



REQUEST FOR PROPOSAL (RFP)

To:	Offerors
From:	AMIDEAST
Subject:	Fulbright Junior Faculty Development Program for Jordan
RFP Issue Date:	August 16, 2019
RFP Closing Date:	October 15, 2019
RFP Closing Time:	8:00 pm Eastern Time
Performance Period:	February 2019 - September 2020

AMIDEAST seeks proposals from eligible organizations (“Offerors”) for program implementation services. Offerors of selected proposals will enter into a Cost-Reimbursement Agreement to provide program deliverables.

All institutions submitting proposals will be required to articulate relevant experiences in support of their proposal. By issuing this RFP, AMIDEAST does not guarantee that it will award a contract or provide funds to cover costs incurred in the submission of a proposal. Offerors are encouraged to read the RFP carefully, including all attachments. Any discrepancy in following the instructions explicitly provided may disqualify the proposal without recourse or an appeal for reconsideration.

Proposal evaluations will be conducted by AMIDEAST- designated selection committees and will be based on the evaluation criteria indicated in the RFP. Technical approaches and expertise, institutional capabilities, cost, and prior experience with similar requests are all elements to be taken into consideration.

Questions: AMIDEAST will accept questions pertaining to the RFP in writing via email at jfdp@amideast.org. All questions must be submitted by **8:00pm US Eastern Time on September 2, 2019**. Responses to RFP related questions will be published by **5:00pm Eastern Time, September 6, 2019**, on the AMIDEAST website.

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Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: **ProposalJFDP@amideast.org**. Please include in the subject line: **Fulbright Junior Faculty Development Program for Jordan**. AMIDEAST will not accept proposals received by fax. All proposals are due by the dates and times stated above. Late proposals will not be evaluated.

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RFP Schedule

ACTIVITIES	Date
RFP Open	August 16, 2019
Webinar	August 27, 2019
Q&A Deadline Submission	September 2, 2019
Q&A Responses Posted	September 6, 2019
Proposal Deadline	October 15, 2019 (8:00pm EST)
Anticipated Host Selection	January 2020
Anticipated Commencement of Work	February 2020

RFP Questions

Questions and Answers	<p>1. Questions about this RFP must be sent to JFDP@amideast.org no later than September 2, 2019.</p> <p>2. A written Question and Answers summary will be posted by September 6, 2019 to the AMIDEAST JFDP website: http://www.amideast.org/jfdp</p>
Website	http://www.amideast.org/jfdp

JUNIOR FACULTY DEVELOPMENT REQUEST FOR PROPOSAL

SECTION 1: AMIDEAST BACKGROUND AND REQUEST FOR PROPOSAL

Founded in 1951, AMIDEAST is a 501 (c) (3) Registered, non-for-profit Educational Organization operating in the Middle East and North Africa. AMIDEAST is the United States' oldest and most recognized private, nonprofit organization committed to strengthening mutual understanding and cooperation between Americans and the people of the Middle East and North Africa through education, training, and capacity-building programs. Headquartered in Washington, DC, AMIDEAST is the only U.S. non-profit organization with a truly region-wide permanent presence. We operate a network of field offices and education, testing, and training centers in Egypt, Iraq, Jordan, Kuwait, Lebanon, Morocco, Saudi Arabia, Tunisia, the United Arab Emirates, West Bank/Gaza, and Yemen. Our clients include students, professionals, private businesses, educational institutions, and U.S. government entities, including the U.S. Department of State.

The primary purpose of this Request for Proposal (RFP) is to invite U.S. academic institutions to submit a proposal to implement the U.S. Department of State-sponsored Fulbright Junior Faculty Development Program for Jordan. The 10-week program is scheduled for **June 21 – August 30, 2020**. The cohort-based program will expose junior faculty to the U.S. higher education structure, advanced pedagogical approaches, and cultural enrichment. A detailed program description can be found in the scope of work located in [Attachment A](#).

AMIDEAST reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential offer or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

The contents of this RFP is not to be construed by the Offeror as a promise or representation by AMIDEAST. AMIDEAST does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Any information or materials submitted in response to this RFP becomes the property of AMIDEAST and will not be returned. In submitting a proposal, you must agree that your offer shall remain firm for a period of no less than 120 days from the RFP closing date.

