

communities. The major program components include alumni relations, recruitment and outreach, participant matching, orientation of U.S. and foreign participants, administration of training and professional meeting programs of the Fall and Spring workshops, and monitoring and evaluation protocols. The cooperating agency must maintain a flexible approach in response to changing program needs and priorities. Effective and direct communications between the cooperating agency and ECA's Teacher Exchange Branch will be necessary at all times. Consequently, the cooperating agency is required to have a Washington, D.C.-based office to facilitate communication. A detailed listing of responsibilities is provided in the Project Objectives, Goals, and Implementation (POGI) document and should be consulted in preparing the proposal.

Alumni Development

Alumni program initiatives should emphasize the development of the program's alumni groups throughout the United States. The cooperating agency will provide support to individual U.S. alumni and assist them in developing their respective alumni groups. Alumni groups may develop small projects funded through this grant to enhance the program, such as school-to-school partnerships, etc. In addition, data collection and operation of a database of grantees and alumni, with subject fields defined by the Branch, will be required, and must be compatible with the Bureau's Academic Exchange Information System dbase (AEIS).

Recruitment and Outreach

The cooperating agency is responsible for recruitment of U.S. program participants (teachers and administrators) through a nation-wide recruitment campaign. Selection is based on teachers' and administrators' professional background and leadership potential. Foreign exchange participants are recruited and nominated by U.S. embassies or overseas Fulbright Commissions. To qualify for the program, applicants must have a minimum of three years professional experience, hold an equivalent full-time teaching position and a Bachelor's degree or higher, and be fluent in English.

The cooperating agency will submit a yearly recruitment and outreach plan to the Branch and will be responsible for all recruitment activities including attendance at conferences, mass mailings of promotional materials, responses to general inquiries, web site

development, and creating and updating handbooks.

Matching

The cooperating agency forwards all U.S. candidates who are interviewed by volunteer peer review committees. After that step the U.S. applicants are matched with foreign partners whose professional and personal backgrounds are congruent with the backgrounds of their American partners. For example, elementary teachers are matched with elementary teachers and secondary school math teachers with like professional counterparts in an eligible foreign country. The cooperating agency simultaneously forwards candidate dossiers to over 30 countries for consideration. The dossiers are evaluated and matched by overseas counterparts, such as the Fulbright Commission, the public affairs section of the U.S. Embassy, or an in-country hosting organization, depending upon the circumstances in country. All final matches must be mutually agreed upon by all U.S. and overseas counterparts. The Teacher Exchange Branch will play a coordinating role in this process and liaise between the U.S. cooperating agency and the overseas counterpart.

Professional Meeting Program

Regional meetings for foreign teachers participating in the program are held at seven locations in the United States in the Fall of each academic year and are designed to stimulate the teachers to discuss and think through the challenges of adjusting to teaching and living in the United States. In addition, Spring meetings are held in 12 to 15 regional sites in the United States, to debrief the foreign teachers as well as prepare them for re-entry to their home countries. U.S. teachers selected for the upcoming program year will also attend the Spring meetings in preparation for their overseas exchange. The cooperating agency will be responsible for obtaining local administrative and program support for both Fall and Spring meetings and will assist in staffing a portion of the meetings.

Orientation

Approximately 530 U.S. and foreign Fulbright Teacher Exchange Program participants and their family members attend an orientation program in Washington, DC in the Summer, prior to their exchange year. The orientation will provide the participants with opportunities to meet one-on-one prior to their reciprocal exchanges. The cooperating agency will organize the orientation; activities include formal presentations and workshops on

educational and cross-cultural issues that will help prepare participants for their year or semester abroad.

Monitoring

During the academic year, the cooperating agency monitors the professional and personal well-being of the foreign teachers. Staff members from the cooperating organization monitor the performance of participants and counsel foreign participants, if needed, at the Fall and Spring meetings. The cooperating agency will staff a full-time position solely for monitoring and supporting program participants. The cooperating agency consults with Branch staff and provides written reports on any issue that may adversely affect an exchange or the program in general.

Other Administrative Support

The cooperating agency is expected to provide extensive support to the Teacher and Administrator Exchange Program. Bi-monthly meetings, and other meetings pertaining to the grant's core program components, will be held between the Branch and the cooperating agency on a regular basis. The cooperating agency will also be responsible for maintaining telephone, e-mail, and fax communications with appropriate Branch and ECA staff. Other administrative services to be provided by the cooperating agency include: paying stipends to and withholding taxes for selected foreign grantees; and supporting special projects.

Evaluation

The cooperating agency will be responsible for developing, collecting, analyzing, and disseminating means of participant evaluation for workshops and the orientation, and developing a summative program evaluation at the end of each academic year. The evaluation of these activities will include, but not be limited to, an assessment of the effectiveness of each of the program components and may include suggestions for program improvement and innovation.

Guidelines

Pending availability of funds, the grant will begin on October 1, 2003 and will run through September 30, 2006. The administrative portion of the grant will only cover October 1, 2003 to September 30, 2004. U.S. program participants will be recruited nationwide and from the full range of the teaching profession from primary to the community college level. The cooperating agency will also provide support for approximately 175 foreign