The Department of Agriculture (USDA) – Foreign Agricultural Service (FAS)
Global Programs

Notice of Funding Opportunity (NOFO)
FY 2020 Faculty Exchange Program – African Veterinary Science

A. Program Description

Program Overview, Objectives, and Priorities

The Faculty Exchange Program is requesting the design and delivery of training activities for African university professors in Veterinary Science.

BACKGROUND

The Faculty Exchange Program (FEP) began in 1995 to bring junior- or mid-level university professors from countries in the Former Soviet Union to the United States for one semester to increase their knowledge of, and ability to teach, agricultural economics, marketing, and agribusiness management at their home institutions. The program was funded by the Department of State under the Freedom Support Act. Program activities in this area ended in 2018. Over the years the program has evolved to include agricultural scientists from Eastern Europe and the Former Soviet Union. Today the program focuses on improving veterinary education and research in selected African nations for early to mid-career instructors at Colleges of Veterinary Medicine in Ghana, Kenya, Uganda, Tanzania and Ethiopia. Training programs are designed and organized in conjunction with U.S. universities, USDA, and other government agencies. FEP emphasizes improved and updated course and curriculum development, teaching and student assessment methods, exposure to current research techniques and practical field experiences while studying in the United States. FEP includes follow-up visits by U.S. host professors to the participants' universities to assess progress in implementation of courses developed and encourage collaboration between U.S. and participating universities. Since 2016, the program has hosted 54 veterinary faculty participants from Ethiopia, Ghana, Kenya, Tanzania, and Uganda.

Objectives

The purpose of the Faculty Exchange Program is to assist developing countries to improve their university agricultural education, research, and extension programs by providing a one semester training program at U.S. Land Grant Agricultural Universities. Participants are able to upgrade their technical knowledge in their subject area, but they also learn new teaching methods through class observation, and they will learn new research methods though experience in the lab or through short courses or one-on-one instruction. Each participant revises and modernizes their class outlines for introduction at their home university after they return. Participants also travel to laboratories, farms agribusinesses, and government offices to gain an understanding of how the veterinary science and animal health systems operate in the United States. Faculty mentors visit each participant in their home country 3-9 months after the conclusion of the U.S. based program to provide follow-on support and advice.

USDA will select Fellows based on similar backgrounds in research areas and place them in groups of ten Fellows. Each group will be placed at a Land Grant University specializing in their topic.

Expectations:

Duration
Training will be from 4-5 months within the full period of performance. All fellows should be present at the same time. Ideally the activity would align with the fall session of classes at the university.

Location
The applicant is expected to host the Fellow at a research facility on their campus in the United States. The mentor is expected to make a reciprocal visit of up to 2 weeks to the Fellow's home institution, which may be in a developing country.

Issued By
Foreign Agricultural Service, Global Programs, Fellowship Programs Division

Catalog of Federal Domestic Assistance (CFDA) Number and Title
10.613 Faculty Exchange Program

Notice of Funding Opportunity Title
Faculty Exchange Program – African Veterinary Science

NOFO Number
USDA-FAS-10613-0700-10.-20-0002

Authorizing Authority for Program
Section 1458 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 USC § 3291

Appropriation Authority for Program
Further Continuing Appropriations Act, 2020 (Public Law 116-94)

Announcement Type
New

B. <u>Federal Award Information</u>

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: Up to $800,000 total; up to $400,000 per award
Subject to availability of funding
Note: Each award is expected to support up to ten (10) fellows as a group.

Projected Number of Awards: Up to 2

Period of Performance: 24 months

Projected Period of Performance Start Date(s): August 1, 2020

Projected Period of Performance End Date(s): July 31, 2022

For this program, the implementer has up to one year from the PoP Start Date to actually have the fellow start his/her work in the United States.

Extensions are allowable, please see Section H. Additional Information to see how to requests one should the need arise.

Pre-Award costs: Not Allowable

Funding Instrument
USDA will enter into a cost-reimbursable agreement as described at 7 USC § 3319a with selected recipients. Program staff will maintain involvement in the administration of the Faculty Exchange Program. Subawards will be permitted if included in the awardee's application.

C. Eligibility Information

Eligible Applicants
Proposals may be received from U.S. State Cooperative Institutions or other colleges and universities in the United States with an academic program in veterinary medicine.