Reference Chart

Important Dates for Awarding Grants	Applications must be received by: October 15, 2019	Anticipated award notification date: January 2020	Program period: June 21 – August 30, 2020
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SECTION 2: PROPOSAL OUTLINE

Competitive proposals are comprehensive and contain detailed descriptions of program deliverables. Supplemental materials believed to augment required proposal content are acceptable and will be assessed by the review committee in conjunction with the below required proposal contents. Please ensure that all required program components are addressed. In order to be qualified for this RFP, all proposal submissions must provide the following information:

1. Title/Transmittal Page - one page

2. Organization Information

- Legal entity name, registered address
- Name of authorized representative for this RFP, include name and contact information
- General background of organization

3. Qualifications

- Organizational information and experience that supports your qualifications and relevant experience to implement RFP deliverables
- Indicate years of relevant experience
- Outsourcing or subcontracting projections

4. Record of Performance

The below chart provides a format allowing you to identify and summarize your historical record of implementing programs of similar scope to the deliverables outlined in the RFP. Using the table format below, list relevant projects implemented within the past three years and note client contact information. Make sure to include the synopsis of activity detailing how the identified projects are relevant to the current RFP.

	Organization Name	Program Title	Site of Activity	Dates of Activity	Synopsis of Activity	Activity Cost	Contact Information
1							
2							
3							

5. Statement of Work - Implementation Narrative (*not to exceed five pages*)

The statement of work implementation narrative features a detailed explanation of how required program deliverables will be executed and a description of institutional capacity relevant to the technical specifications identified in [Attachment A](#). The statement of work is to include the following elements:

- Detailed program description
- Program methodology detailing the justification behind the elected implementation method
- Program implementation process
- Internal review procedures and monitoring efforts to ensure quality control
- Additional programming ideas not indicated in **Attachment A** must be explicitly noted

6. Cost Proposal

The cost must include an estimation of resources required for program implementation purposes. Additional details pertaining to the program budget can be found in [Attachment B](#) under **Budget Guidelines**. For the purpose of this proposal, the following items must be included for full consideration:

- Detailed cost proposal utilizing the template found in **Attachment B**
- Proposed cost of additional items
- Notation of any cost-sharing provided by host institution affecting program delivery
- Total cost proposed

SECTION 3: TERMS OF PAYMENT

Payment terms for the award shall be approximately net **thirty (30)** days after satisfactory completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payments shall be made by the administering agency (AMIDEAST) via check or electronic funds transfer/bank wire. The final payment terms in the contract will apply, not the terms outlined in this RFP.

SECTION 4: PROPOSAL EVALUATION

AMIDEAST staff will conduct a technical review of all proposal submissions to ensure all required programmatic and budgetary information is addressed. A subsequent external review panel consisting of individuals with country knowledge and/or relevant academic expertise will assess proposal submissions. Technically eligible applications will be competitively reviewed on a four-point scale, according to the criteria stated below. Panelists will provide recommendations to be summarized by AMIDEAST staff and forwarded to the U.S. Department of State for final selection. Proposal criteria is noted below:

CATEGORY	REQUIRED COMPONENTS	POINT SYSTEM
University Commitment and Programmatic Expertise	The proposal demonstrates the institution's: <ul style="list-style-type: none"> • Expertise in the subject area and prior collaboration experience with international faculty populations and institutions. • Institutional record of implementing successful professional programs with an emphasis on junior faculty populations. • Ability to exhibit cultural and religious sensitivity in response to participant needs. • Commitment to fostering mutual understanding between the people of the United States and Jordan to promote peaceful and sustainable relations. 	4 Points

<p>Academic Curriculum and Professional Resources</p>	<p>The proposal showcases a comprehensive program featuring:</p> <ul style="list-style-type: none"> • Originality and demonstrates how scheduled activities align with the overall program objectives. • Activities and seminars that demonstrate the capacity to provide a substantive program emphasizing teaching methodology, pedagogy, research methodology, instructional technology, and include a historical overview of the U.S. higher education system. • Diverse instructional methods to be utilized to reinforce programmatic learning objectives which should include, but are not limited to: workshops, professional seminars, skills-building exercises, experiential activities, assigned readings, discussion sessions, forums, site visits to relevant facilities and professional organizations, short research projects, and participant presentations. • Opportunities for professional networking and classroom observations as it relates to the academic fields of the junior faculty. • U.S. host institution faculty and presenters with demonstrated expertise, diverse academic and professional backgrounds. 	<p>4 Points</p>
<p>Lead Contacts and Mentors</p>	<p>Proposal indicates:</p> <ul style="list-style-type: none"> • Designated lead academic, administrative, and cultural personnel and provides clearly defined roles for individuals holding planning and implementation responsibilities. • A strategic plan for ensuring that mentors and junior faculty are suitably matched with aligning research interests and comparable academic backgrounds. • A comprehensive orientation plan to inform mentors of their responsibilities and emphasize the importance of the program’s mentoring component. • A plan to introduce mentors to junior faculty prior to the scheduled arrival date. • A successor plan to replace proposed lead contacts in an event that they become unavailable during the grant period. 	<p>4 Points</p>

