



2003 Special Request for Applications U.S. - Middle East University Partnerships Program

Date Issued: May 6, 2003
Closing Date: July 1, 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-00-07-00059-00), in effect through September 2004, 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 awards described herein (i.e., September 2005).

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 the Association Liaison Office for University Cooperation in Development (ALO).

Through FY 2002 emergency supplemental funding from the U.S.-Middle East Partnership Initiative (MEPI), ALO, in cooperation with USAID and the U.S. Department of State, is issuing a call for applications for the U.S.-Middle East University Partnerships Program.

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.

U.S. - Middle East Partnership Initiative Objectives

The U.S. - Middle East Partnership Initiative (MEPI), announced by Secretary of State Colin Powell on December 12, 2002, provides a framework and funding for the United States to work together with governments and people in the Arab world to expand economic, political, and educational opportunity. MEPI education reform programs will aim to increase access to and enhance the quality of basic formal and higher education in the Middle East and North Africa, helping Arab students gain the literacy, critical thinking, English-language, and business skills required to become productive and informed citizens. Specific to higher education, MEPI seeks to:

- increase university graduation rates of Arab students from economically disadvantaged and rural communities for productive employment;
- 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 economic and civil society partners; and
- increase private sector employment of Arab university graduates.

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.

2003 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) American Studies; (2) Business and Economics; (3) Education; (4) Information and Communication Technologies; and (5) Media and Journalism.

American Studies

Applications for partnering in American Studies should address Arab university faculty and undergraduate understanding of the United States and its institutions. Successful partnerships will create or expand existing academic degree programs that:

- expand awareness of how democratic values are manifest in the ways Americans live and govern themselves;
- increase knowledge of U.S. political institutions, system of governance, and underlying political philosophies;
- garner appreciation for facets and underlying trends of U.S. society, including the role of civil society institutions and affiliations;
- explain America's tradition of free and independent media and impacts on popular culture;
- share America's literary tradition including classic and modern texts; and
- impart knowledge of U.S. history with a special emphasis on American engagement in world affairs and diplomacy.

Successful applications will give faculty and students the knowledge base and tools to objectively compare America's institutions and system of governance with that of other nations, and to translate what they learn in American studies into their own cultural context. Successful applications will encourage a collaborative approach to instruction among faculty so that independent subject areas become mutually reinforcing.

Business and Economics

Applications for partnering in Business 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 or enhance existing academic degree programs that:

- 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.

Education

Applications for partnering in Education should address the need for teachers who are well-versed in American 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. Successful partnerships will create or enhance existing teacher-training programs that:

- 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;
- establish 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;
- 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;

- increase students' familiarity and proficiency in utilizing information and communication tools; and
- increase students' ability to teach bilingual (Arabic/English or French/English) classes.

Information and Communication Technologies

Applications for partnering in Information and Communication Technologies (ICT) should address Arab universities' mission of developing an information technology sector work force. Successful partnerships will create or enhance existing ICT degree programs that:

- 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; and
- 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.

Media and Journalism

Applications for partnering in Media and Journalism should address Arab universities' mission to support independent journalism, professionalize media institutions, and increase adherence to journalistic standards. Successful partnerships will create or enhance existing media and/or journalism degree programs that:

- utilize a practicum approach to hone their craft;
- graduate students who meet or exceed journalistic standards for skill and competency;

- provide students with negotiation skills required to advance their professional viewpoints within media organizations;
- develop students' communication and listening skills to become effective interviewers;
- sensitize students to the ethical canons governing the field of journalism;
- provide students with an internship opportunity in an appropriate media outlet;
- provide students with a mentor and career path counseling;
- expose students to a variety of journalism "beats" such as political campaign coverage, economic reporting, or international affairs reporting;
- help students develop the requisite business and organizational skills to manage an independent media outlet, find employment with a publishing house, or work as a freelance journalist; and
- increase students' bilingual (Arabic/English or French/English) ability to gather information and report on events.