A single Principal Investigator (PI) may not host two groups of Fellows simultaneously. The PI must hold a position at an eligible U.S. institution.

Eligibility Criteria
All applicants must have an active registration in the SAM database at www.sam.gov – pending or expired registrants are not eligible. This requirement must be met by the closing date of the announcement and will not be waived. Please contact the program officer listed if you have questions about this requirement.

In addition to obtaining a DUNS number and registering in SAM, you must also obtain Level 2 eAuthentication to apply for this funding opportunity in ezFedGrants (eFG). You must submit an online form requesting access. Normally you will receive an email within 24 hours of your submission, if your request is approved. After this occurs, you will need to schedule an appointment with an LRA. Once you meet with the LRA, your Level 2 eAuthentication should be granted within 2 to 3 days after that meeting. See Section D of this NOFO for detailed information.

Maintenance of Effort (MOE)
MOE is not required.

Cost Share or Match requirements
Cost share or match is not required.

D. Application and Submission Information

Key Dates and Times

Application Start Date:	January 23, 2020
Application Submission Deadline:	March 2, 2020
Anticipated Funding Selection Date:	June 1, 2020
Anticipated Award Date:	Up to August 15, 2020

Address to Request Application Package
This NOFO represents the full application information.

Applications will be processed through the ezFedGrants portal at https://grants.fms.usda.gov – prospective applicants are encouraged to register for this portal. Applicants that are unable to access the ezFedGrants portal should contact the program manager for alternative submission instructions. Note that if selected, registration is a requirement of performance. See section G of this document for the Program Manager's contact information.

Content and Form of Application Submission
Institutions must be able to host multiple groups over the period of performance and should submit a proposal following the guidelines below:
Required forms and certifications, including:

- Standard Form 424, signed by the applicant
- Standard Form-LLL, if warranted.
- Standard Form 424A. This should be accompanied by a detailed budget worksheet and a detailed budget narrative (NOTE: A budget narrative must be provided). All line items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations. Definitions of cost items are listed below.
  - **a. Personnel**: Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants. Consultants are to be included under "Contractual."
  - **b. Fringe Benefits**: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, attach a copy of the negotiated fringe benefit agreement. If no rate

agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.)

c. **Travel**: Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.

d. **Equipment**: Equipment is not an allowable expenditure for this award. Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) $5,000.

NOTE: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

e. **Supplies**: Supplies are tangible personal property other than that included in the equipment category if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. A computing device, generally, is a supply.

f. **Contractual**: Costs of all contracts for services and goods that further the work of the project. Sub-contractors, sub-awardees, and/or sub-grantees that do not perform technical work (i.e., landscapers, trash collectors, etc.) belong under other cost categories such as equipment, supplies, construction, other, etc.

Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations. Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be $25,000 or more, or 50% of the total work effort, whichever is less.

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
- Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source

    subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
  - All required flow down provisions in the award must be included in any subcontract.

g. **Other Direct Costs**: Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.

h. **Indirect Costs**: This will be a cost reimbursable agreement issued under 7 USC § 3319a. By statute, indirect cost rates for cost reimbursable agreements cannot exceed 10%.

- A project narrative that includes the following elements:
  - Indicate the name of the institution applying to host the Fellow;
  - Provide a tentative training plan based on the training interests listed in the statement of work, including topics to be covered, possible field visits and other activities;
  - Please include a narrative description of the proposed training, how it will be administered and the role of the university faculty and support staff;
  - Provide a summary of relevant institutional capabilities for hosting international Fellows in the applicable topic(s);
  - Briefly describe the expertise and international experience of the recipient in the group's field of interest and various countries;
  - Demonstrate understanding of cultural context and needs of the trainees;
  - Identify the expected skills or knowledge to be acquired by the Fellows at the end of the program;
  - Briefly demonstrate flexibility in training plan to account for potential program changes and the ability to respond to unforeseen circumstances;
  - Include a quality assurance plan. This should include information on how unforeseen problems that can arise will be addressed.

The SF-424 and SF-424A can be completed within the ezFedGrants platform.

