

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

FY 2022 Benjamin A. Gilman International Scholarship Program

Funding Opportunity Number: SFOP0008663

Office of Global Educational Programs' USA Study Abroad Branch (ECA/A/S/Q)

The POGI guidelines apply specifically to the Notice of Funding Opportunity (NOFO) issued by the Office of Global Educational Programs, US Study Abroad Branch (ECA/A/S/Q) for the FY 2022 Benjamin A. Gilman International Scholarship Program (hereinafter referred to as the “Gilman 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

Pending the availability of funds, in FY 2022 the Bureau of Educational and Cultural Affairs (ECA) plans to provide up to \$16,000,000 in ECA base funding for the Gilman Program, which will provide scholarships of up to \$5,000 to support approximately 3,000 U.S. undergraduate students of high financial need to study or intern abroad. Funding should also support virtual exchange opportunities while global travel is limited due to the COVID-19 pandemic or as otherwise directed by ECA. The Gilman Program funding includes resources dedicated specifically to the John McCain International Scholarship for the Children of Military Families (Gilman-McCain Scholarship), which provides approximately 100 scholarships of \$5,000 for the children of active-duty military personnel receiving any type of Title IV federal financial aid to study or intern abroad. Additionally, approximately 100 selected students (including Gilman and Gilman-McCain Scholars) will also receive up to \$3,000 of supplemental funding (for a total award of \$8,000 maximum) for the study of one of 15 critical languages (hereinafter referred to as “Critical Need Language Awards”) while overseas, which include, but are not limited to: Arabic, Azerbaijani, Bangla, Chinese, Hindi, Indonesian, Japanese, Korean, Persian, Portuguese, Punjabi, Russian, Swahili, Turkish, and Urdu. ECA reserves the right to alter or add to this list of languages, including, but not limited to, through support under Gilman partnership arrangements.

This cooperative agreement will support administration of the Gilman Program and other programs and initiatives initially introduced under the International Academic Opportunity Act of 2000.

The implementing partner’s responsibilities under the FY 2022 award include the following broad categories (detailed in section II, “Program Specific Guidelines”):

1. Program Planning and Management;
2. Recruitment;
3. Outreach and Marketing;

4. Branding;
5. Application Screening, Selection, and Awarding;
6. Pre-departure and Re-entry Support;
7. Student Monitoring and Programmatic Reporting;
8. Financial Oversight and Reporting;
9. Advisor Support and Assistance; and
10. Alumni Tracking and Engagement.

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring. The responsibilities of the Department are as follows:

- Participating in the design and direction of all program activities;
- Approving and providing input on program timelines, agendas, and administrative procedures;
- Providing guidance in execution of all program components;
- Reviewing and approving all program materials, including, but not limited to, materials for recruitment, publicity, outreach, and alumni;
- Observing, but not participating in, selection panels;
- Approving the final selection of participants;
- Approving decisions related to special circumstances or problems throughout the duration of the program;
- Providing guidance on and assisting with participant emergencies;
- Developing and establishing crisis management protocols and policies in close cooperation with the implementing partner;
- Communicating and liaising within the U.S. Department of State, U.S. Embassies and Consulates, and Fulbright Commissions, regarding program priorities and implementation;
- Communicating and liaising with representatives from U.S. congressional and state-level offices; and
- Coordinating with ECA/PASC to publicize the program through various media outlets. Note: The ECA Program Officer will approve media outreach by the implementing partner, review all media requests for clearance, and review the nomination of Gilman Scholars and alumni to participate in media outreach regarding the program.

II. PROGRAM SPECIFIC GUIDELINES

1. **Program Planning and Management** : Develop policies and step-by-step procedures for each key functional component of the Gilman Program, including but not limited to, outreach and marketing, application review, selection and awarding, student monitoring, participant and alumni events and activities, termination and revocation of awards, and follow-on service projects. Additional deliverables and requirements include the items listed below.

