

The Association Liaison Office for University Cooperation in Development
Promoting Higher Education Partnerships for Global Development



**2004 Special Request for Applications
U.S.-Mexico Training, Internships, Exchanges,
and Scholarships (TIES) Partnership Initiative**

Date Issued: June 25, 2004
Closing Date: August 27, 2004



The United States Agency for International Development (USAID) awarded a Cooperative Agreement in September 1997 to the American Council on Education (ACE), with the American Association of Community Colleges (AACC), the American Association of State Colleges and Universities (AASCU), the Association of American Universities (AAU), the National Association of Independent Colleges and Universities (NAICU), and the National Association of State Universities and Land-Grant Colleges (NASULGC).

The Agreement (HNE-A-00-97-00059-00) seeks to mobilize the resources of American higher education in support of international development cooperation. One portion of the Agreement supports partnerships between higher education institutions in the United States and in cooperating countries to demonstrate how they can apply their expertise collaboratively to development challenges, and to increase the capacity of institutions in USAID-assisted countries to contribute to development.

These partnerships, which involve the institutions' private and public sector partners, expand ways in which universities, colleges, and community colleges may meet their mandate of service to include the development of the local community, the region, the nation, and another part of the world. The program is administered by the Association Liaison Office for University Cooperation in Development (ALO).

Institutional Partnership Program Objectives

ALO and USAID seek to support U.S. academic institutions and consortia as they engage with higher education associations and institutions in developing and newly independent countries to:

- collaboratively address an array of complex economic, social, educational, and development issues and challenges;
- strengthen their respective capacities for conducting the educational missions of teaching,

research, and service to address development priorities including, the improvement of basic and higher education;

- contribute to the preparation of a responsible citizenry and a skilled workforce engaged in a global marketplace;
- increase attention to and understanding of international education and development issues on campuses and among the institutions' constituencies; and
- disseminate information and share results of development cooperation both abroad and in the United States.

Through the Institutional Partnership Program, ALO links the technical and human capacity-building strengths of higher education institutions in the United States with their counterparts abroad to address USAID's goals.

For further information see the USAID web site: www.usaid.gov.

2004 Special Request for Applications (RFA)

Partnerships under the Training, Internships, Exchanges, and Scholarships (TIES) Initiative

Three meetings between President Bush and President Fox have focused on an emerging "common development agenda" between the United States and Mexico – one based on mutual respect and shared interests on critical issues. This agenda is manifested in the North American Free Trade Agreement (NAFTA) and the Partnership for Prosperity, launched in 2002, which aims to build on Mexico's strong regional development efforts, increased macroeconomic stability, and growing international trade and investment by developing new strategies to foster growth in less developed areas of Mexico. The entrance of Mexico into NAFTA in 1994 has produced a surge of investment and trade that has generated over 2.7 million jobs in Mexico. Benefits have accrued unevenly and US AID/Mexico decided that higher

education institutions could contribute to increased and more equitable growth, especially in areas of Mexico where growth is lagging, such as the rural sector in Mexico, as well as along the northern border.

Development of human capital is vital to the goals of the Common Development Agenda (CDA) and to strengthening Mexico's competitiveness in the world market. Collaborative partnerships in research and technology between the academic community and the private sector promote capacity for innovation and trade. In this regard, Presidents Bush and Fox announced a major education and training initiative that would tie the two countries together to address challenges and opportunities both within the region and globally. USAID/Mexico, with support from the U.S. Embassy, developed this as the Training, Internships, Exchanges and Scholarships (TIES) initiative. TIES seeks mutual, fully collaborative relationships between Mexican and U.S. higher education institutions and their public and private sector partners on both sides of the border (for more information, see www.usembassy-mexico.gov and www.anuias.mx). Higher education partnerships are a vital means to strengthen Mexico's current and future workforce and to respond to the opportunities offered by NAFTA and the global information economy. Capacity building initiatives that address Mexican competitiveness and target underprivileged areas and priority development sectors, as addressed in the next section, are particularly sought.

TIES has a college and university partnership component, which this RFA addresses, and two scholarship components – one graduate level and the other community college level – for individual Mexicans. The component titled “TIES Partnerships in Higher Education for International Development” will establish at least 35 institutional partnerships between U.S. and Mexican colleges and universities in support of NAFTA and the Partnership for Prosperity. The institutional partnerships will focus on increasing Mexico's competitiveness and local and regional development and include a total of 250 scholarships, defined as two academic semesters of graduate training mainly in the United States. A total of 30 institutional partnerships were recommended for awards under the first and second cycle RFAs (2002 and 2003). This is the third cycle RFA. ALO anticipates recommending approximately six (6) applications for awards of up to \$300,000 each for completion by September 2007 (approximately \$100,000 per year). Successful applicant institutions will typically propose at least seven long-term (two academic semesters) scholarships for Mexicans to be embedded within a partnership in

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addition to other training, internships, and exchanges. (Note: Only Mexican nationals would be eligible for scholarships and training with USAID funds.).

