

can be used to gain a greater understanding of the development and character of American civilization, past and present. The latest developments in curriculum design, teaching methods, and resources available in the fields of international relations should also be addressed.

- The best proposals will express a high level of thematic articulation in addition to demonstrating clearly the means by which these themes will be concretely communicated to participants for discussion and reflection. It is especially important for the institute organizer to devise ways to integrate all aspect of the program, from the assigned readings, lectures, and discussions, to any site visits and fields trips.
- The equivalent of one day a week should be available to participants to pursue individual research and reading. The Institute should provide access to leading American scholars and research resources (libraries, archives, databases); provision should be made to pair participants with faculty mentors. A key element of the Institute is to expose participants to the full range of scholarly materials, primary and secondary literature, curricular materials and teaching resources, including Internet and computer training, that will allow them to continue their use of such materials in their home countries.
- A residential program of a minimum of four weeks on a college or university campus is mandatory. The program should include an integrated study tour segment of up to two weeks in length to at least one other region of the country outside the area of the host institution. In the event that Washington, D.C. is included in the proposed study tour segment, a half-day session at the U.S. Information Agency should be scheduled. In any case, the study tour segment must be directly supportive of the academic program content. Day trips to various locations are also encouraged if such trips will further enhance understanding of the U.S. and the participants' experience.
- Details of 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, arrangements for all domestic travel, lodging, subsistence, and group transportation

for participants, orientation and briefing of participants, preparation of any necessary support materials including a pre-program mailing 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. co-sponsors 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. The 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 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 USIA officers for advisory review. All eligible proposals will also be reviewed by the Agency contracts office, as well as the

USIA Area Offices and the USIA post 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 assistance awards (grants or cooperative agreements) resides with the USIA grants officer.

REVIEW CRITERIA: Technically eligible applications will be competitively reviewed according to the following criteria:

1. Overall Quality: Proposals should exhibit originality and substance, consonant with the highest standards of American teaching and scholarship. Program design should reflect the main currents as well as the contemporary debates within the discipline.

2. Program Planning: Proposals should demonstrate careful planning. The organization and structure of the Institute should be clearly delineated and be fully responsive to all program objectives. The travel component should be an integral and substantive part of the program, reinforcing and complementing its academic segment.

3. Institutional Capacity: Proposed personnel, including faculty and administrative staff as well as outside presenters, should be fully qualified to achieve the project's goals. Library and media resources should be accessible to participants; housing, transportation and other logistical arrangements should be conducive to a collegial atmosphere.

4. Diversity: Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity throughout the program. This can be accomplished through documentation, such as a written statement, summarizing past and/or on-going activities and efforts that further the principle of diversity within the organization and its activities.

5. Experience: The proposal should demonstrate an institutional record of successful exchange program activity, indicating the experience that the organization's professional staff have had in working with foreign educators.

6. Evaluation and Follow-up: The proposal should include a plan for evaluating activities during the Institute and at its conclusion. Proposals should comment on provisions made for follow-up with returned grantees as a means of establishing longer-term individual and institutional linkages.

7. Administration and Management: The proposals should indicate evidence