

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2027 Fulbright Specialist Program

Funding Opportunity Number: DFOP0018215

Office of Academic Exchange Programs, Multi-Regional Programs Branch

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Academic Exchange Programs for the FY 2027 Fulbright Specialist Program. Proposals must conform to the solicitation, the guidelines in this document, and the standard Proposal Submission Instructions (PSI). Any application not adhering to these conditions may be deemed technically ineligible.

These guidelines are **in addition to** the requirements outlined in the solicitation and PSI. In the event of a discrepancy between documents, the solicitation takes precedence.

I. STATEMENT OF WORK

Pending availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State will enter into a cooperative agreement with a U.S. public or private non-profit organization meeting the provisions of a 501(c) 3 to administer the FY 2027 Fulbright Specialist Program. The Fulbright Specialist Program will select approximately 400 American academics and professionals to countries worldwide for one-way exchanges of two-to-six weeks in FY 2027. Fulbright Specialists share their expertise, build and strengthen professional networks, and gain international experience through projects that support U.S. foreign policy priorities and strengthen institutional linkages. ECA reserves the right to reduce, revise, or increase funding amounts and participant numbers, pending the availability of FY 2027 funds, program needs, and U.S. government

priorities.

The recipient must administer the Fulbright Specialist Program in close consultation with ECA to ensure success in meeting program goals and objectives. While the program supports only in-person exchanges and does not support virtual projects, the proposal should identify how virtual activities could be included as a cost-effective tool.

Should the Fulbright Specialist Program be awarded for FY 2027 to an organization that does not currently administer the Program, the new and current administrators of the Fulbright Specialist Program will be required to collaborate closely to ensure successful transition of program management.

A. Recipient Responsibilities:

The recipient organization will be responsible for the following:

A.1 Recruitment

The recipient must develop a creative and comprehensive recruitment plan for all Fulbright Specialist award opportunities, to attract well-qualified candidates from academic and professional fields to build a strong candidate register. The plan must also detail specific strategies to recruit community college applicants with expertise in vocational and technical programs. All elements of the recruitment plan require prior approval from the Office of Academic Exchange Programs (ECA/A/E).

The proposal should detail innovative strategies to recruit U.S. academics and professionals for projects in countries or regions where candidate recruitment may be challenging, especially those prioritized by ECA as important to U.S. foreign policy objectives. Recruitment should target disciplines aligned with U.S. priorities, including artificial intelligence (AI); business, entrepreneurship, management, and supply chain logistics; IT and cybersecurity; disaster response; STEM (science, technology, engineering, and mathematics); free speech and open debate; energy security and critical minerals; and cultural heritage (preservation, anti-trafficking, and enforcement). The proposal should also demonstrate a capacity to administer rapid-response Fulbright Specialist projects, addressing urgent needs identified by U.S. embassies and Fulbright commissions.

The recruitment plan for U.S. applicants must clearly define the purpose and audience for key messages, distinguishing recruitment from general program promotion. The recruitment plan should include:

- Proposed recruitment materials (print/online materials, social media, videos, infographics, articles, etc.) all reflecting the Fulbright brand, logo, and alignment with U.S. foreign policy and Executive Orders.
- A comprehensive strategy using virtual tools (video conferences, webinars, etc.) and in-person activities (conferences, campus visits, events, etc.).
- Methods for recruiting from priority disciplines and coordination with U.S. embassies and Fulbright Commissions.
- A plan to recruit applicants outside academia (e.g., attorneys, business professionals, scientists, public policy professionals, artists), especially in fields relevant to U.S. foreign policy.
- A plan to engage with representatives of community and technical colleges and recruit faculty and staff from these institutions.
- A plan to recruit applicants with foreign language skills.
- A plan for recruitment in target publications.
- Ideas for partnerships with academic, professional, non-profit, and private sector organizations to reach new applicants.
- A plan to collaborate with ECA/A/E to share specialist stories on Fulbright web and social media platforms.
- Strategies to highlight alumni achievements and involve alumni in outreach and applicant recruitment.
- A proposal for staff travel, campus activities, and stakeholder engagement, including, as requested, international travel in consultation with ECA/A/E.