Possible components of institutional partnerships supported by the TIES initiative may include, but are not limited to:

- Master's degree training in the United States for Mexicans; *
- Master's degree training in Mexico with U.S. faculty or via distance education for Mexicans; *
- Dual degree programs for Mexicans with training in the United States or in Mexico; *
- Specialty training and sabbaticals in the United States for Mexican faculty; *
- Short-term training (workshops, seminars, professional training) in the United States and short-term training in Mexico for Mexicans;
- Internships in the private and public sectors, non-governmental organizations (NGOs), or research institutions in either country for Mexicans;
- Follow-on training in either country for Mexicans;
- Student research and/or student exchanges (with USAID support for Mexican nationals only);
- Joint faculty research and/or faculty exchanges;
- Coordination, technical meetings, observation trips in the United States and Mexico;
- Innovative use of technology and distance education;
- Public and private collaboration (including foundations);
- Collaborative community level outreach and replication projects in Mexico; and
- Joint publications, media events.

* Indicates program components in which scholarships can be proposed to count towards the total number of scholarships (at least seven) supported.

The institutional partners must ensure that: (1) the training will build capacity in one or two eligible development areas (see below), as identified by the Mexican institution; (2) appropriate persons are selected through a fair and transparent process that offers equitable opportunities for both men and women; (3) the training is responsive to institutional and development priorities; (4) both the training and the benefiting institutions provide oversight of the training; (5) the trainees return to work in Mexico within a defined timeframe and established institutional and development setting with follow-on support and monitoring from the partnership relationship; and (6) the U.S. and Mexican partners provide significant cost share and other contributions.

Each partnership application must focus on the development issue that has been identified by the Mexican partner as the core of the partnership activities. This will ensure that the Mexican institution takes an active and lead role in the formulation and implementation of solutions to development problems and determines the nature of the partnership.

Awards for Rural Development and Tuberculosis Research

The identified development issue must directly support Mexican competitiveness and the U.S.-Mexico common development agenda as articulated through NAFTA and the Partnership for Prosperity.

Under this RFA, USAID plans to make the following awards:

Rural Development

- Approximately five (5) partnership awards that focus on rural development issues in Mexico, including programs and activities to promote the following areas:
 - Microfinance and small business development;
 - energy and environmental conservation;
 - private property ownerships in rural communities; and
 - support for small farmers who have been affected by adverse economic conditions.

Tuberculosis Research

- One (1) partnership award between a U.S. higher education institution, a Mexican higher education institution, and the *Instituto Nacional de Enfermedades Respiratorias* (INER) of Mexico that focuses on tuberculosis (TB) and related infectious disease research. The purpose of the award is to contribute toward strengthening Mexico's capacity to prevent, diagnose and control TB.

The primary contact at INER is:
Dr. Miguel Angel Salazar
Jefe del Servicio Clínico de Tuberculosis Pulmonar

Address:
Instituto Nacional de Enfermedades Respiratorias
Calzada de Tlalpan No. 4502
Col Seccion XVI
C.P. 14080 México D.F.; México

Telephone: (011-52-55) 5666-4539, Ext. 130
Facsimile: (011-52-55) 5665-3958
Electronic mail: miguels1@prodigy.net.mx
Internet: www.iner.gob.mx

Cost Sharing

ALO in cooperation with USAID/Mexico seeks to provide funding for competitive applications from alliances of higher education institutions in the United States and Mexico and their private and public sector partners. The USAID funding is to be only a portion of the resources that are brought to the respective partnerships. The minimum expected total cost share from the U.S. partner(s) is 40% of the requested award amount. In addition to the cost sharing commitment indicated in the application by the lead U.S. institution, it is expected that the Mexican partner(s) will make a significant contribution, either as cost share or as other contributions. Additional Mexican institutions, private sector partners, and other U.S. institutions are also encouraged to contribute resources. Both the quality and the quantity of cost sharing and other contributions proposed in the application will be taken into account by the peer reviewers toward determining the most competitive and highest ranked applications for USAID/Mexico funding. Applicants should itemize all cost sharing, including waivers of tuition and other academic costs, faculty release time, stipends, professional development funds, travel, supplies, equipment, other direct costs, indirect costs, et cetera. In the past, applications with a total cost share that significantly exceeds the minimum have been found to be the most competitive.

Cash and in-kind contributions will be accepted as part of the applicant's cost sharing when such contributions are: (a) verifiable from the applicant's records; (b) not included as contributions for any other federally-assisted program; (c) reasonable for the accomplishment of partnership objectives; and (d) not paid by the federal government under another grant.

Contributions, in cash or in-kind, that do not meet this definition of cost share may include: the Mexican institutions' personnel or other costs in support of the development efforts; waivers of tuition and other academic costs by Mexican institutions; travel to conferences and participation in partnership events by

Mexican faculty and other partners; complimentary lodging and meals for visiting partners, grants from foundations, the private sector, and other NGO partners. These should be indicated on the accompanying "Statement of Contributions."

Terms of the Solicitation

Contingent upon the obligation of USAID funds, ALO will conduct a peer-reviewed competition to make approximately six (6) awards of up to \$300,000 each (approximately 100,000 per year), with implementation ending by September 2007. Activities under an award are anticipated to commence in January 2005 and be completed by September 2007.