All other required Certification and Representations must be completed in SAM.gov on an annual basis, and will no longer be required for submission as part of each of your application packages. These required forms may unclude the any of the following:

AD-3030, AD-303, Certification Regarding Lobbying, SF-424B or SF-424D, AD-1047, AD-1048, AD-1049, AD-1050, AD-1052

In the SAM.gov portal you will just attest to each of the certifications and Representations by signing off on one sheet that list each of them. You will no longer have to sign a form for each of them.

FAS will verify in SAM.gov that the proper certifications are completed, and if they have not been, you will be contacted and directed to do so. Your award will not be issued until the proper forms are completed within the SAM.gov portal.

Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to:

(i) Be registered in SAM (https://www.sam.gov) before submitting its application;

(ii) Provide a valid DUNS number in its application; and

(iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

FAS is using ezFedGrants, which is an electronic grants management system. Applicant(s) with electronic access are required to submit their applications electronically through the ezFedGrants portal. Before you can apply, you must have a DUNS number, be registered in SAM, and have access to the ezFedGrants website at https://grants.fms.usda.gov.

Applicants are encouraged to register early. The registration process can take approximately four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: http://www.dnb.com/duns-number.html
The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through ezFedGrants must register with SAM. Step-by-step instructions for registering with SAM can be found here:

www.sam.gov

Failure to register with SAM will result in your application being rejected during the submissions process.

ezFedGrants System Access and Electronic Signature

Level 2 eAuthentication. The next step in the registration process is to obtain a Level 2 eAuthentication account that will allow access to the ezFedGrants system. Instructions for getting a Level 2 eAuthentication account can be obtained by emailing ezFedGrants-cfo@usda.gov

If you experience any issues with self-registration or have eAuthentication-related questions, please contact the eAuthenticationHelpDesk for assistance:
By email to eAuthHelpDesk@usda.gov

Requesting a role in ezFedGrants. After obtaining eAuthentication, users will need a role in the system. Descriptions of the roles available and instructions on how to request a role can be obtained by emailing ezFedGrants-cfo@usda.gov.

Electronic Signature. Applications submitted through ezFedGrants constitute a submission as electronically signed applications. When you submit the application through ezFedGrants, the name of your Signatory Official on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please email the Helpdesk at ezFedGrants-cfo@usda.gov.

Intergovernmental Review
An intergovernmental review may be required. Applicant(s) must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (https://www.archives.gov/federal-register/codification/executive-order/12372.html) Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at:

https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf

Funding Restrictions
Generally, funds may not be used in any manner that is prohibited by 2 CFR Part 200 and 2 CFR Part 400 or this funding opportunity notice.

Compensation for personal services (whether classified as personnel, contractual services, or any other form) may not exceed the pro-rated equivalent of Step III of the Executive Schedule. For calendar year 2019, this is $176,900 per year; $680.38 per day; or $85.05 per hour. Non-monetized fringe benefits are generally excluded from this ceiling, however, a federally-negotiated fringe benefits rate agreement may be required if fringe benefits appear to be unusually high. Requested funds may be allocated toward salaries, fringe benefits, or the combination thereof. No more than 20% of the requested funds may be allocated toward salaries, consultant fees, fringe benefits, or the combination thereof.

FAS agreement funds may only be used for the purpose set forth in the award, and must be consistent with the statutory authority for the award. Agreement funds and non-monetary support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award. In addition, federal funds may not be used to sue the Federal Government or any other government entity.

These funds cannot be used for construction purposes, general purpose acquisitions (no particular scientific, technical, or programmatic purpose), equipment exceeding $5,000 per item, entertainment, capital improvements, thank you gifts, or other expenses not directly related to the project

This will be a cost reimbursable agreement issued under 7 U.S.C. 3319a. University indirect costs for cost reimbursable agreements are limited to 10% of direct costs.

Management and Administration (M&A) Costs:
M&A costs are not allowable.

Indirect Facilities & Administrative (F&A) Costs.
Indirect F&A costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. By statute, indirect costs for cost reimbursable agreements cannot exceed 10% of direct costs.

Other Submission Requirements
All applications must be submitted electronically as indicated above.

