



# Capacity Building Grants for U.S. Undergraduate Study Abroad

## Frequently Asked Questions

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## Eligibility and Requirements

- 1. Are there programs like this for graduate or law students?**
  - The Capacity Building Grants for U.S. Undergraduate Study Abroad is only for targeting undergraduate students. However, the 100,000 Strong in the Americas, also administered by Partners of the Americas, is for both undergraduate and graduate students. Please refer to the Partners website for information.
  
- 2. When it comes to underrepresented students, does the grant allow for institutional capacity building & study abroad program development for Deferred Action for Childhood Arrivals (DACA) recipients that go through the advance parole process with USCIS? In other words, a dreamer specific study abroad program?**
  - Deferred Action for Childhood Arrivals (DACA) recipients that have received advanced parole and are permitted to travel are eligible participants for programming. However, funding may not be directed toward students nor to subsidize total program costs and travel expenses.
  
- 3. Is it possible for an individual to apply, instead of an "institution"?**
  - An individual may apply, however, the proposed program must be supported by the college/university. Should the proposal be selected for funding, this will require dealing with the college/university's grant office and administration, which the faculty alone will not be able to do. It is suggested that any faculty interested in this grant opportunity consult with its grant office to understand the process (and administration needs) that go into applying and/or receiving a grant.
  
- 4. Are HEI's currently funded eligible to apply for funding in this second round?**
  - Currently funded HEIs may apply to fund another study abroad program that is not already being funded through past Capacity Building Grants.
  
- 5. Does the study abroad program have to be a new site developed for the HEI, or can a HEI expand a current site to offer more and enhance options for students?**
  - The Capacity Building Grants program may support an existing study abroad program and must follow the Diversity Guidelines mentioned in the Request for Proposal (page 13).
  
- 6. If an institution recently received another award from Partners of the Americas, can we submit a proposal for Capacity Building Grants for programs in another country?**
  - All HEIs, past and current recipients of Partners of the Americas (Partners) grants, are eligible to submit a proposal. However, it may not be for the same project which is already receiving funding from Partners.
  
- 7. Are there limitations on which countries individual U.S. Institutions can partner with (i.e. The university must be in a formal designated partnership with the country already?) Can**



**applications be submitted focusing on departmental units or are the applications expected to address university wide study abroad?**

- This Capacity Building Program has no regional focus and neither Partners of the Americas nor the review panel, in which Partners of the Americas is not a voting member, provides any preference for geographic regions of the world, aside from the described diversity goals in the terms of the RFP. Please note funds cannot be used to support programs in locations where there is a U.S. Department of State travel warning.

**8. Do the partner institutions in the target countries have to be academic institutions or can they be relevant hospital and non-profit health and family institutions that will provide medical and local public health learning opportunities?**

- Partner institutions in host country may be higher education institutions, organizations, or entities (such as hospitals) that will support service learning programs.

**9. Can a grant be submitted on behalf of a department which is composed of three disciplines (Sociology, Social Work, and Criminal Justice) or does it have to be related to one of the disciplines only.**

- A grant proposal may be submitted by any department/college composed of any discipline(s).

**10. Can funds be used for faculty and staff to visit places like Cuba or Ecuador to establish study abroad programs to expand the selection they already have in order to build up institutional capacity?**

- Funds may be used for faculty travel to potential host countries but must give a well-justified reason as to why/how it will go towards the goal of the capacity building activities outlined in the proposal.

## Timeline

**11. Can you please confirm that the Period of Performance ends by August 31, 2018, not August 31, 2017?**

- The grant period is from May 1, 2017 to August 31, 2018. Selected recipients must implement a study abroad program by the grant period, or no later than six months after the grant period ends.

**12. With the grant period running from May 1, 2017 to August 31, 2018, would it be possible that the first group of study abroad students participating in the program occur during the grant period. I plan on submitting a proposal for a summer program that would involve making arrangements this summer and then taking students for the first time in the summer of 2018.**

- The proposed program must be strategically planned so that a study abroad program is implemented within the grant period or within six months after the grant period ends.

