



2003 Special Request for Applications: Bangladesh Partnership to Reduce Vulnerability to Seismic Hazards

Date Issued: May 21, 2003
Closing Date: August 21, 2003

The United States Agency for International Development (USAID) awarded in September 1997 a five-year Cooperative Agreement 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. USAID has indicated its intention to extend the agreement to cover the period of the award described herein.

These partnerships, which may 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 American academic institutions 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.

Where and How USAID Works

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:

- to encourage broad-based economic growth and agricultural development;
- to strengthen democracy and good government;
- to build human capacity through education and training;
- to stabilize world population and to protect human health;
- to protect the world's environment for long-term sustainability; and
- to reduce suffering associated with natural or man-made disasters and to re-establish conditions necessary for political and/or economic development.

For further information on USAID and its country-specific objectives, see the USAID Web site at www.usaid.gov.

Advantages of International Partnerships in Higher Education

Higher education partnership activities foster innovative opportunities for addressing development problems and meeting USAID goals and strategic objectives. They help build greater capacity within partnering institutions overseas to respond to national, regional, or local development needs. The partnerships strengthen the capacities of higher education institutions in developing countries and in the U.S. to conduct their educational missions of teaching, research, and service. The partnerships usually attract new supporters — from federal, state, and local levels and private corporations and foundations. Together, they foster the sharing of social, economic, and educational development expertise among higher education institutions and organizations, USAID, other international assistance organizations, and the general public.

Special Request for Applications (RFA)

ALO, in cooperation with USAID/Bangladesh, is issuing this call for applications for a higher education partnership, involving a U.S. university, college, community college, or consortium with an interest in working in cooperation with the National Center for Earthquake Engineering (NCEE) at the Bangladesh University of Engineering and Technology (BUET) on disaster preparedness and mitigation. The U.S. partners will collaborate to provide direct technical and material support to strengthen BUET/NCEE's capacity to reduce Bangladesh's vulnerability to seismic hazards.

Disaster Preparedness and Mitigation: Earthquake Vulnerability Reduction in Major Cities of Bangladesh, in cooperation with BUET/NCEE. Award: Up to \$200,000.

USAID/Bangladesh seeks to expand disaster risk management to reduce Bangladesh's vulnerability to seismic hazards. Improving Bangladesh's disaster preparedness is part of USAID's strategic objective "to improve food security for vulnerable groups." "Improved disaster preparedness" is a core "intermediate result" (IR) under this objective. Strengthening disaster response and preparedness mechanisms at the community level is the major

focus of the Mission's disaster preparedness activities. While disaster management has commonly been conceived in terms of response, USAID programs aim to bridge the gap between disaster response and development, with emphasis on preparedness and mitigation.

Bangladesh is located in a tectonically active region close to the junction of the north-moving Indian plate and the Eurasian plate. This results in several seismic sources (fault zones) in and around the country. During the last 150 years, seven major earthquakes with $M \geq 7.0$ have affected Bangladesh. Two of them had their epicenters within Bangladesh and caused considerable damage. The 1897 Great Indian Earthquake ($M=8.7$) in Shillong, considered to be one of the strongest earthquakes in history, had its epicenter 230 km from Dhaka and caused extensive damage to brick masonry structures in Bangladesh, including in the cities of Sylhet and Dhaka.

The rapid growth of cities in Bangladesh has substantially increased vulnerability to earthquakes. A recent study reported that Dhaka is one of the world's 20 most earthquake vulnerable cities. Lack of knowledge, poverty, absence of regulatory institutions for quality control in structural design and construction, and poor development of city services all contribute to this high vulnerability.

Terms of the Solicitation

ALO plans to conduct a peer-review competition to grant one (1) award to implement a cooperative partnership involving one or more higher education institutions in the United States and the National Center for Earthquake Engineering (NCEE) at the Bangladesh University of Engineering and Technology (BUET) to address disaster preparedness and mitigation as specified in this solicitation. Awards are expected to commence in October 2003 and extend to September 2005.

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) the rationale for the partnership, including alignment with the objectives of USAID/Bangladesh; (3) the strengths and

interests of the U.S. partner institution(s) proposed to undertake the initiative; (4) the activities to be accomplished and the outcomes to be achieved over the course of the partnership; and (5) the summary budget, annual budgets, and budget narrative, including cost-sharing and other leveraging of contributions from the 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 BUET/NCEE to attend ALO's Annual Meeting in Washington, D.C., during each year of the funded collaboration. Applications must also include an abstract (3 pages) summarizing items (1) through (5).

