

eligible. The lead U.S. organization in a consortium or other combination of cooperating institutions is responsible for submitting the application. Each application must document the lead organization's authority to represent all U.S. cooperating partners. Secondary U.S. partners may include governmental or non-governmental organizations at the federal, state, or local levels as well as non-profit service, community, and professional organizations.

Foreign institutional partners may be recognized institutions of post-secondary education, state-supported universities, independent universities, research institutes, relevant educational authorities, and other public or private non-profit organizations with project-related educational missions.

### Costs and Cost-Sharing

The commitment of all partner institutions to the proposed project should be reflected in the cost-sharing which they offer in the context of their respective institutional capacities. Although the contributions offered by institutions with relatively few resources may be less than those offered by applicants with greater resources, all participating institutions should identify appropriate contributions. These costs may include estimated in-kind contributions. U.S. institutions are encouraged to contribute to the international travel expenses of U.S. participants as part of their institutional cost-share. Proposed cost-sharing will be considered an important indicator of the applicant institution's commitment to the project.

The Bureau's support may be used to assist with the costs of the exchange visits as well as the costs of the administration of the project by the U.S. grantee institution, as explained in additional detail in the associated document entitled "Project Objectives, Goals, and Implementation" (POGI). U.S. administrative costs that may be covered by the Bureau, with certain limitations, include administrative salaries, faculty replacement costs, other direct administrative costs, and partial indirect costs. The cost of administering the project at the foreign partner organization(s) is also eligible for the Bureau's support. Although each grant will be awarded to a single U.S. institutional partner, the proposal should make adequate provision for the administrative costs of all partner institutions, including the foreign partner(s), especially if a foreign partner has relatively few resources. See the POGI for additional information on the restrictions and maximum amounts that apply to certain budget categories.

Pending the availability of FY 2004 funds, the maximum award in the FY 2004 competition will be \$150,000 for a three-year period with the exceptions noted under the heading "Foreign Country and Location Eligibility." Requests for amounts smaller than the maximum are eligible. Budgets and budget notes should carefully justify the amounts requested. Grants awarded to organizations with less than four years of experience in conducting international exchange programs will be limited to \$60,000.

The response to Requests for Grant Proposals for the support of partnerships in higher education has been unusually strong in recent years. In FY 2002, 99 eligible proposals were submitted to the Educational Partnerships Program, and 17 awards were made. Special FY 2004 funding with higher grant maximums and more favorable grant-to-application ratios is expected for projects in Bosnia and Herzegovina, Serbia and Montenegro, and Tunisia as noted previously under the heading "Foreign Country and Location Eligibility."

### Ineligibility

A proposal will be deemed technically ineligible for consideration if:

- (1) It does not fully adhere to the guidelines established in this document and in the Solicitation Package;
- (2) It is not received by the deadline;
- (3) It is not submitted by the U.S. partner;
- (4) The U.S. applicant organization is ineligible;
- (5) The foreign country or geographic location is ineligible.

Projects must conform with the Bureau's requirements and guidelines outlined in the solicitation package for this RFGP. Proposals that do not follow RFGP requirements and the guidelines appearing in the POGI and PSI will be excluded from consideration due to technical ineligibility.

### Announcement Title and Number

All correspondence with the Bureau concerning this RFGP should reference the above title and number ECA/A/S/U-04-03.

### For Further Information

For further information, contact the Humphrey Fellowships and Institutional Linkages Branch; Office of Global Educational Programs; Bureau of Educational and Cultural Affairs; ECA/A/S/U, Room 349; U.S. Department of State; SA-44, 301 4th Street, SW.; Washington, DC 20547; phone: (202) 619-5289, fax: (202) 401-1433.

Prospective applicants are strongly encouraged to communicate about their proposals with one of the following regional program officers: for North Africa and the Middle East, Michelle Johnson, phone: (202) 205-8434, (e-mail [johnsonmi@pd.state.gov](mailto:johnsonmi@pd.state.gov)); for the United Kingdom, Paul Schelp, phone: (202) 205-8266 (e-mail: [pschelp@pd.state.gov](mailto:pschelp@pd.state.gov)); for the Balkans and the Western Hemisphere, Maria Urbina, phone: (202) 260-6797 (e-mail [murbina@pd.state.gov](mailto:murbina@pd.state.gov)); for Turkey, Jonathan Cebra, phone: (202) 205-8379 (e-mail [jcebra@pd.state.gov](mailto:jcebra@pd.state.gov)); and for sub-Saharan Africa, East Asia, and South Asia, Joan Zaffarano, phone: (202) 401-1323 (e-mail [jzaffara@pd.state.gov](mailto:jzaffara@pd.state.gov)).

Please read the complete Solicitation Package 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 Solicitation Package includes more detailed award criteria, all application forms, and guidelines for preparing proposals, including specific criteria for preparation of the proposal budget. The Solicitation Package includes the POGI and the Proposal Submission Instructions (PSI). 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 Friday, December 12, 2003. Faxed documents are not acceptable, with the exception of letters of endorsement that are submitted as part of the proposal. Documents postmarked with the due date but received on a later date will not be accepted. Applicants must ensure that their proposals are received by the above deadline.

Applicants must follow all instructions in the Solicitation Package. The original and 10 copies of the complete application should be sent by the project's lead U.S. college or university to: U.S. Department of State, SA-44, Bureau of Educational and Cultural Affairs, Ref.: ECA/A/S/U-04-03, Program Management, ECA/EX/PM, Room 534, 301 4th Street, SW., Washington, DC 20547.