<p>Integrated Program Components</p>	<p>The proposal includes:</p> <ul style="list-style-type: none"> • A clear emphasis on faculty development; junior faculty may be provided with opportunities to engage in limited research opportunities. • Clearly articulated plans showcasing a balance between faculty development, mentoring elements, and cultural engagement throughout the duration of the program. 	<p>4 Points</p>
<p>Logistics</p>	<p>The proposal details the following key logistical components:</p> <ul style="list-style-type: none"> • Housing: Provided housing meets the guidelines as expressed in the RFP to include: Furnished accommodations including bedroom (private), bathroom (private), and kitchen (sharing is permitted when a private facility is unavailable), and wireless connection. Housing must be walking distance or accessible to campus via public transportation. If access is via public transportation, availability must include weekdays, evenings, and weekends. • Facilities: Access will be provided to research facilities relevant to junior faculty research interests and will also include general libraries, labs, databases, online catalog systems, and departmental libraries. • Arrival Orientation: Arrival orientation will introduce junior faculty to the program, university facilities, U.S. faculty, on-campus community, and surrounding environment. 	<p>4 Points</p>
<p>Resources</p>	<p>The proposal addresses the following components:</p> <ul style="list-style-type: none"> • Community Resources: Details opportunities for junior faculty to engage with U.S. citizens in the local community by way of participating in host family activities, professional and social engagements, cultural activities, and volunteering. • Participants as Resources: Provides outlets for junior faculty to share about their country and culture with the host community and the opportunity to present on their academic interests with the broader academic community. 	<p>4 Points</p>

Cost Proposal	<ul style="list-style-type: none"> • The overhead and administrative components of the proposal, including salaries and honoraria, should be cost effective and only include items that are necessary and appropriate. • The cost proposal should be reasonable and highlight costs associated with implementing work consistent with the proposal of activities. • Proposals should maximize cost-sharing through other private sector support or other institutional direct funding contributions. 	4 Points
Follow-on Activities	<ul style="list-style-type: none"> • Proposals discuss provisions made for follow-up with program alumni in an effort to facilitate the establishment of longer-term individual and institutional partnerships. • Proposals provide a plan for continued follow-on activity to support efforts in maintaining relationship-building endeavors. 	4 Points
Monitoring and Evaluation	<ul style="list-style-type: none"> • Proposals include a plan to evaluate the program and assess the on-campus and greater community impact. • Proposals demonstrate ability to link outcomes to original project objectives. 	4 Points

Point System

- 4 points: Fully meets requirements
- 3 points: Meets requirements, with minor gaps
- 2 points: Meets requirements, with moderate gaps
- 1 point: Does not meet requirements

SECTION 5: RENEWAL

Selection(s) may be renewed for successive yearly terms for up to three years before re-competition. Renewal decisions are at the discretion of the U.S. Department of State and AMIDEAST and are contingent upon the availability of funding for subsequent program cycles. AMIDEAST reserves the right to exercise any of the following options:

- Accept the revised proposal if changes are determined to be reasonable, meets any requested revisions, and indicates a similar scope of the original selection;
- Negotiate any updates/changes; or,
- Decide not to renew

ATTACHMENT A: STATEMENT OF WORK

The Fulbright Junior Faculty Development Program for Jordan, administered by AMIDEAST, is designed to promote mutual understanding between the United States and Jordan by fostering junior faculty engagement with U.S. host institutions offering faculty development, mentoring, and cultural enrichment opportunities. The intent of this effort is to expand educational opportunities, provide expertise to advance capacity building efforts in the education sector, and ultimately develop strong, sustainable institutional relationships and cooperation beyond the conclusion of the program.

A. PROGRAM GOALS

The Fulbright Junior Faculty Development Program for Jordan features the following key program goals:

- Build higher education capacity in Jordan through faculty development and mentorship;
- Foster sustainable collaboration and institutional linkages between Jordanian junior faculty and U.S. academics; and,
- Promote mutual understanding between Jordanians and Americans by facilitating junior faculty engagement with the broader host campus community.

