PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2023 Global Undergraduate Exchange Program in Pakistan

Funding Opportunity Number: SFOP0009546

Office of Academic Exchange Programs
South and Central Asia Programs Branch

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange Programs, South and Central Asia Programs Branch for the FY 2023 Global Undergraduate Exchange Program in Pakistan (Global UGRAD – Pakistan 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 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

Support for this program is being provided from FY 2022/FY 2023 Pakistan Economic Support Funds (ESF) that ECA anticipates being transferred from USAID to the Bureau for obligation prior to the funds' expiration on September 30, 2023. It is anticipated that the total amount of funding for FY 2023 costs will be up to $3,792,500**,** pending the availability of funds. 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 level of Economic Support Funds (ESF) changes, 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.**

The Global UGRAD – Pakistan Program provides full scholarships for outstanding students from underrepresented socio-economic and geographic sectors in Pakistan to complete one semester of non-degree undergraduate study in the United States at accredited two-and four-year institutions. In FY 2023, the Global UGRAD – Pakistan Program should provide approximately 108 scholarships over two academic semesters (54 students for fall 2024; 54

students for spring 2025). The program should have a balanced representation of academic disciplines. ECA strongly encourages students in the humanities and social sciences to apply, although all academic fields of study are eligible.

Substantial Involvement:

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring**.** In this Agreement, ECA/A/E/SCA will be responsible for the following:

1. Finalizing selection of program participants who will be recruited by the Fulbright Commission in Pakistan;
2. Reserving the right to have input on final host institution selections;
3. Providing final approval, after thorough consultation with the cooperating agency, of all student placements;
4. Arranging for U.S. Department of State speakers during workshops;
5. Serving as liaison with Pakistan Fulbright Commission, Public Affairs Section (PAS) of the U.S. Embassy, and country desk officer at the Department of State.

Responsibilities of the award recipient for the administration of the FY 2023 Global UGRAD – Pakistan Program include:

1. Program planning and management;
2. Recruitment and selection of U.S. host institutions;
3. Participant placement at U.S. host institutions;
4. Monitoring and support services for participants;
5. Participant orientations upon arrival in the U.S. and re-entry workshops prior to international departure;
6. Assistance with community service arrangements and other special programs management;
7. Fiscal management of program including but not limited to: stipend disbursement, international travel arrangements, domestic travel arrangements, student reimbursement for cultural events, enrollment in university or private insurance plan, and fiscal reporting;
8. Program reporting and evaluation services;
9. Visa management and monitoring, including the processing of DS-2019s; and
10. Supporting alumni tracking and coordination as well as creation of follow-on activities for program alumni.

II. PROGRAM SPECIFIC GUIDELINES

Program and administrative responsibilities for the FY 2023 Global UGRAD – Pakistan Program must include**:**

A. Program Planning and Management

Participant Recruitment
The United States Educational Foundation in Pakistan (USEFP) will identify, review, interview and nominate participants, with final selection decisions made by ECA. Selected participants 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. The program should have a balanced representation of academic disciplines. ECA strongly encourages students in the humanities and social sciences to apply, although all academic fields of study are eligible. Students should select disciplines from the existing, university/college curriculum. Most participants will have English proficiency at a level sufficient to function successfully in a U.S. higher education classroom or, in a small number of cases, require additional English language training by the U.S. host institution.

ECA, in collaboration with U.S. Embassy Pakistan, will make every effort to recruit and select a balance of male and female participants, and participants from non-elite and underprivileged backgrounds, from both rural and urban areas, and who have had little or no prior experience in the United States or outside of their home country.

U.S. Host Institution Selection and Participant Placement
ECA will approve placements for all participants at U.S. colleges and universities. The proposal should describe in detail how the recipient will conduct a competition to select U.S. host institutions, including the measures that will be taken to secure tuition awards and/or other forms of cost sharing. Host institutions for the FY 2023 Global UGRAD – Pakistan Program must be accredited colleges and universities and should represent the diversity of U.S. institutions of higher education, including community colleges and minority-serving institutions (MSIs). In addition, the award recipient should select host institutions based on geographic diversity, academic rigor, overall cost and ability to provide cost share, and ability to engage the students in the local community. The award recipient should place students at institutions that will provide the participants with a supportive environment and personalized attention. These communities should offer accessible housing accommodations and transportation.

The award recipient should place no more than five participants at one institution. The

proposal should demonstrate how the applicant will ensure maximum interaction with Americans and lessen the likelihood that participants will interact predominantly with each other.

The proposal must describe in detail how the placements will be made, including what measures will be taken to select appropriate host institutions, which participants will be placed at which type of institutions (for example, 2-year and 4-year institutions), and how tuition awards and/or other forms of cost share are secured.