Strong applications will be characterized by the way in which the proposed activities respond to institutional and developmental priorities in Mexico; draw upon the expertise of programs or specializations in rural development or tuberculosis research; fit within an institutional framework for master's degree programs; the strength of the alliances among the higher education institutions and their private and public sector partners; the quality and quantity of cost sharing and other contributions that all the cooperating parties bring to the partnership; how the partners provide oversight of training or research; and the way in which the partnership aims to develop the sustainable capacity of Mexican higher education institutions.

Applications must identify clearly: (1) Support for USAID's goal of "Building Human Capacity through Education and Training" and the strategic objective that "the contribution of host-country institutions of higher education to sustainable development increases;" (2) Support for USAID/Mexico's strategic objectives for the TIES program, "Mexicans Responding to Opportunities from the U.S. - Mexican Common Development Agenda More Effectively," and the Intermediate Result, "University Partnerships Established and Developing New Common Development Agenda-related Programs;" (3) The particular aspect of rural development in Mexico or research on TB and infectious diseases to be addressed through the partnership; (4) The goals and objectives of the undertaking; (5) The activities to be accomplished, with a description of how they relate to the specific development issue; (6) The rationale for the collaboration; (7) The schedule of activities by year; (8) A monitoring and evaluation plan that indicates in quantifiable and objective terms the expected development outcomes; and (9) The summary budget, annual budgets, and budget narrative, including cost sharing and leveraging of other contributions from the

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partner institutions, the private sector, and other parties, and travel and per diem for at least one representative each from the U.S. institution and the Mexican institution to attend ALO's Annual Meeting in Washington, D.C. during each year of the funded collaboration. Applications must also include an abstract (three pages maximum) summarizing items (1) through (9). Award funds for the partnership will be disbursed to the lead institution, association, or consortium in the United States, based on the applicant's implementation of the work plan, stated budget, and submission to ACE/ALO of financial, tax, and narrative progress reports. It is the lead U.S. institution's responsibility to provide disbursements (reimbursements) for its collaborating partner(s) in accordance with the agreed-upon activity schedule and budget.

Applications must be received at ALO by **5:00 p.m., Eastern Time (EDT), August 27, 2004**. Faxed or electronically transmitted applications will not be accepted. Peer review of applications is slated for September. Notification about awards is expected in October.

Awards will be executed as subagreements between the lead U.S. university, college, community college, or consortium, and the American Council on Education (ACE), through the Association Liaison Office for University Cooperation in Development (ALO), under USAID Cooperative Agreement HNE-A-0097-00059-00. Institutions recommended for awards will receive a draft version of a subagreement to review. Subagreements are slated for full approval in January 2005, and activities are expected to commence immediately after execution of subagreements. **No ALO award or any cost share funds may be expended prior to a fully executed (i.e., signed by both parties) subagreement between ACE/ALO and the lead U.S. institution.**

USAID requires that all Mexican participants coming to the U.S. for training and related activities enter on J-1 exchange visitor visas. The U.S. institution must use the Training, Results and Information Network (TraiNet) to document and track all USAID participants. U.S. institutions should allow at least 2-3 months for the processing of visas when planning activities in the United States for Mexicans. Information regarding USAID's J-1 visa requirements may be found on-line at the Participant Training Website (www.usaidtraining.net/index2.htm). Administrators must adhere to the regulations detailed under TraiNet, Visa Compliance System (VCS), the Student Exchange Visitor Information System

(SEVIS), and USAID's Automated Directives System (ADS) 253.

Eligibility and Review of Applications

ALO welcomes applications from the member institutions of ACE, AACC, AASCU, AAU, NAICU, and NASULGC, and from other regionally accredited, degree-granting, U.S. higher education institutions. ALO also welcomes applications submitted by higher education consortia. USAID/Mexico and ALO encourage applications from institutions that seek to foster partnerships with Mexican institutions that have not received a previous TIES award. **Institutions with current TIES awards are eligible to present new applications from other academic departments or for a different development area.**

Applications will be reviewed by panels of higher education experts in international development (most with experience in Mexico and Latin America) and representatives from USAID/Mexico. Awards will be made on the basis of the reviewers' recommendations of merit and concurrence from USAID/Mexico. The application should be prepared in collaboration with the Mexican partner institution(s), and contribute to rural development in Mexico or strengthen Mexico's capacity to prevent, diagnose and control TB and other infectious diseases.

Application Review Guidelines

Peer reviewers will use the following criteria to evaluate the applications:

I. Development Objective and Focus 20 points

Soundness of case made for addressing an identified development issue that contributes to increased and more equitable long-term growth of the rural sector in Mexico or strengthens Mexico's capacity to prevent, diagnose and control TB; and applicability of expertise and experience of partnership personnel.

II. Training, Partnership Design, and Potential Results 25 points

Coherence, appropriateness, and feasibility of the partnership; quality of master's degree training and/or other training/research to enable Mexicans to take advantage of opportunities created under NAFTA and the Partnership for Prosperity; appropriateness of activities, new and proven approaches and techniques, including innovative use of information technology; expectation that programs will enhance curriculum, research and service to the private and public sectors as

well as Mexican communities; well-conceived implementation plan and timetable and likelihood of achieving results.

III. Scholarships 10 points

Number of graduate level scholarships for two academic semesters of training and demonstrated relevance of the training to assist partner institutions directly address the development issue they have identified.