## Budget

### **13. Questions regarding covering student expenses**

- a. **The RFP states that "grants may not be used for the purpose of student scholarships, which includes but is not limited to tuition, international travel, and meals." Does that mean that grantees cannot use grant funds to help students pay for these study abroad expenses AT ALL or only through the student scholarship mechanism.**
  - b. **Can award funds be used to support student accommodations in the host country?**
  - c. **Can you provide examples of how the grant funds can be spent? I understand the grant funds cannot be used for student scholarships, or to subsidize student costs associated with the program. I'm having trouble imagining what the funds can be spent on, other than things like promotional materials, or staff salary. Some specific examples would be greatly appreciated.**
  - d. **If the funds cannot be used for scholarships, tuition, and meals for students, what can they be used for when the students are traveling in the various counties?**
- This grant is meant to support institutions in building capacity and partnering with overseas organizations/institutions to establish or expand existing study abroad programs. In doing so, there are a number of activities/services that this grant covers. Some examples of these costs include, but are not limited to, administrative costs (staff salaries, consultants, communication/promotional materials, etc.), programming costs (developing curriculum, management software, laptop, technology equipment for students with disabilities, ground transit for group trips in-country, etc.) and faculty travel (visas, international travel, ground transportation, accommodation, and per diem). If grant is used to fund students to travel abroad, these foundational components will not be in place to sustain new and current programs.

### **14. Can award funds be used to provide honoraria for guest lecturers in the host country? The FAQ document states that international airfare is an eligible expense if "the creation of a new program in a destination country where another program exists and creates opportunities for diversification of student participants by discipline and other factors". Does this mean we could use grant monies to fund students' international travel if they are low-income and African American students traditionally underrepresented in study abroad programs, since this contribution would allow for greater diversification of student participants?**

- International airfare for faculty is eligible. However, faculty and staff travel must be well-justified toward the goals of the capacity building activities outlined in the applicant's proposal. Funding for student international airfare will not be an eligible expense through this grant.

### **15. Questions regarding in-county expenses**

- a. **Can we request funding for a local co-leader of the program, to build in sustainability for the program, so that in the future UNH faculty would not always have to travel with group?**



- b. Can grant funds be used to cover administrative expenses in the host country?**
- Grants may cover a reasonable amount of administrative costs in host country. However, this expense must be well-justified toward the goals of the capacity building activities outlined in the applicant's proposal and demonstrate sustainability.

**16. Questions regarding audits**

- a. What is meant on p. 11 by "costs associated with audits?" Nowhere else is an audit mentioned as part of the program. Do you mean assessment and evaluation of the program, or something else?**
- b. If this is a new program, what kind of audit would be submitted? Is the audit referring to an established program?**
- Audits may pertain to the monitoring and evaluation of the program, and tracking and recording expenses. Each higher education institution undergoes its own audit, and this grant may be a subject of review.

**17. Can Universities use their full, approved Indirect Cost rate? I did not see any guidance on whether there is a modified rate or not.**

- There is no maximum percentage or range for indirect cost; however applicants are encouraged to keep these costs low. Different institutions and their partners may be capable of committing different levels of cost share. One option to consider is to cost share the overhead charges to reduce the overall charge to the grant.

**18. As part of the program I am proposing, I am looking at developing an international curriculum program with an international institution. This curriculum will be a key component in the sustainability and potential multiplication of the program. Are curricular development costs allowed as part of the grant funding?**

- Curricular development costs are considered program costs and are covered by the grant.

**19. May faculty at HEIs request a course release to facilitate the grant and organize the study abroad partnership?**

- A course release for faculty to organize the study abroad program may be covered by this grant.

**20. We are developing a program in Rwanda. Is there a way to compensate someone on the Rwanda side for acting as an "expert guide" for example, a faculty member to join us on a tour of farms, forests, national parks, etc., for the first iteration of the program, so that our faculty can build these skills and knowledge?**

- Funds may be used to solicit external services, at home institution or host institution, to support the program activities proposed. This may include consultant time for staff training,

**21. Questions regarding full time Director**

- a. Can our existing Director of the International Studies office serve as the Project Director or does a new person need to be hired specifically for this program?**



- b. The grant requires a full-time director. Does this refer to the direction of all study abroad programs or just the director of the program the grant is targeting? If this refers to the college's study abroad director, does the study abroad director have to be full-time in just study abroad programming or can directing study abroad be a part of a full-time employee's responsibilities?**
- c. The budget states that a full time Director is required. Does that mean that a full time director for this project (i.e. The specific target of this grant) is required or can the person be employed to work on other opportunities as well (i.e. a study abroad coordinator, who is coordinating other study abroad opportunities) while advancing this one?**
- d. What is meant on p. 11 by "a full-time director is required?" Faculty wear many hats and the budget is not large, so what is really meant by "full-time?"**
- The proposed program must have a designated staff member who will be available to manage the study abroad program and respond to inquiries from Partners and ECA. This staff member does not need to spend 100% of his/her time on this program nor does it have to be the director of the International Office.

## Required Supporting Documents

- 1. Other than letters from partner organizations and institutions, what supporting documentation is recommended?**
  - Supporting documents may include CV/bio of personnel overseeing program, monitoring & evaluation tools, and any document that compliments proposed activities for successfully delivering the program.

## Application Review & Selection Process

### Other