10. In coordination with U.S. embassies and consulates or Fulbright commissions, arrange and purchase international round-trip travel for participants;
11. In coordination with U.S. embassies and consulates or Fulbright commissions, arrange and purchase any pre-program travel related to visa issuance;
12. In conjunction with host institutions, U.S. embassies and consulates, and Fulbright commissions, make logistical and administrative arrangements for participants, such as pre-departure information, airport pick-up and drop-off, lodging and meals, domestic travel, medical treatment, and program funds disbursement including travel allowances; communicate this information to participants prior to the program start date;
13. Promptly inform ECA of any serious incidents or issues involving participants that may affect their participation in the program (including, but not limited to, medical emergencies and medical evacuations, including mental and physical health issues; natural disasters; arrests or other serious legal issues or misconduct accusations). Consult with ECA on the response to any serious incidents and on crisis management decision-making and operations, including responding to related queries from the media or others. Provide timely progress reports on any necessary follow-up action;
14. Develop and implement, in coordination with ECA, a communications and digital media strategy to promote the program;
15. Ensure strict compliance with State Department branding and signage requirements at events, in remarks, in program documentation, and in online content;
16. Provide participants with follow-on guidance and resources and facilitate continued interaction among participants after the program;
17. Create and maintain a database of program alumni that includes alumni success stories; share these stories with ECA throughout the year;
18. Conduct program performance monitoring and evaluation according to the MODE framework requirements as outlined in section D.10. Program Performance Monitoring and Evaluation (M&E) of the NOFO;
19. Manage ECA funds for this activity;
20. Submit required semi-annual and final financial and program reports to ECA on-time and provide weekly updates to the program office during the implementation period;
21. Provide reasonable accommodations for participant needs, including disabilities and medical or dietary restrictions, as necessary;
22. Prepare and print certificates of completion for participants who successfully complete their respective programs;
23. Assume overall responsibility for complying with all applicable tax treaties and Federal, state and local laws on tax withholding and reporting for participants; and
24. Design, organize, and implement a convening event for all 80 participants, including

recruiting speakers, drafting an agenda, and managing all content and logistics for the event, in conjunction with the Program Office.

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

1. ECA will make determinations on eligible countries and will make all final participant selections and provide a list of selected finalists to the implementing partner.
2. The Branch may request that the recipient make modifications to the academic residency, convening event, and/or educational travel components of the program. The recipient will be required to obtain approval of significant program changes in advance of their implementation. Program changes after the award has been issued must be approved by the Grants Officer before moving forward, and may require an amendment.

II. PROGRAM SPECIFIC GUIDELINES

A. Overview

The U.S. Department of State's ECA invites proposal submissions for the design and implementation of the Study of the U.S. Institutes Madeleine K. Albright Young Women Leaders Program. Each five-week Institute (four Institutes total) will be designed for groups of approximately 20 female undergraduate students from selected regions.

Proposals should present an imaginatively-designed academic residency and integrated educational study tour that includes community service, leadership and skills development, cultural activities, and substantive opportunities to interact with a diverse group of people in the United States. The program should include a convening event for all 80 participants in a location of the applicant's choosing with final approval from ECA regarding the location and agenda. Institutes will take place concurrently.

All aspects of the program, including class work, presentations, reading and writing assignments, leadership and skills development sessions, workshops, community service, site visits, and the study tour should be integrated to emphasize Institute themes and related sub-topics. Institutes must also contribute to the participants' understanding of the United States more broadly, including the history and evolution of U.S. society, culture, and values. The NOFO for this competition gives further direction on the substance of the program and the themes. The conception and structure of the Institutes are the responsibility of the award recipient. It is essential that proposals provide a full, detailed, and comprehensive narrative

describing how the recipient and host institutions will achieve the objectives of the program. A sample academic program, including lectures, discussions, presentations, site visits, study tour, and other relevant documents, should be included. Proposals will be reviewed based on 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.

B. Program Dates

Pending the availability of funds, the anticipated award for the cooperative agreement will begin on or about September 1, 2024, and end on or about December 31, 2028, including two non-competitive continuations of the award in FY 2025 and FY 2026, pending the availability of funds and successful performance. All Institutes should last approximately 36 days (including arrival and departure days, and the convening event). Four Institutes will take place in summer 2025. Institutes will begin on the same date and no earlier than June 15, 2025, and should conclude no later than August 15, 2025.

C. Program Administration

Applicants should discuss their capacity and the capacity of host institutions to successfully manage international exchange programs, including institutional strengths such as relevant experience, departments, and major administrative units. Proposals should include a staffing plan that details how staff will fulfill responsibilities.