IV. Alliances, Mutuality and Sustainability 20 points

Strength of institutional commitment (engagement of faculty, students and administrators) within alliances between the U.S. and Mexican institutions; strength of multiple partners to assure enduring relationships and continued impact of joint U.S.-Mexican efforts (private sector firms and foundations, NGOs and community-based organizations other higher education institutions, and the public sector,); extent to which partnership activities provide participating Mexican higher education institutions and other partners with a legacy that can be used to continue to address the common development agenda as part of curriculum and development programs; and quality of plans for U.S.-Mexican higher education partnership to continue to be active in developing or assisting these legacy programs in Mexican partner institutions.

V. Cost Sharing and Cost Effectiveness of Overall Budget 15 points

Quality and quantity of the U.S. institutional cost sharing for scholarships, waivers of tuition and other academic costs, and other contributions from the additional U.S. partners (private sector firms, foundations, NGOs, and other higher education institutions); quality and quantity of the Mexican institutional cost sharing for proposed activities, including scholarships and other programs, and other contributions from the Mexican partners (private sector firms, foundations, NGOs and other higher education institutions) to meet requirement for significant contributions from partner organizations; demonstrated cost-effectiveness and accuracy of budget with explanation provided in the budget narrative.

VI. Monitoring and Evaluation 10 points

Strength of plan for monitoring and reporting on how proposed partnership activities have impacted on social and economic development, including the effectiveness of methodology for collection of baseline data to measure results; clear and appropriate benchmarks of progress, and appropriateness of instruments for determining how the capacity of individuals, institutions, and the wider community has been affected by the partnership. The plan for monitoring and evaluation can extend beyond the funding life of the partnership; e.g., uses of the training/research to address development problems once master's level trainees have returned to Mexico.

Total Points: 100 points

Application Format

The contents of the application should be provided in the order listed below:

Title Page (Please complete ALO form in full and obtain signatures of authorized officials.)

Table of Contents

Abstract (not to exceed 3 typed, double-spaced pages, 12-point font)

Narrative (not to exceed 20 typed, double-spaced pages, 12-point font) of the proposed partnership describing:

- The specific **Development Objective(s)** in Mexico to be addressed.
- The **Training, Partnership Design and Potential Results** of the collaboration to benefit Mexicans under NAFTA and the Partnership for Prosperity.
- **Alliances, Mutuality and Sustainability** and number of **Scholarships** included in the partnership.
- **Activities** to be accomplished over the course of the partnership (include chart in the Appendices)
- **Monitoring and Evaluation.** Results indicators, effectiveness of methodology for collection of baseline data and measurement of results, and reporting of progress.

Appendices (*Attachments beyond the stated appendices will not be read or taken into consideration*):

- **Summary Budget Form and Annual Budget Forms** to be completed for each year of activity indicating costs of personnel, fringe benefits, travel, equipment, supplies, other direct costs, and indirect costs requested for award and contributed as cost sharing.
- A detailed **Budget Narrative** to explain cost effectiveness of overall budget and the basis for the calculations of the figures presented in the summary budget and annual budgets (i.e., cost computations and explanation for personnel, fringe benefits, travel expenses including transportation and per diem, equipment, supplies, other direct costs, indirect costs and cost-sharing and contributions from partners).
- **Statement of Contributions** other than "cost share," from Mexican and other partners.
- **Proposed Scholarships** (a list of the number and type of scholarships).
- **Other Partnership Components Chart** that lists other training, internships and exchanges.
- **Schedule of Planned Activities** with completion dates by year (funding not to extend beyond September 2007) for all proposed activities, specifying components of the partnership and anticipated development outcomes (see attached form).
- 1-2 page **Résumés** of each of the proposed lead U.S. and Mexican institution director(s) and other expert personnel.
- **Signed Letters of Support** from the presidents, chancellors, or other chief executive officers of the cooperating institutions in the United States and Mexico, in addition to the signature of the proposed U.S. partnership director and letters of support from other participating organizations.
- **Signed Letter from Appropriate Official at Applicant Institution** verifying that all costs cited conform to established institutional policies and practices.

Application Summary

2004 Request for Applications

U.S.-Mexico Training, Internships, Exchanges, and Scholarships (TIES) Partnership Initiative

Deadline: Applications must be received by **August 27, 2004, 5:00 p.m. (EDT)**. Faxed or electronically submitted applications will not be accepted. All elements of the application must be received by the deadline. Faxed copies of the application title page and letters that include all necessary signatures may be used as a placeholder in the application, provided signed originals are received at ALO within seven (7) calendar days of the deadline.

Eligible Applicants: All members of the American Council on Education (ACE), the American Association of Community Colleges (AACCC), the American Association of State Colleges and Universities (AASCU), the Association of American Universities (AAU), the National Association of Independent Colleges and Universities (NAICU), and the National Association of State Universities and Land-Grant Colleges (NASULGC), and other regionally accredited, degree-granting, U.S. higher education institutions. USAID/Mexico and ALO encourage applications from institutions that seek to foster partnerships with Mexican institutions that have not received a previous TIES award. Institutions with current TIES awards are eligible to present new applications from other academic departments or for a different development area.

