

institutions to choose non-traditional study-abroad locations and to help under-represented U.S. institutions offer and promote study-abroad opportunities for their students. These objectives should also be addressed in grant proposals.

Guidelines

The administering organization should be prepared to announce the program and solicit applications as soon as possible upon receipt of grant notification and to award scholarships to U.S. students to enable them to begin overseas study in the fall semester of 2004.

Student Eligibility: To apply for a scholarship, an applicant must:

- Be a citizen of the United States. Permanent residents of the United States are not eligible.
- Be an undergraduate student in good standing at an institution of higher education in the United States (including both two-year and four-year institutions).
- Be a recipient of federal Pell Grant funding during the academic term of his/her application.
- Be applying to, or accepted for a program of study abroad eligible for credit from the student's home institution. Proof of program acceptance is required for final award disbursement.
- Not study in a country currently under a Travel Warning issued by the United States Department of State. Travel Warnings are issued when the State Department recommends that Americans avoid a certain country. To find a list of these countries, please see http://travel.state.gov/warnings_list.html.

Recruitment, Application and Selection:

(1) Outreach will be made by the grantee organization to accredited institutions of higher education in the United States for the purpose of publicizing the scholarship competition. This can be achieved through direct contacts with these institutions and through participation in major education conferences and events. Emphasis will be on reaching out to a diverse pool of institutions and programs within those institutions.

(2) The selection process shall be carried out through a committee which includes representatives of accredited institutions of higher education in the United States.

(3) In ranking eligible applicants for scholarships, consideration should be given to academic excellence, financial need, diversity of the applicant pool, fields of study, proposed destination,

and type and location of home institution. Preference should be given to applicants with no previous study abroad experience.

Reporting:

The grantee organization will submit quarterly reports on the number of applicants, the number of participants selected, the names of the institutions of higher education in the United States that applicants and awardees were attending at the time of application, the names of institutions sponsoring the study programs abroad, the names and locations of the institutions of higher education outside the United States that participants attended during their study program abroad, the fields of study of participants, and attrition rates. Because diversity is an important program goal, the grantee should attempt to collect age, ethnic, gender, and disability data from applicants and from those selected for awards, in keeping with Federal guidelines on the solicitation of such information. Additionally, the Bureau of Educational and Cultural Affairs may request other periodic and ad hoc reports.

Budget Guidelines

Grants awarded to eligible organizations with less than four years of experience in conducting international exchange programs are limited by Bureau policy to \$60,000. The Bureau intends to make one award not to exceed \$1,600,000. Accordingly, institutions with less than four years experience are not encouraged to apply. 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. Applicants should budget the maximum possible amount for scholarships and keep administrative and overhead costs to a minimum. 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) **Administrative:** Salaries and benefits and other direct administrative expenses such as postage, phone, printing and office supplies.
- (2) **Program:** Participant expenses, which may include institutional fees, travel expenses, tuition; expenses related to review panels, including travel and per-diem.

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 number *ECA/A/S/A-04-14*.

FOR FURTHER INFORMATION CONTACT: The Office of Global Educational Programs, Educational Information and Resources Branch (ECA/A/S/A), Room 349, U.S. Department of State, 301 4th Street, SW., Washington, DC 20547; telephone 202-619-5434; fax 202-401-1433; e-mail advise@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 Branch Chief Phillip Ives 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.

New OMB Requirement

An OMB policy directive published in the **Federal Register** on Friday, June 27, 2003, requires that all organizations applying for Federal grants or cooperative agreements must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for all Federal grants or cooperative agreements on or after October 1, 2003. The complete OMB policy directive can be referenced at http://www.whitehouse.gov/omb/fedreg/062703_grant_identifier.pdf. Please also visit the ECA Web site at <http://exchanges.state.gov/education/rfgps/menu.htm> for additional information on how to comply with this new directive.

Shipment and Deadline for Proposals

Important Note: The deadline for this competition is Friday, February 6, 2004. In light of recent events and heightened security measures, proposal submissions must be sent via a nationally recognized overnight delivery service (*i.e.*, DHL, Federal Express, UPS, Airborne Express, or U.S. Postal Service).