

## Request for Proposals (RFP)

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Issuance Date:	September 27, 2016, 2016
Closing Date/Time:	December 19, 2016/ 5:00 PM EST. Submit your proposal <a href="#">here</a>
Deadline for Technical Submission Questions:	October 18, 2016. Submit your questions <a href="#">here</a> .
Answers to Questions:	November 11, 2016 Answers will be posted to here
Awards Announcement:	May 31, 2017
Terms of Sub-Grant:	May 1, 2017– August 31, 2018
Subject:	Request for Proposals: Capacity Building Grants for U.S. Undergraduate Study Abroad

Dear Applicants,

The Office of Global Educational Programs of the Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State is pleased to announce the second open competition for proposals to advance the mission of the Department in increasing the participation and diversity in study abroad through enhancing higher education institutions' capacity to provide a diverse range of overseas opportunities for academic credit, internships, or other experiential learning opportunities: **Capacity Building Grants for U.S. Undergraduate Study Abroad**. This competition is administered by Partners of the Americas (Partners) and is a component of the Department's engagement on expanding and diversifying U.S. study abroad through its new U.S. Study Abroad Branch.

Applications to the Capacity Building Grants for U.S. Undergraduate Study Abroad should be designed to create or expand the capacity of U.S. Higher Education Institutions (HEIs) to administer study abroad programs with an emphasis on diversity/diversification goals. These goals include broadening the student population who studies abroad and/or the destinations and disciplines in which they study. It is also intended to allow U.S. HEIs to collaborate with overseas institutions, or organizations who could contribute to advancing efforts to broaden participation in study abroad for U.S. undergraduate students.

For the purposes of this grant competition, study abroad programming is broadly defined as programming that supports learning abroad for undergraduate students at U.S. HEIs.

The intent of the competition as part of the Capacity Building Grants for U.S. Undergraduate Study Abroad is to provide grants of up to \$42,000 to approximately 11 accredited U.S. HEIs and consortia to create or expand their U.S. study abroad offerings under outlined diversity goals. ECA and Partners reserve the right to fund any or none of the applications submitted. Please refer to Section I, the Funding Opportunity Description, for a complete statement of goals and expected results.

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## Section I: Funding Opportunity Description

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### 1. Program Summary:

It is imperative that the next generation of leaders understand and can operate within the political and economic landscape of the 21st century. Through study abroad, U.S. students gain critical experiences and perspectives and begin to establish networks that enhance their individual prospects in today's globalized workforce and their future potential as global problem-solvers. According to Open Doors—an annual international and U.S. student mobility report that is sponsored by the U.S. Department of State—the number of U.S. undergraduate students studying abroad has grown substantially over the past several years, yet still only 10% of those who graduate will have studied abroad during their college experience. In addition, data on U.S. participants in study abroad programs, their destination countries, and their fields of study also indicate that there is a lack of diversity in these areas.

ECA and Partners launched the first Capacity Building Grants competition in January 2016 to empower HEIs to increase and diversify study abroad within their campus. The objective of this grant program was to engage a diverse array of study abroad practitioners, faculty and administrators at U.S. HEIs with the goal of expanding its institutional capacity for study abroad. This year all U.S. accredited HEIs, including but not limited to community colleges and minority serving institutions and consortia are eligible to submit a proposal.

Recipients of capacity building grants will receive initial funding to establish or expand study abroad offerings within or across their institution in a strategic manner. The newly developed or expanded programming created with these grants will empower HEIs to diversify (within the institution's context) study abroad and will ensure they are able to do the following:

- Increase the overall number and diversity of student participation in study abroad;
- Provide students at the home institution with an opportunity to gain global knowledge and skills through a study abroad opportunity;
- Broaden the fields of study of participating students and/or the countries where students are traveling;
- Build and maintain strong international partnerships; and
- Ensure standards of best practice in study abroad programming are applied.

**Important note: grants may not be used for the purpose of student scholarships**, which includes but is not limited to tuition, international travel, and meals. Any use of resources for faculty or staff travel should be well-justified toward the goals of the capacity building activities outlined in the Applicant's proposal.

### 2. Funding Goal:

The Capacity Building Grants for U.S. Undergraduate Study Abroad seek to create or expand the capacity of U.S. HEIs to administer study abroad programs by broadening the student population who studies abroad and/or the disciplines and destinations to which students study. It is also intended to allow U.S. HEIs and consortia to collaborate with and help expand the capacity of overseas HEIs and/or other organizations to provide academic program for U.S. undergraduate students.