Award Period: Activities funded through this competition are expected to commence immediately after the final subagreement has been fully executed. The application should not seek funding for partnership efforts beyond September 30, 2007.

Award Amount: Up to \$300,000 (approximately \$100,000 per year). Applications that indicate a budget request for more than the stipulated amount will not be reviewed. Partnership awards are contingent upon expected obligation of funds by USAID.

Cost Sharing: The minimum 40 percent total cost sharing of the award amount must be met by the U.S. institution(s). Evidence of cash or in-kind support from private or public sources is required. This may include waivers of tuition and other academic costs, faculty release time, stipends, professional development funds, travel, supplies, equipment, other direct costs, indirect costs, etc. Applications with more than 100 percent overall cost share (U.S. institutions and all partners) are considered to be the most competitive.

Commitments: One representative from the U.S. partner institution, and one representative from the Mexican partner institution must attend the Annual ALO Meeting in Washington, D.C. Partners must also share resource materials with ALO, USAID, Institutional Partnership Program colleagues, and other interested parties.

USAID requires that all Mexican participants coming to the U.S. for training and related activities enter on J-1 exchange visitor visas. The U.S. institution must use the Training, Results and Information Network (TraiNet) to document and track all USAID participants.

Note: Once an application has been received, there is to be no contact with the ALO office until the completion of the peer review process in order to ensure fairness to all parties concerned. Letters of communication from members of the U.S. Congress in support of an application are discouraged as these may be thought to prejudice the peer-review process. Such letters WILL NOT be forwarded to peer reviewers. Upon final announcement of the award, all applicants are invited to request copies of their peer reviewers' scores. Neither personal reviews nor comparative score tabulations will be shared.

Application Title Page

2004 Special Request for Applications U.S.-Mexico Training, Internships, Exchanges, and Scholarships (TIES) Partnership Initiative

Please refer to the electronic version on the ALO Web site at www.aascu.org/alo.

1. **U.S. institution:** _____

2. **Cooperating institution:** _____

3. **Name of proposed partnership:** _____

4. **Key personnel:**

U.S. partnership director's name: _____

Title: _____ Dept.: _____

Street address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

Mexican partnership director's name: _____

Title: _____ Dept.: _____

Street address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

6. **Other cooperating U.S. institution(s) and director(s), if any (add sheets as necessary):**

Institution: _____

Co-partnership director's name: _____

Title: _____ Dept.: _____

Street address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

7. **Other partners in the private sector (add sheets as necessary):** _____

8. Funds requested of ALO: \$ _____
9. Cost sharing from the U.S. institutional partner(s): \$ _____ (Percentage of Award: _____)
10. Cost sharing from the Mexican institutional partner(s): \$ _____
(Percentage of ALO Award: _____)
11. Total cost of partnership activity: \$ _____
(Add lines 8 through 10)
12. One sentence description of partnership: _____

13. Please list any other U.S. federal agencies where you have submitted this particular application or any similar/overlapping application for funding. Also, if this application is a component of a larger project that has been funded or for which funds are being sought, please explain (please use separate sheet).
14. Signatures: An officer from each cooperating institution must authorize this application (add pages as necessary).

U.S. Institution

_____ Partnership Director Name	_____ Signature	_____ Date
_____ Title		

_____ Partnership CEO (or designee) Name	_____ Signature	_____ Date
_____ Title		

Mexican Institution

_____ Partnership Director Name	_____ Signature	_____ Date
_____ Title		

_____ Partnership CEO (or designee) Name	_____ Signature	_____ Date
_____ Title		

Budget Instructions and Forms

Applications must include a line-item summary budget together with a narrative explanation of the budget figures for Year 1, Year 2, and Year 3. Clearly indicate the method of cost computation and how the total charge for each budget item was determined for the ALO award, the cost sharing by the applicant institution, and contributions from other partners in the narrative. The items on the five-column budget form are: (1) Personnel (wages and salaries); (2) Fringe Benefits; (3) Travel; (4) Equipment (if applicable; typically a cost shared item); (5) Supplies; (6) Other Direct Costs; (7) Total Direct Costs; (8) Indirect Costs; and (9) Totals.

All of the items listed in the five column budget, whether supported by ALO award monies or cost sharing contributions, must be reasonable, necessary to accomplish partnership objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period. U.S. institutional cost sharing must meet the minimum 40 percent requirement.

1. Personnel (Line I). Personnel includes all individuals involved in the partnership who are employed by the applicant institution. Stipends for any individuals not employed by the applicant institution are usually listed and documented under Other Direct Costs. The budget narrative must provide the position, title, and the method of cost computation of the actual wages/salary, including summer salary, for each individual. Calculations should be shown as a percentage of academic year or annual salary and must conform to established institutional policies and practices.