- In consultation with ECA, create and implement an overall timeline for all major programmatic activities, and develop detailed, quarterly timelines that include key milestones and final deadlines.
- Execute program-wide meetings to include a kick-off meeting with ECA and key personnel at the start of the award period to review programmatic and grant responsibilities.
- Conduct regular meetings in-person or via virtual means with relevant ECA staff, and provide ECA with written minutes of these meetings along with any updates to deadlines or deliverables and the status of short, medium, and long-term activities.
- Provide and maintain detailed documentation of all program policies and procedures, including a separate section on emergency management and protocols for review and approval by ECA.
- Provide ECA with direct access to all Gilman-specific databases and IT systems (i.e. for applicants, alumni, advisors, etc.), and provide periodic electronic data uploads of participant statistics for ECA's participant and alumni databases. The implementing partner may contact ECA for additional information on the technical requirements for the data updates.
- Maintain current participant data electronically and in such a manner as to protect personally identifiable information (PII) under all applicable laws, including individual award amounts and fiscal year of funding. Required data fields for the electronic data system include, but are not limited to, the following: first name; middle name; last name; gender; date of birth; country of residence; field of study; home institution; host institution; host country; fiscal year of funding; award amount; duration and dates of program abroad; and home U.S. state and Congressional district.
- Maintain the *Gilman Scholar Directory* on the public Gilman Program website. The public database should be searchable and include the name of the participant, field of study, home state, study abroad or international internship destination, and his/her U.S. college or university. Gilman Scholars should have the option to "opt in" to the public database on their application.
- Respond in a timely manner to inquiries about the program from prospective applicants and members of the public, academic institutions, and study abroad organizations.

2. **Recruitment:** Propose a Gilman-specific plan for U.S. recruitment that will generate a strong pool of qualified candidates representing the diversity of the United States. The proposal should be creative, comprehensive, and data-driven, and be a combination of in-person and virtual activities. The recruitment plan will be subject to

ongoing coordination and approval by ECA staff and should include recruitment plans for both the Gilman and Gilman-McCain Programs. The comprehensive recruitment plan should include:

- Proposed recruitment materials and activities (i.e. print and online content, social media, videos, conferences, workshops and campus visits, and other in-person outreach events). Materials should explain the purpose of the Gilman Program. As relevant and possible, materials should clearly outline the candidate selection criteria.
- An overall budget with estimated cost breakdowns by key strategy components such as materials, conference attendance, and campus visits.
- A plan detailing proposed travel by program staff and Gilman Alumni and Advisor Ambassadors. (The Gilman Advisor Ambassador Program is described in section 9 and the Alumni Ambassadors Program is described under section 10).
- A timeline of proposed conference attendance and anticipated role (i.e. presenter, exhibitor), including deadlines for booth registrations and session proposals, if applicable. ECA's preference is for comprehensive conference engagement that includes, but is not limited to, panel presentations, booth staffing, and meetings with key stakeholders. An ECA staff member may also participate in key conferences.
- The implementing partner shall include a specific Gilman-McCain outreach and recruitment section and budget, including strategic plans for targeted outreach to key stakeholders such as military-related organizations.

3. **Outreach and Marketing:** Beyond outreach focused on recruitment, present a broad outreach and marketing plan that promotes the Gilman Program's purpose, value, and domestic and international impact to a general audience. This plan should include press and media engagement centered on raising the Gilman Program's profile and demonstrating its inclusiveness and innovative practices. Additional deliverables and requirements include the items listed below.

- Compile and announce an annual "Gilman Top Producing Institutions" list that highlights top sending U.S. colleges and universities by size and other categories designated by ECA. Lists may include achievements in the following categories ([or others as determined by the program office](#)): greatest-growth in Gilman Scholarships, first-generation college students, students with disabilities, and students in STEM fields. Present ECA with a communications plan for the announcement of the list, and work in close coordination with ECA program staff and ECA/PASC on related media engagement.
- Dedicate adequate resources to maintain, manage, and further develop an official [Gilman website](#) and social media accounts (i.e., Facebook, Twitter,

Instagram) for the Gilman Program, and closely follow ECA communications and outreach guidance.

- Draft and prepare for distribution notifications to Members of the U.S. Congress and Governors of U.S. states and of Puerto Rico and U.S. territories, as well as the Mayor of Washington, D.C., about Gilman Scholars in their respective locales. Prepare notification letter drafts for ECA review for all Gilman Scholars in AY 2021-2022; provide final notification letters and maintain accurate and up-to-date records on Congressional membership and contact information.