ECA and Partners encourage applications from faculty and administrators from a diverse range of U.S. HEIs and Consortia for the Capacity Building Grants program that, among one or more key variables, endeavor to plan,



setup, and implement study abroad programs accessible to students underrepresented in study abroad on their respective campus or campuses. Diversity guidelines for which to consider are mentioned in Section VIII of this RFP. It is expected that the grants will also expand HEI's capacity to destination countries not already accessible to the student body at the home institution. .

### 3. Purpose

Proposals must address the Applicant's plans to establish and/or significantly expand their study abroad offerings through wholly or substantially new programs, or develop study abroad opportunities that seek to engage underrepresented student populations, and/or diversify locations and disciplines of study on their campuses for study abroad.

Proposals should outline a strategy that includes a program of study where a component of learning takes place abroad. Applicants may also choose to partner with international host institutions in order to expand the capacity in the host country to receive U.S. students. Proposals should also clearly articulate expected learning outcomes of program participants and demonstrate sustainability of the program after grant funding ends. **Grants may not be used for the purpose of student scholarships**, which includes but is not limited to tuition, international travel, and meals, and any use of resources for faculty or staff travel should be well-justified toward the goals of the capacity building activities outlined in the Applicant's proposal. Grants will support projects that result in creating or expanding the HEI's programs in order to increase and broaden opportunities for faculty/administrators to offer its U.S. undergraduate students study abroad offerings in quality academic programs that form an integral part of degree-granting programs at accredited U.S. educational institutions at the tertiary level. Proposals should clearly describe how the activities funded by the grant will provide for the implementation of a U.S. undergraduate study abroad experience during the grant period or within six months after the grant period ends. Most importantly, it must provide a plan for sustaining/growing this program, and similar opportunities, longer term.

### 4. Expected Results

U.S. HEIs that are successful in implementing the grant will demonstrate increased capacity to develop and administer study abroad programs that:

- Clearly identify barriers in diversifying study abroad at their institution and providing a strategic plan for addressing them.
- Establish and/or significantly expand their study abroad offerings through wholly or substantially new programs, and/or resources that support learning abroad.
- Provide study abroad opportunities that seek to engage an underrepresented student population on their campuses while also diversifying destinations and/or disciplines for study abroad.

## Section II: Award Information

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### 1. Estimate of Funds Available and Number of Awards Envisioned

The intent of the competition as part of the Request for Proposals: Capacity Building Grants for U.S. Undergraduate Study Abroad is to award grants of up to \$42,000 to approximately 11 accredited U.S. HEIs. ECA



and Partners reserve the right to fund any or none of the applications submitted.

## 2. Start Date and Period of Performance

Selected Recipients will be informed no later than April 28, 2017, and publically announced no later than May 31, 2017; the period of performance may begin as early as May 1, 2017 and end by August 31, 2018.

## 3. Responsibilities

Grantees will be responsible for:

- Successfully implementing the grant as outlined in the proposal and amendments, with the goal of increasing and diversifying participation by U.S. undergraduates in an overseas experience;
- Providing recent audits and signing a contract outlining the regulations and constraints of the grant;
- Submitting quarterly and final narrative and budget reports;
- Keeping Partners staff updated on the achievement of their proposed program activities;
- Completing surveys during and 6 months after the implementation of the grant;
- Sending modifications to proposed program activities and/or budget to Partners for approval;
- Informing Partners of any changes in key personnel; and
- Responding to other inquiries and requests for information during and after implementation, as needed.

Partners will be responsible for:

- Facilitating the review process and awarding, with ECA approval, grants to successful U.S. HEIs;
- Facilitating the grant agreement negotiation process and disbursing grant funds;
- Reviewing recipient's reports including quarterly and final reports;
- Reviewing budgets and modification requests for approval;
- Reviewing recipient's activity monitoring and evaluation plans;
- Providing general support services through regular contact outside of the quarterly reporting process, (i.e. responding to inquiries from grant recipients as needed);
- Providing guidance and opportunities to grant recipients to engage with Partners and with each other, including through virtual means; and
- Highlighting relevant resources to participate in grant programs, networking, and engagement activities.