Applications must indicate a total cost sharing of at least 25% from the U.S. institution(s).

Applicants are encouraged to propose cost sharing to the extent they deem feasible, as peer reviewers will take into account level of cost sharing and other leveraging of contributions from the institutions, the private sector, and other parties. Both 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. In-kind contributions may include, but are not limited to, waivers of tuition, fees, faculty release time, fringe benefits, and indirect costs. Contributions not meeting the terms of "cost share" should also be described.

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 ALO of financial reports and narrative progress reports. It is the lead U.S. institution's responsibility to provide disbursements (reimbursements) for its collaborating partner BUET/NCEE in accordance with the agreed-upon activity schedule and budget.

Applications must be received at ALO **by 5:00 p.m., Eastern Daylight time (EDT), August 21, 2003**. Faxed or electronically transmitted applications will not be accepted. Peer review of

applications is slated for September 2003. The peer review panel will consist of development experts from U.S. higher education institutions, who have knowledge of the field of earthquake engineering and seismic hazard mitigation and an officer of USAID/Bangladesh. USAID/Bangladesh will provide final concurrence before ALO announces the award. Notification about the award is expected in September 2003.

The award will be executed as a subagreement 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. The institution recommended for the award will receive a draft version of the subagreement to review, and the revised draft subagreement will be submitted to USAID for approval. The subagreement is slated for full approval in October 2003, and work is expected to begin immediately thereafter.

USAID/Bangladesh serves as the principal funding source for this special initiative, and is providing funds through USAID/Washington to ACE/ALO specifically for this award. USAID/Bangladesh expects to be closely involved in the planning of program activities including, as applicable, review of training plans and materials and liaison with visiting U.S. academics. The lead institution for the award will be responsible for submitting an annual implementation plan and semi-annual progress and outcomes reports, on behalf of the partner institutions, to ALO and to USAID/Bangladesh. USAID/Bangladesh is responsible for ensuring that the partnership activities address the indicated Intermediate Results under its Strategic Objectives. More information on USAID/Bangladesh programs can be obtained from the Web site www.usaid.gov/bd. The primary contact official for USAID/Bangladesh is Dr. Lawrence Dolan, Program Development Officer (E-mail: ldolan@usaid.gov).

The Bangladesh University of Engineering and Technology (BUET)

BUET is the premier technical institute of Bangladesh, and the country looks to the university in all areas of technical knowledge and expertise. BUET has established a *National Center for Earthquake Engineering (NCEE)* under the Department of Civil Engineering, and has requested USAID funding for development of the Center. BUET/NCEE has the following major objectives:

Earthquake engineering research

- Coordinate earthquake engineering research activities in the department and publish a research report series;
- Pursue research projects with national and international financing;
- Develop computational facilities;
- Develop testing facilities for dynamic testing of soils and structures;
- Develop own library; and
- Install and operate seismic instrumentation at BUET.

Engineering application for earthquake disaster mitigation

- Offer consultancy services in earthquake engineering;
- Collect and analyze seismic data for realistic assessment of seismic hazards in Bangladesh;
- Conduct vulnerability assessments of buildings and structures in Bangladesh;
- Design earthquake resistant structures; and
- List national experts and scientists working in the field of earthquake disaster mitigation.

Dissemination of knowledge

- Arrange seminars and training courses; and
- Publish easy-to-follow manuals in English and Bangla on topics related to seismic strengthening of non-engineered and engineered buildings.

Generate public awareness

- Publish bulletins in English and Bangla for the general public to generate earthquake engineering awareness;
- Create and maintain web site;
- Publish newsletters; and
- Address gender issues in earthquakes and fires.

Coordination with other organizations

- Form a National Earthquake Society for Bangladesh and serve as its focal point;
- Maintain liaison with the International Association of Earthquake Engineering (IAEE) and other national earthquake societies;
- Develop and coordinate activities among different national organizations such as the Disaster Management Bureau (DMB), Geological Survey of Bangladesh (GSB), Bangladesh Meteorological Department (BMD) and other institutions; and
- Foster exchange visits and training of professionals at distinguished foreign institutions.