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements. In addition, the following applies:

i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold as defined by 48 CFR § 2.101, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

iii. will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants

Technical Expertise and Experience (40 points)
Mentor must have appropriate technical background to provide the desired, advanced training. If necessary, other appropriate collaborating scientists should be identified to meet any of the objectives which the mentor cannot address. Mentor's experience and knowledge of relevant agricultural conditions within the Fellow's country or a similar location will be considered as appropriate. The recipient's experience with international training and adult-education will also be considered.

Overall Program (35 points)
The overall program plan and design should be relevant to the Fellow's objectives background. The program plan should be thorough, and it should help achieve the desired post-program deliverables and the Fellow's research goals and objectives. Relevant agricultural practices within the region of the university will be considered as appropriate. Relevant university resources should be identified. Additional resources/organizations should be identified as appropriate. Site visits and meetings should be meaningful to the content of the program, if included.

Budget (25 points)
The proposed budget should be appropriate for the number of Fellows and length of the program. The budget should include appropriate cost savings where available and narrative should accompany each line item.

Review and Selection Process
In all cases, the Program Manager will ensure application is submitted on time as specified in this announcement; and that the organization is capable of delivering the program/activities as described in the announcement based on the applicant's project narrative.

FAS conducts a two-part application review process. The Agency conducts an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible (see Section C. Eligibility Information) or an application is determined to be non-responsive, FAS will notify the applicant. All responsive and eligible applications will be reviewed as described below:

1. FAS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted either on site or by remote review.

2. Technical reviewers will review each eligible application against the evaluation criteria. The reviewers will assign a score and provide summary comments based on the evaluation criteria identified above. Evaluation Criteria: the evaluation criteria must be directly related to key aspects of the project. The criteria must be measurable with an associated point range. From the scoring process, the reviewers will recommend one or more selections.

3. An application may be selected for a post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.

4. The second part of the application review process includes an internal review panel consisting of FAS management, which will review the recommendation list which will display the highest ranked applications. From this list this internal review panel will make final funding selection. The internal review panel may take applications out of rank order in consideration of strategic program priorities, such as:
    a. Geographic distribution
    b. Incorporation of minority-serving institutions
    c. Institutional capability to host foreign fellows

5. FAS will perform an additional review of the applicant organization which may include reviewing any and/or its key personnel. This review will include reviewing audit reports, publicly available materials and/or government databases and may have a bearing on award outcome. FAS may request additional materials from the applicant as part of this review, including:
    - The summary letter from the applicant's most recent audit report; and
    - Documentation of previous grant award completion that includes the name of the grantor, amount awarded, and whether the grant recipient sufficiently completed the requirements of the grant award (e.g., a final close-out report, certification of grant award completion, etc.)

6. After the technical review and before making final funding decisions, FAS may contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a sub-awardee, FAS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.

Confidentiality and Conflict of Interest

Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance with applicable laws and regulations. FAS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of FAS personnel.

FAS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, FAS requires potential reviewers to complete and sign conflicts of interest and nondisclosure forms. FAS will keep the names of submitting institutions and individuals as well as the substance of the applications confidential except to reviewers and FAS staff involved in the award process. FAS will destroy any unsuccessful applications after three years following the funding decision.

F. Federal Award Administration Information

Notice of Award

Notice of selection will be given to the institution via email. This email is not an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document through electronic means. It should also indicate if there are any pass-through obligations that successful applicants are required to meet upon receiving award funds, including specific timeline requirements.

Administrative and National Policy Requirements

All successful applicants for all grant and cooperative agreements are required to comply with Standard Administrative Terms and Conditions, which are available online at:

https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp

The applicable Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made unless explicitly stated otherwise in subsequent mutually-agreed amendments to the award.

Before accepting the award the Recipient should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Federal Financial Reporting Requirements

The Federal Financial Reporting Form (FFR), as known as the SF-425, must be submitted semi-annually, within 30 days after the end of each reporting period, and a final report within 90 days of the end of the agreement. The required form is available online at: https://www.gsa.gov/portal/forms/download/149786

Program Performance Reporting Requirements

Performance Progress Reporting must be filed semi-annually, within 30 days after the end of each reporting period, and a final report must be filed within 90 days of the end of the agreement and should include details the activities undertaken and progress made.

Performance Expectations

(1) Assignment of a Principal Investigator (Training Coordinator)
The host institution will designate a contact person as the Principal Investigator (PI) responsible for coordinating all administrative and programmatic arrangements.