## Section III: Eligibility Information

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### 1. Eligible Applicants

All applications must be submitted by an accredited U.S. public or private non-profit HEI or consortia and must be focused on undergraduate study abroad. Multiple offices, departments, schools, or colleges from within the HEI may apply, but only one award will be conferred per HEI within a single competition cycle.

### 2. Cost Sharing or Matching Fund Requirements

Applicants are strongly encouraged although not required to provide cost sharing through institutional direct,



indirect, or in-kind funding contributions.

In submitting a proposal, Applicants should demonstrate a high-level commitment to increasing study abroad from their U.S. institution to other countries and may do so through in-kind contributions or institutional cost-sharing. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, written records to support all costs that are claimed as institutional cost share must be maintained and are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and the Budget's Circular 2 CRF parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### 3. Eligibility Requirements

- a) Technical Eligibility: All proposals must comply with the following:
  - Submit proposal by the deadline date and time. Proposals submitted after the date and time mentioned in the cover page of this RFP will not be eligible for review
  - Proposals requesting funding for infrastructure development activities, sometimes referred to as "bricks and mortar support," are NOT eligible for consideration under this competition and will be declared technically ineligible and will receive no further consideration in the review process.
  - No funding is available exclusively to send U.S. citizens to conferences or conference-type seminars overseas; however funding may be available on a limited basis should it provide study abroad capacity building opportunities for institutions.
  - Grants may NOT be used to fund student scholarships. This includes but is not limited to tuition, international travel, and meals.
  - If RFP instructions are not followed or unallowable costs are included in the budget of the applicant proposal, it will not be reviewed.
- b) You are required to have a Unique Entity Identifier (UEI) number to receive funds from the Capacity Building Grants. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that you have entered your UEI (formerly known as DUNS) number in the appropriate box in the Online Application Form.
- c) Program must be designed to be implemented within the grant period or no later than six months after the grant period ends. This includes students traveling abroad and obtaining an international experience as a result of this proposed program.
- d) Must be complete containing sections mentioned in Section V of this RFP. Incomplete proposals will be subject to elimination from further review.

## Section IV: Application and Submission

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### 1. Online Submission Process

Application must be submitted through the [Online Application Form](#) by December 19, 2016 5:00PM Eastern Standard Time (EST). Any prospective Applicant desiring a response to technical submission inquiries for this RFP



may request them [here](#) by October 18, 2016. Answers to these written questions will be available to the public at the above link on November 11<sup>th</sup>, 2016. In addition, general inquiries will be received at (202) 637-6207 Monday through Friday between the hours of 9:00 AM and 5:00 PM (EST) while the proposal submission period is open.

Oral explanations or instructions given before an award is disbursed will not be binding. No applications will be accepted via email. If your HEI decides to submit an application, it must be received by the closing date and time indicated on the cover page. The Applicant must comply with the instructions for submission included herein. Applications that are received late, incomplete, or otherwise ineligible will not be considered in the review process.

All applications received by the closing date and time will be reviewed for technical eligibility, responsiveness and programmatic merit in accordance with the specifications outlined in these guidelines and in the application format.

## 2. Technical Application Format

Applications must be written in English utilizing Times New Roman 12-font size, single spaced, typed in standard 8 1/2x11 paper size with one-inch margins both right and left, and each page numbered consecutively. The technical narrative, which includes sub-sections C-H, must not exceed 10 pages. The Cover Page, Table of Contents, Budget, Budget Narrative, and Appendices will not count toward the 10-page limitation. Any additional pages that exceed the 10-page proposal limitation will not be accepted by the Review Committee. Submissions should be included in one file. The following must be submitted:

1. A program proposal which includes sub-sections A-H as outlined in Section V: A Technical Proposal. Sub-sections C-H must not exceed 10 pages;
2. A Budget & Budget Narrative in the format stipulated in Section VI of this solicitation; and
3. Appendices of no more than 10 pages. Must include the CV or bio of the person ultimately responsible for overall management of the proposed program, and may include additional supporting documents (i.e. letters of support, student survey, etc.)

Applications shall demonstrate the Applicant's capabilities and expertise with respect to achieving the goals of the Capacity Building Grants for U.S. Undergraduate Study Abroad. Therefore, it should be specific, complete and presented concisely. It should take into account and be arranged in the order of the technical evaluation criteria described below.

