



## **2005 Special Request for Applications U.S. - Middle East University Partnerships Program**

**Date Issued: 16 June 2005**

**Closing Date: 10 August 2005**

---

The U.S.-Middle East Partnership Initiative (MEPI) and the Association Liaison Office for University Cooperation in Development (ALO), in cooperation with the United States Agency for International Development (USAID) and the U.S. Department of State, are issuing a request for applications for the U.S.-Middle East University Partnerships Program.

### **Background**

#### ***ALO***

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-00-07-00059-00) 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 usually 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 ALO.

#### ***U.S. - Middle East University Partnerships Program***

In cooperation with the U.S. Department of State, MEPI and USAID, ALO began to administer a new program, the U.S.-Middle East University Partnerships Program in May 2003. The objectives of the program are to expand partnerships between U.S. and Arab universities and their economic and civil society partners, improve the quality of faculty instruction, student research, and materials available at Arab universities, and enhance Arab universities' administrative and managerial capacity.

MEPI, ALO and USAID seek to support American academic institutions as they engage with higher education associations and institutions in Arab countries to:

- 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;

- collaboratively address an array of complex economic, social, educational, and development issues and challenges; and
- disseminate information and share results of development cooperation both abroad and in the United States.

Specifically, through the U.S. - Middle East University Partnerships Program, MEPI seeks to:

- improve the quality of faculty instruction, independent student research, and materials available at Arab universities;
- enhance Arab universities' administrative and managerial capacity;
- expand partnerships between U.S. and Arab universities and their private sector and civil society partners; and
- increase private sector employment of Arab university graduates.

The MEPI Education Pillar supports education systems that enable all people, especially girls, to acquire the knowledge and skills necessary to compete in today's economy and improve the quality of their lives and that of their families. Within the Education Pillar, MEPI is concentrating in the following three areas:

- Access - expand access to basic and post secondary education for all people, especially women and girls;
- Quality - improve the quality of basic and post-secondary education including teacher training, curriculum content, community empowerment, and digital readiness; and
- Skills Development - promote the development of employable skills.

More information about MEPI can be found online: [www.MEPI.state.gov](http://www.MEPI.state.gov).

### ***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 governance;
- **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 re-establish conditions necessary for political and/or economic development.

### **2005 Special Request for Applications (RFA): U.S. – Middle East University Partnerships Program**

ALO seeks applications for higher education partnerships to strengthen Arab universities' programs in one of the following disciplines: (1) Business Administration and Economics; (2) Gender Studies; (3) Government; (4) Information and Communication Technologies; (5) Legal Studies; and (6) Teacher Education.

MEPI and ALO encourage applications from institutions that seek to forge new partnerships, as well as applications to expand existing informal and formal linkages with Arab universities. Institutions with current ALO/MEPI awards are eligible to present new applications from other academic departments or with a different focus.

Arab institutions in several of the focus countries have expressed interest in partnering in specific areas. A list of these institutions and their contact information may be requested from ALO. Partnerships with these institutions are encouraged, but are not required for eligibility.

Each program should address the MEPI Education Pillar's six key components of excellence in education: (1) curriculum development; (2) standards, assessment, and certification; (3) teacher training and certification; (4) administration (management and leadership); (5) community participation and private sector support; and (6) technology utilization. Examples may include:

- cooperation between universities to help them identify and adopt new curricula that will enable them to meet the goals of each discipline;
- developing standards of what skills and knowledge students should gain in each discipline, and methods of assessment and certification, for both practical and academic work, using written or oral testing, research papers, or presentations;
- impart innovative teaching techniques and training for educators and professors in the relevant subject areas;
- work with universities to strengthen departmental administration of faculty and students, as well as the universities' management of various departments;
- establish internship programs and professional recruiting mechanisms with the private sector; and
- open computer labs to allow skills development and regular access to computers and the Internet.

For each discipline, priority countries are suggested but applications are eligible for any of the following countries: Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, the United Arab Emirates, the West Bank and Gaza, and Yemen.