4. **Branding:** Ensure that all print and electronic materials (online application, websites, digital resources, brochures, press releases, announcements, etc.) developed for promotional purposes and related to the program comply with ECA's Communications Guidance. The implementing partner must include the U.S. Department of State seal, U.S. flag, and Gilman Program logo prominently and before that of the implementing partner. The implementing partner must also include the following language at the bottom of printed materials: *"The Benjamin A. Gilman International Scholarship Program is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by the [implementing partner]."* All Gilman-related print and electronic materials must be submitted to ECA for approval in advance of publication and distribution. ECA retains copyright use of materials and will determine how and where to distribute materials related to this program.

5. **Application Screening, Selection, and Awarding:** Design a national application, selection and awarding process that produces outstanding scholarship recipients representing the diversity of the United States, including racial/ethnic diversity, diversity of institution type, fields study and diversity of study abroad locations. Special attention should be paid to ensure geographic diversity and, to the extent possible, that selected participants represent all U.S. states and territories. All other factors being equal, veterans of the U.S. Armed Forces must be given preference in selection. Additional deliverables and requirements include the items listed below.

- Establish, maintain, and update an online application system to collect, store, and process data in support of program application and selection cycles. An alternate paper-based application should also be provided for candidates unable to apply online. These paper-based applications, however, must be entered into the online system by the implementing partner program staff.
- Ensure applicants meet the Gilman Program's eligibility requirements, unless otherwise directed by ECA, including being:
 - A citizen or national of the United States;
 - An undergraduate student in good standing at an accredited institution of higher education in the United States (including both two-year and four-year institutions);

- Receiving a Federal Pell Grant during the time of application or provide proof that they will be receiving a Pell Grant during the term of their study abroad program or internship;
 - In the process of applying to, or accepted to, a credit-bearing study abroad or internship program, or a virtual international program. Proof of program acceptance is required prior to award disbursement;
 - Applying for credit-bearing study abroad programs in a country or area with an overall Travel Advisory Level 1 or 2, according to the U.S. Department of State's Travel Advisory System, or unless otherwise stated in consultation with ECA.
- Conduct optional applicant surveys collecting demographic information to assess the effectiveness of targeted outreach and other data as identified in consultation with ECA. Share results and analysis with ECA and use them to inform future outreach plans.
- Conduct a technical review of applications for eligibility and completeness.
- Plan and submit to ECA for approval a transparent, merit-based selection process with clearly identified criteria and a scoring matrix for assessing the Gilman applications. Preference should be given to applicants who are veterans of military service. Suggested revisions and additions to these preferences may be made in consultation with ECA.
- Actively recruit qualified U.S. higher education administrators, staff, and faculty to serve as selection panelists, including panelists from community colleges, minority-serving institutions, and underrepresented states and institutions. Provide thorough and up-to-date training materials and resources for current and future panelists and provide these resources to ECA for approval.
- Develop and implement best practices and training for program staff who serve as selection panel facilitators. These best practices and trainings should aim to ensure consistency and standardization across all selection panels. Standardized explanatory language, materials, or presentations for use by the facilitators may also be appropriate.
- Convene virtual selection panels to recommend and rank candidates for the Gilman Program, Critical Need Language Award, and Gilman-McCain Program.
- Develop a mechanism to evaluate the application and selection process and share analyses, results, and any suggested changes to recruitment and selection with ECA.
- Present the final recommended participants and alternates to ECA for approval, providing an overall analysis of the results of the selection panels,

including the number of participants by host country, home state, institution type, and other categories as requested by ECA.

- Ensure that individual award amounts do not exceed the amount requested by the applicant while covering as much of the applicant's unmet need as possible within programmatic parameters.
- Notify applicants of their status using ECA-approved notification letters. Notify Gilman Advisors of their applicants' status.
- Present a plan to confirm that participants provide evidence of international insurance coverage (to cover illness, accident, medical evacuation, and repatriation of remains), U.S. citizenship (or certificate of non-citizen nationality), Pell Grant status, and registration in the State Department's Smart Traveler Enrollment Program (STEP) before funding is disbursed.
- Consult with ECA in the development and maintenance of terms and conditions and other rules and regulations for participants and ensure that participants receive and sign the terms and conditions document before funding is disbursed.

