



Fulbright-Hays Group Projects Abroad Short-Term Projects Webinar Fiscal Year 2013

**United States Department of Education
International Studies Division**

Dr. Pamela Maimer, Senior Program Officer, Short-Term Projects

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Program Purpose

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- ❖ **To support overseas training, research and curriculum development in modern foreign languages and area studies.**

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Program Overview

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Fiscal Year 2013:

- ✓ **Estimated Available Funds: \$1,388,330**
- ✓ **Estimated Range of Awards: \$50,000 - \$125,000**
- ✓ **Estimated Average Size of Awards: \$86,770**
- ✓ **Number of Countries Traveled: 24 (from Africa, East Asia, Russia, Central/Eastern Europe, Near East, North Africa and Eurasia, South Asia, Southeast Asia and the Pacific, and the Western Hemisphere)**

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Project Types

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Short-Term Seminar and Curriculum Development Project Details

— Timeframe and Participant Numbers:

- ❖ Minimum 4 weeks host country
- ❖ Grant performance period: 18 months
- ❖ 4 weeks: 12 participants + Project Director = 13 **minimum**
- ❖ 6 weeks: 10 participants + Project Director = 11 **minimum**
- ❖ 8 weeks: 8 participants + Project Director = 9 **minimum**

— Maximum Grant Award:

- ❖ Up to \$100,000 for 4-5 week projects*
- ❖ Up to \$110,000 for 6-7 week projects*
- ❖ Up to \$125,000 for 8+ week projects*

*equals time spent in host country

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Group Research or Study Project

- **Project Features:**
 - ❖ Designed to undertake research or study in a country outside of the United States
- **Timeframe and Participant Numbers:**
 - ❖ Minimum 12 weeks in the country of study
 - ❖ Grant performance period: 18 months
 - ❖ 12 weeks training: 3 participants + Project Director = 4 minimum
- **Participants:**
 - ❖ Language proficiency (*minimum* one semester intensive language and one course in related area studies)
 - ❖ Disciplinary competence
- **Maximum Grant Award: up to \$125,000**

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Eligible Applicants --

- ✓ Institutions of higher education;
- ✓ State departments of education;
- ✓ Private nonprofit educational organizations;
and
- ✓ Consortia of institutions, departments, and organizations

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Eligible GPA Project Participants --

An individual is eligible to participate in a GPA project if s/he is:

- ✓ **A citizen, national, or permanent resident of the United States; and**
- ✓ **An individual who is currently employed full-time in a United States school system, institution of higher education, Local Education Agency or State Education Agency (not applicable to students);**

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Eligible GPA Project Participants (continued) --

An individual is eligible to participate in a GPA project if s/he is:

- ✓ A teacher in an elementary or secondary school;**
- ✓ A faculty member who teaches modern foreign languages or area studies;**
- ✓ An experienced education administrator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies at the elementary, secondary, or postsecondary levels;**

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Eligible GPA Project Participants (continued) --

An individual is eligible to participate in a GPA project if s/he is:

- ✓ A graduate student or junior or senior in an institution of higher education, who is a prospective teacher in the areas of social sciences, humanities and foreign languages.**
- ✓ The student should meet the provisions set by his or her local and state education agencies.**

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GPA Project Phases

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1. Pre-departure Phase (16 hours minimum)

■ Pre-departure preparation

- ✓ Lectures on the country of study
- ✓ Advanced reading materials

■ Pre-departure orientation

- ✓ Guidelines on curriculum development
- ✓ Discussions on daily living/traveling in host country
- ✓ Team building
- ✓ Team assignment and individual proposed project
- ✓ Language training

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2. Overseas Phase

- **Daily itinerary, very detailed**
- **Academic lectures**
- **Language study**
- **Field trips and cultural activities**
- **Debriefings/evaluations**
- **Travel arrangements and accommodations**

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3. Follow-up Phase

- **End of seminar evaluation**
- **Staff development (workshops and conferences)**
- **Curriculum or research projects and dissemination plans**
- **Future outreach activities (collaboration, cooperation and networking)**

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Financial Provisions

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Financial Provisions

- Funding can be used for:
 - ✓ Lodging and meals
 - ✓ International travel
 - ✓ **Fly America Act**
 - ✓ **Open Skies Agreement**
 - ✓ Travel within host country
 - ✓ Educational materials
 - ✓ Honoraria/meeting space
 - ✓ Local administrative fees/services
 - ✓ Host country evaluators

Restrictions: The grant does not provide funds for project related expenses within the United States, including pre-departure orientation and follow-up activities.