Recruitment assistance for U.S. embassies and Fulbright commissions should include:

- A plan to develop and disseminate print and electronic recruitment/outreach materials (flyers, one-pagers, brochures, videos, infographics, etc.) with templates for modification so stakeholders can advertise the program to potential foreign institutions in priority areas, as outlined by ECA.
- A proposal to include foreign institutions in outreach activities.
- A plan to disseminate eligibility information to institutions focusing on workforce development and vocational/technical education.
- Innovative ideas for promoting Specialist project requests from countries with low program usage.

In addition, the recipient will:

- Ensure U.S. embassies and Fulbright Commissions update country-specific program webpages with current information to support recruitment.
- Develop materials that showcase program outcomes; feature participant and foreign institution experiences; demonstrate impact on individuals, U.S. institutions, and sectors; and align with U.S. foreign policy.
- Publish a public, online directory of FY 2027 Fulbright Specialists by January 31, 2028, including participant details, as determined by ECA/A/E, and stories that demonstrate program impact.
- Invite ECA/A/E and Fulbright Specialist alumni to relevant in-person and virtual events and activities.
- Develop conference presentation proposals with ECA/A/E and in coordination, as appropriate, with other Fulbright implementers.
- With ECA/A/E guidance, provide information on all Fulbright opportunities at recruitment events to present a unified Fulbright brand.
- Submit an annual staff travel plan to ECA/A/E by November 1, 2026, for approval of travel to conferences, campuses, workshops, etc.

A.2 Application, Screening, and Selection; Program Funding and Funding Models; Matching Project to Specialist

The recipient will be responsible for managing the Fulbright Specialist candidate application, screening, and selection process. To ensure that the program meets objectives, applications for candidates to join the Fulbright Specialist register must be accepted on a rolling basis. A key component of the Fulbright Program is maintaining an independent, merit-based review process. The recipient will oversee online project proposal submission, project proposal screening prior to ECA/A/E review, and a process of matching candidates from the Fulbright Specialist register to projects submitted by U.S. embassies and Fulbright commissions.

A.2a Application, Screening, and Selection

The proposal should include plans to support the following activities for application, receipt, screening, selection, project submission, and matching:

- Develop, maintain, and publicize an online application form in consultation with ECA/A/E.
- Respond to applicant queries by phone, electronically, and in-person.
- Maintain a fully online, Section 508-compliant application process, with

alternate forms available upon request.

- Conduct an annual assessment of the online Fulbright Specialist register, analyze data, and recommend modifications on register size and composition.
- Screen and review all applications for eligibility and completeness per Fulbright Foreign Scholarship Board (FFSB) policies, including [Chapter 600](#).
- Screen applicants under [FFSB Policy 626.2](#) (regarding criminal or disciplinary history), collect necessary documentation, and forward to ECA/A/E for review.
- Conduct a merit-based peer review of applications on a regular schedule, at least every eight weeks, recruit and train qualified application reviewers, and submit peer review results and materials to ECA/A/E for review after each peer review session.
- Establish and maintain an online project management system (portal) for all program functions, including project submissions, approvals, grant processing, allocation tracking, reporting, and budget management. The online portal should include the following components and data related to the project proposals, which are submitted by foreign institutions and reviewed by Fulbright commissions and U.S. embassies:
 - **Project status:** submitted, approved, denied, withdrawn, cancelled
 - **ECA approval information:** approval status (approval, disapproval) approving ECA program officer, approval date, comments
 - **Foreign institution contact information:** institution name, contact person, phone number, and email address
 - **U.S. embassy or Fulbright Commission contact information**
 - **Project proposal description:** discipline, specialization, types of activities, project summary, project purpose, project impact on receiving institution, project potential for institutional linkages
 - **Project details:** single or multi-visit (see Section A.4). For multi-visit projects, include details about the planned activities, project dates, and length for each visit.
 - **Specialist applicant requirements:** academic or professional credentials, highest degree, academic rank or professional status, teaching or professional experience, foreign language skills, audience, named or open request, justification for requesting that candidate, candidate register status