(2) Assignment of Mentors
A key component of the program is matching each Fellow with a mentor. The host institution will select an appropriate mentor for one-on-one work with each Fellow for the duration of the program.

- The mentor will establish a professional relationship, providing guidance and training in the Fellow's research and studies.
- The mentor will work with the Fellow before arrival to discuss appropriate work plan, site visits, and other arrangements. A work plan should be agreed upon and finalized no later than 2 weeks after the program start date.
- The mentor will provide draft of work plan through the PI to USDA/FAS for consultation and approval approximately 2 weeks before the commencement of the program.
- The mentor will agree to commit a significant amount of time each week for one-on-one work with the Fellow during the program.
- The mentor will continue communicating with the Fellow beyond the end of the program in the U.S. through the mentor visit.
- Mentor will submit quarterly progress reports that indicate all program activities conducted
- The mentor may assign other faculty members to assist with Fellow's training and research activities.
- Mentor may not be assigned to multiple Fellows during the same time frame.

(3) Mentor Follow-up Visit

- The mentor's reciprocal visit is a required component of the Faculty Exchange Program.
- The mentor will work with the Fellow to plan a follow-up visit to the Fellow's home country. The trip should occur within 6 months to 1 year after the program ends.
- The PI should provide USDA/FAS with an agenda for mentor's travel, including goals and objectives. The mentor's travel information must be provided for emergency contact purposes and country clearance (if required by the cognizant FAS Overseas Office).
- The mentor will provide a trip report highlighting the trip's activities and results through the PI to USDA/FAS within 30 days after the visit.
- The mentor should plan to meet with the USDA/FAS Attaché or staff from the U.S. Embassy while they are traveling, if feasible. USDA/FAS can assist with coordination prior to the trip.

(4) Travel and Transportation

- The host institution must make all travel arrangements for fellows consistent with 2 CFR 200.274. This will include round trip, economy class, international airfare from the

Fellow's home to the university; and any domestic travel related to the Fellow's training program.
- The host institution will provide housing for the Fellow, within walking distance to the campus/training location or easily accessible by public transportation, for the duration of the training program, taking into account gender and cultural norms. This should include, inter alia, a private bedroom, private or shared bathroom, access to a laundry room, access to a kitchen with pots, pans, and utensils, sheets, towels, and cleaning supplies. The host institution will not require the Fellow to pay for these expenses, whether through reimbursement or advance payment.
- If public transportation is required to access campus/training location, the host institution will provide the Fellow with a bus pass or proper allowance for transportation expenses.
- When planning lodging and/or dining options, the host institution should check with the Fellow and account for any special dietary restrictions or preferences.
- The host institution is *not* required to make arrangements for the fellow's U.S. travel visa. USDA will provide Fellows with a DS-2019 for the Fellow to request and obtain a J-1 visa.

(5) Meals and Incidentals (M&IE)
- The host institution will provide each Fellow with meal and living allowances for the duration of stay.
- Daily M&IE allowance may not exceed current GSA per diem rates.
- The host institution can determine the frequency of per diem allotments, but the Fellow must receive per diem within the first week of the Fellowship. The PI must inform the Fellow and USDA/FAS immediately if this cannot be accommodated.

(6) Emergency Health Insurance
- The host institution will purchase emergency health insurance for each Fellow for the duration of stay, as required for all J-1 Visa holders (22 CFR 62.14). Dates of coverage must include date of departure from home country to the university until date of arrival in home country from the university.
- Fellows must not be required to purchase his or her health insurance and then be reimbursed.
- The host institution will educate Fellows as to what is covered under health insurance policy, especially highlighting that pre-existing medical conditions are not covered.
- The host institution will alert USDA/FAS staff if any health/medical conditions arise during the Fellowship.

(7) Communication
- The host institution will initiate contact with Fellows as soon as possible after agreement signature.
- The host institution will develop the training program in consultation with USDA/FAS and the Fellows.
- The host institution will keep USDA/FAS informed regarding any logistical or program planning.