USAID/Bangladesh seeks to support and strengthen BUET/NCEE by funding a partnership with a U.S. institution of higher education to build and strengthen the capacity of Bangladeshi professionals and students in seismic hazard mitigation. **The partnership will undertake the following activities** (the first three proposed activities should be considered as high priority):

- Assess local human resource capacity, including that of design and engineering professionals, and identify needs for capacity development to carry out analysis of the seismic vulnerability of buildings in urban areas throughout Bangladesh;
- Identify and review existing and/or develop appropriate training materials, and conduct training of local professionals and other workers (e.g., planners, seismologists, engineers, and contractors);
- Transfer techniques for assessment of vulnerability of buildings in urban areas in Bangladesh, drawing on national, regional and international knowledge and best practices; and
- Develop linkages with regional seismic organizations including the Asian Disaster Preparedness Center (ADPC) and others (e.g., organizations in India and Nepal), and with U.S.-based professional associations, such as the Earthquake Engineering Research Institute (EERI) and the Consortium of Universities for Research in Earthquake Engineering (CUREE).

Applicant institutions are expected to have deep knowledge of the range of educational materials and techniques that can be available for use and adaptation in Bangladesh. They should have relevant experience in the United States in the promulgation and implementation of policy and guidelines for seismic hazards reduction. Applicants should develop their applications under this Special Initiative with BUET/NCEE to ensure reciprocity, feasibility, and compatibility. The primary contact at BUET/NCEE is Professor Mehdi Ahmed Ansary, Department of Civil Engineering, Bangladesh University of Engineering and Technology, Dhaka 1000, Bangladesh (E-mail: ansary@bangla.net).

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, United States higher education institutions that are committed to creating institutional partnership programs between higher education institutions in the U.S. and in USAID-assisted countries. ALO also welcomes applications submitted by higher education consortia.

Applications will be reviewed by a panel of higher education experts in seismic hazard mitigation and international development, and an officer of USAID/Bangladesh. One award will be made on the basis of the reviewers' recommendations of merit and the final concurrence of USAID/Bangladesh.

Application Review Guidelines

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

Partnership to Reduce Vulnerability to Seismic Hazards in cooperation with BUET/NCEE.

I. Alignment with USAID Goals and Objectives (20 points)

Application is clearly aligned with USAID/Bangladesh's goals and objectives and core intermediate result "improved disaster preparedness" under the strategic objective "to improve food security for vulnerable groups;"

proposed program fulfills USAID's aim to bridge the gap between disaster response and development by emphasizing preparedness and mitigation.

II. Design of the Partnership and Potential Results

(25 points)

Quality and comprehensiveness of the overall partnership design and implementation plan; evidence that partnership will support and strengthen the National Center for Earthquake Engineering at BUET and result in knowledge transfer through engagement of local professionals at the appropriate levels; appropriateness of a needs analysis to determine training priorities; evidence of capacity to identify and provide appropriate training materials for use and adaptation in Bangladesh; evidence of knowledge and experience with appropriate techniques for building local capacity in assessment of vulnerability to seismic hazards, including analysis of buildings in urban areas.

III. Institutional Commitment, Reciprocity and Sustained Professional Collaboration

(25 points)

Quality and appropriateness of the partnership director(s), other experts, and support personnel; fit with the existing strengths and mutual interests of the partnering institutions; quality and quantity of the proposed cost sharing and other contributions from the lead higher education partners and extent of institutional commitment (engagement of faculty, students, and/or administrators); extent and degree of planned links between other institutions or organizations (national, regional and international professional organizations); quality of plans for sustaining the professional collaboration.

IV. Methodology and Instruments for Assessment of Development Outcomes

(20 points)

Methodology and instruments for documenting development outcomes; clarity of benchmarks for tracking and assessing progress; selection of indicators to reflect the results of partnership activities; appropriateness of plan for liaison with USAID/Bangladesh and for communicating development results to USAID and a wider audience.

V. Overall Presentation and Budget
[10 points]

Overall quality, cohesion, and substance of the partnership application narrative; appropriateness and adequacy of budget plan and narrative in relation to the breadth and scope of the proposed collaboration.

TOTAL POSSIBLE POINTS 100 points

Application Format

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

Title page (see form included), *Key Personnel*, total *Award Amount* requested, *Cost Sharing* (U.S. institutions), *Total Cost of Partnership*, *Signatures* of authorized officials.