- **Cost-share and project funding model** (see Section A.2b): contact for cost-share arrangements, lodging arrangements and cost-share amount, meal arrangements and cost-share amount, formula to calculate total cost-share amount, cost-share provider (foreign or Specialist home institution, community, U.S. embassy, Fulbright commission, etc.), additional funding comments
- Proposal to provide secure access to the portal, virtual, and/or in-person training for all stakeholders in the United States and overseas (ECA staff, U.S. embassies, Fulbright commissions, etc.), and technical support.
- Create and maintain a contact list in the portal for U.S. embassy and Fulbright commission staff.
- Update the portal based on end user feedback

A.2b Program Funding and Funding Models

- The Fulbright Specialist Program has two funding models:
 - Traditional Funding Model:
 - The recipient will use program funding included in the FY 2027 Fulbright Specialist cooperative agreement to pay air travel, in-transit allowance, and daily honorarium (see section 6. Allowable Costs in the NOFO for more information on these allowances). The in-country requesting institution (or U.S. embassy or other entity in some cases) funds lodging, local transportation/in-country travel, meals, and any other per-diem costs, as applicable. The recipient issues grant documents for participants.
 - Approximately 370 projects are expected under this mode, with an average cost of \$10,000 per specialist. Of the estimated 370 projects, approximately 350 projects will be allotted to designated country caseloads and approximately 20 projects will be allotted at the direction of ECA, based on U.S. foreign policy priorities and global usage of the Fulbright Specialist Program.
 - Fully Field-Funded Model:
 - Fulbright Commission or U.S. embassy funds all grant costs for air travel, in-transit allowance, and daily honorarium, issues

grant documents for participants, and manages all logistics under this model. ECA award funds will cover administrative arrangements and overhead costs of recruitment, maintenance of the register, project submission, follow-on activities, and enrollment in ECA's Accident and Sickness Program for Exchanges (ASPE).

- Approximately 30 projects are expected under this model, with no direct program costs (air travel, in-transit allowance, and honorarium) to ECA. For countries with five or more fully field-funded Specialist projects, the recipient must execute a separate agreement or memorandum of understanding (MOU) with the U.S. embassy or Fulbright commission to administer these projects. The agreement will cover overhead and program costs, ensuring compliance with program regulations. ECA award funds will cover the cost of enrollment in ASPE.

A.2c Matching Project to Specialist

- Foreign institutions may submit either an “open project” (relying on the program to identify a Specialist candidate) or a “named project” (suggesting a specific Specialist candidate) or
 - For an “open project,” the recipient must search the register for a qualified candidate or, if none is found, must conduct off-register recruitment to locate possible applicants for the project.
 - For a “named project,” if a candidate is not on the register, the recipient must guide the named scholar through the application and peer review process before the match is confirmed. If a candidate is on the register but has not been contacted, the recipient must notify the candidate and confirm their interest and availability for the project.
- The online project management system should:
 - Enable the recipient to identify and match candidates from the register to the projects submitted by the foreign institution, if no candidate has been named.
 - Allow foreign institutions and U.S. embassies or Fulbright Commissions to identify and request candidates on the register for project proposals.

- Permit the foreign institutions and U.S. embassies or Fulbright Commissions to request candidates not on the register, who must apply and be peer reviewed before being matched to a project proposal.
- Allow the recipient and ECA staff to review, edit, and report on project proposals and the Fulbright Specialist register.
- Provide ECA, U.S. embassy, Fulbright Commission, and foreign institution staff access to the specialist register and utilize robust search tools, while safeguarding personally identifiable information (PII).
- Provide tools that allow users to confirm a register candidate's eligibility, including compliance with the mandatory two-year waiting period between grants (Fulbright Program Policy 624.2 Previous Grants).
- Enable Fulbright Specialists, foreign institutions, U.S. embassies, and Fulbright Commissions to complete a final report and provide ECA, U.S. embassy, and Fulbright commission staff access to relevant reports.
- Once Specialist candidates on the register are matched to a project proposal, the recipient must submit the slate of candidates electronically through the existing FFSB transmittal platform for final selection.