6. **Pre-departure and Re-entry Support:** Provide comprehensive, virtual pre-departure orientation materials, covering health (including mental health), safety and security, intercultural training, adaptation strategies (particularly for students representing underserved U.S. populations and from diverse backgrounds), the role of citizen diplomats, social media and photography guidance, and program-specific information prior to departure. Additionally, develop innovative and thorough, virtual re-entry orientation materials on leadership, professional skills development, cultural readjustment, and the impact of an international experience on one's home campus and community. Make pre-departure and re-entry tools, templates, and materials available to program participants and alumni on an ongoing basis.

7. **Student Monitoring and Programmatic Reporting:** Provide a comprehensive participant monitoring and evaluation strategy. The strategy should include a plan for ensuring the safety and security of students abroad, including mechanisms for confirming their arrival in country and that they complete the terms of their scholarship. The plan should also include information on how the implementing partner will monitor and communicate with Gilman Scholars throughout the duration of their program abroad beyond basic emergency coordination. As part of the monitoring and evaluation strategy, ECA expects that the implementing partner to measure participants' growth and acquisition of new skills and abilities. The evaluation plan should include assessments of program-specific aspects, such as logistical arrangements and program components, as well as overall impact on participants and host communities. These requirements are in addition to the Program Performance Monitoring and Evaluation section D.10 in the NOFO. Additional deliverables and requirements include the items listed below.

- Provide ECA with weekly student monitoring reports capturing the arrivals, departures and status of all Gilman Scholars within three months of their program start date. Reports must be organized by U.S. Department of State world regions and include the student's name, home institution, host institution, program administrator, program dates, host location (city, country), email address and local phone number (if available).
- Maintain regular communication with Gilman Scholars overseas and provide Gilman Scholars with access to 24/7 telephone contact and counseling service for use during emergency situations. Respond to all general inquiries within 24 hours. Inform ECA at the first sign of an emergency or potential emergency-situation and work in consultation with ECA to resolve each situation.
- Present appropriate communication tools and monitoring techniques to reduce potential gaps in U.S. student monitoring overseas, including the use of electronic and virtual tools and options for scholars traveling to locations with technology limitations.
- The implementing partner will also need to develop a plan for enhanced student monitoring when locations overseas have their Travel Advisory Level increase from a Level 1 or a 2, to a Level 3 while students are abroad. When locations have their Travel Advisories increase to a Level 4, the implementing partner, in coordination with ECA, may require students who choose to remain abroad to do so as private citizens or to return to the United States, with support from the Gilman Program, if needed.
- When necessary, prepare appropriate documentation for ECA approval for the termination or cancellation of a Gilman award or alumni status, and take appropriate action, as determined, to recoup funds that may have been previously distributed to the participant, per the Gilman Terms and Conditions. Notify ECA on the status and resolution of award and alumni status terminations or revocations.
- Ensure confirmation of program completion, in accordance with the Gilman Program terms and conditions.
- Arrange for optional testing of oral language skills for the recipients of the Critical Need Language Award upon return. Provide ECA with reporting on cumulative results.
- Implement pre-program, mid-program and post-program surveys to participants to assess their growth and acquisition of global competencies.
- Implement follow-up surveys with prospective individual recipients (or their respective home institutions) that declined Gilman scholarships to determine

if and how they were able to study abroad and share results and analysis with ECA on a biannual basis, highlighting trends and making program recommendations based on the data. All evaluation data must be retained for three years.

- Propose a plan for collecting, analyzing, and reporting impact data (including multiplier effect) from Gilman alumni one year from the end date of their award, and include possible methods for the long-term tracking of alumni.
- As required by the Gilman Program's founding legislation, prepare and submit a draft of the annual Congressional Report to ECA by the first week of August 2022.

8. **Financial Oversight and Reporting:** Provide thorough and robust financial oversight and reporting for each component of the Gilman Program. Implementing partners must comply with ECA protocols on frequency of financial reporting and processes. Decisions on the use of unused funds must be made in collaboration with ECA to enhance and implement the overall goals of the Gilman Program. Additionally, implementing partners must track and provide information on study abroad programming and costs to better inform program policies and scholarship implementation. They must also ensure the cost-effectiveness of implementation via innovative measures. Additional deliverables and requirements include the items listed below.

