

to bring approximately twenty to twenty-five Vietnamese students per year to study in the United States. The students will pursue one- to two-year graduate degrees in a wide range of academic fields such as American studies, business, economics, environmental policy/studies, higher education, international relations, journalism, law, women's studies (e.g., gender and development), public health, public policy/administration, and rural development. Your proposal should include program costs for two years, but administrative costs for only the first year. Your proposal narrative should provide detailed information on major program activities to be undertaken.

The Office of Academic Exchange Programs, Department of State, works in partnership with the Public Affairs Section of the U.S. Embassy in Hanoi to administer the Fulbright Program in Vietnam. The grantee must collaborate with both offices to carry out the programs and activities of the grant.

Guidelines

Pending availability of funds, program administration activities should cover the time period from approximately October 1, 2003 to September 30, 2005. The projected grantee caseload is expected to be approximately 25 students. Program activities will include recruitment, selection, and placement of students in graduate programs, as well as arrangement of pre-academic English language training, enrichment seminars, and monitoring of students while on their grants. Orientations should also be provided for the students prior to their departure from Vietnam and by the host institutions upon arrival at the institutions. Applicants should plan to hold reentry seminars either before students leave the U.S. or after their return to Vietnam. When possible, alumni activities should be facilitated and supported.

The grantee organization will be responsible for:

- Tuition payment, monitoring, and supervision for students who begin programs in Summer 2003 (who were selected by the incumbent grantee organization);
- Testing, interviewing, and final selection of a cohort to begin programs in Summer 2004 (who will have been recruited and initially screened by the incumbent organization); and
- Recruitment and screening for a cohort of students to begin in Summer 2005.

The incumbent organization will be responsible for monitoring and supervision during the second year of study for grantees who began programs in Summer 2002.

Programs must comply with J-1 visa regulations. Please refer to Solicitation Package for further information.

Budget Guidelines

The Bureau anticipates awarding one grant of up to \$1.8 million to support program and administrative costs required to implement this program. The Bureau encourages applicants to provide maximum levels of cost-sharing and funding from private sources in support of its programs. Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$60,000 in Bureau funding. Therefore, organizations that cannot demonstrate at least four years experience in conducting international exchanges are ineligible to apply under this competition.

There should be a clear justification of the need for any proposed sub-contracts. Subcontractors should bring unique skills or value to the process, and this should be demonstrated in the proposal.

Applicants must submit a comprehensive budget for the entire program. Awards may not exceed \$1.8 million, and may be smaller if an overlapping grant with the incumbent organization is necessary to ensure a smooth program transfer. There must be a summary budget as well as specific breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

Allowable costs for the program include the following:

- (1) Program costs for students' grants (up to two years of graduate study plus up to six months of language training);
- (2) Staff salaries and benefits; and
- (3) Administrative costs including communication, overhead and indirect costs, travel and per diem expenses, etc.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

Announcement Title and Number: All correspondence with the Bureau concerning this RFGP should reference the above title and the following number: ECA/A/E/EAP-2004-Vietnam-02.

FOR FURTHER INFORMATION, CONTACT: Mary Hanlon in the Office of Academic Exchange Programs, ECA/A/E/EAP, Room 208, U.S. Department of State, SA-44, 301 4th Street, SW., Washington, DC 20547; phone: 202-619-5406; fax: 202-401-1728; e-mail: mhanlon@pd.state.gov to request a Solicitation Package if you are unable to download it from the internet (see

instructions below). The Solicitation Package contains detailed award criteria, required application forms, specific budget instructions, and standard guidelines for proposal preparation. Please specify Bureau Program Officer Mary Hanlon on all other inquiries and correspondence.

Please read the complete **Federal Register** announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

To Download a Solicitation Package via Internet

The entire Solicitation Package may be downloaded from the Bureau's Web site at <http://exchanges.state.gov/education/RFGPs>. Please read all information before downloading.

Deadline for Proposals

All proposal copies must be received at the Bureau of Educational and Cultural Affairs by 5 p.m. Washington, DC time on Thursday, May 1, 2003. Faxed documents will not be accepted at any time. Documents postmarked the due date but received on a later date will not be accepted. Each applicant must ensure that the proposals are received by the above deadline.

Applicants must follow all instructions in the Solicitation Package. The original and 10 copies of the application should be sent to: U.S. Department of State, SA-44, Bureau of Educational and Cultural Affairs, Ref.: ECA/A/E/EAP-2004-Vietnam-02, Program Management, ECA/EX/PM, Room 534, 301 4th Street, SW., Washington, DC 20547.

Applicants must also submit the "Executive Summary" and "Proposal Narrative" sections of the proposal on a 3.5" diskette, formatted for DOS. These documents must be provided in ASCII text (DOS) format with a maximum line length of 65 characters. The Bureau will transmit these files electronically to the Public Affairs section at the U.S. Embassy for its review, with the goal of reducing the time it takes to get embassy comments for the Bureau's grants review process.

Diversity, Freedom and Democracy Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but