A.3 Post-Nomination Services

The Fulbright Specialist Program does not follow the traditional academic year program cycle of the Fulbright Scholar and Fulbright Student Programs. At the direction of ECA, the recipient must review candidates and match projects to candidates on a regular schedule, as well as ad hoc basis throughout the period of performance. After nomination of Fulbright Specialist register candidates through the peer review process, the recipient will:

- Respond to inquiries from potential applicants.
- Notify candidates not selected for the register promptly.
- Inform candidates approved for the register of their status promptly.
- After matching and final selection, prepare final selection letters for FFSB signature.
- Provide pre-departure information to Specialists, including general program

and project requirements and fact sheets, to Specialists in coordination with U.S. embassies and Fulbright Commissions.

- Prior to departure, the recipient should direct Specialists to join the *Fulbrighter*, a platform for Fulbright Alumni to connect with other Fulbrighters and the ECA alumni networking platform.
- Provide recommendations to U.S. embassies and Fulbright Commissions regarding successful pre-departure orientations, including guidance on safety and security.
- Prepare and collect Terms and Conditions for each Specialist project:
 - For traditional funding model and fully-ECA funded projects, the recipient will be responsible for preparing grant materials.
 - For fully field-funded projects, Fulbright Commissions prepare grant materials, and the recipient ensures that they retain a copy of all project documentation.
- Provide ECA with weekly reports that list Specialists currently on program, and Specialists with upcoming departures, including project details, location of project (city, country), and Specialists' emergency contact information.
- Distribute Specialist payments as follows:
 - Traditional Funding projects:
 - Specialists receive ECA-funded honorarium paid in installments, with final payment after the Specialist submits a final report.
 - Lodging, local transportation/in-country travel, and meals will be covered by the foreign institution and/or, in some instances, the U.S. embassy or Fulbright Commission.
 - Fully ECA-funded projects
 - Specialists must receive all in-country costs (lodging, local transportation/in-country travel, and meals) prior to arrival in-country.
 - Fully Field-funded projects
 - Specialists will receive the honorarium, round-trip airfare, lodging, local transportation/in-country travel, and meals from the foreign (receiving) institution, U.S. embassy, and/or Fulbright commission prior to arrival in country.
- Arrange travel through a travel agency contracted by the recipient, ensuring *Fly America Act* compliance.

- Enroll participants in ECA's ASPE program or other health benefits as directed by ECA, assign unique IDs to each participant, and collect data on primary and secondary health benefits.
- Advise participants on ASPE program policies, benefits, limitations, and claims.
- Provide a protocol for approval of project changes to ECA.
- Communicate regularly with ECA, U.S. embassy, and Fulbright commission staff on program status and project requests.
- Process Specialist withdrawals and changes in project dates; notify participants, ECA, U.S. embassy, and Fulbright Commission staff; find new candidates, as appropriate.
- Ensure Specialists have clear points of contact for support while on program.
- Participant Monitoring and Support:
 - While the U.S. embassy, Fulbright Commission, and the receiving institution have primary responsibility for monitoring Fulbright Specialists in country, the recipient must develop and submit a comprehensive monitoring plan that prioritizes safety and security, designates responsible staff, and outlines protocols appropriate to project length, complexity, and foreign institution.
 - At minimum, the recipient's plan should include one check-in for 14-day projects and additional check-ins for longer or more complex projects, especially in challenging environments.
 - This monitoring plan supplements, but does not replace, the role of the U.S. embassy or Fulbright Commission in participant monitoring.
 - Ensure timely communication of issues to ECA, embassies, and commissions.
 - Assist and communicate with ECA in response to crises, including, but not limited to, medical emergencies and medical evacuations, including for mental and physical health issues; disasters; political or societal unrest; and repatriation of remains.