## Section V: Technical Proposal

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### A. Cover Page

A single page with the project title and the name of the Applicant institution clearly identified. In addition, the cover page should provide a primary and secondary point of contact for the proposal, including the individual's name (both typed and his/her signature), title or position with the institution, address, telephone and fax numbers, and e-mail address. Also, list the name and contact information for authorizing personnel responsible for signing contracts.

### B. Table of Contents

Applicants must list all content included in the technical application, with page numbers and attachments.

### C. Executive Summary

The Executive Summary counts towards the 10 page limit and should not exceed one page. It should include the following information:

1. Description of proposed program and how it achieves institution's diversity goals
  - a. Geographic location of program
  - b. Academic field of study
2. Description of target audience and number of students anticipated to participate
3. Anticipated results (short and long-term)
4. Program activities
5. Funding level requested, total program cost, total cost-share from applicant/other sources
6. Key personnel

### D. Program Description

In this section, Applicants should focus on describing the program and how they propose to achieve its objective(s) and how the program will make a significant contribution towards achieving the objectives of the Capacity Building Grants. Applicants shall elaborate in their program description on the most effective way to coordinate and assist in the expansion and development of a successful program. The program description should include the following:

1. Vision (statement of need, objectives, goals, benefits);
2. Participating institutions/organizations, their roles, and their capacity for the project; and,
3. Program activities.

### E. Follow-on Plan for Implementation and Sustainability

Applicants must describe how their proposed program will be implemented and continue after the grant period has expired with the goal of increasing and diversifying participation by U.S. undergraduates in a study abroad experience. Applicants must demonstrate the need for the proposed program at their institution and describe how the program will help meet that need. Applicants must indicate how U.S. undergraduate students will actually have at least one study abroad experience, based on the proposal, either during the award period or at least within 6 months after the period ends.



Overall, the Sustainability Plan should demonstrate commitment from the applying institution, present steps and/or activities to continuing the proposed program, and show any additional support and resources from the institution, partner institution(s), or other outside partners.

## F. Institutional Capacity and Project Management Plan

The Applicant must include a brief description of their institutional experience with study abroad programs. Institutions that have minimal experience with exchange programs, should describe a desire and path to expanding their student exchange capacity. Institutions with more robust student exchange experiences should describe a desire and a path to building on their successes and enhancing their student exchange programs.

In describing their management approach, Applicants must name key personnel, including one person who will be ultimately responsible for implementation and reporting. The CV or bio of the person identified must be included as part of the 10 page maximum of appendices. Applicants should also provide letter(s) of support from relevant department/school/college/university administrative staff. This should also be included as an appendix.

## G. Program Monitoring and Evaluation

The Monitoring and Evaluation (M&E) Plan must explain how the Applicant proposes to monitor the program and assess program impact with respect to the goal of increasing and diversifying participation by U.S. undergraduates in a study abroad experience. The M&E Plan shall address the following:

- Realistic plan for data collection sources of data and information (i.e. methods and tools form collection),
- Frequency of collection; and
- Responsible parties of data collection

This section should identify the baseline information as well as the project benchmarks that will be measured. Information should include student participation in the reporting of the educational and cultural experiences that take place before, during and after the program. Applicants are encouraged to create their own indicators for their Monitoring and Evaluation Plans; however, ECA and Partners reserve the right to modify indicators in consultation with selected recipients at the award stage.

Overall, this section should describe the specific tools for the collection, analysis and reporting of performance data, information and feedback, and how the data will be managed or utilized under the project.

## H. Calendar of Activities/Timeline

Applicants must include a calendar of activities/timeline that is presented in their Program Description section, to include a timeline for implementing an initial study abroad experience as well as future sustained study abroad programming. Applicants must include a chart calendar of activities/tasks on a monthly basis leading up to the end of the grant period.

## Section VI: Budget Proposal

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The proposed budget should provide cost estimates for the management of the program, including program monitoring. Applicants must provide a breakdown by elements of cost (i.e. personnel, fringe, coordination activities, equipment, other) proposed.

The Budget Proposal does not count toward the 10-page limit of the technical narrative; however, it carries its own 3-page limit. Applicants must use the following template, adding activities as needed.