Table of Contents

Abstract (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:

- Support for USAID’s **Goal** of expanding disaster risk management to reduce Bangladesh’s vulnerability to seismic hazards.
- The **Rationale** for and **Design** of the collaboration; the potential of the partnership to contribute to the overall **Objectives** of USAID/ Bangladesh to support BUET/NCEE by strengthening and building the capacity of Bangladeshi professionals and students in seismic hazard reduction.
- **Strengths, mutual interests of the Partnering Institutions, Commitment to Reciprocity and Sustained Professional Collaboration, and Benefits** to the cooperating institutions.
- **Activities** to be accomplished over the course of the partnership.
- **Anticipated Results/Development Outcomes.**
- **Methodology and Instruments for Assessment of Development Outcomes.** Results indicators, methodology, and instruments for assessment of development outcomes and reporting of progress.

Appendices (*Attachments beyond the stated appendices will not be read nor taken into consideration*):

- **Schedule of Activities** with completion dates by year (funding not to extend beyond September 30, 2005) of all proposed activities, specifying anticipated development results.
- **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 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, and indirect costs.
- **Statement of any Contributions** other than “cost share,” from overseas and other partners.
- 1-3 page **Résumés**, of the proposed lead U.S. 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 U.S. and in Bangladesh, 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

2003 Special Request for Applications: Bangladesh Partnership to Reduce Vulnerability to Seismic Hazards

Notification to ALO of Intent to Submit Application: U.S. higher education institutions intending to submit an application should notify ALO by **July 14, 2003**, providing contact name, title, address, e-mail, and telephone. Such persons will be notified of any changes to this solicitation. Any changes or clarifications will also be posted on ALO's web site: www.aascu.org/alo.

Deadline: Applications must be received by **August 21, 2003, 5:00 p.m. (EDT)**. Faxed or electronically submitted applications will **not** be accepted.

Eligible Applicants: All members of the American Council on Education (ACE), 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), and other regionally accredited, degree-granting, U.S. higher education institutions.

Award Period: Activities funded through this competition are expected to commence immediately after the final subagreement has been fully executed and last approximately two years, beginning in October 2003. The application should not seek funding for partnership efforts beyond September 30, 2005.

Award Amount: Up to \$200,000 for the partnership with the Bangladesh University of Engineering and Technology (BUET)/National Center for Earthquake Engineering (NCEE).

Cost Sharing: The minimum 25 percent total cost sharing of the award amount must be met by the U.S. institution. Evidence of cash or in-kind support from public or private sources is required. This may include faculty release time, stipends, professional development funds, travel, supplies, equipment, other direct costs, indirect costs, etc.

Commitments: Successful applicants must collaborate with ALO, USAID, and participate in the ALO Institutional Partnerships network. One representative from the U.S. partner institution, and one representative from BUET/NCEE, Bangladesh must attend the Annual ALO Meeting in Washington, D.C.

Financial expenditure and cost sharing reports must be submitted at least quarterly and narrative progress reports semi-annually. Partners must brief USAID/Bangladesh on the partnership and share progress reports. Within 30 days of completion of activities under the award, partners must submit a final report to ALO to be forwarded to USAID, and agree to its broad dissemination throughout USAID and the higher education community.

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

2003 Special Request for Applications: Bangladesh Partnership to Reduce Vulnerability to Seismic Hazards

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

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

2. **Bangladesh institution:** Bangladesh University of Engineering and Technology, National Center for Earthquake Engineering (BUET/NCEE)

3. **Name of proposed partnership** _____

4. **Key personnel:**

U.S. partnership director's name: _____

Title: _____ Dept.: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

Bangladesh partnership director's name: _____

Title: _____ Dept.: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

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

Institution: _____

Co-partnership director's name: _____

Title: _____ Dept.: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

6. **Other partners** (e.g., other higher education institutions, business, industry, community-based organizations, NGOs, government agencies) (add sheets as necessary): _____

Budget Instructions and Forms

2003 Special Request for Applications: Bangladesh Partnership to Reduce Vulnerability to Seismic Hazards

Applications must include a line-item summary budget and annual budgets for each year of the partnership together with a narrative explanation of the budget figures. 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. 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. Institutional cost sharing must meet the minimum 25 percent USAID 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 detailed 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	
Graduate Student Assistant: 10% time x \$24,000/yr.		\$2,400
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: $\$75,000/9 = \$8,333 \times 2 = \$16,666$.	\$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 which 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,” (for reference, see <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:

The partnership director and coordinator will make an initial visit to the overseas 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.