A.4 Special Projects

- Multi-visit Projects:

- Under the traditional funding model, a foreign institution may divide a project into multiple visits, as long as the total duration does not exceed the six-week maximum for individual grants and each segment is a minimum of 14-days in length. Each visit in a multiple-visit project counts as a separate project toward the country allocation.
- Special Initiative Projects:
 - ECA may periodically request special initiatives for projects in specific countries, regions, or disciplines to address urgent U.S. foreign policy priorities. These projects may follow either the traditional or fully-field-funded model and may be in addition to regular country allocations. The recipient must be able to track these high-priority projects separately, typically within the Fulbright Specialist online project management system, separately from projects funded by country allocations.

A.5 Program Planning and Reporting Management

The proposal should demonstrate how mutual understanding and long-term academic and professional connections in participating countries would be developed and strengthened through the Fulbright Specialist Program. The recipient will:

- Maintain current participant data electronically including individual grant amounts, receiving and/or home institution cost-share, name of U.S. embassy and Fulbright Commission, and the funding year. Ensure that required fields for ECA managed electronic data systems are included. These include, but are not limited to, first, middle, and last name; sex; date of birth; country of citizenship; country of program; country of residence; participant type; project field/topic; home institution; receiving institution or affiliation; Fulbright Program category; fiscal year of funding; award amount; home U.S. state; and Congressional district. Ensure data is accurate prior to being submitted to ECA for U.S. Department of State statistical reporting.
- Ensure the completion of participant and receiving institution final reports. Provide both individual reports and analysis/trends for ECA review.
- Ensure that the Fulbright Specialist portal allows specialists, foreign institutions, U.S. embassies, and Fulbright Commissions to complete a final report following completion of the project. ECA, U.S. embassy, and Fulbright

commission must have access to specialist, foreign institution, U.S. embassy, and commission final reports.

- Provide a semi-annual report on the Fulbright Specialist Program, including statistical data as well as highlights of outstanding participants. Consult with ECA to determine the requirements for the Academic Exchanges Information System (AEIS) database. These reports may include, but are not limited to, the following:
 - Data on foreign receiving institutions' multiple use of special projects
 - Data on return visits by requested scholars
 - Data on the origination of specialist program requests
 - Data on cost-share by country
- Submit all required reports. (See section on "Program Reporting" under "Program Specific Guidelines" for guidance.)

A.6 General Program Responsibilities

The recipient will:

- Provide ECA with an organizational staff chart and share updates semi-annually or sooner if there are significant organizational shifts, or changes to key personnel required.
- Submit data to the recipient of the Fulbright Student program to support the Fulbright Program's 2026-27 joint annual report (JAR), which provides comprehensive statistics integral for ECA reporting, and also submit projected statistics for 2027-2028 Fulbright Specialist activities.
- Develop and implement protocols to collect, use, maintain, and disseminate PII for applicants, candidates, and participants. Apply these protocols to data submitted for the ECA Annual Statistical Exercise and to any PII transmitted between the recipient and ECA. Ensure compliance with the *European Union's General Directive on Protection Regulations (GDPR)*, where applicable.
- In accordance with Federal, U.S. Department of State, and Fulbright Program policy and practice, and in close consultation with ECA/A/E, work directly with Specialists who may need reasonable accommodations for medical conditions. Offer regular virtual and in-person training, toolkits, handbooks, resources, and other support to ECA, U.S. embassy, Fulbright Commission, and foreign institution staff, as requested by ECA. Regularly update these resources and submit drafts to ECA for approval before publication.

