

compliment a student's academic program, be supervised by a faculty advisor, and supplement the stated program objectives. Participants are expected to engage in at least eight weeks of practical training. To support the mutual understanding goal of the Fulbright Program, the Bureau is particularly interested in opportunities for academic training related to U.S. institutions, society and culture that engage in conflict resolution.

#### C. Capstone Experience

The academic program should culminate in a capstone experience that encourages participants to integrate knowledge and experience gained while on the program, and its applicability to their home community.

#### D. Orientation

It is essential that participants be informed of American culture, society and norms, particularly diversity. Participants should be introduced to the general nature, philosophy and goals of U.S. higher education. Students should receive guidance from an academic advisor to assist them in choosing appropriate courses.

#### E. Housing

Provide appropriate graduate student housing or facilitate housing arrangements for program participants.

#### F. Student Services

Provide on-going advising and student services, conduct cross cultural counseling, and plan cultural and community enrichment activities for the participants.

#### G. Grants Benefits and Disbursements

Monitor and distribute approved grant payments (e.g., monthly maintenance allowance in accordance with the Institute for International Education's (IIE) annual "Monthly Maintenance Rate Report"), reimbursements (e.g., equipment and book allowances), and advances (e.g., professional development allowances). Proposals should address participant stipend levels in the narrative, including what expenses the stipend is intended to cover and the estimated monthly cost of housing provided to the participants. The current stipend level for a traditional Fulbright grant includes: (1) Monthly maintenance as set by IIE; (2) a one-time equipment allowance of \$500 per person; (3) book allowance up to \$950 per person each year; and (4) a one-time professional development allowance up to \$2,500 per person.

#### H. Tax Assistance to Grantees

Insure compliance with the "Tax Reform Act of 1986" and assist program grantees with requirements for filing federal, state, and local tax returns. The applicant will calculate appropriate withholding from student grants and deposit withholding with the U.S. Treasury. End-of-year withholding reports should be provided to the Internal Revenue Service and the grantees; and grantees should be notified of the gross amount reported as taxable income. Applicants should note that specific countries represented in both regions hold tax-exempt treaties with the United States.

#### I. Professional Development and Cultural Enrichment Activities

Proposals should provide for program participants in their second year to attend the annual conference of the Association for Conflict Resolution. Proposals should plan for adjunct cultural and professional enhancement opportunities within the academic and civic communities that further the program's goals and exposes participants to American culture and society.

#### J. Alumni Network

The program seeks to develop a cadre of leaders with first-hand experience in the U.S. who are able to enhance non-governmental efforts at peacebuilding in their communities. Proposals should demonstrate how participants will be incorporated into an alumni network that fosters the development and expansion of professional relationships between program participants, and individuals in the U.S. and overseas.

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

#### Budget Guidelines

The total Bureau budget (program and administrative costs) for the program should not exceed \$500,000. The Bureau funded administrative costs as defined in the budget details section of the solicitation package should not exceed \$50,000. The Bureau encourages applicants to provide maximum levels of cost-sharing and funding from private sources in support of its programs.

Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as 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) Tuition and fees.
  - (2) Housing.
  - (3) Participant monthly maintenance and allowances.
  - (4) Administrative costs not to exceed \$50,000.
  - (5) Cultural enrichment and professional development activities.
- The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program, and availability of U.S. government funding. Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

The successful applicant will be required to submit interim and final financial reports, as directed by the Bureau, detailing expenditures. The Bureau should be consulted on the reprogramming of any funds.

#### Announcement Title and Number

All correspondence with the Bureau concerning this RFGP should reference the program title and number ECA/A/E/NEA-SA-04-CRP01.

**FOR FURTHER INFORMATION CONTACT:** The Office of Academic Exchanges, ECA/A/E/NEA-SA, Room 212, U.S. Department of State, SA-44, 301 4th Street, SW., Washington, DC 20547, telephone (202) 619-6863, fax (202) 205-2466 or Internet address [aarmitag@pd.state.gov](mailto:aarmitag@pd.state.gov) to request a Solicitation Package. The Solicitation Package contains detailed award criteria, required application forms, specific budget instructions, and standard guidelines for proposal preparation. Please specify Bureau Program Officer Alice Armitage on all inquiries and correspondence.

Please read the complete **Federal Register** announcement before sending inquiries or submitting proposals. Once the FRGP 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 Wednesday, September 24, 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