### *Disciplines*

#### **Business Administration and Economics**

##### *Priority countries: Algeria and Yemen*

Applications for partnering in Business Administration and Economics (including agribusiness) should address Arab universities' mission of preparing students to succeed in the private sector marketplace and contribute their entrepreneurial talent in ways beneficial to economic growth. Successful partnerships will create new or enhance existing academic degree programs that utilize some or all of the approaches listed below. Programs should:

- Utilize a practicum approach that engages students in helping local businesses;
- Develop students' business strategy and planning skills through interactive and practical training methods;
- Increase students' knowledge of finance and capital markets;
- Enhance students' understanding of free market systems and the drivers and impacts of globalization;
- Encourage adoption of high codes of personal business conduct, business ethics, and corporate responsibility;
- Provide students with a private sector internship opportunity prior to graduation; and
- Provide students with local business mentors and career counseling.

In the area of agribusiness, successful applications will also address the skills and knowledge required to help an economy's agricultural sector move up the value chain of product differentiation, food processing, branding, distribution, and so on.

#### **Gender Studies**

##### *Priority countries: Egypt, Jordan, Kuwait, UAE, and Yemen*

Applications for partnering in gender studies should address Arab universities' mission to enhance existing curriculum, create or expand academic degree programs, encourage scholarly research, and/or develop practicum in the areas of: the role of women in society; equity and social inclusion; family/child rights; and women's rights. Successful partnerships will create new or enhance existing academic degree programs that utilize some or all of the approaches listed below. Programs should:

- Integrate the role of women and women's empowerment into existing curricula;
- Familiarize students with the varied roles of women in society from regional, comparative, historical, and contemporary perspectives;
- Encourage creation and publication and dissemination of articles, scholarly research, fiction, poetry, documentaries, photography, and other media that draws on women's experiences;
- Expose students to a variety of mechanisms for political or social activity such as community-based volunteer associations; women's organizations; political campaigns; direct and indirect action techniques to foster economic, political or social change; and
- Develop an interdisciplinary and culturally appropriate approach to gender studies which examines such issues as employment and labor force, family, education, health, and domestic violence.

## **Government**

### ***Priority countries: Algeria, Lebanon, Tunisia, and UAE***

Applications for partnering in government should address Arab universities' mission to create or expand academic degree programs, encourage scholarly research, and/or develop practicum in the areas of: government; principles of democracy; political institutions; systems of governance; political philosophies; and the rule of law. Successful partnerships will create new or enhance existing academic degree programs that utilize some or all of the approaches listed below. Programs should:

- Enhance students' basic understanding of systems of representative government, balance of power, and the social compact;
- Provide students with a working expertise in the foundations of democratic thought through the study and analysis of classic texts;
- Utilize a practicum approach that enables students to participate in their communities as active citizens, through government and public interest sector internship programs, including parliaments;
- Provide students with the analytical skills, knowledge base and academic research and writing skills to pursue advanced degrees;
- Enable students to become community level experts and local leaders on the habits and values of democracy; and
- Encourage adoption of high codes of civic responsibility.

## **Information and Communication Technologies**

### ***Priority countries: Algeria, Tunisia, West Bank and Gaza, and Yemen***

Applications for partnering in Information and Communication Technologies (ICT) should address Arab universities' mission of developing a workforce proficient in and based on information technology. Successful partnerships will create new or enhance existing academic degree programs that utilize some or all of the approaches listed below. Programs should:

- Produce graduate students who meet or exceed international standards for skill and competency in the ICT profession;
- Provide students with an internship opportunity in an ICT position with a local business prior to graduation;
- Provide students with a mentor and a framework for career development in ICT;
- Help students develop the requisite business and organizational management skills to create an ICT start-up, provide ICT training to others, and otherwise contribute to the development of their country's IT sector;
- Familiarize students with regulatory and policy issues supporting commercially viable technology development and deployment;
- Sensitize students to issues related to content management and supervision, such as privacy, censorship, and free flow of information;
- Ensure students are well-versed in a wide range of ICT applications, such as GIS, long-distance education, or telemedicine, and technology platforms such as visualization tools and informatics; and
- Promote female enrollment in the field of ICT.