Example 1.	ALO Award	Applicant Institution Cost Share
Partnership Director: 10% time x \$75,000/yr.		\$7,500
Partnership Coordinator: 20% time x \$60,000/yr.	\$12,000	
Administrative Assistant: 50% time x 4 wks x 40 hrs./wk x \$10/hr. = \$800		\$800

Example 2.	ALO Award	Applicant Institution Cost Share
The Partnership Director will spend 10% time during the academic year and one month each in summer 200X and summer 200Y based on a 9-month salary of \$75,000/yr. Calculation: $\$75,000/9 = \$8,333$. $\$8,333 \times 2 = \$16,666$.	\$16,666	\$7,500

2. Fringe Benefits (Line II). Fringe benefits may include established institutional contributions for social security, employee insurance, pension plans, etc. Only those benefits that are not included in the institution's indirect cost pool may be considered direct costs. Fringe benefits are calculated on the basis of a certain percentage of annual salary. Where more than one fringe benefit rate is used, include each as appropriate.

Example:	Applicant Institution Cost Share
Partnership Director: 25% x \$75,000/yr.	\$18,750

3. Travel (Line III). In compliance with the "Fly America Act" (<http://www.tvlin.com/resources/FlyAct.html>), all international air travel rates must be based on the use of U.S.-registered carriers and/or international carriers "code-shared" with U.S. carriers when available. In the latter instance, travelers must have tickets issued by a registered U.S. carrier.

Provide the actual calculations for each trip (domestic and international) by specifying the trip origin, trip destination(s), the number of individuals traveling, the length of the trip in days, and the per diem for each of the destination(s). For international travel per diems, refer to: <http://www.state.gov/m/a/als/prdm>. For domestic travel per diems, refer to: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>.

Example:

ALO
Award
\$3,322.50

The partnership director and coordinator will make an initial visit to the Mexican partner institution in Year 1. All rates are calculated using U.S. carriers and per diem according to the most recent U.S. Department of State rates for foreign travel.

Travel from City of Origin to Final Destination:

Transportation: 2 travelers x \$600 (round-trip on Airline Name) = \$1,200

Lodging, Meals and Incidental Expenses (M&IE): 2 travelers x 10 days x \$100/day
(no more than the maximum per diem for Destination City) = \$2,000

Ground transportation: From (place of origin) to airport (city of origin),

2 travelers x 30 mile roundtrip @ .37.5/mile = \$22.50

From airport (destination city) to hotel, 2 travelers by taxi = \$100

Total = \$3,322.50

N.B. Applicants must budget for attendance at ALO's annual 2½ day conference in Washington, D.C. for each year during the award period. Partnerships are expected to send one representative from the U.S. institution(s) and one representative from the Mexican institution(s). A maximum of four partnership representatives may be funded with ALO award monies to attend the conference each year (Additional partnership personnel may attend, subject to approval by ALO, if they are funded by other sources).

4. Equipment (Line IV). Permanent equipment is defined as non-expendable personal property with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. ALO discourages the use of award monies for equipment-related costs. In-kind equipment contributions, however, are appropriate and encouraged.

5. Supplies (Line V). Supplies include consumable supplies, materials to be used by the partners and items of expendable equipment; i.e., items costing less than \$5,000 and with an estimated useful life of less than one year. The detailed budget narrative must list the types of supplies with accompanying approximate total costs and indicate the approximate cost per unit, where applicable.

Example:

Paper, notebooks, pencils, pens, and magic markers: \$80

20 books x \$5/book = \$100

Total: \$180

N.B. Supplies consumed by the partnering Mexican institution under a subaward from their partner U.S. institution should appear under Other Direct Costs (below).

6. Other Direct Costs (Line VI). Give the cost of all training activities for Mexicans including instruction and participant and travel costs per person and per activity. Indicate costs charged to the ALO award (USAID) and cost share by the applicant institution and other partners. Complete the boxes as in Example 1 below as appropriate.

N.B. All ALO award monies to be expended by the Mexican institution(s), under a subaward, must be itemized and fully explained in this section.

The cost of photocopying and printing, long-distance phone calls, equipment rental, postage, and other services related to partnership activities, which are not included under other budget categories or under indirect costs should be included in this category.

Example 1.

20-day short- term Training Program in the United States for Mexicans

a) Instruction Costs:

Type	Per Participant Cost	Number of Participants	USAID Costs <i>ALO Award</i>	Non-USAID and other Contributions		Total Cost
				Applicant Institution Cost Share	Mexican Institution Cost Share	
Books	\$35.00	6	\$210	\$0	\$0	\$210
Supplies	\$0	6	\$0	\$0	\$0	\$0
Course Materials	\$30.00	6	\$180	\$0	\$0	\$180
Academic Tuition	\$1,000	6	\$3,000	\$3,000	\$0	\$6,000
Registration Fees	\$75.00	6	\$0	\$450	\$0	\$450
TOTAL COSTS	\$1,140	N/A	\$3,390	\$3,450	\$0	\$6,840

Total USAID Instruction Costs: \$3,390

Total Applicant Institution Instruction Cost Share: \$3,450

Total Mexican Institution Instruction Cost Share: \$0

b) Participant Costs:

Type	Per Participant Cost	Number of Participants	USAID Costs <i>ALO Award</i>	Non-USAID and other Contributions		Total Cost
				Applicant Institution Cost Share	Mexican Institution Cost Share	
Per Diem Rates*	\$1,600	6	\$9,600	\$0	\$0	\$9,600
Medical Examinations	\$100	6	\$600	\$0	\$0	\$600
Taxes (Income, Federal and State)	\$0	6	\$0	\$0	\$0	\$0
TOTAL COSTS	\$1,700	N/A	\$10,200	\$0	\$0	\$10,200

Total USAID Participant Costs: \$10,200

Total Applicant Institution Participant Cost Share: \$0

Total Mexican Institution Participant Cost Share: \$0

*Lodging, meals and incidental rate per locality as stipulated by the U.S. Department of State or other rate used by sponsoring institution. In the case of the latter, give a brief explanation. For domestic travel and per diem rates, refer to <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml> .

