

U.S. grantee organization will conduct the workshop at which the team will draft the curricular materials and the teachers' manual in consultation with U.S. specialists with expertise on the targeted subjects and methodologies. The U.S. workshop should include opportunities for the direct observation of U.S. classroom teaching, school administration, and community involvement as appropriate. Consultations with U.S. teachers and professional counterparts, including mentored attendance at professional meetings, may also be appropriate. Proposals should incorporate sufficient time for writing the curricular materials and teachers' manual so that working drafts will have been completed by the time the curriculum development team returns to Azerbaijan.

Phase Three: Pilot-Testing, Teacher Training, Publication, and Dissemination

In Phase III of the project, the grantee organization will implement a program for testing, revising and publishing the curricular materials and teachers' manual drafted in Phase II. Proposals should describe a strategy for collaborating with local elementary schools, other appropriate educational organizations and teacher training networks in Azerbaijan, including pedagogical institutes, to facilitate pilot testing of the curricular materials and the teachers' manual as well as training teachers to use the materials and the manual. (For a list of in-service teacher training centers and contact information, please see the POGI.) Targeted elementary schools should include those involved with the Azerbaijan "Connectivity Project" sponsored by the Bureau of Educational and Cultural Affairs. (Information on the Azerbaijan Connectivity Project can be found at <http://www.projectharmony.az/>.)

Proposals should demonstrate an ability to coordinate and to monitor Phase III activities. Proposals should describe the composition and size of the teacher and student populations that will benefit from the innovations to be introduced through the curriculum development and teacher training effort. In addition, proposals should describe (or outline a strategy for ascertaining) feasible options for publishing the materials and the manual for dissemination.

Project Duration

Pending the availability of funds, grant activities should begin on or around February 1, 2004 and should last for a three-year period. Grant activities

are expected to be completed within the three-year timeframe.

Project Evaluation

Proposals should describe and budget for project evaluation. Organizations that are awarded Bureau grants must formally submit periodic reports to the Bureau on the project's activities in relation to its objectives. The formal evaluation reports should include an assessment of the status of elementary education at the time of program inception with specific reference to project objectives; formative evaluation to allow for mid-course revisions in the implementation strategy; and, at the conclusion of the project, summative evaluation of the degree to which the project's objectives have been achieved. The proposal should discuss how the issues raised throughout the formative evaluation process will be assessed and addressed. The summative evaluation should describe the project's influence on the participating institutions and participants, as well as the educational community in Azerbaijan. The summative evaluation should also include recommendations about how to build upon project achievements without additional Bureau support. The use of external consultants with appropriate subject, cultural, and regional expertise is encouraged. Copies of evaluation reports must be provided to the Department of State.

The grantee organization will be expected to submit intermediate program and financial reports after each project component is concluded. In addition to the formally scheduled reports, the evaluation strategy should include a mechanism for promptly providing the Bureau with information that will equip the Department of State to summarize and illustrate project activities and achievements as they occur.

Project Administration

Proposals should explain how project activities will be administered both in the U.S. and overseas in ways that will ensure that the project maintains a focus on its objectives while adjusting to changing conditions, assessments, and opportunities.

Budget Guidelines

The Bureau anticipates awarding one grant not to exceed \$245,000 to support program and administrative costs required to conduct this project. The Bureau encourages applicants to provide maximum levels of cost sharing and funding from private sources in support of its programs. These contributions may include estimated in-

kind contributions. Bureau guidelines require that grants to organizations with less than four years of experience in conducting international exchanges be limited to \$60,000. Therefore, organizations with less than four years' experience in conducting international exchanges are ineligible to apply under this competition.

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. The summary and the detailed project and administrative budget should be accompanied by a narrative which explains and justifies the amounts requested.

Allowable costs for the program include the following:

(1) Administrative costs, including salaries and benefits.

(2) Program costs, including general program costs and program costs for individual participants in project activities. Please refer to the POGI for complete budget and formatting guidelines.

Announcement Title and Number: All correspondence with the Bureau concerning this RFGP should reference the above title and number *ECA/A/S/U-04-05*.

FOR FURTHER INFORMATION CONTACT: The Humphrey Fellowships and Institutional Linkages Branch, Office of Global Educational Programs, U.S. Department of State, 301 4th Street, SW, Washington, DC 20547, telephone: 202-619-5289; Fax: 202-401-1433; or jcebra@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 Jonathan Cebra 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.