## **Legal Studies**

***Priority countries: Algeria, Egypt, Kuwait, Qatar, Tunisia, UAE, West Bank and Gaza and Yemen***

Applications for partnering in legal studies should address Arab universities' mission to enhance existing curriculum, create or expand academic degree programs, encourage scholarly research, and/or develop practicum in the areas of: media, human rights, and/or women and the law. Successful partnerships will create or enhance existing academic degree programs that:

- Train students for an awareness, appreciation, and promotion of legal standards that protect and enable free and independent media, support basic human rights, and women's equality;
- Enhance students' understanding of the benefits of a transparent legal system and knowledge of how the access, control and dissemination of information determines and shapes law and policy making in relation to free press, governance and citizen rights;
- Prepare students to respond in innovative ways to the evolving social, political, and economic environments and the affect on legislation and law enforcement;
- Sensitize students to legal and ethical codes of conduct;
- Encourage skill-based competencies in writing and oral presentation, research and analysis, innovation and problem solving, and critical and creative thinking;
- Provide students with comprehensive field-based internships or practicum, in courts, law firms, and judicial offices; and
- Encourage female enrollment in the field of legal studies.

## **Teacher Education**

***Priority countries: Oman, Saudi Arabia, and West Bank and Gaza***

Applications for partnering in Teacher Education should address the need for teachers at all grade levels who are well-versed and well-trained in the most up-to-date concepts, approaches, and research findings in pedagogy, teaching tools, and materials, and who are prepared to transfer teaching methods and skills to others through in-service train-the-trainer programs. Successful applications will encourage higher education institutional partnerships and networks that build the capacity and improve the quality of teacher training colleges and institutions. Applications targeting specific areas in teacher education such as Teaching English to Speakers of Other Languages (TESOL), special education, or service learning, are welcome. Successful partnerships will create new or enhance existing academic degree programs that utilize some or all of the approaches listed below. Programs should:

- Provide students with practical classroom experience for credit prior to graduation;
- Give students a working knowledge of western pedagogy;
- Help students learn and model classroom management styles that promote independent, active, and participatory learning;
- Sensitize students to gender-specific classroom behavior;
- Enhance students' abilities to develop lesson plans and introduce innovations in utilizing existing curricula;
- Help students develop negotiation skills required to work successfully with their Ministries and local school administrators;
- Help students develop outreach and communication skills necessary to create an inclusive learning environment that extends to parents and other members of the community;
- Increase students' comfort level with assessment tools, classroom performance evaluation, and standards of learning;
- Develop tools necessary to identify and teach to students at varying skill levels; and
- Increase students' familiarity and proficiency in utilizing information and communication tools.

## Application Format, Submission and Review

### *Application Format*

**Please provide the contents of the application in the following order:**

**1. Abstract** (4 pages maximum, double-spaced pages, 12-point font, 1 inch margins, attached separately). The abstract should contain a summary of the narrative, workplan and budget. Abstracts must also be submitted in electronic form (on diskette or CD, PC Word). MEPI and USAID program representatives may share the abstracts with U.S. Embassy and USAID Mission officials for opinion in advance of the peer review process. Abstracts should be attached separately to each copy of the proposal (7 copies total).

**2. Title page** (Complete ALO form in full and obtain signatures of authorized officials).

**3. Table of Contents**

**4. Narrative** (not to exceed 20 typed, double-spaced, one-sided pages, 12-point font, 1 inch margins) addressing all of the elements listed in Application Review Guidelines I-VI (see below).