ALO
Award
\$4,121.60

Travel from City of Origin to Final Destination:

Transportation: 2 travelers x \$1,000 (round-trip on Airline Name) = \$2,000

Lodging, Meals and Incidental Expenses (M&IE): 2 travelers x 10 days x \$100/day
(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 @ .36/ml = \$21.60

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

Total = \$4,121.60

N.B. Applicants must budget for attendance at ALO’s annual 2½ day conference in Washington, DC 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 international institution(s). A maximum of four partnership representatives may be funded with ALO award monies to attend the conference each year. (Additional project 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:

One-day Training Workshop for 20 overseas participants at U.S. University:

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

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

Total: \$180

Approximate cost per participant = \$180/20 = \$9

N.B. If the workshop were held at an overseas site and the costs were covered by the partnering overseas institution under a subaward from their partner U.S. institution, the costs would be appear under Other Direct Costs (below).

6. Other Direct Costs (Line VI). Include 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.

Example:	ALO
	Award
Telephone: \$25/month x 18 months	\$450

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

Example:	ALO
	Award
Dr. X will be the outside evaluator. He will spend 3 days during each of two years on the partnership.	
His established fee is \$400 per day. 2 x 3days x \$400	\$2,400

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

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 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 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 through 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 detailed budget narrative, applicants should double-check to ensure that the figures in the budget detail and narrative are consistent with those on the budget forms, 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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 Partnership to Reduce Vulnerability to Seismic Hazards**

**Summary Budget
 (Totals for Years 1 and 2)**

*Please refer to the electronic version of this form and budget forms for Year1 and Year 2
 (in Excel) on the ALO Web site www.aascu.org/alo.*

(Mth/Yr to Mth/Yr)	ALO (Award)	Applicant Institution (Cost Share)	Bangladesh 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 grant monies for equipment.

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

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

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Budget Form Year 1

*Please refer to the electronic version of this form and budget forms for Summary and Year 2
 (in Excel) on the ALO Web site www.aascu.org/alo.*

(Mth/Yr to Mth/Yr) Year 1 of 2	ALO (Award)	Applicant Institution (Cost Share)	Bangladesh 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 grant monies for equipment.

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

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

**2003 Special Request for Applications: Bangladesh
 Partnership to Reduce Vulnerability to Seismic Hazards**

Budget Form Year 2

*Please refer to the electronic version of this form and budget forms for Summary and Year1
 (in Excel) on the ALO Web site www.aascu.org/alo.*

(Mth/Yr to Mth/Yr) Year 2 of 2	ALO (Award)	Applicant Institution (Cost Share)	Overseas 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 grant monies for equipment.

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

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

Application Checklist

2003 Special Request for Applications: Bangladesh Partnership to Reduce Vulnerability to Seismic Hazards

Please use this checklist to ensure completeness of the application:

___ **Title Page** (form with all required signatures)

___ **Table of Contents**

___ **Abstract** (3 pages)

___ **Narrative** 20 typed, double-spaced pages maximum (12-point font), excluding appendices.

___ **Appendices** (*Attachments beyond the appendices below will not be read nor taken into consideration*):

___ **Schedule of Activities**

___ **Summary Budget Annual Budget Forms**

___ **Detailed Budget Narrative**

___ **Statement of any Contributions**, other than “cost share,” from Bangladesh and other partners

___ **Résumés** 1-3 pages only

___ **Signed Letters of Support**

___ **Signed Letter from Official at Applicant Institution**

Send the original application, and seven (7) hard copies of the complete application package (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 entire application, including the three budget forms, detailed budget narrative, and other appendices to:

Institutional Partnership Program: Bangladesh Seismic Hazards

Association Liaison Office for University Cooperation in Development
1307 New York Avenue, N.W., Suite 500
Washington, D.C. 20005-4701
(Tel. 202-478-4700)

Deadline: Receipt at ALO by 5:00 p.m. (EDT), August 21, 2003.

Faxed and electronic applications will not be accepted.

Association Liaison Office for University Cooperation in Development (ALO)
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Washington, D.C. 20005
Phone: (202) 478-4700; Fax: (202) 478-4715
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