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Selection Criteria

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Program Overview – Selection Criteria

1.	Plan of Operation	(20 points)
2.	Quality of Key Personnel	(10 points)
3.	Budget and Cost Effectiveness	(10 points)
4.	Evaluation	(20 points)
5.	Adequacy of Resources	(5 points)
6.	Impact	(15 points)
7.	Relevance to Institutional Development	(5 points)
8.	Need for Overseas Experience	(10 points)
9.	Program Priorities	<u>(10 points)</u>
	TOTAL	105 points

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Selection Criteria

Plan of Operation (20 Points)

- ❖ Introduction
 - Applicant profile
 - Need for the project
 - Selection of the country of study
 - Objectives of the project
- ❖ Project Design
 - Pre-departure preparation and orientation
 - Overseas phase
 - Post seminar phase
 - Dissemination (schedule of activities)

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Travel Itinerary Example

PRE-DEPARTURE

- ❖ The travelers in this group will all have participated in one of two week-long pre-departure training workshops at <INSTITUTION> in 2011 or 2012. By the summer of 2013, when this project is scheduled to take place, several will also have returned to <INSTITUTION> for further curricular work during the CPS/K12 spring break. Also, during their day two lay-over en route, an additional five hours of general orientation will take place.

FOLLOW-UP

- ❖ Following their return to the USA, all travelers in this GPA will, in the academic year 2012-14 will continue to participate in the <INSTITUTION> Southeast Asian Studies outreach and curriculum development project with CPS/K12, including the planned capstone 2014 workshop and seminar on “Perspectives in K12 Education about Viet Nam and the Philippines” to take place at the <INSTITUTION> in the spring of 2014 under the sponsorship of the <INSTITUTION>.

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A Day-to-Day Schedule to China, Hong Kong, and Taiwan

Day	Date	Itinerary/Destination	Nights	Note
1	6/26	Leave for Shanghai		
		Shanghai	3 Nights	
2	6/27	AM: Program Orientation PM: Shanghai History Museum Shanghai City Planning Museum Evening: Xintiandi	Lunch Dinner	
3	6/28	City Tour Yu Gardens River Cruise	Lunch Dinner	
4	6/29	AM: School Visit PM: Maryland Business Center Conversation with USA Consulate in Shanghai	Lunch	Evening Group Session: Q&A's
		Changsha	2 Nights	
	6/30	AM: Flight to Changsha PM: School Visit Mawangdui tombs Dinner in Huogongdian Dim-sum Restaurant	Lunch Dinner	
5	7/1	Day Tour to Shaoshan Yeulu Academy	Lunch Dinner	Evening Group Session: Q&A's
6	7/2	Bus to Zhang Jiajie National Park Stay in hotel near the Park	Lunch Dinner	
7	7/3	Continue visit the Park Late afternoon bus return to Changsha	Lunch	
8	7/4	AM: Curriculum Development PM: Free Exploration		
		Guilin	2 Nights	
9	7/5	AM: Early morning train to Guilin PM: Reed Flute Cave Elephant Trunk Hill	Lunch Dinner	Evening Group Session: Q&A's
10	7/6	Morning boat ride to Yangshuo Cultural event in the evening Evening bus back to Guilin hotel	Lunch Dinner	



Selection Criteria

Plan of Operation (20 Points) (continued)

- ❖ **Management**
 - **Major responsibilities (United States and host country)**
 - **Recruitment and selection of participants (process/committee, selection criteria equal access, timetable and publicity)**

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Selection Criteria

Key Personnel (10 Points)

- ❖ **Project Director**
 - ❑ **Academic training, field experience in the host country, administrative experience, language, curriculum**
- ❖ **Support staff, project consultant/committee**
- ❖ **Key personnel in the host country**
- ❖ **Project Co-sponsors**
- ❖ **Time commitment to the project**

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Selection Criteria

Budget and Cost Effectiveness (10 Points)

❖ Federal funds

- Allowable expenses in host country
- No matching funds required, BUT...
- Reasonableness of costs

❖ Non-federal funds

- Applicant's in-kind contribution
- Cost sharing by applicant
- Cost sharing by participants/institutions
- Cost sharing by private sector/others

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Budget Example

Item	Federal Funds Requested	Institution In-Kind
1. Personnel		
2. Fringe Benefits		
<p>3. Travel All language learning, curriculum resource collection, research, and consultation activities take place in the city of <CITY> or the state of <STATE>. The requested travel amount includes:</p> <ul style="list-style-type: none"> • Round-trip economy air travel from X to X for 12 faculty participants and the Project Director (\$1,200 x 13 = \$15,600) • Round trip ground transportation from <COUNTRY> International Airport, <CITY> to downtown <CITY> (40 x 13 = \$520) • Per Diem for 12 faculty participants and the Project Director at 50 percent of the official government allowance for foreign areas (\$116.50). Lodging and food will be paid directly to the ICSB which has arranged family home stay throughout the project period. Participants will pay IN HOST COUNTRY \$90 per day for a single room, breakfast, and dinner (\$90 x 13 x 29 = \$33,930) • The remaining per diem is for participants' meals not covered by the boarding fees and for overnight lodging away from CITY (\$26.50 x 29 x 13 = \$9,991). 	60,041	

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Budget Example (continued)