**U.S. State Department per diem rate is \$100 for X city, X state. \$80 x 20 days = \$1,600

c) Travel Costs:

Type	Per Participant Cost	Number of Participants	USAID Costs <i>ALO Award</i>	Non-USAID and other Contributions		Total Cost
				Applicant Institution Cost Share	Mexican Institution Cost Share	
Airfare from <i>X City of Origin</i> to <i>Y Final Destination</i>	\$650	6	\$3,900	\$0	\$0	\$3,900
Ground Transportation: From (place of origin) to airport (city of origin)	\$30	6	\$180	\$0	\$0	\$180
Local travel	\$40	6	\$0	\$240	\$0	\$240
TOTAL COSTS	\$720	N/A	\$4,080	\$240	\$0	\$4,320

Total USAID Travel Costs: \$4,080

Total Applicant Institution Travel Cost Share: \$240

Total Mexican Institution Travel Cost Share: \$0

Example 2:

Stipends for any individuals not employed by the applicant institution should be listed in this section.

Dr. X will be the outside evaluator. He will spend 3 days during each of the three years to conduct partnership evaluation activities. His established fee is \$400/day x 3 days/year x 3 years.

ALO Award: \$3,600

Example 3:

Telephone: long-distance \$25/month x 18 months

ALO Award: \$450

7. Total Direct Costs (Line VII). Provide accurate calculation of total for Direct Costs. Total Direct Costs are calculated by adding lines I through IV (Personnel + Fringe Benefits + Travel + Equipment + Supplies + Other Direct Costs = Total Direct Costs)

8. Indirect Costs (Line VIII). Indirect costs are calculated by applying a federally Negotiated Indirect Cost Rate (NICRA) to a distribution base (usually some or all of the direct costs of the partnership; e.g., salaries plus fringe benefits). The budget narrative must state the applicant institution’s NICRA and that of other collaborating U.S. institutions.

Example:

Applicant Institution
Cost Share

The Applicant Institution’s current federally Negotiated Indirect Cost Rate (NICRA) is 26 % of salaries and fringe benefits.
Calculation: 26% of \$60,000 = \$15,600

\$15,600

9. Totals (Line IX). Provide accurate calculation of Totals. Totals are calculated by adding Direct and Indirect Costs (Lines VII and VIII).

N.B. Cost sharing by the applicant institution should be clearly stated in the budget as the applicant’s contribution. Preference is given to applicants proposing to waive or substantially cost share indirect costs in order to utilize the highest possible proportion of award monies for direct partnership costs.

Upon completing the budget, applicants should double-check to ensure that the figures in the budget and narrative are consistent, are correct, and that all costs included in the application conform to established institutional policies and practices before the application is submitted to ALO.

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Summary Budget
Totals for Years 1-3

Please refer to the electronic version of this form and budget forms for Years 1 through 3 (in Excel) on the ALO Web site www.aascu.org/alo.

Mth/Yr to Mth/Yr	ALO Award	Applicant Institution Cost-Share	Cooperating Institution Cost-Share	Other Cost-Share	Total
I. Personnel	_____	_____	_____	_____	_____
II. Fringe Benefits	_____	_____	_____	_____	_____
III. Travel	_____	_____	_____	_____	_____
IV. Equipment*	_____	_____	_____	_____	_____
V. Supplies	_____	_____	_____	_____	_____
VI. Other Direct Costs**	_____	_____	_____	_____	_____
VII. Total Direct Costs (= I+...+VI)	_____	_____	_____	_____	_____
VIII. Indirect Costs***	_____	_____	_____	_____	_____
IX. Totals (=VII+VIII)	_____	_____	_____	_____	_____

* Institutions are discouraged from requesting award monies for equipment.

** Amounts budgeted for training, which include instruction, participant and travel costs, should be itemized in the budget narrative under Other Direct Costs. These costs should be indicated as unit costs per participant as well as totals.

*** Institutions are encouraged to contribute indirect costs as part of their cost sharing.

Note: If the contributions of the Mexican partner institution, or others, do not meet the terms of "cost share," do not include on this form. Provide detail in a separate statement in the Appendices.

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Annual Budgets

(A separate form is required for each twelve-month period for Years 1, 2 and 3)

Please refer to the electronic version of this form (in Excel) on the ALO Web site www.aascu.org/alo.

Mth/Yr to Mth/Yr	ALO Award	Applicant Institution Cost Share	Cooperating Institution Cost Share	Other Cost Share	Total
I. Personnel	_____	_____	_____	_____	_____
II. Fringe Benefits	_____	_____	_____	_____	_____
III. Travel	_____	_____	_____	_____	_____
IV. Equipment*	_____	_____	_____	_____	_____
V. Supplies	_____	_____	_____	_____	_____
VI. Other Direct Costs**	_____	_____	_____	_____	_____
VII. Total Direct Costs (= I+...+VI)	_____	_____	_____	_____	_____
VIII. Indirect Costs***	_____	_____	_____	_____	_____
IX. Totals (=VII+VIII)	_____	_____	_____	_____	_____

* Institutions are discouraged from requesting award monies for equipment.

