focus the content and scope of the program. The best proposals will clearly articulate the overall institute theme, essential topics and sub-topics being covered, and will discuss the means by which the program content will be communicated to participants. Proposals should also provide bibliographies of texts and materials to be used in the program.

While literature must be the main program vehicle for helping the participants develop a deeper understanding of U.S. civilization, past and present, the program may also be enriched by the occasional engagement of other disciplines and sub-disciplines that make up American studies (e.g. history, political science, economics, geography, sociology, demography, etc.). The program should provide participants with a clearer understanding of the diversity, complexity, and unity of U.S. life and society.

At the outset, the program should review the recent history and current status of American literature as an academic discipline, surveying major schools of interpretation and examining the current debates within American literature and literary studies generally. The program should also explore how American literature has informed and been informed by the interdisciplinary and multi-disciplinary approaches to the study of the U.S. represented by the field of American Studies. The program itself should include a balanced mix of traditional and contemporary approaches for examining the institute theme.

It is extremely important that the institute organizers devise a way to integrate all aspects of the program. Assigned readings, lectures, discussions, and field trips should relate to and further illuminate the central institute theme, and contribute to a better understanding of the U.S.

The institute should not simply replicate an existing lecture course or a graduate seminar. Rather, through a combination of lectures, presentations, discussions, and site visits, it should be designed to facilitate the development of a collegial atmosphere in which faculty and participants discuss relevant texts, issues, and concepts.

The equivalent of one day a week should be available to participants to pursue individual research interests, curriculum development projects, or to do assigned readings. Participants should be paired with faculty mentors to guide them in their research, and assist them in adjustment to the U.S. academic environment.

The program should also provide access to leading American scholars and scholarly resources (libraries, archives, databases, etc.). An essential element of the program is the exposure to an accumulation of teaching ideas and scholarly resources, including primary texts, supplementary works, and curricular materials (including Internet resources and training). The Summer Institute should facilitate participants' acquisition of the maximum amount of such materials to take back to their home countries, to be used in the development of new courses and programs, and the improvement of existing ones.

The program should ideally bring in outside presenters (representatives from academia, community organizations, media, government) in addition to the core faculty of the host institution. Presenters must be fully briefed about the institute, its goals, general themes and content, readings, and especially the background and needs of the participants themselves. Information about presenters and how they will be utilized should be included in the proposal submission.

A residential program of a minimum of four weeks on a college/university campus is mandatory. The program should include an integrated study tour segment to one or two other regions of the country of up to two weeks in length. If appropriate, and if it contributes to the academic program content, a visit to Washington, D.C. at the conclusion of the program can be included. If this visit is arranged, it should include a half-day session at the United States Information Agency for a grantee debriefing session. The selected grantee organization would be asked to consult closely with USIA in the planning of the Washington itinerary, if included in the proposal. The study tour segment must be directly supportive of the academic program content. Day trips to various locations (historical sites, classrooms, community centers) are also encouraged if such trips will further enhance understanding of the U.S. and enrich the participants' experience.

Details of the academic residency and tour programs may be modified in consultation with USIA's Branch for the Study of the U.S. following the grant award.

The selected grant organization will be responsible for most arrangements associated with this program. This includes the organization and implementation of all presentations and program activities, arrangement of all domestic travel, lodging, subsistence, airport reception and ground transportation for participants, orientation and briefing of participants, preparation of any necessary support materials (including a pre-program mailing to participants), and working with program presenters to achieve maximum program coordination and effectiveness.

Please refer to the Solicitation Package for further details on program design and implementation.

Additional Information

Confirmation letters from U.S. cosponsors noting their intention to participate in the program will enhance a proposal. Proposals incorporating participant/observer site visits will be more competitive if letters committing prospective host institutions to support these efforts are provided.

Visa/Insurance/Tax Requirements

Programs must comply with J–1 visa regulations. Visas will be issued by USIS posts abroad. USIA insurance will be provided to all participants, unless otherwise indicated in the proposal submission. Grantee organization will be responsible for enrolling participants in the chosen insurance plan. Please indicate in the proposal if host institutions have any special tax withholding requirements on participant or staff escort stipends or allowances.

Proposed Budget

Total USIA-funded budget award may not exceed \$157,000. USIA-funded administrative costs should be as low as possible and should not exceed \$47,000. The U.S. recipient should try to maximize cost-sharing in all facets of the program and to stimulate U.S. private sector (foundation and corporate) support. Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as a breakdown reflecting both the administrative budget and the program budget. For better understanding or further clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity in order to facilitate USIA decisions on funding. Please refer to the "POGI" in the Solicitation Package for complete budget guidelines and formatting instructions for the institute program.

Review Process

The 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