institute, professional enrichment activities, alumni networking, etc. are encouraged. Internships of up to six months for Fellows in one-year programs and up to three months for Fellows in two-year programs are recommended. USIA's goal for 1995 is to award the greater number of Fellowships for two-year degree programs, and to attain equitable representation among the seven eligible fields while achieving wide distribution among the U.S. host universities. Clustering of Fellows should be avoided with no more than three Fellows at one university.

The Central and Eastern European Graduate Fellowships program will not support PhD programs.

Guidelines

For 1995, program advertisement and participant recruitment will be the responsibility of the United States Information Service (USIS) Posts and/or the Fulbright Commissions. USIS Posts and/or Commissions will screen applications for eligibility, arrange for testing where possible, conduct personal interviews, and compile a dossier on each qualified applicant. Each USIS Post and/or Commission will compile a pool of applicants to be forwarded to the administering organization(s) for the final selection. The duration of the program should be for two academic years, 1995-96 and 1996–97. The program may not begin before March 1, 1995, and must be completed by December 31, 1997.

Applicants are asked to develop a program plan to conduct the final selection, placement, monitoring and follow-on activities. Proposals should address and discuss in detail the following areas:

1. Final selection: describe in detail the process for the final selection of Fellows, including method of reviewing pool of applications, specific details about the applicant review committee(s), if relevant, and notification to selectees and nonselectees.

2. Placement of Fellows: describe criteria for selecting host-universities and measures to ensure participants academic and cultural needs are met.

3. Notification: describe plans for notifying applicants who have been selected for an award, including timely confirmation of placement, scheduling of pre-departure orientation, and logistics of all travel arrangements.

4. Special programs: describe provisions for ESL or pre-academic programs, if necessary; 5. Orientation: describe plans for predeparture, post arrival and/or preacademic orientation programs.

6. Enrichment activities: describe arrangements for cultural and professional development activities, internships, and other program enhancements including recommendations for Washington workshop and/or re-entry institute.

7. Monitoring/evaluation/tracking: describe methodologies for on-going monitoring and evaluation and adjustment of program accordingly. Mechanisms for alumni networking and alumni tracking should also be detailed.

8. Personnel: proposals should include curriculum vitae of personnel assigned to administer the CEEGF program.

Participants

Fellows will be drawn from a pool of applicants with a variety of professional and educational backgrounds. Since one of the purposes of the fellowships is to promote the development of professional expertise among the future leaders of Central Europe, grant recipients should ideally be in the early stages of their careers, with perhaps a few years of work experience, a demonstrated ability for leadership, a clearly expressed purpose for studying in the United States, and a commitment to return home at the end of their fellowships to share their knowledge and skills in the development of their countries. In every case fellows must be under the age of forty, possess the equivalent of a bachelors degree, and demonstrate fluency in spoken and written English (or the ability to attain such a level following a limited ESL program prior to the beginning of their studies).

Visa/Insurance/Tax Requirements

All foreign participants must be sponsored under an Exchange Visitor Program on a J visa. Programs must comply with J-1 visa regulations and should reference this adherence in the proposal narrative. CEEGF Fellows must comply with the two-year home residency requirement as stipulated by the J-visa guidelines. It is the expressed intent of this program that Fellows return immediately to their home country following completion of the academic and professional components of their program. Please refer to program specific guidelines in the Application Package for further details.

Administration of the program must be in compliance with reporting and withholding regulations for federal, state, and local taxes as applicable. Recipient organizations should demonstrate tax regulation adherence in the proposal narrative and budget.

Participants will be covered by USIA Health and Accident Insurance. The administering organization(s) will be responsible for enrolling the participants in the insurance program.

Cost Sharing

Cost-sharing is encouraged. Costsharing may be in the form of allowable direct or indirect costs. The recipient must maintain written records to support all allowable costs which are claimed as being its contribution to cost participation, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, Attachment E-Cost-sharing and matching should be described in the proposal. In the event the recipient does not provide the minimum amount of cost-sharing as stipulated in the recipient's budget, the Agency's contribution will be reduced in proportion to the recipient's contribution.

Audits

The recipient's proposal shall include the cost of an audit that:

(1) Complies with the requirements of OMB Circular No. A–133, Audits of Institutions of Higher Education and Other Nonprofit Institutions;

(2) complies with the requirements of American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92–9; and

(3) includes review by the recipient's independent auditor of a recipientprepared supplemental schedule of indirect cost rate computation, if such a rate is being proposed.

The audit costs shall be identified separately for:

(1) Preparation of basic financial statements and other accounting services; and

(2) preparation of the supplemental reports and schedules required by OMB Circular no. A–133, AICPA SOP 92–9, and the review of the supplemental schedule of indirect cost rate computation.

Proposed Budget

Applicants are invited to submit a detailed budget for a grant not to exceed \$1,850,000. The total institutional administrative costs, including indirect costs, funded by USIA may not exceed \$370,000 or 20% (twenty percent) of the total request, whichever is less.

Proposals must include a comprehensive line item budget for the