The award recipient must designate a **project director** to oversee all of the Institutes. The project director will coordinate logistical and administrative arrangements, ensure an appropriate level of continuity and consistency among the various host institution programs, oversee alumni programming, and serve as the principal liaison between ECA and the host institutions. The project director will serve as ECA's primary point of contact. The project director is required to attend a partner retreat that will take place either virtually or in-person in Washington, DC, at least six weeks before the start of the program.

The award recipient must designate an **academic director** at each host institution who will be present throughout the Institutes in their entirety to ensure the continuity, coherence, and integration of all aspects of the academic program, including the study tour. The academic directors will plan and implement the program at their respective host institution, oversee its day-to-day management, and monitor program participants. In addition, an **administrative director** or coordinator must be identified at each host institution to oversee all administrative support services, including program participant supervision, participant health and safety, budget, logistics, reporting, and other administrative arrangements.

Other staff may be designated as appropriate. Applicant organizations may choose to incorporate qualified "cultural ambassadors", "graduate mentors", or another appropriate name, at each Institute. The "ambassadors" must exhibit cultural sensitivity, an understanding of the program's objectives, and a willingness to accompany the foreign students throughout the Institute. Program coordinators and/or graduate student assistants may be employed to carry out clerical duties and to assist with the day-to-day concerns and needs of participants, but they should not be the principal point of contact for participants' administrative concerns.

D. Participants

Each Institute will host approximately 20 foreign undergraduate female participants, for a total of approximately 80 participants from the following regions: East Asia and the Pacific, Europe and Eurasia, the Near East and North Africa, South and Central Asia, and Sub-Saharan Africa. ECA determines the participating countries in consultation with the Department of State's regional bureaus and posts. ECA will make the final decisions regarding participating countries based upon Department priorities. All participants will be proficient in English.

All participants will be between the ages of 18 and 25. They will be highly-motivated undergraduate students from colleges, universities, and other institutions of higher education, who demonstrate leadership through their academic work, community involvement, and extracurricular activities. Their fields of study will be varied, and may include sciences, social sciences, humanities, education, business, and other professional fields.

ECA is committed to ensuring that participants with disabilities are able to participate fully in the program through reasonable accommodation and support. The award recipient will be responsible for working with the host institutions to provide reasonable accommodations that will allow for a full and engaging experience for all participants.

Every effort will be made to recruit participants from a diverse range of communities and backgrounds, with an emphasis on underserved and disadvantaged communities from both rural and urban areas, and whom have had little or no prior international experience. The award recipient will NOT participate in the recruitment or selection of candidates. U.S. embassies, consulates, and Fulbright Commissions will identify and nominate participants. ECA will make the final selections and send the final list of participants for each Institute to the award recipient.

E. Program

Each Institute should include an approximately four-week academic residency at a U.S. college or university campus and an approximately one-week educational study tour. Applicants are encouraged to draw upon any unique institutional strengths through faculty and other resources.

The themes selected for these programs are Civic Engagement (one Institute), Economic Empowerment (one Institute), Environmental Issues (one Institute), and Public Policy (one Institute). In addition to topics related to the overall theme of each program, the Institutes should also address the influence of democracy and democratic institutions, civil rights, social inclusion, freedom of expression, diversity, equity, inclusion, and accessibility (DEIA) in U.S. culture and society. Participants will examine how U.S. government policies, business and private sector practices, and socio-cultural norms and values engage and affect women. Institutes should also include topics on U.S. history, government, institutions, culture, and society. Participants should gain a deeper understanding of the United States while at the same time developing their leadership skills.

Academic Residency

The Academic Residency component should:

- Consist of a carefully integrated series of 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 the particular group of foreign students and include discussions of issues relevant to the Institute theme or countries/subregions represented. It must not replicate an existing lecture course, survey, or graduate seminar designed for degree candidates.

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

- Include time for discussion throughout the program to allow for questions 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 session per week** that should build participants' leadership capacity. These workshops should be creative, highly interactive, and team-oriented, and encourage participants to find ways to apply 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 for participants to experience first-hand the U.S. tradition of grassroots approaches to solving community problems. These activities should also serve as an opportunity to meet and interact with diverse U.S. residents outside an academic setting. Ideally, some of the volunteer activities would be with organizations relevant to the Institute theme.

- 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 preparation 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 students opportunities to experience the diversity of the United States, while fostering group cohesion.

Study Tour

The educational travel program for each Institute should:

- Directly complement and reinforce the academic residency of each Institute.

- Be arranged and led by the academic director and principal staff.

- Be approximately one week-long. It should expose the participants to a community (or multiple communities) representing a culture and/or region distinct from that of their academic residency. If appropriate, the study tour segment may be interspersed with the academic residency, though the total time allotted for the study tour should be approximately seven days.

- Include an appropriate mix of professional-level meetings relevant to the Institute's objectives, visits to cultural institutions, and recreational activities.