B. KEY PROGRAMMATIC ELEMENTS

The Fulbright Junior Faculty Development Program for Jordan features discipline-based cohorts participating in 10-week programs hosted at universities across the United States. Each program will allow for faculty development by way of guided activities advancing capacity-building efforts and cultural understanding. While each program is tailored to address the respective disciplines of each cohort, the following key elements will comprise the foundation of every program:

- Arrival orientation
- On-campus academic program featuring research and teaching methodology, curriculum development, and the U.S. higher education system
- Facilitated mentorship between U.S. faculty and Jordanian junior faculty
- Community engagement and cultural enrichment activities
- A re-entry workshop in Washington, DC to be administered by AMIDEAST

C. COHORT DISCIPLINE DESCRIPTIONS

The Fulbright Junior Faculty Development Program for Jordan will offer three discipline-based cohorts comprising a total of **12 participants** with each cohort consisting of six participants. The following **two** fields of study, including relevant sub-fields, are featured below:

- **Environmental Sustainability (Six Participants):** Arid Lands and Sustainable Agriculture; Water Conservations and Hydrology; Alternative and Renewable Energy
- **One Health (Six Participants):** Public Health, Community Nursing, Infectious Diseases, and Epidemiology

I. HOST INSTITUTION REQUIREMENTS AND JUNIOR FACULTY SELECTION

A. Host Institution Recruitment

AMIDEAST seeks **two** U.S. host institutions to implement the Fulbright Junior Faculty Development Program for Jordan. The U.S. institutions will demonstrate a capacity to host a **six** member cohort for a 10-week program scheduled to take place **June 21 – August 30, 2020**. Interested institutions must submit a proposal to host junior faculty from the noted cohort groups. In the event that a host institution is not selected for their preferred cohort, consideration may be given for other cohort hosting opportunities. U.S. institutions should view hosting as an opportunity to augment internationalization efforts by encouraging faculty interaction and relationship-building endeavors.

Eligibility Requirements:

Institutions seeking consideration for an award to host junior faculty participating in the Fulbright Junior Faculty Development Program for Jordan are required to meet the following criteria:

- Acknowledged as an accredited institution by a U.S. Department of Education-recognized accrediting agency
- Registered as an institution of higher education duly organized and existing under the laws of the host institution's state of incorporation
- Eligible to receive federal funding, and not disbarred
- Demonstrated capacity to host junior faculty and implement comprehensive academic programming for specified cohort disciplines
- Previous experience in designing and managing professional development programs for higher education faculty members

B. Junior Faculty Selection

Participating scholars are nominated through an open, merit-based competition managed by the Binational Fulbright Commission in Jordan. The rigorous selection process will yield a cross-section of candidates representing geographic and institutional diversity. Selected participants will be full-time university faculty members possessing advanced degrees with at least five years of university-level teaching experience within the disciplines for which they are receiving a grant. Participants are highly motivated to engage with colleagues and others within their host campus and surrounding communities. A concerted effort will be made to select candidates representing a broad range of universities and regions.

Additional junior faculty eligibility criteria:

- Be a citizen and current resident of Jordan.
- Reside in Jordan at the time of application submission and throughout the interview and selection phases leading up to the date of departure.
- Hold a minimum of an MA/MS degree with at least five years of university-level teaching experience or a PhD and no more than five years of university-level teaching experience.
- MA/MS degree holder currently enrolled in a doctoral program must possess at least three years of university-level teaching experience.

- Fluent in spoken and written English.
- Demonstrated commitment to classroom teaching and a desire to strengthen teaching and leadership skills.
- Scholar's academic focus must be in one of the program's offered academic discipline cohorts.
- Must be available to travel to the United States and participate for the duration of the program June 21 – August 30, 2020.

II. PROGRAM DELIVERABLES

Institutional proposals must clearly articulate their ability to achieve the objectives as set forth in the Fulbright Junior Faculty Development Program for Jordan statement of work, by providing a detailed proposal outlining their intentions for program implementation. As a holistic endeavor, program implementation must be comprehensive and include the overarching objectives coupled with program deliverables, as indicated below:

A. Administrative Leads

The designated leads are charged with managing specific program content areas, as labeled by the following:

- **Lead Administrative Contact:** The appointed Lead Administrative Contact is responsible for oversight as it pertains to grant administration and budget expenditures.
- **Lead Faculty Contact:** The host institution will appoint a Lead Faculty Contact charged with guiding the program implementation process and serving as the primary liaison among AMIDEAST, junior faculty, and the U.S. host university staff. The Lead Faculty Contact plays an integral role in program design and implementation and will be the main point of contact for program issues.
- **Lead Cultural Engagement Contact:** The Lead Cultural Engagement Contact will coordinate with community members and the international office to arrange cultural engagement opportunities.

B. Supplemental Engagement

- **Pre-Arrival Coordination:** Host institutions are strongly encouraged to communicate with junior faculty prior to the start of the program as a means to assess academic preparedness and gain insight into participant needs. Feedback elicited during the pre-arrival phase will be used to craft a refined program, specifically tailored to meet cohort needs and match junior faculty with appropriate mentors based on interests, goals, and academic background alignment. It is advisable that U.S. academic's contact with junior faculty participants via an online platform take place prior to arrival.
- **Post-Program Communication:** At the conclusion of the program, host universities are expected to continue to foster engagement through continued communication with junior faculty members with a long-term goal of strengthening ties between home and host countries.

