entire program. There must be a summary budget as well as a breakdown reflecting both the administrative budget and the program budget. Please refer to the application packet for complete formatting instructions.

USIA reserves the right to reduce, revise, or increase the proposal budget in accordance with the needs of the

program.

Funding for all program and administrative costs for the entire period of the program should be projected in the proposal. The estimate should list all post-recruitment costs, including participant and administrative costs relating to selection, pre-departure orientation, and expenses for the entire U.S. component of the program, including supervision of Fellows. Please indicate the number of one year and two year placements you anticipate. USIA reserves the right to increase or decrease the number of participants as well as the budget for the

Medical insurance for participants will be paid directly by USIA and, therefore, should not be included as a line-item cost in the program budget. However, a modest line-item may be included for health insurance for universities not accepting the USIA

policy.

Grant-funded items of expenditure may include, but are not limited to, the following categories:

Program Expenses

- —Round trip travel to and from Fellows' home city to international point of departure (if applicable);
- Round trip international travel (via American carrier);
- Round trip U.S. travel to and from host institution;
- -Tuition, room and board for academic

Maximum of eight weeks of preacademic English language training as required to achieve 550 TOEFL;

- -Pre-academic program costs, including, but not limited to, room and board, instructional fees, additional staff costs, use of facilities (lab rentals), field trips, special events, guest lecturers, etc.;
- -"Settling-in" allowance (e.g., necessary clothing, linens, toiletries, etc.);
- Educational materials (not to exceed \$1,000 per academic year);
- -Maintenance including university vacation periods:
- Summer internship and school break maintenance costs (not to exceed \$1,500 per month);
- Pre-departure orientation expenses;
- Per diem for orientation and professional, academic and cultural

- enrichment (not to exceed an average of \$1,500 per Fellow);
- Domestic travel and per diem for a Washington Enhancement Workshop (approximately \$1,000 per Fellow);
- Domestic travel, maintenance, and tuition for an end of program institute (approximately \$1,000 per Fellow);
- -Withholding for taxes; and
- —Visa fees.

Administrative Costs

Administrative costs may include the following expenses:

- -Staff salaries and benefits;
- —Staff and academic panel travel relating to final selection and host campus selection;
- Staff travel for program monitoring;
- -Communication costs (e.g. fax, telephone, postage, communication equipment, etc.);

–Office supplies;

- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- —Other direct costs; and
- —Indirect costs.

Please note: Identify by name and position the staff members of your organization that will be working on this program. USIA strongly encourages the adequate provision of personnel and resources to cover the administration of this program.

Review Process

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will be reviewed by the Agency contracts office, as well as the USIA Office of Eurasian Affairs and the USIS posts overseas, where appropriate. Proposals may also be reviewed by the Office of the General Counsel or by other Agency elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for grant awards resides with the USIA grants officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Quality of the program: Proposals should exhibit thorough conception of the project, methods of meeting program and participant needs, and follow-on plan.

2. Program planning: Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

3. Ability to achieve program objectives: Objections should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the organization will meet the program's objectives and plan.

4. Multiplier effect/impact: Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term linkages.

5. Institutional Capacity: Proposed personnel and organizational resources should be adequate and appropriate to achieve the program or project goals.

6. Institution's record/Ability: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Agency grants as determined by USIA's Office of Contracts. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

Project Evaluation: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. USIA recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Awardreceiving organization(s) will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is

8. Cost-effectiveness: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate

9. Cost-sharing: Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding

10. Area expertise: Proposals should demonstrate the organization's expertise in Central and Eastern Europe and its experience with academic exchanges at the graduate level in these countries.

11. Placement experience: Proposals should demonstrate the organization's ability and experience with placements at U.S. universities at the graduate level.

12. Professional and academic contacts: Proposals should demonstrate