**INSTITUTION  
NAME**  
Program Budget

Budget Category	Requested Funds	Cost Share	Total
Personnel			
Program Costs			
Other Costs			
Indirect Costs			
Total			

### Budget Narrative

In addition to the above Budget, Applicants must provide a Budget Narrative that contains detailed budget explanations and supporting justification of each proposed budget line item. The Budget Narrative must briefly describe programmatic relevance and clearly identify the basis of estimate (i.e. how the budget number was determined fair and reasonable) for each cost element. The descriptions in the narrative must match the items in the budget.

While there is no requirement to include cost-share in the Budget, doing so may further demonstrate institutional support for sustaining the proposed program. There is no minimum or maximum percentage should the Applicant choose to include cost-share. Applicants are strongly encouraged to keep the amount of indirect rate charged to the grant as low as possible.

Failure to present the Budget and Budget Narrative in the requested format may render your application ineligible.



## Allowable Costs for the project include the following:

Funding from this grant is aimed to support the planning, setup, and implementation of a study abroad program and/or build institutional capacity where it is lacking or non-existent. To this means, allowable costs include, but are not limited to, the following:

### 1. Faculty Travel

International and domestic airfare; visas; transit costs; and ground transportation costs are allowable on a limited basis should it provide study abroad capacity building opportunities for institutions. Any use of resources for faculty or staff travel must be well-justified toward the goals of the capacity building activities outlined in the Applicant's proposal. Please note that all air travel must be in compliance with the Fly America Act and funding may not be used for the purpose of student scholarships.

### 2. Per Diem

Institutions should use the published Federal per diem rates for individual international locations. International per diem rates may be accessed at: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).

### 3. Administrative Costs

Administrative costs can include:

- Staff salaries and benefits (each staff member and his/her position must be listed separately). Please also note the percentage of his/her total time spent on this program. A full-time director is required.
- Staff travel/per diem;
- Communication costs (e.g. fax, telephone, postage, communication equipment, etc.);
- Office supplies;
- Printing and duplication costs;
- Costs associated with audits
- Other direct costs; and
- Indirect costs.

## Unallowable Costs for the project include the following:

### 1. Infrastructure Development

Proposals requesting funding for infrastructure development activities, sometimes referred to as "bricks and mortar support," are NOT eligible for consideration under this competition and will be declared technically ineligible and will receive no further consideration in the review process.

### 2. International Conferences

No funding is available exclusively to send U.S. citizens to conferences or conference-type seminars overseas.

### 3. Student Scholarship

Grants may not be used to fund student scholarships. This includes but is not limited to tuition, international travel, and meals; however in-country expenses that are directly part of the study abroad program may be



available on a limited basis should it provide support to the proposed program (i.e., transportation for in-country field trip and entrance fee for field trip).

## Section VII: Evaluation Criteria

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ECA and Partners have created a transparent and merit-based, nationwide, open competition that ensures outreach to a diverse array of accredited U.S. HEIs, especially institutions in the beginning stages of their study abroad programming.

Technically eligible applications will be competitively reviewed according to the criteria stated below. Review criteria weighting is indicated in parentheses:

### Technical Proposal (80%)

#### Program Description and Quality of Program Idea (40%)

Proposals should exhibit originality, substance, precision, and relevance to this RFP. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity as well as a clearly articulated implementation plan. Agenda and plan should adhere to the program overview and guidelines described in Section V. Proposals should show substantive support of broadening the student population who studies abroad and/or the destinations/disciplines in which they study. Proposals should demonstrate how these diversity goals will be achieved in the different aspects of program administration and of program design, content and implementation. It is important that proposals have a clearly articulated diversity plan and not simply express general support for the concept of diversity. Please ensure that the proposal addresses these questions:

- Does the proposal create additional capability for eligible institutions to increase study abroad from the U.S. to another country/(ies)?
- Do proposed activities demonstrate an innovative approach to increasing study abroad from the U.S. and addressing challenges and barriers identified by the applicant?
- Will the program increase study abroad for students that are currently underrepresented in U.S. outbound study abroad programs on your campus and/or in the general undergraduate student population?
- Does the proposal help achieve diversity (i.e., large/small HEIs, economically disadvantaged students, geography of study abroad destinations, diversity of fields of study for study abroad participants, ethnic diversity)?
- Does the proposal clearly articulate expected learning outcomes for students?