The application narrative must include:

- (1) support for MEPI's goal of enhancing the quality of Arab education and the MEPI key components of excellence specific to education as listed on page 3 of this RFA;
- (2) the discipline to be pursued;
- (3) the rationale for the partnership, including fit with the country's educational, economic, and civil society objectives;
- (4) a description of the strengths and mutual interests of partnering institutions;
- (5) a description of the activities to be accomplished and the outcomes to be achieved in each year of the partnership, including a consideration of how the activities will yield such outcomes;
- (6) a description of baseline indicators and a monitoring and evaluation plan that includes a schedule for data collection, progress reports, annual reviews, sets measurable goals for the partnership, in terms of expected learning outcomes, and describes the role of an evaluator and instruments to be used in the evaluation; and
- (7) a discussion of how program outcomes will bring about positive and measurable changes and their broader development impacts.

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

- An annual workplan for the funding period, with completion dates by year, of all proposed activities, specifying components of the partnership and anticipated educational development outcomes. Activities must extend over a three-year period.
- Summary budget and annual budgets indicating costs of personnel, fringe benefits, travel, equipment, supplies, other direct costs, and indirect costs requested for award and contributed as cost sharing, and other leveraging of contributions from the partner institutions, the private sector, and other parties (4 forms only).
- A budget narrative (no more than 3 pages) to explain the basis for the calculations of the figures presented in the summary budget. N.B. Additional tables and charts will not be reviewed. See budget instructions and forms.
- Résumés of the proposed U.S. and cooperating institution director(s) and other expert personnel, not to exceed 2 one-sided pages per person.
- Signed letters of support from the presidents, chancellors, or other chief executive officers of the cooperating institutions in the United States and overseas, 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.

## ***How to Submit an Application***

**Applications must be received at ALO by 5:00PM, Eastern Daylight Time (EDT), 10 August 2005.** Faxed or electronically transmitted 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.

Applications should be sent to:  
2005 Special Request for Applications: MEPI  
Association Liaison Office for University Cooperation in Development  
1307 New York Avenue, NW, Suite 500  
Washington, DC 20005-4701

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

### ***Peer Review***

Applications will be reviewed by a panel including higher education and international development experts and a Department of State MEPI officer. Awards will be made on the basis of reviewers' recommendations of merit, and USAID, the U.S. Department of State and U.S. Embassy concurrence.

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 awards, the person named in the application as partnership director may submit a written request for copies of the peer reviewers' scores for their application. No personal reviews will be granted, and no comparative score tabulations will be shared.

Peer review of applications is slated for mid-September 2005. Notification about awards is expected following the completion of peer review.

### ***Application Review Guidelines***

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

#### **I. Educational Need and MEPI Goals**

(20 points)

Compelling and clearly defined need for enhanced quality of higher education in a particular country in the Middle East — in particular, need for creation, expansion or enhancement of existing academic degree programs within one of the disciplines specified in the RFA; and, potential to contribute to achievement of MEPI's education objective to expand Arab economic, political and educational opportunity, especially for women and girls.

#### **II. Project Design and Potential Results of the Partnership**

(20 points)

Strength, appropriateness and feasibility of the partnership design; quality of the proposed new or enhanced academic (degree) program in the identified discipline; quality of the implementation plan and timetable and likelihood of achieving demonstrable milestones; and, experience and qualifications of the individuals responsible for managing the partnership.

### **III. Reciprocity and Sustainability of the Partnership**

(20 points)

Extent of institutional commitment (engagement of faculty, students, and/or administrators) including participation by the host-country institution; cost sharing, including expected cash or in-kind contributions from all partners, and “other contributions” from overseas partners as indicators of cost-effectiveness; fit with existing strengths and mutual interests of the partnering institutions; and, quality of plans for partnership sustainability beyond the period of the award.

### **IV. Mutual Understanding and Relationships with Private Sector and Civil Society Partners**

(15 points)

Extent to which the application provides for cultural and professional exchange between students, faculty and administrators; degree of collaboration in implementing activities; and, extent of relationship building with private sector and civil society partners (other higher education institutions, businesses, NGOs, community organizations, and/or other public/private agencies).

### **V. Plan for Monitoring, Reporting and Assessment**

(15 points)

Effectiveness of methodology for collection of baseline data, appropriateness of benchmarks of progress and indicators for measurement of development outcomes; evaluation plan that outlines role of evaluator in distilling important learning about the process of design, implementation and cooperation; indication of how partnership outcomes will bring about positive and measurable changes and their broader development impacts.