- Manage award disbursements for grantees via direct deposits to participant bank accounts but provide the option for students without bank accounts to receive their funding through another mechanism.
- An overall budget for the recruitment and outreach plan with estimated cost breakdowns by key strategy components such as materials, conference attendance, and campus visits, as well as a section dedicated to Gilman-McCain outreach and recruitment.
- Maintain and update procedures to support the Gilman Program's public-private partnerships and government partnerships in accordance with U.S. government rules and regulations.
- Consult ECA on award terminations, revocations, and recouped funds, and provide documentation of these actions to ECA, at a date/time agreed upon with ECA.
- Audit internal functions, systems, and controls as necessary, and report any irregularities if necessary or required per audit guidelines.
- Ensure that participants comply with the Fly America Act when using Gilman Program funds to purchase international plane tickets.

9. **Advisor Support and Assistance:** Create an innovative plan for cultivating, engaging, and informing the 5,000+ network of Gilman Advisors from diverse higher education institutions across the United States. Gilman Advisors are U.S. higher education professionals that assist students in the Gilman application process and have a formal role in certifying their financial aid status and proposed study/intern abroad programs. Though Gilman Advisors come from a wide variety of administrative and academic departments, many work in study abroad, financial aid and first-generation student support services. They are critical in reaching and supporting students on campus and the Gilman Program is committed to their continued professional development and engagement. Additional deliverables and requirements include the items listed below.

- Implement and oversee the Gilman Advisor Ambassadors Program, which selects 15-20 outstanding Gilman Advisors to support the Gilman Program and help train and assist the broader Gilman advisor community across the country. The Gilman Advisor Ambassadors should represent the diversity of the U.S. higher education system and plan to serve for not less than two years. The Gilman Advisor Ambassadors should also serve as a consultancy body for the Gilman Program and provide feedback and recommendations ahead of proposed policy changes or other significant program updates.
- Develop a series of virtual events and activities for the Gilman Advisor community, including informational webinars, interactive panels, informal networking opportunities and more in-depth professional development opportunities to increase the awareness and understanding of the Gilman Program. Where possible, virtual events should be recorded and shared online to reach as wide of an audience as possible.
- Provide social media toolkits and other resources to all Gilman Advisors ahead of open application periods and survey Advisors on what additional resources may meet the greatest collective need. Ensure that all advisor outreach and support materials are accessible online or can be mailed, as needed.
- Maintain a system to register and update Gilman Advisors assigned to specific U.S. higher education institutions. Allow for Advisors to sign-up to serve as certifying Study Abroad or Financial Aid Advisors, or as non-certifying Advisors. Upon registration, they should also have the option to “opt in” to having their names appearing on a publicly available list.
- Maintain a comprehensive list of all Gilman Advisors on the public Gilman website, so that prospective applicants may locate their local Gilman advisor for assistance with the application process.
- The implementing partner should also periodically review and analyze the Gilman advisor list for underrepresented geographic areas, institutional types, and other diversity factors. In consultation with ECA, outreach efforts should then be adjusted to fill any identified gaps, as well as to remove any inactive accounts.

10. Alumni Tracking and Engagement: Provide a comprehensive alumni engagement strategy and timeline. It should include a plan for continued contact with Gilman alumni to ensure that they are tracked over time, organized as alumni, involved in outreach efforts, and offered opportunities for on-going programming and engagement to reinforce the knowledge and skills they acquired on the exchange. Additional deliverables and requirements include the items listed below.

- Within six months of their return home, all Gilman recipients must complete follow-on projects that promote study abroad and/or the Gilman Program within their home institution or community. The implementing partner will work closely with ECA to develop mechanisms to track and report on these activities after each term.
- Prepare and distribute Gilman certificates of achievement, required to verify non-competitive eligibility, for participants following the successful completion of study abroad or international internship programs, and digital badges once they have completed their required follow-on service projects.
- Provide oversight of Gilman alumni activities to include, but are not limited to:
 - maintaining a database of all Gilman alumni;
 - encouraging alumni to register on the U.S. Department of State's International Exchange Alumni website (<https://alumni.state.gov/>).
 - creating and/or sharing networking and professional development opportunities for Gilman alumni;
 - issuing Gilman Scholar digital badges to confirmed alumni, and implementing a strategy for increased alumni engagement on social media;
 - facilitating the growth of an independent, alumni-led national Gilman Alumni Society (association) to encourage alumni networking and other activities at both national and local levels (following discussion with ECA);
 - support Gilman Scholars in organizing on-campus groups to assist in program recruitment, promotion and mentoring of prospective applicants, as well as hosting social Gilman events on campus, and events/activities for incoming international students – forming connections between both U.S. and foreign exchange participants;
 - facilitating Gilman situational mentoring program that will connect current Gilman Scholars with the deep pool of Gilman alumni;
 - designing and implementing a longitudinal alumni survey; and
 - providing reports to ECA on all alumni activities.
- Maintain close coordination with ECA on operationalizing Executive Order (13750) granting alumni of the Gilman Program Non-Competitive Eligibility (NCE) for federal hiring, including issuance of ECA-provided certificates to all program alumni who have successfully completed their program. Ensure that applicants, participants, and alumni are aware of the benefits of NCE. Periodically