4. Equipment N/A		
5. Supplies		
6. Contractual N/A		
7. Construction N/A		
8. Other <ul style="list-style-type: none"> The Cultural Institute in <CITY, COUNTRY> is the host institution. Funds are requested for payment to Cultural Institute for the following services: Ground transportation and administrative costs for the 12 participants and the Program Director within CITY for cultural enrichment activities and fieldwork. Included are 10 guided cultural tours (\$250) and 10 supervised fieldwork outings (\$150) to museums, libraries, historical/cultural sites, schools, universities, and organizations identified as relevant to participants’ goals and goals of the project (\$400x13=\$5,200). Academic activities, including classroom instruction, honoraria, and consultant fees for seminar speakers, workshop leaders, guides, interpreters and fieldwork supervisors for 13 participants (\$9,210) 36 hours classroom-based intensive <LANGUAGE> language classes; 44 hours of supervised fieldwork 40 hours of lectures, seminars, and workshops Use of facilities, equipment, and supplies (\$3,700) Technical and Clerical Support (\$3,000) 10 percent administrative fee (\$2,111) 	23,221	
9. Total Direct Costs	83,262	0
10. Indirect Costs <INSTITUTION> is allocating to cost sharing overhead costs of 8 percent <INSTITUTION> (full rate of indirect costs is 42%) including use of facilities, administration, clerical support, and equipment.		7,830
11. Training Stipends N/A		
12. Total Costs	83,262	7,830



Selection Criteria

- ❖ **Evaluation Plan (20 points)**
 - ❖ **Formal Evaluation**
(at each phase of the project)
 - ❖ **Informal Evaluation**
(mid-point debriefing, daily journal)
 - ❖ **External Project Evaluator**
 - ❖ **Evaluation Instruments (appendices)**
 - ❖ **Timetable**

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Selection Criteria

Adequacy of Resources (5 points)

- ❖ In the host country
- ❖ At the site of the applicant

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Selection Criteria

Impact (15 points)

- ❖ **Participating institutions (universities/colleges)**
- ❖ **Participating public and private schools**
- ❖ **American education**
- ❖ **Current and future**
- ❖ **Multiplier effect**

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Selection Criteria

Relevance to Institutional Development (5 points)

- ❖ Missions, goals, and objectives of the applicant institution
- ❖ Missions, goals and objectives of public and private schools

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Selection Criteria

Need for Overseas Experience (10 points)

- ❖ **First-hand knowledge and experience**
- ❖ **Meet and network with counterparts within United States and in host country**
- ❖ **Better understanding of the host country**
- ❖ **Why this particular group to this particular place?**

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Selection Criteria

Program Priorities (10 points)

- ❖ Specific geographic regions (eligibility)
- ❖ Critical Languages (up to 5 points)
- ❖ K-12 (up to 5 points)
- ❖ Invitational—MSI, Community College, New Applicants (zero points)

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Selection Process

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GPA Selection Process



1. Screen (eligibility requirements)
2. Review by panels of academic specialists
3. Review the panel comments by program officers
4. Review by United States embassies and Fulbright Commission
5. Award recommendations made to Education Secretary
6. Final approval of award recommendation from FSB

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Application Tips

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Get Organized

- Contact Program Officer
- Review abstracts of funded grantees and past successful proposals
- Contact funded grantees for information and assistance
- Develop linkages internally and externally
- Review FAQs on Web site
- Designate a management team with international and grants experience
- Identify your institution or department's needs/wants
- Request letters of support (United States and abroad)
- Review Federal Register and program Web sites for updated information



Writing Your Proposal

- Address all selection criteria in the order listed in the application packet – don't make readers search for information
- Provide a detailed plan of operation and evaluation
- Include sufficient details so someone unfamiliar with your project could conduct it
- Write clear, measurable goals, objectives, and outcomes
- Provide a specific and detailed budget
- Avoid grammatical errors or specific professional jargon/acronyms
- Use persuasive descriptions of how the your project operates
- Remember: you must convince the panel, so think from a panelist perspective as to what you would be looking for; be clear and concise

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Submitting Your Application

- Register on the www.Grants.gov online system early to avoid any system issues
- Back up/save your written proposal to avoid any computer issues
- If your institution is not funded, consult the reviewer's comments and reapply
- **DO NOT wait until the last minute to submit!**

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Award Notification

- Early fall 2013 (formally via written mail, informally via e-mail for unsuccessful applicants)
- Scores and comments sent to all applicants via mail
- For successful grantees, be prepared to “hit the ground running”

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For more information visit these Web sites:

Applications, abstracts and links provided for GPA Program

<http://www2.ed.gov/programs/iegpsgpa/index.html>

Sample Narratives

<http://www2.ed.gov/programs/iegpsgpa/resources.html>

Electronic grant application submission

<http://www.grants.gov>

Panel reviewer application submission

<http://opeweb.ed.gov/frs/frsHome.cfm>

Grantmaking at ED

<http://www2.ed.gov/fund/grant/about/grantmaking/index.html>

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Additional Information

- G5 Help desk information:
 - ✓ Hours: 8:00 a.m. – 6:00 p.m. EST, Monday – Friday
 - ✓ 1-888-336-8930 or 202-401-6238
 - ✓ Edcaps.user@ed.gov
- Programmatic Webinars
 - ✓ **May 23, 2013—1:30 p.m. to 3:00 p.m. EDT**

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<http://www2.ed.gov/programs/iegpsgpa/applicant.html>

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Questions and Answers

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Thank you

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