● C. Program Content

- **Orientation:** The host institution is required to provide a comprehensive orientation session within the first week of the cohort's arrival on campus. The orientation is expected to cover the following: program rules and regulations, faculty-scholar introductions, campus and facilities tour, academic life overview, and program expectations. Host university staff will also provide assistance with establishing bank accounts and facilitate the setting up of cell phones/SIM cards. An AMIDEAST representative will be on-site to participate in a one-day grantee administration overview.
- **Program Activities:** The host institution is expected to provide a robust 10-week academic program that exposes junior faculty to advanced teaching and research methodology, cross-cultural activities, and opportunities to form institutional linkages. A range of activities will be designed to strengthen participants' understanding of the theoretical underpinnings of pedagogy and the practical applications of technology as a means for educational advancement. It is advisable that topics are addressed through the lens of the cohort's academic discipline.

Topics can include but are not limited to:

- U.S. Culture Overview
 - U.S. Higher Education Structure
 - Higher Education Administration
 - Accreditation Process
 - Leadership in Higher Education
 - Women in Higher Education
 - Academic Support Services
 - Introduction to Library Systems and Facilities
 - Student Services
 - Disability Education
 - Curriculum Development
 - Education in a Global Era
 - Education Reform
 - Teaching Methodology and Pedagogy
 - Incorporating Technology as a Teaching Platform
 - Teaching Strategies for Diverse Learners
 - Research Methodology and Building Research Capacity
 - Grant Proposal Writing
 - Fundraising in Higher Education
- **Program Delivery:** The host institution will design a program examining the fundamentals of teaching and research methodology, pedagogy, and curriculum development through a variety of means in an effort to provide holistic perspectives of key ideological education approaches. Diverse instructional methods should include seminars, assigned readings, site visits, and participatory learning from junior faculty including small group projects and presentations. The proposal must indicate all sessions where junior faculty may be expected

to participate in joint instruction with non-Visiting Scholar Program affiliated exchange program participants. Junior faculty are to be exposed to diverse teaching approaches and given an opportunity to practice leading a class session in order to apply newly acquired teaching skills. As a supplement, grantees can observe various classroom settings to examine how different teaching styles are applied based on the classroom setting and audience.

- **Mentoring:** The faculty mentoring component is a crucial program element. The U.S. host institution is required to arrange a mentor partner for each junior faculty participant. This component will reinforce program objectives and provide individualized support to each participant. It is advisable that each junior faculty participant receive their own host institution mentor in an effort to foster the strongest possible relationship. When individualized mentorship is not possible, a maximum of two scholars per mentor will be acceptable. In arranging mentor relationships, mentors should be identified based on academic specializations that align with the background and research interests of the junior faculty. For the duration of the program, meetings should occur on a weekly basis, at a minimum. Before arrival, mentors are expected to begin communication with junior faculty to ascertain their expectations, address questions about the mentorship structure and academic content, and provide insight about potential summer projects. The mentor relationship will encourage mentors and junior faculty to explore modest projects, which allow for junior faculty to utilize laboratory facilities and expand their knowledge of research concepts. Mentors should keep in mind that the goal is not to complete a large research project, but rather an opportunity to build relationships and research skills in order to help junior faculty utilize new research methods and expand their knowledge of existing research approaches.

D. Logistics

- **Program Schedule:** The U.S. host institution is required to submit a draft program schedule three months in advance of the program start date. Additional programmatic adjustments must be updated on the program schedule to ensure AMIDEAST maintains an accurate account of the program implementation process. The U.S. host institution must provide the junior faculty with a draft program schedule two-weeks in advance of their arrival.
- **Housing:** Junior faculty are to be accommodated in furnished studio or apartment-style housing that is located on-campus or accessible to campus via shuttle or other forms of public transportation throughout the week. Accommodation may be shared but must include a kitchen, private bedroom, and private bathroom. Wireless internet access also must be included. Residence halls/dorms are not considered suitable housing for program participants. Housing must be available for usage for the entire duration of the program.
- **University Facilities:** Host institutions are expected to provide access to institutional facilities. Facilities should include library and labs that are affiliated with the academic discipline. Junior faculty should also receive access to databases, online catalog systems,

and departmental libraries. The initial orientation will provide an introduction to the library system and include an overview of how to access proprietary online resources.