share NCE job opportunities provided by ECA and/or other USG entities with Gilman alumni.

- To build upon the study abroad experiences and further develop professional knowledge and competencies of Gilman alumni on topics of U.S. foreign policy relevance, the implementing partner should develop a virtual alumni lecture series, as well as an in-person alumni seminar, on a theme critical to U.S. foreign policy. The virtual lecture series should be developed to attract a wide-array of alumni, and the in-person seminar will be held overseas and will be for approximately 25 Gilman alumni. The implementing partner should conduct an open competition to find qualified U.S.-based colleges and universities to host these events, with an overall budget not to exceed \$75,000 for both activities. Final selection should be conducted in collaboration with ECA.
- Provide ECA with a detailed plan and timeline for the Gilman Alumni Ambassador Program, which selects approximately 25 recently returned outstanding Gilman alumni to support the Gilman Program, including outreach and marketing.
 - Manage the application and selection process of the AY 2022-2023 Gilman Alumni Ambassadors, in close consultation with ECA.
 - Plan and execute an Alumni Ambassadors' training in close consultation with ECA.
 - Provide ongoing support to Alumni Ambassadors, including the provision of travel grants to those traveling in support of the program to campuses and/or conferences, if health and safety conditions permit travel.
- The implementing partner should present a comprehensive plan to conduct a minimum of three workshops (2 virtual and 1 in-person) focused on preparing alumni for careers in fields of topical importance to U.S. national security and economic prosperity. The implementing partner should conduct an open competition to find qualified U.S.-based colleges and universities to host these 3 events, with an overall budget not to exceed \$75,000. Final selection should be conducted in collaboration with ECA.

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 no more than 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
8. Financial Oversight

Detailed Budget and Budget Narrative

Detailed Budget with a cost breakdown of personnel services by position, and all allowable costs. 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. The available funding may be used to support the costs necessary to implement the program as described in this solicitation.

Allowable Costs:

a) Allowable overhead costs include items such as the following:

- Staff salaries and benefits
- Staff travel and per diem
- Rent and facilities
- Furniture and equipment
- Meetings and conferences
- Communication costs
- Network charges
- Indirect costs
- OMB Guidance 2 CFR Part 200 Subpart F Audits

Applicant organizations should provide a detailed explanation of overhead (what elements of the budget it is based upon and how it is calculated).

b) Allowable costs to be funded by the FY 2022 Gilman cooperative agreement include items such as the following:

- Gilman Scholarship awards
- Publicity, pre-departure, and orientation materials and expenses
- Website/on-line applications/database management
- Expenses associated with virtual programming
 - Program materials
 - Standardized language proficiency testing
 - Alumni and follow-on activities
 - Honorariums for Alumni and Advisor Ambassadors

- Evaluation
- Other justifiable expenses directly related to supporting activities

Additional Information to be Submitted:

- Calendar of Activities or timetable that demonstrates the timing and organization of the major program activities.
- Letters of Endorsement from collaborating organizations or institutions indicating their agreement and the role they will play in the program.
- Resumes of key staff members of the applicant and collaborating organizations. (No resume should exceed two pages.)
- Outreach Plan (Administrative Components only)
- Evaluation Plan and Sample Survey Instruments, in addition to the Program Performance Monitoring and Evaluation section D.10 in the NOFO
- First-Time Applicant Attachments, if applicable

IV. OTHER AWARD INFORMATION

FOR INFORMATIONAL PURPOSES ONLY - 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 the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. 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 Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

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, contact Betsy Meyer, MeyerEP@state.gov, and Theresa Gagnon, GagnonTF@state.gov, USA Study Abroad Branch, Office of Global Educational Programs.