The proposal must specify the proposed study tour location or other destinations to be visited, as well as specific sites. Please note, staff escorts travelling on the study tour must have demonstrated qualifications to accompany exchange visitors.

Convening Event

The program must include a one- to two-day convening event that will be planned in coordination with ECA. This convening event may consist of sector or regional experts, a networking event, and/or participant debriefings.

Please note: The Study of the U.S. Branch may request that the award recipient modify the academic residency and/or study tour. Similarly, the award 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, similar designated university housing, or other suitable locations, ideally within walking distance to daily classes. 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 unavailability of familiar foods. Institute staff should consider any dietary, religious, medical, or living requirements and be prepared to discuss any challenges with the participants. Institute staff should consider conducting a pre-arrival survey of participant dietary and/or religious needs to better accommodate their needs. 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 consider the health, safety, and welfare of participants at all times. This includes assisting participants to understand the ECA-sponsored ASPE health benefits program and to navigate the complex healthcare system in the United States. The recipient and sub-recipients should also help participants understand and navigate any national, state, local, and campus health or safety policies.

- **Participant forms** are required from each participant. 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).

- **Virtual pre-departure orientation (PDO) workshops** should be organized by the recipient for all participants to prepare for the program. Topics may include, but are not limited to: setting expectations; U.S. cultural norms; DEIA; 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 to the host campus for the participants should address administrative details of the program, identify campus and local resources, review safety and security procedures, and provide general information that will facilitate the participants' adjustment to daily life in a new environment. Important topics will be security, medical issues and protocols, harassment and reporting, transportation, per diem, and availability of foods to which participants are accustomed or that 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 discuss guidelines for behavior that encourage active participation, 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 and close the program. These events typically include representatives from the host institution as well as individuals from the larger community.

- **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. Host institutions 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. Reasonable accommodations should be made for any participants with disabilities. Applicants should budget at least $2,000 per Institute for reasonable accommodations for participants with disabilities.

- **Monitoring and Evaluation** should be conducted according to the MODE framework requirements as outlined in section D.10. Program Performance Monitoring and Evaluation (M&E) of the NOFO. The recipient should ensure participants have time reserved to complete surveys throughout the program. Copies of surveys and raw 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 office.

- **Travel Allowances** should be disbursed to each participant to support in-transit costs incurred during travel to and from the United States. The ECA program office suggests at least $100 per participant for visa travel and incoming/outgoing allowances.

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. To promote this mission, the program should provide ample opportunities to attend informal and formal gatherings of ordinary community members from a variety of ethnic, social, and professional backgrounds, as well as with U.S. college students. Programs should strive to include as many of the following program 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 U.S. counterparts;
- 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, mentor relationships between participants and academically-appropriate host institution professors.

H. Alumni Outreach/Follow-on Activities

Proposals should provide plans for continued follow-on activities (with minimal ECA support) that ensure ECA-supported programs are not isolated events. Proposed activities for alumni must reflect the goals and objectives of the program and 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 programming (including a timeline), information on how it will be coordinated with existing alumni efforts, and a description of how the applicant 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 communities on the International Exchange Alumni website (https://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 participants' needs. Alumni activities should be financed using the line item budgeted for follow-on activities (up to $5,000) 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 address succinctly, but completely, 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 outcomes)
   c. Geographic diversity of program, both U.S. and overseas
   d. Fields covered
   e. Anticipated results (short and long-term)

Narrative

In a maximum of 20 double-spaced, single-sided pages, 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 component, 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

- Detailed Budget: The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

- Calendar of activities/itinerary
- Letters of endorsement
- Resumes and CVs (resumes of all staff should be included in the submission; no resume should exceed two pages).
- First Time Applicant Attachments, if applicable.

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 U.S. Department of State. See PSI in the Solicitation Package for information on cost sharing and the cost of audits.

You may request a budget template in Excel format by contacting Chrissy Mangiaforte and Maegen Smith at MangiaforteCT@state.gov and SmithMC@state.gov. Please note that you are not required to use this template. 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 sub-awardees** should be included and should resemble the Detailed Budget Template for the applicant. You are urged to be as detailed and specific as possible, adding line items if needed. You may wish to include any of the listed allowable costs.

Allowable program 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;
- Travel costs including, but not limited to, round-trip international airfare, visa travel, ground transportation, and domestic travel;
- Per participant allowances including baggage allowance, international travel allowance (approximately $100 per participant), book and cultural allowance (approximately $200 per participant), 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 partner retreat 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) Cost.
- 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 in accordance with the needs of the program and the availability of funds.

IV. OTHER AWARD INFORMATION

Adherence To All Regulations Governing The J Visa

ECA 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.

V. 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 Chrissy Mangiaforte and Maegen Smith at (202) 230-3820 and (202) 340-7347, ECA/A/E/USS; email: MangiaforteCT@state.gov and SmithMC@state.gov.