- The host institution will notify USDA/FAS immediately upon Fellows' physical arrival and departure from the U.S. to comply with U.S. Department of Homeland Security requirements
- The host institution will provide USDA/FAS with the Fellows' temporary U.S. address and phone number, and emergency contact numbers for the PI, mentor, or other appropriate institution personnel. This information is required so that Fellow can be reached in the event of an emergency.

(8) Fellowship Program

- The host institution will provide educational materials and supplies to each Fellow necessary for their full participation in the fellowship.
- The host institution will ensure all fees related to the training program, such as (but not limited to) technology fees, administrative fees, laboratory fees, etc., are fully paid.
- The host institution will arrange relevant field visits as applicable to the Fellows' training program.
- The host institution will ensure each Fellow submits an interim and final report (2-3 pages each) to USDA/FAS before leaving the United States.
- Implementors should offer appropriate cross-cultural activities for the purpose of sharing language, culture, or history in accordance with J1 Visa requirements.

(9) Orientation

- The PI/Training Coordinator will communicate directly with Fellows at least 4-8 weeks before arrival in the U.S. to ensure that all pertinent information is available, including:

1. Name and contact information of PI/Training Coordinator
2. Name and contact information of mentor
3. Institution information, weather information, and clothing needs
4. Housing and M&IE allowance
5. Program plan and anticipated site visits
6. Professional development expectations
7. Reminder to bring any necessary prescription medications
8. Explain what is and is not covered under emergency health insurance policy (e.g. no pre-existing conditions, no dental, etc.)

- Institution will provide an orientation upon the Fellows' arrival to acquaint them with campus and community resources, such as:

1. Explanation and demonstration of local bus/transportation options
2. Explanation of cultural and legal expectations

(10) Programmatic Reporting

- Ensure that each Fellow completes a Program Evaluation; and
- Development of an Action Plan by each Fellow. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to their home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments, and timeline. The recipient shall provide a copy of each fellow's Action Plan to the Faculty Exchange Program.
- A brief final report (format at the discretion of the recipient).

(11) Suggested Field Trips/Activities

- State Department of Agriculture and State Veterinarian's office (overview of animal health programs, disease surveillance and eradication, animal registration/license requirements, vaccination programs, disease testing programs, emergency disease outbreak planning and programs)
- State or APHIS laboratories for disease testing/research
- Visit to livestock farms
- Visit large animal health vet practice
- Visit small animal/pet practice
- Role of private veterinarians in disease identification and surveillance and cooperation with state and federal government
- If your state has an international border, visit border to learn animal inspection protocols and requirements for trade
- Food safety and animal inspections at slaughter houses
- The concept of HACCP
- Continuing education requirements for veterinarians
- Role of Veterinarian associations
- Role of APHIS in animal health and import and export regulations

Monitoring

FAS through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, FAS will review recipients' files related to the funded program.

As part of any monitoring and program evaluation activities, recipients must permit FAS, upon reasonable notice, to review related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to FAS requests for information relating to their program.

Close Out Reporting Requirements.

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

Acceptance of final reports by the agency constitutes a closeout of the award with no further notice or obligation to either party. This acceptance will indicate the period of performance has expired, and any remaining funds will be deobligated. Records must be retained for a minimum of three years after the final reports are submitted, as described in 2 CFR 200.333

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. Awarding Agency Contact Information

Contact and Resource Information

For all general questions, contact:
Ben Bocian
Hours of operation: 8:00 AM – 4:30 PM Eastern Daylight Time
Telephone: (202) 756-7103
E-mail address: Benjamin.Bocian@usda.gov
1400 Independence Ave, SW, Room 3233; Stop 1031
Washington, DC 20250-1031

H. Additional Information

1. Extensions

Extensions to this program are allowed. Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval.

2. Pre-Award Costs

The Recipient shall not request reimbursement for costs incurred pertaining to the operation of the project, program, or activities prior to the approved project period.

3. Budget Revisions

a. Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Award require prior written approval.

b. The Recipient shall obtain prior written approval for any budget revision that would result in the need for additional resources/funds.

c. The Recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa, without prior written approval.

4. Post-award program income

In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the FAS Program Manager to explain how that development occurred, as part of their request for guidance and/or approval. The Program Manager will review approval requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 C.F.R. Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grant Officer. If approval is granted, an award modification will be issued with an explanatory note.