- Propose a plan to fully integrate the Fulbright Program digital asset management system (the Fulbright Source) into all recruitment, outreach, and communication activities. The Fulbright Source enables Fulbright staff to access and share assets (photos, videos, flyers, press kits, logos, reports, etc.). Ensure that staff collect, upload, tag, and curate digital assets and coordinate with ECA/A/E Outreach and relevant program office staff.
- Encourage U.S. embassies, Fulbright Commissions, participants, and alumni to use the Fulbright Source as a repository for impact data and outreach materials.

A.7 Outreach and Marketing

In addition to recruitment of U.S. academics and professionals, the recipient must develop and submit an outreach and marketing plan as part of its proposal to promote the Fulbright Specialist Program, highlighting its impact on U.S. participants, campuses, and sectors – domestically and internationally – and demonstrating its return on investment (ROI). The plan should highlight how Fulbright Specialists contribute to their U.S. institutions, communities, and academic or professional sectors upon their return, underscoring the program’s value, as well as how their project has impacted their receiving institution and supported U.S. foreign policy goals. Developed in tandem with the recruitment plan, the outreach and marketing plan should inform a broad U.S. audience about the program’s sponsorship, purpose, and relevance, with a focus on measurable outcomes and ROI for U.S. institutions and industries. The recipient will:

- Develop general information language, in coordination with ECA/A/E, for recruitment and outreach materials to highlight the Fulbright Specialist Program’s impact and ROI in the U.S. and abroad.
- While U.S. embassies and Fulbright Commissions lead outreach efforts abroad, the recipient should equip embassies and commissions with a comprehensive set of outreach tools.
- Maintain and update the Fulbright Specialist Program website with dynamic, accurate content showcasing participant accomplishments and experiences as evidence of ROI; submit major changes to ECA for approval.
- Promote the global Fulbright Program website (www.fulbrightprogram.org) and submit feature articles for media campaigns.
- Propose plans to collect, analyze, and present outcome data from current

and former Fulbright Specialists, using data visualization to demonstrate policy alignment as well as the impact and ROI on the individual, institution, sector, and community in the U.S. and abroad.

- Use social media to share the impact of the program with general audiences through participant profiles, testimonials, infographics, and data visualizations, as outlined in Section A.1 Recruitment, including the creation of content aligned with ECA's outreach goals, thematic calendar, and media campaigns.
- Coordinate with U.S. embassies and Fulbright Commissions to share social media updates on Specialists' visits during and after their programs.
- Collaborate with administrators of the Fulbright Scholar and Student programs to enhance the Fulbright Source by uploading, curating, and tagging assets, and encouraging its use; integrate Specialist Program content into outreach and recruitment.
- Submit a media plan outlining collaboration with ECA and Fulbright program administrators to contribute Specialist Program content to official social media platforms; coordinate with ECA/A/E Outreach staff for specific guidance.
- Feature alumni from academic and professional fields in outreach and marketing strategies, including on the website and social media, to demonstrate the program's impact and ROI.
- Provide information on specific projects that illustrate impact and ROI on a regular basis and in accordance with ECA requests.
- Ensure all publications, program materials, websites, and social media clearly communicate the Fulbright Specialist Program's mission, binational character, and the U.S. Department of State sponsorship. Materials should include required program language, U.S. flag, Department of State seal, and Fulbright logo per branding guidelines (outlined in two locations: <https://brand.america.gov/> and in the Fulbright Brand Guide on <https://www.fulbrightsource.net/portals/source/>). Edit all materials to reflect the program's prestige and submit to ECA/A/E outreach staff for approval before distribution. Obtain ECA/A/E clearance for communications with embassies or commissions on major initiatives or policy changes.

A.8 Fiscal Management

The recipient will:

- Manage, prepare, and distribute individual grant payments for all Fulbright Specialist grantees as appropriate.
- Audit internal functions, systems, and controls as needed.
- Administer separate agreements or MOUs with cost-share partners; provide status updates and financial reports on MOUs to ECA as requested.

See Section II (B), Program Reporting, for additional guidelines on fiscal reporting requirements.