### **VI. Overall Presentation and Budget**

(10 points)

Overall quality, cohesion, and substance of the proposal and abstract; and, appropriateness and adequacy of the budget and budget narrative, and correlation between the budget and proposed partnership activities.

**TOTAL POSSIBLE POINTS 100 points**

## **Terms of the Solicitation**

ALO will conduct a peer-reviewed competition to award up to **five (5) grants of up to \$200,000 each** over a three-year period, contingent on funding, to implement cooperative partnerships between higher education institutions in the United States and Arab universities located in Algeria, Bahrain, Egypt, Jordan, Kuwait, Lebanon, Morocco, Oman, Qatar, Saudi Arabia, Tunisia, the United Arab Emirates, the West Bank and Gaza, and Yemen. Successful applications will be characterized by the scope of the collaboration and the significance of the educational development results to be achieved.

ALO has not established a set number of awards for any of the countries or disciplines listed in this RFA.

Partnership activities are expected to begin immediately after a subagreement with the designated U.S. institution is signed.

### ***Eligibility***

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. U.S. colleges and universities may apply individually, or in partnership with other institutions that are committed to creating institutional partnership programs between U.S. and Arab institutions of higher learning. Minority serving institutions are encouraged to apply.

MEPI and ALO encourage applications from institutions that seek to forge new partnerships, as well as applications to expand existing informal and formal linkages with Arab universities. Institutions with current ALO/MEPI awards are eligible to present new applications from other academic departments or with a different focus.

Arab institutions in several of the focus countries have expressed interest in partnering in specific areas. A list of these institutions and their contact information may be requested from ALO. Partnerships with these institutions are encouraged, but are not required for eligibility.

## *Cost Sharing*

**The minimum expected cost share from all partners is 25% of the requested award amount.** Applicants are encouraged to propose a cost share to the extent they deem feasible, as peer reviewers will take into consideration the overall cost-effectiveness of the partnerships, including contributions from the partner 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 and fees for Arab students participating in academic exchanges; donation of library and classroom materials to the Arab partner; ICT infrastructure and Internet Service Provider subscription subsidy for the Arab partner and exchange students; faculty salaries; travel and/or per diem for Arab faculty and administrators to participate in professional exchange and development programs; provision of internships for Arab students hosted by the U.S. partner and American students hosted by the Arab partner; and indirect costs. Contributions not meeting the terms of "cost share" should be indicated in a separate statement of contributions, especially those of the overseas partner institution.

## *Execution of Awards*

The 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-A0097-00059-00. Institutions recommended for awards will receive a draft version of the subagreements to review.

**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.** Partnership activities are expected to commence immediately after the subagreement is executed.

Award funds for the partnership will be disbursed to the lead or coordinating institution 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, monthly e-mail updates, and semi-annual narrative progress reports. It is the lead U.S. institution's responsibility to provide disbursements (reimbursements) for its collaborating partner(s) in accord with the agreed-upon activity schedule and budget.

## *The Annual ALO Conference and Travel*

Applicants must budget funds (travel and per diem) to cover the required participation of at least one representative each from the U.S. institution and the cooperating institution(s) in ALO's Annual Meeting in Washington, D.C., during the second or third year of the partnership under ALO funding. (Additional partnership personnel may attend if they are funded by other sources.)

Under the U.S. - Middle East University Program, any foreign national participating in training activities in the United States must enter the United States on a J-1 (nonimmigrant exchange visitor visa) processed under a USAID exchange visitor program number. The U.S. institution must use the Training, Results and Information Network (TraiNet) to document and track all participants. U.S. institutions should allow at least 3 months for the processing of visas when planning activities in the United States. Information regarding the J-1 visa requirements may be found on-line at the Participant Training Website ([www.usaidtraining.net/index2.htm](http://www.usaidtraining.net/index2.htm)). Administrators must adhere to the regulations detailed TraiNet, Visa Compliance Systems (VCS), the Student Exchange Visitor Information System (SEVIS), and USAID's Automated Directives System (ADS) 253.