#### Sustainability Plan (15%)

The Capacity Building Grants are intended to finance the beginning of long-term programs/partnerships of mutual benefit to partnering institutions. Therefore proposals must provide a plan to increase capacity for U.S. students studying abroad and ensure that projects are sustainable and students have at least one study abroad experience either during the award period or within 6 months afterwards. Applicants must describe what kind of impact the proposed grant will have on the institution and how it will continue after the grant period has expired.

### Institutional Capacity and Management Approach (15%)

Proposed personnel and institutional resources should be adequate and appropriate to achieve the program goals. Proposals should demonstrate an institutional record of successful programs, including responsible fiscal management and full compliance with all reporting requirements.

### Monitoring and Evaluation Plan (10%)

Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives by providing a realistic plan for data collection; sources of data and information (i.e. methods and tools for collection); frequency of collection; and responsible parties of data collection. A strong M&E Plan will have identified baseline information and project benchmarks that will be measured for the proposed program.

### **Budget Proposal (20%)**

The Cost Proposal will be evaluated as to how effective and realistic the proposed costs are and how the proposed budget is linked to the activities, objectives, sustainability, and outputs reflected in the Technical Narrative. The applicant should demonstrate efficient use of grant funds. 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. Proposals are strongly encouraged although not required to provide cost-sharing through other private sector support as well as institutional direct and in-kind funding contributions. A strong cost proposal will include:

- A detailed outputs-based budget and accompanying budget narrative.
  - Is the budget detailed and outputs-based?
  - Does the narrative reflect the activities in the budget?
  - Is the proposal appropriate and cost-efficient for the scope of impact envisioned?
  - Are all proposed uses of grant funding eligible?
  - Is the proposed indirect cost rate reasonable?
  - Does the proposal include cost-sharing?
- Cost-sharing information, if applicable.

## **Section VIII: Additional Information**

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Please take into consideration the following information when preparing your proposal narrative:

### **1. Diversity Guidelines**

Programs established or strengthened by Capacity Building Grants must maintain a non-political character and should be non-discriminatory of students from diverse backgrounds. These include but are not limited to race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Diversity should also be interpreted on an individual basis for institutions seeking to diversify study abroad opportunities for: underrepresented student populations, underrepresented fields of study, and underrepresented host countries. Proposals should clearly demonstrate how diversity will enhance the activity's goals and objectives and the participants' exchange experience.

## 2. Virtual Exchange

We welcome innovative ideas on how institutions can leverage appropriate mobile and/or online technologies to maintain engagement among U.S. students studying abroad with international institutions, encourage project collaboration, and widen participation in the overall project. Partners encourages institutions submitting proposals for the Capacity Building Grants to include a virtual exchange component. The virtual exchange component(s) could come before, during and/or after a physical exchange. The objective for the virtual exchange component(s) is to increase the impact of in-person exchanges.

## 3. Reporting Requirements

Grant recipients must provide an electronic copy of the following required reports:

- 1.) Quarterly performance progress report following each 90 days of project implementation;
- 2.) A final program and financial report no more than 60 days after expiration or termination of award;
- 3.) Project reports per Program Monitoring and Evaluation information above; and
- 4.) Other reports that may be requested on an as-needed basis.

Additional performance reports may be required more frequently. For grant recipients, please include the names of any changes to key personnel (directors and/or senior executives, current officers, trustees, or other key employees). Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. The performance reports must be submitted electronically to Partners. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Agreements.

In addition to final program reporting requirements, grant recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities.

Grant recipients will be required to provide reports analyzing their evaluation findings in their regular project reports. Please refer to Program Monitoring and Evaluation information.

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to ECA and/or Partners upon request. Please note that information from reports may be used for promotional materials as well as included on online platforms

## Section IX: Contacts

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Please submit your technical questions using the online form [https://members.partners.net/page/CBG\\_InquiryForm](https://members.partners.net/page/CBG_InquiryForm) by October 18<sup>th</sup>, 2016. Any questions after the date concerning this solicitation can be emailed to Janira Romero Reyes at [studyabroad@partners.net](mailto:studyabroad@partners.net). Potential applicants may also call the Capacity Building Grants for U.S. Undergraduate Study Abroad Support Desk [202-637-6207] Monday through Friday between the hours of 9:00 AM and 5:00 PM Eastern Standard Time before December 19<sup>th</sup>, 2016.