- **Transportation:** Depending on the geographic location of the U.S. host institution, junior faculty may need an overview of the public transportation system in order to navigate the surrounding campus area with independence. Orientations should include discussions about public transportation systems available to the university community.

E. Cultural Exchange

- **Activities:** Extracurricular activities should be incorporated as a cultural dimension to enhance the academic program experience. Activities including visits to museums, artistic performances, state fairs, and recreational events will provide junior faculty with an expanded cultural perspective and a sense of the local community.
- **Community Engagement:** Host family pairings that provide opportunities to engage with local community members via family dinners and outings will give junior faculty a more personalized account of life in the United States. Additionally, the Lead Cultural Engagement contact is responsible for planning weekly activities to engage with community members through volunteering with local and global organizations. It is encouraged to provide opportunities for junior faculty to present on their country's history and culture, as well as academic topics as desired.

F. Site Visits

AMIDEAST staff will conduct a site visit to the host institution for a mid-program evaluation to assess the implementation of program deliverables. In separate meetings, AMIDEAST staff will meet with junior faculty and host institution staff (leads and mentors) to gather programmatic feedback and provide guidance to address any pressing challenges.

G. Visa Arrangements

Junior faculty will enter the United States on J-1 Exchange Visitor Visas issued under the sponsorship of the U.S. Department of State. AMIDEAST will produce the DS-2019 forms for junior faculty to apply for a J-1 visa.

H. Funding Levels

Host institutions will receive a maximum amount of \$15,600 per junior faculty participant, inclusive of administrative costs, participant support costs, and housing costs. It is recommended that administrative costs comprise no greater than 40% of the overall participant cost. The grant amount is expected to sufficiently cover administrative services, programming, and housing costs for the entire duration of the 10-week program. Host institutions are not expected to provide junior faculty with funding for meals and local transportation as a per diem will be provided to participants to cover such costs. Where feasible, host institutions are encouraged to include cost share and leverage resources to submit cost-effective budget requests below the maximum funding

allotment. Additional budgetary information can be found under the **Budget Guidelines** in [Attachment B](#).

III. REPORTING REQUIREMENTS

In order to keep an accurate record of all activities associated with the program, U.S. host institutions are required to submit the following items to AMIDEAST:

- Initial and interim program calendar of activities
- Final program report
- Certified financial report
- Invoice(s)

Program invoices are due upon delivery of required reporting.

A. Program calendar of activities:

The calendar of activities will highlight a schedule of program activities including: orientation sessions, academic seminars, field excursions, and cultural engagement activities. Host institutions will send an initial calendar **three months** prior to the start of the program and one revised calendar at the commencement of program activities. The host institution must keep AMIDEAST apprised of updates should any significant adjustment take place as the program proceeds.

B. Final program report

The final report is a means to provide a detailed account of programmatic and administrative activities associated with the implementation of the program. This account is expected to be comprehensive and include all aspects related to the delivery of the program. It should include an overview of what was proposed for the grant period and the final outcome, including lessons learned during the program implementation process. The final program report must contain, but is not limited to the following:

- Staff listing inclusive of administrative leads, instructional staff, and faculty mentors;
- Final schedule of orientation, courses, and seminars along with corresponding descriptions;
- Scheduled cultural activities and host family interaction;
- Logistical arrangements as it pertains to housing, transportation, and other associated arrangements;
- Feedback about the impact of the program from all parties associated with the implementation of the program including participants, host institution, and community members detailing deliverables and suggestions for improvement.

C. Financial Report

Host institutions will be paid in installments: Up to 50% of anticipated program costs will be provided prior to the commencement of activities. The remaining funding allocation will be disbursed following the completion of the program and receipt and approval of all reports and deliverables. Host institutions will be required to submit a detailed certified financial report and

invoice at the conclusion of the program. The report should include and delineate actual costs incurred in implementation.

IV. PROGRAM TIMELINE

The following timeline frames the 10-week program scheduled to take place June 21, 2020 through August 30, 2020. The schedule below is approximate and subject to change.

DATES	PROGRAM ELEMENTS
August 15, 2019	Request for Proposal open
October 15, 2019	Deadline for proposal submission to AMIDEAST
January 2020	Notification of host institution selection
January 2020	AMIDEAST leads U.S. host institution orientations
February 2020	Anticipated date host institutions sign sub-agreements
May 2020	U.S. host institution holds orientation session with implementers
June 21, 2020	Junior faculty arrival
June 22, 2020	On-site Orientation - AMIDEAST staff member on-site
Late July/Early August 2020	Mid-program evaluation - AMIDEAST staff member on premises
Mid-August 2020	Re-entry workshop in Washington DC; sponsored by ECA, organized by AMIDEAST
August 2020	Junior faculty return to host institutions
August 30, 2020	Junior faculty return to home country
October 8, 2020	Host institution final report due
November 8, 2020	Host institution financial report due and invoice to AMIDEAST

V. PROPOSAL REQUIREMENTS

Proposal submissions must include the following components to be considered complete:

- Institutional proposal cover sheet
- Proposal narrative inclusive of scope of work
- Appendices section
- Program budget
- Budget narrative

Please be sure to utilize the cover sheet and budget template provided on the AMIDEAST website.