** Amounts budgeted for training, which include instruction, participant, and travel costs, should be itemized in the budget narrative under Other Direct Costs. These costs should be indicated as unit costs per participant as well as totals.

*** Institutions are encouraged to contribute indirect costs as part of their cost sharing.

Note: If the contributions of the Mexican partner institution, or others, do not meet the terms of "cost share," do not include on this form. Provide detail in a separate statement in the Appendices.

Proposed Scholarships †

**2004 Special Request for Applications
 U.S.-Mexico Training, Internships, Exchanges, and Scholarships (TIES) Partnership Initiative**

Proposed Scholarships*†	Yes	No	Number	Estimated Cost from USAID/ALO per Individual	Proposed Cost share per Individual	Estimated Total Cost
1. Master's degree training in the United States for Mexicans*						
2. Master's degree training in Mexico for Mexicans with U.S. faculty or via distance education*						
3. Dual degree programs for Mexicans with training in the United States and/or Mexico*						
4. Specialty training and sabbaticals for Mexican faculty*						

* Indicates program components in which graduate scholarships of two academic semesters can be proposed to count toward the total number of scholarships (at least seven) supported.

† Proposed components of the partnership must be explained fully in the Schedule of Planned Activities.

Other Partnership Components Chart†

2004 Special Request for Applications U.S.-Mexico Training, Internships, Exchanges, and Scholarships (TIES) Partnership Initiative

Other Partnership Components†	Yes	No	Number	Estimated Cost from USAID/ALO per Individual	Proposed Cost Share per Individual	Estimated Total Cost
1. Short-term training (workshops, seminars, professional training) in Mexico for Mexicans						
2. Short-term training (workshops, seminars, professional training) in the United States for Mexicans						
3. Internships in the private and public sectors, non-governmental organizations (NGOs), or research institutions in the United States for Mexicans						
4. Internships in the private and public sectors, NGOs, or research institutions in Mexico for Mexicans						
5. Faculty exchange (Mexican faculty to the United States)						
6. Faculty Exchange (U.S. faculty to Mexico)						
7. Student exchange (Mexican student to the United States)						
8. Student exchange (U.S. student to Mexico)				No USAID/ALO funds may be used		
9. Joint faculty research						
10. Student research				USAID/ALO support for Mexican nationals only		
11. Collaborative Community-Level Outreach						
12. Innovative Use of Technology and Distance Education						
13. Public and Private Collaboration (including foundations)						
14. Coordination, Technical meetings, and Observation Trips in the United States						
15. Coordination, Technical meetings, and Observation Trips in Mexico						
16. Publications and media events						

†Proposed components of the partnership must be explained fully on the Schedule of Planned Activities.

Schedule of Planned Activities by Year

(Add sheets for each year)

2004 Special Request for Applications

U.S.-Mexico Training, Internships, Exchanges, and Scholarships (TIES) Partnership Initiative

Year ___ of ___

Time Frame <i>(Start & End Dates)</i>	Planned Activity	Anticipated Development Outcomes

Application Checklist

2004 Special Request for Applications U.S.-Mexico Training, Internships, Exchanges, and Scholarships (TIES) Partnership Initiative

Please use this checklist to ensure completeness of the application:

- ___ **Title Page** (ALO form with all required signatures)
- ___ **Table of Contents**
- ___ **Abstract** (3 pages typed double-spaced, 12-point font)
- ___ **Narrative** (20 pages typed—excluding appendices—double-spaced, one-sided, 12-point font)
- ___ **Appendices** (*Attachments beyond the appendices below will not be read or taken into consideration.*)
 - ___ **Schedule of Planned Activities**
 - ___ **Summary Budget and Three Annual Budgets** (4 ALO forms in total)
 - ___ **Budget Narrative with explanation of costs**
 - ___ **Statement of Contributions**, other than “cost share,” from cooperating and other partners
 - ___ **Proposed Scholarships**
 - ___ **Other Partnership Components Chart**
 - ___ **Schedule of Planned Activities**
 - ___ **Résumés** (not to exceed 2 pages per person)
 - ___ **Signed Letters of Support**
 - ___ **Signed Letter from Official at Applicant Institution**

Send the original application plus seven (7) hard copies of the complete application package containing title page, table of contents, abstract, narrative and appendices (all on loose-leaf paper, clipped together — no three-ring binders, staples, or plastic bindings), and a diskette or CD (Microsoft Word/Excel for PCs) containing the abstract and entire application, including all budget forms, budget narrative, and other appendices to:

U.S.-Mexico Training, Internships, Exchanges, and Scholarships Initiative

Association Liaison Office for University Cooperation in Development
1307 New York Avenue, N.W., Suite 500
Washington, D.C. 20005-4701

Deadline: Receipt at ALO by 5:00 p.m. (EDT), August 27, 2004
Faxed and electronic applications will not be accepted.

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