In addition, participants entering the United States on a J-1 are required to be covered by Health and Accident Coverage (HAC). Information on HAC is available on-line (<http://trainet.usaid.org/HACIns/>). **Both HAC and TraiNet incur additional costs for training, which applicants are encouraged to consider when developing their budget.**

Partnership directors must notify ALO at least three weeks in advance of all travel. ALO, through MEPI, will inform the appropriate U.S. embassy/consulate of the travel.

***Reporting and Publications***

U.S. - Middle East University partners must agree to share resource materials with Institutional Partnership Program colleagues and other interested parties and to submit monthly program updates and semi-annual progress reports via e-mail to ALO to be forwarded to the U.S. Department of State and USAID. Financial expenditure and cost sharing reports must be submitted at least quarterly. In addition, partners must maintain proactive and sustained collaboration with ALO, the U.S. Department of State, USAID, and other Institutional Partnership Program colleagues. Within 30 days of completion of activities under the award, partners must submit to ALO a final report to be forwarded to the U.S. Department of State and USAID, and agree to its broad dissemination throughout the Department of State, USAID, and the higher education community.

Grantees must make themselves available to the U.S. embassy/consulate, as requested, for the purpose of coordination and consultation.

In addition, partnering institutions must acknowledge ALO and MEPI in all publications and make information about this award available to ALO and MEPI for appropriate announcement and publication.

## Application Title Page

### 2005 Special Request for Applications U.S. – Middle East University Partnerships Program

*Please refer to the electronic version on the ALO Web site: [www.aascu.org/alo](http://www.aascu.org/alo).*

1. **Applicant institution:** \_\_\_\_\_

2. **Partnering Middle East institution:** \_\_\_\_\_

3. **Name of proposed partnership:** \_\_\_\_\_

4. **Discipline (Check one box only):**

- 1) Business Administration and Economics     2) Gender Studies     3) Government     4) Legal Studies  
 5) Information and Communication Technologies     6) Teacher Education

5. **Key personnel:**

U.S. partnership director's name: \_\_\_\_\_

Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Middle East partnership director's name: \_\_\_\_\_

Title: \_\_\_\_\_ Dept.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

8. **Funds requested of ALO:** \$ \_\_\_\_\_

9. **Cost sharing from the U.S. institutional partner:** \$ \_\_\_\_\_ (Percentage of ALO funds: \_\_\_\_ )

10. **Cost sharing from other partners:** \$ \_\_\_\_\_

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

\_\_\_\_\_  
U.S. Institution Partnership Director Title

\_\_\_\_\_  
U.S. Institution CEO (or designee) Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
U.S. Institution CEO (or designee) Title

\_\_\_\_\_  
Middle East Institution Partnership Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Middle East Institution Partnership Director Title

\_\_\_\_\_  
Middle East Institution CEO (or designee) Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Middle East Institution CEO (or designee) Title

U.S. Middle East Partnership Initiative (MEPI) with the  
 Association Liaison Office for University Cooperation in Development  
*Promoting Global Development Through Higher Education*

### Budget Instructions and Forms

Applications must include a line-item summary budget together with a narrative explanation of the budget figures for each year of the partnership. 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 25 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.	\$6,000	\$6,000
Graduate Student Assistant: 25% time x \$16,000/yr.		\$4,000
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 (10% time x \$75,000/yr)	\$1,875
Partnership Coordinator: 25% x (20% time x \$60,000/yr)	\$3,000

**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  
\$4,122.50

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.