ECA expects participants to return to their home countries immediately upon the conclusion of the program. ECA will not consider transfers of academic program and visa sponsorship to another U.S. institution under the FY 2023 Global UGRAD–Pakistan Program.

Allowances

The proposal should detail plans to provide participant maintenance allowances in accordance with suggestions below or an alternative benefit package that includes the costs of campus housing, meals, books, university health insurance, and incidental expenses. The award recipient must monitor and directly distribute approved allowances (e.g., maintenance) and reimbursements (e.g., relevant fees); authorize special allowances as stipulated in the program terms and conditions (e.g., enrichment funds); clarify policies and procedures; and resolve problems relating to recipient benefits and payments.

Suggested amounts for allowances are:

- Monthly Spending Allowance: $400/month
- One-time Settling-in Allowance: $150 (for items needed immediately upon arrival and not provided by the host institution)
- One-time Book Allowance: $500/semester ($250/quarter)
- Enrichment Allowance: $250 one-semester (dispersed via an “application” process or other mechanism)

Housing Accommodations and Meals

Program participants will be placed in on-campus housing and have access to a comprehensive meal plan with provisions for religious-specific or other dietary needs. Participants should be paired with U.S. student roommates, not other FY 2023 Global UGRAD – Pakistan participants or international students. The proposal should include a description of appropriate accommodations for participants’ religious observances and ensure options to meet needs such as single-gender and substance-free dorms/floors.

Fields of Study

The program should have a balanced representation of academic disciplines. As noted above, ECA strongly encourages students in the humanities and social sciences to apply, although all academic fields of study are eligible. Fields should be drawn from the standard university/college curriculum.

Academic Components

To support the mutual understanding goal of the exchange, ECA is particularly interested in opportunities for academic study related to U.S. institutions, society, and culture. Thus, students must enroll in one American Studies course, such as American history, literature, or government.

Additionally, there must be an academic skills-building component (may be a specific course or training outside of class) that aims to improve the participants' ability to succeed in the U.S. higher education system. Training may include, but is not limited to, time management, note taking, preparing for exams, and research and writing.

Enrichment Activities

To further the exchange, participants will be encouraged to take part in enrichment activities. An enrichment allowance will be available to enable participants to engage in campus, community, and regional activities of a cultural nature, such as concerts, plays, museum exhibits, cultural festivals, and other relevant events. Participant attendance at events that feature American content should be encouraged and facilitated whenever possible with the goal of exposing participants to as many cultural and civic institutions as possible. Participants may participate in activities on their own or as a group. The recipient should aid participants in planning enrichment activities.

Thematic Focus

To enhance the knowledge and skills of the participants, each cohort should have leadership development as an overarching theme for the program, which will focus on increasing the leadership skills of the participants. The theme will be introduced at the arrival orientation workshop. It should also be incorporated through structured activities to further the experience of the participants in exploring the theme while at their host institutions. At the re-entry workshop, the theme will play a central role along with the components described below for re-entry. The theme is intended to augment the academic and cultural components of the program, with the goal of developing the personal and professional skills of the participants.

B. Supervision and Support Services

Monitoring and Support

The proposal must demonstrate that the applicant can provide support systems to the FY 2023 Global UGRAD – Pakistan participants that reflect cultural understanding and sensitivities as well as effective communication skills to facilitate a successful exchange experience.

The recipient must verify participant enrollment in the approved program, resolve any initial placement and/or adjustment problems upon arrival at their host institution and must assist program participants in finding adequate academic and counseling services where needed. The recipient should monitor and evaluate the performance of FY 2023 Global UGRAD – Pakistan participants regularly to ensure satisfactory progress in the achievement of academic goals, including periodic campus visits, consistent communication with host advisors and professors, and review of academic reports.

Working in close consultation with the Bureau, the recipient should assist participants, as required, in resolving issues related to academic problems and personal or health emergencies; provide counseling or make appropriate referrals; perform domestic travel to resolve participant emergencies; and provide other assistance as needed. The Bureau must be informed of any medical emergencies, unlawful acts, or violations of the FY 2023 Global UGRAD – Pakistan terms and conditions as soon as possible.

Visas

The recipient must provide oversight and management of participants' visa status. The Bureau places critically important emphasis on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by participants, 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.

Health Benefits

The recipient must enroll participants in the Bureau's Accident and Sickness Plan for Exchanges (ASPE) or other health benefits plan and assist in filing claims to the designated health benefits agency. The recipient must clarify health benefit coverage, procedures, and benefits as needed for the FY 2023 Global UGRAD – Pakistan participants.

The recipient must also enroll students in university health insurance. If the host institution does not allow non-degree seeking students to enroll, the recipient must purchase private insurance for the participant. This health insurance should act as their primary policy with ASPE or other health benefits plan acting as secondary coverage.

Participant Travel

The recipient must manage program participant travel arrangements, in consultation with the Fulbright Commission in Pakistan, for domestic and international flights in accordance with the Fly-America Act.