1. **Institutional Proposal Cover Sheet:** (template located on AMIDEAST website) with the name of institution and participating academic departments or schools, names and contact information of the principal faculty contact, lead administrative contact, and lead international office/cultural coordinator contact, DUNS number, and Tax Identification Number.

2. **Proposal Narrative:** Proposal narrative is not to exceed five double-spaced pages (one inch margins) that address the following programmatic and administrative elements:

Institutional Background and Capacity:

- Brief description of the institution and academic department engaged in programmatic activities; Describe the institutional knowledge and expertise in relevant subject area (e.g. academic collaborations in the MENA region);
- Provide a brief description of the institution's ability to demonstrate cultural and religious sensitivity in response to the scholars' needs (e.g. access to houses of worship, halal groceries, etc.);

Academic Program Content:

- Describe the substantive and instructional content that emphasizes teaching methodology, pedagogy, research methodology, instructional technology, and includes a historical overview of the U.S. higher education system;
- Address the anticipated outcomes and benefits for the junior faculty;
- Describe how U.S. host participation in this Fulbright program advances institutional objectives and benefits the overall institution;

Mentoring:

- Describe the strategic plan for ensuring that mentors and junior faculty are suitably matched and how the role and structure of the mentor/scholar relationship is to be established. Mentors must meet a minimum of once per week with mentees for the duration of the program;
- Indicate the types of activities the mentor and mentee will pursue together and provide a set of guidelines and best practices that can be distributed to mentors;

Community Engagement:

- Detail proposed activities to introduce junior faculty to the surrounding community and communicate a strategic plan to engage junior faculty with off-campus activities;
- Community engagement activities should highlight key concepts of capacity building efforts that benefit the community and can include volunteer and service learning activities and networking opportunities;

Cultural Enrichment:

- Describe the means by which junior faculty will be exposed to the diverse culture of American life (e.g. host family engagement, cultural site visits);
- Detail efforts to provide junior faculty with opportunities to share Jordanian culture, history, etc. with American counterparts in the community;

- Describe opportunities available to Fulbright junior faculty for enhancement, networking, and practical experience with American counterparts;
- Highlight efforts to link cultural activities to the academic discipline represented by the cohort.

3. Appendices: The appendices section allows space to articulate plans and list key contacts charged with program implementation efforts. The appendices must include:

- The names and qualifications of the designated lead contacts for the administrative, programmatic, and culture components of the program. If CVs are included, documents must be limited to eight pages. Include a plan for appointing a successor in the event that any proposed contact becomes unavailable during the course of the grant period.
- A list of proposed faculty mentors and their respective research interests and areas of expertise. If CVs are included, documents must be limited to eight pages. Faculty members are expected to have availability throughout the duration of the program.
- A plan of action to encourage junior faculty engagement with the off-campus community. List potential activities including cultural, sports, and networking events in the community.
- Information on university facilities, local transportation, and housing facilities available on/off campus. Please indicate the estimated cost of housing options per junior faculty for the duration of the program.
- A sample program schedule including the following:
 - Orientation for Faculty Mentors and Community Volunteers
 - Orientation Schedule for Participants (including but not limited to: campus tour, introduction to local transportation and local resources, and introduction to community volunteers and faculty mentors)
 - Mid-program review with faculty mentors and junior faculty
 - Program Topics as noted under the **Program Deliverables, Section II, Part C Program Content, Program Activities** section

Recommended Documents of Support:

- Letters of support from host families, local partnering organizations, and international visitors groups.
- Letter of support from university administrators.

ATTACHMENT B: COST PROPOSAL TEMPLATE

A cost proposal template is included to be utilized to submit a detailed budget in support of activities indicated in the proposal. AMIDEAST will assess the proposed budget to determine if the projected budget is feasible for the activities proposed and aligns with the activities indicated in the narrative.

Please see the separate attachments for the Budget Template and the Example Budget. The excel spreadsheet should be used as a guide to assist you in the preparation of the budget and budget narrative. The final budget should be submitted using this template.