Travel from City of Origin to Final Destination:

Transportation: 2 travelers x \$1000 (round-trip on Airline Name) = \$2,000

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 = \$4,122.50

**N.B.** Applicants must budget for attendance at ALO’s annual 2½ day conference in Washington, DC for one 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). 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:

Paper, notebooks, pencils, pens, and magic markers: \$80  
20 books x \$5/book = \$100  
Total: \$180

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

**6. Other Direct Costs (Line VI).** **N.B.** All ALO award monies to be expended by cooperating institution(s), under a subaward, must be itemized and explained in this section.

a) Give the cost of all training activities including instruction, 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. Indicate training costs as unit costs i.e., per participant costs as well as totals as this information is required by the USAID J-1 visa procurement system (TraiNet).

b) 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/day x 3 days/year x 3 years.	\$3,600

c) 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:	ALO
	Award
TeleTel: long-distance \$25/month x 12 months	\$300

Note: Participants entering the United States on a J-1 are required to be covered by Health and Accident Coverage (HAC). Information on HAC is available on-line (<http://trainet.usaid.org/HACIns/>). **Both HAC and TraiNet incur additional costs for training, which applicants are encouraged to consider when developing their budget.**

**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 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.

Note: Funds leveraged beyond USAID and the U.S. government may be subject to guidelines specified by the funding source, and are not required to be reported in the manner described in these instructions.

U.S. Middle East Partnership Initiative (MEPI) with the  
 Association Liaison Office for University Cooperation in Development  
*Promoting Global Development Through Higher Education*

**Summary Budget**  
**(Totals for Years 1 - 3)**

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

(Mo/Yr to Mo/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** (= VII+VIII)	_____	_____	_____	_____	_____

\* Institutions are discouraged from requesting award monies for equipment.

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

Note: If the contributions of the cooperating institution, or others, do not meet the terms of "cost share," do not include on this form. Provide detail on a separate sheet and include with the Appendices.

U.S. Middle East Partnership Initiative (MEPI) with the  
 Association Liaison Office for University Cooperation in Development  
*Promoting Global Development Through Higher Education*

**Annual Budgets**

*(A separate form is required for each twelve-month period of the partnership)*

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

(Mo/Yr to Mo/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.

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

Note: If the contributions of the cooperating institution, or others, do not meet the terms of "cost share," do not include on this form. Provide detail on a separate sheet and include with the Appendices.

U.S. Middle East Partnership Initiative (MEPI) with the  
Association Liaison Office for University Cooperation in Development  
*Promoting Global Development Through Higher Education*

## Application Checklist

### 2005 Special Request for Applications U.S. – Middle East University Partnerships Program

Please use this checklist to ensure completeness of the application:

\_\_\_ **Abstract** (4 pages maximum, typed double-spaced and one-sided, 12-point font, 1 inch margins). Abstracts must also be submitted in electronic form (on diskette or CD, PC Word). A copy of the abstract should be attached to each proposal (7 copies total).

\_\_\_ **Title Page** (ALO form with all required signatures)

\_\_\_ **Table of Contents**

\_\_\_ **Narrative** (20 pages typed—excluding appendices—double-spaced, one-sided, 12-point font, 1 inch margins)

\_\_\_ **Appendices** (*Attachments beyond the appendices below will not be read or taken into consideration.*)

\_\_\_ **Annual Workplan**

\_\_\_ **Summary Budget and Annual Budgets** (4 forms in total)

\_\_\_ **Budget Narrative with explanation of costs** (3 pages maximum)

\_\_\_ **Résumés** (not to exceed 2 pages one-sided per person)

\_\_\_ **Signed Original Letters of Support** from U.S. and Cooperating partners

\_\_\_ **Signed Original Letter from Official at Applicant Institution** verifying costs

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

2005 Special Request for Applications: MEPI  
Association Liaison Office for University Cooperation in Development  
1307 New York Avenue, NW, Suite 500  
Washington, DC 20005-4701

**Deadline: Receipt at ALO by 5:00PM (EDT), 10 August 2005**

**Faxed and electronic 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.

Association Liaison Office for University Cooperation in Development (ALO)  
1307 New York Avenue, NW, Suite 500  
Washington, DC 20005  
Tel: (202) 478-4700; Fax: (202) 478-4715  
E-mail: alo@aascu.org Web site: www.aascu.org/alo