C. Special Programming

Arrival Orientation Workshops

Pre-departure orientations (PDOs) will be arranged by the Fulbright Commission in Pakistan. With assistance and materials provided by the recipient, the U.S. Embassy, and ECA, these PDOs will provide a brief introduction to living, traveling, and higher education in the United States. Additionally, the recipient should hold an arrival orientation workshop in the Washington, DC metro area to address topics such as U.S. campus life, U.S. culture and cultural adjustment, gender-related issues, finances, health and safety, a review of the student award terms and conditions, a review of the major requirements for the program, program materials, and online tools. The recipient should review all orientation sessions and materials with an enhanced emphasis on defining appropriate male and female interactions and conduct in the United States for the Pakistani UGRAD participants. Program handbooks including this material should be provided by the recipient for dissemination at the arrival orientation. The proposal must include plans for arrival orientations and late arrival virtual orientations.

Host universities and colleges should provide academic/program orientations for the participants upon their arrival at the university or college that will reiterate the topics mentioned above as well as introduce the participants specifically to the host school and community. The recipient should provide materials for such orientations that will ensure participants associate themselves with the FY 2023 Global UGRAD – Pakistan Program as well as to the host institutions.

Academic Program and Skills Building

All participants should be enrolled full-time in undergraduate course work chosen from the host institution's existing curriculum so that students have ample opportunity for substantive interaction with U.S. faculty and student peers, and opportunity for exposure to U.S. academic and classroom culture.

Participants should be able to choose at least two courses in their field of study (as indicated on their applications). Participants will be required to take one American Studies course and one academic skills-building course or training.

Community Service and Presentations

To ensure that students will be integrated as much as possible into the U.S. communities in which they will be living, students will be required to take part in community service activities during their program. Students must provide 20 hours of volunteer service to local organizations. Students may not receive salaries, stipends, or wages for their volunteer service.

Participants must conduct at least one local presentation (at area schools or community organizations) about their home country.

U.S. Cultural Enrichment

ECA welcomes creative ideas for exposing participants to U.S. institutions, such as discussion groups on U.S. issues, visits to political campaign offices and polling places, attendance at school board or city council meetings, exposure to U.S. religious institutions, and civic-related volunteer work. Student attendance at museums, concerts, plays, and other cultural events that feature American content should be encouraged and facilitated whenever possible. As described above, the recipient should provide assistance to ensure that participants take part in such activities, whether by visits set up through the host advisors, participants directly, or other means.

Re-Entry Workshops

The proposal must include the administration of re-entry workshops for all participants and the method in which the recipient plans to recruit and select an institution to implement the event. The workshop dates should be scheduled in consultation with the ECA program office. The re-entry workshop should address issues of reverse culture shock, academic reintegration into their home college or university, and other re-entry considerations as appropriate. The workshop should also address additional opportunities for participants to return to the U.S. for study and research. The leadership focus, as described above, should be incorporated into the workshop, with the participants being exposed to the application of the theme to their home communities through meetings, discussions, site visits, and project design and development. The development of individual action plans for the participants should also be incorporated into the re-entry workshop.

Follow-on Activities

Proposed follow-on activities for alumni must be developed in close consultation with ECA and the Fulbright Commission, must reflect the goals and objectives of the FY 2023 Global UGRAD – Pakistan Program, and must contribute to overall ECA goals to foster mutual understanding between the people of Pakistan and the people of the United States. The proposal must include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained. The applicant should explain how these activities will be integrated with initiatives for alumni of other ECA programs, rather than as isolated events. Alumni activities should be conducted with minimum financial support from ECA and demonstrate cost-sharing by the applicant organization. Please refer to the PSI for additional information.

D. Fiscal Management

The proposal must demonstrate the existence of suitable financial systems to track, audit, and disburse the FY 2023 Global UGRAD – Pakistan funds. The recipient will be expected to submit interim and final reports, as directed by ECA, detailing expenditures, and to consult with ECA on the re-programming of funds. Administration of these scholarships must be in compliance with reporting and withholding regulations for federal, state, and local taxes where applicable.

E. Program Projections, Reporting and Evaluation Services

The proposal must include a statement of goals and expected outcomes for the program, including how results would be measured, as necessitated by the Government Performance and Results Act (GRPA) of 2010. Evaluation plans should include a plan for host campus representatives to evaluate the impact of the FY 2023 Global UGRAD – Pakistan Program on their campuses and local communities.

The recipient should be able to develop and maintain a participant statistical database that records such information as bio-data, academic program, visa status, and participant accomplishments. ECA may request periodic reports related to the management of the exchange program.

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 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, 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 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.

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 Teresa Mastrangelo at (202) 255-0988, ECA/A/E/SCA, email: MastrangeloTE@state.gov.