A.9 Follow-on

The recipient will present a plan for ways to engage alumni in follow-on activities that would further promote the Fulbright Specialist Program to future applicants. This can include, but is not limited to, serving as guest speakers on webinars, consulting on program components or delivery, representing the program at in-person conferences and outreach and recruitment opportunities, and attending other events that would allow alumni to share their experience for promotional purposes. All follow-on activities should consider how the exchange produces an ROI.

II. PROGRAM SPECIFIC GUIDELINES

A. STAFFING AND KEY PERSONNEL:

The proposal and staffing should outline key personnel clearly, including responsible signatories and senior staff for program oversight and implementation. Additional key personnel may be identified during award negotiations and period of performance. Include job descriptions and resumes for key personnel in the proposal. ECA/A/E reserves the right to review and approve the roles and responsibilities of these positions prior to advertisement and hiring.

The recipient must present administrative unit costs that reflect the level of effort, especially in cases in which direct cost-share agreements exist between recipients and partner countries. The recipient must provide a semi-annual staffing pattern to ECA/A/E that details office location, roles, responsibilities, and level of effort per employee (excluding interns and assistants), which should be updated semi-annually, and if changes occur.

B. PROGRAM REPORTING

Program Reporting:

Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 90 days after the reporting period; quarterly or semi-annual reports shall be due 30 days after the reporting period.

The recipient must, in collaboration with administrators of other Fulbright Program components, ensure that program data and narrative text for the JAR are submitted in order to submit to ECA by November 30, 2027, including statistics from 2026-2027 Fulbright Programs projections for 2027-2028, as well as enhancement or other activities.

The recipient will:

- Require final reports from participants, U.S. embassies, Fulbright commissions, and foreign institutions via the online program management system.
- Analyze final reports and provide ECA with data on successes, challenges, and trends by region and country, as well as on other requested topics.
- Propose ideas for a post-program survey to collect, analyze, and report on impact data from the Fulbright Specialist Program alumni one to three years from the end date of their Fulbright Specialist award, working closely with ECA/A/E and the R/PPR Domestic Monitoring and Evaluation (DOME) team (formerly ECA MELI).
- Prepare standard report forms for all grantees, ensure timely completion and availability of reports to ECA program staff, and selectively distribute reports, as applicable, to new participants to prepare them for their assignments. Use reports to highlight accomplishments for publicity and promotional materials.

Financial Reports:

The recipient shall provide detailed financial reports for the Fulbright Specialist Program, organized by the world region and country and listing individual projects, fiscal year of the project start date, the amount of programmatic funds, expenditures, current balance, unpaid commitments, projections, and cost-share

amounts. Reports are due after each fiscal quarter.

The award recipient must also prepare and submit to ECA semi-annual and final Federal Financial Reports (FFR). Interim FFRs are due to ECA semi-annually no later than 30 days after the end of the reporting period. The final FFR is due to ECA no later than 120 days after the end of the award period of performance.

Other reports:

The recipient should provide ECA with weekly reports that list Fulbright Specialists currently on the program as detailed in section A.6 General Program Responsibilities.

III. PROPOSAL CONTENTS

Applicants must submit a complete and thorough proposal that addresses the program’s objectives and requirements. Proposals should be clear, concise, and responsive to the criteria outlined in the solicitation and PSI.

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.

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.

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. Submit a line-item budget in a four-column format as indicated below:

Column 1	FY 2027 Bureau funds request
Column 2	Amount of Direct Applicant Cost-Sharing in FY 2027
Column 3	Total FY 2027 Budget (Total of columns 1 and 2)
Column 4	Percent Difference between Columns 3 and 1

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

For Informational Purposes Only - Adherence To All Regulations Governing The J Visa

Proposals must demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor (J) Programs as outlined in **22 CFR 62**. For more information, visit <http://j1visa.state.gov>.

V. APPLICATION SUBMISSION

The solicitation document specifies the deadline and method for proposal submission. **There are NO EXCEPTIONS to this deadline.**

(END)