VI. BUDGET INFORMATION

A. Preparing the Proposal Budget

The budget guidelines will support the preparation of a budget proposal submission. Please develop your budget closely adhering to the budgetary stipulations listed under **Attachment B, Budget Guidelines**. Please ensure that the budget is created using the supplied budget template. Budgets created without the supplied template will not be accepted. Additional lines may be added to the budget if necessary. Cost share items may be included in the budget proposal but must adhere to the guidelines included under **Cost Share** in section E. A budget narrative of up to **three pages** must also accompany the proposed budget.

B. Budget Guidelines

Budgets will aid reviewers in the evaluation process by providing a means to assess fiscal approaches against the selection criteria. The following recommendation is provided to assist in determining a favorable division of funding. The maximum cost-reimbursable grant amount is \$15,600 per junior faculty participant towards administrative, program, and housing costs. It is recommended that no greater than 40% of funds be attributed to administrative costs.

U.S. host institutions are allowed flexibility to adjust the division of funding based on local cost considerations. While cost-share is encouraged, the budget proposed must cover all costs associated with administration, program activities, and junior faculty housing as follows:

- Cost sharing is expected and must be reasonable and allowable.
- A brief budget narrative is to be included to provide justification for anticipated expenditures and details the methodology behind budget figure calculations.
- Please note that AMIDEAST will fund the following: round-trip international airfare, J-visa compliant accident and sickness health benefit, participant grant stipends, and the Re-entry workshop.

C. Administrative Expenses

- **Salaries and Benefits:** Identify staffing requirements by each position title and, as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project.

- **Honoraria:** Honorarium, at a maximum of \$250 per person per day is to be provided in lieu of salary for guest speakers. This amount should not include fringe or benefits nor can these be added on top of the \$250 maximum.
- **Facilities Costs:** Provide specific information on costs related to the usage of facilities including rental costs, communications costs (telephone and internet), and other materials used for program implementation.
- **Administrative Program Costs:** Please include costs associated with staff participation in events directly related to the implementation of the program. Applicable costs include, but are not limited to, tickets or fees for staff to attend events with participants, staff meal expenses with junior faculty, and travel expenses for staff to program-related events.
- **Indirect Costs:** Indirect costs may be claimed only if the organization has a Negotiated Indirect Cost Rate Agreement (NICRA). Organizations that have never had a NICRA may be able to include indirect costs using the de minimis rate of 10% of modified total direct costs as described in the Uniform Guidance. Please provide NICRA information.

D. Program Expenses

- **Institutional Fees:** Please ensure that all fees associated with gaining access to campus facilities including the academic department, library, student centers, labs, internet access, and other similar campus-affiliated areas are included. It is advisable to include pertinent links indicating fees included on your budget proposal.
- **Cultural Activities and Events:** Activities that are typically included under the cultural categorization include home hospitality meals, festivals, tours, sporting events, museum visits, and other similar activities. To account for all costs associated with engaging in cultural activities, please include separate costs for each activity or cultural event that you will be arranging for junior faculty participants. All costs associated with events should be listed and typically include: entrance fees, tickets, meal costs, local transportation to events, among others. Please note that all meals must remain at or below the prevailing per diem rate – based on rates per meal provided by the U.S. General Service Administration.
- **Local Travel/Transportation:** Please include costs associated with local transportation such as bus passes for transfers within the hosting community and please include travel expenses related to attending cultural activities. Arrival/departure airport transportation must also be included.
- **Program Materials/Supplies:** Provide costs for any program materials/supplies required for program participants.
- **Housing:** Please include housing costs and any other fees/expenses related to housing such as an internet access fee and cable, when provided.

E. Cost Share

Cost share allows for more than one entity to share the costs associated with implementing a program and is highly encouraged. Cost share can come in the form of a monetary contribution or be provided through in-kind contributions such as discounted events and waived rental fees. All indicated cost share or in-kind contributions must be documented and may be declared toward any un-allowable items. Cost share must be reasonable, allowable, and allocable in accordance with the applicable cost principles.

Volunteers: Cost share can also include volunteer hours contributed toward the program. If volunteer hours are to be utilized, please include in the budget narrative the anticipated number of volunteers, hours worked, activities associated with the volunteer time, and a projection of volunteer hours expected to be contributed towards the program. To ensure accuracy, host institutions must track the number of volunteers and their volunteer hours over the duration of the program as a record summary. The summary should be included in the final report submission.

F. Budget Exclusions

The following are unallowable expenditures and cannot be included in proposed budgets:

- Alcohol
- Gifts
- Non-expendable items or equipment (i.e. any tangible property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000)

G. Budget Narrative

Please attach a budget narrative describing programmatic and administrative costs included in the budget. Information provided in this narrative should include detailed information clearly explaining each proposed expense. The budget narrative should not exceed three pages.