Terms of the Solicitation

ALO will conduct a peer-reviewed competition to award up to eight (8) grants of up to \$100,000 each 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. U.S. Embassy public affairs officers have identified a group of Arab institutions that are interested in partnering in specific areas. These institutions are listed on pp. 8-12 of this solicitation. Partnerships with these institutions are preferred, but are not required for eligibility.

Awards are expected to commence by October 1, 2003, and extend through September 2005. Although follow-on funding is not guaranteed, grantees deemed successful in launching a partnership may have an opportunity to request additional MEPI support in Fiscal Year 2004.

Successful applications will be characterized by the scope of the collaboration and the significance of the educational development results to be achieved. ALO encourages applications from institutions that seek to forge new partnerships, as well as applications to expand existing informal and formal linkages with Arab universities.

Applications must identify clearly: (1) support for MEPI's goal of enhancing the quality of Arab higher education and the MEPI strategic objectives specific to higher education as listed on page 2 of this RFA; (2) the discipline to be pursued; (3) the rationale for the partnership, including alignment with the country's educational, economic, and civil society development requirements; (4) the strengths and mutual interests of the partners engaging in the partnership; (5) the activities to be accomplished and the outcomes to be achieved over the course of the partnership; (6) partnership milestones with accompanying schedule and interim performance metrics; (7) strategy for sustaining and strengthening the partnership; and (8) 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 from each proposed partner to attend ALO's summer 2004 annual meeting. Applications must also include an abstract (4 pages) summarizing items (1) through (8). 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.

Applications must indicate a total cost sharing of at least 25 percent from the U.S. institution. Applicants are encouraged to propose a cost share to the extent they deem feasible, as peer reviewers will take into consideration level of cost sharing and other leveraging of 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 also be described, especially those of the overseas partner institution.

Award funds for the partnership will be disbursed to the lead or coordinating institution, consortium, or association 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(s) in accord with the agreed-upon activity schedule and budget.

Applications must be received by ALO by 5:00 p.m., EDT July 1, 2003. Faxed or electronically transmitted applications will not be accepted. Peer review of applications is slated for late July 2003. U.S. Embassies will be asked to provide concurrence on the applications recommended for awards before ALO announces final selection. Notification about partnerships selected for awards is expected in August 2003.

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-A-0097-00059-00. Institutions recommended for awards will receive a draft version of the subagreements to review, and the revised draft subagreements will be submitted to USAID for approval. The subagreements are slated for full approval in September 2003, and work is expected to begin immediately thereafter.

Eligibility and Review of Applications

ALO welcomes applications from the member institutions of ACE, AACC, AASCU, AAU, NAICU and NASULGC, and from other regionally accredited, degree-granting, U.S. higher education institutions and consortia that are committed to creating institutional partnership programs between U.S. and Arab institutions of higher learning. 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. ALO has not established a set number of awards for any of the five disciplines listed in this RFA.

Application Review Guidelines

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

I. Educational Development Need and MEPI Interests (10 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. Alignment with the host country’s educational, economic, and civil society development requirements.

II. Project Design and Potential Results of the Partnership (30 points)

Strength, appropriateness, and feasibility of the project 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; potential to contribute to achievement of MEPI’s higher education objectives; cost-effectiveness; 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; level of cost sharing to be achieved including expected cash or in-kind contributions and contributions other than “cost share” from overseas and other partners; fit with existing strengths and mutual interests of the partnering institutions; quality of plans for partnership sustainability.

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 and Assessment

(15 points)

Strength of plan for monitoring and reporting on partnership activity, including monthly e-mail reports to ALO. Plan for measurement of interim performance and assessment of educational development outcomes. Appropriateness of instruments for detailing how the capacity of individuals, the institution, and the wider community has been affected by the partnership.

VI. Overall Presentation and Budget

(10 points)

Overall quality, cohesion, and substance of the application and abstract; and appropriateness and adequacy of the budget and budget narrative and accuracy of the budget figures.

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) showing *Key Personnel*, total *Award Amount* requested, *Cost Sharing* (U.S. institutions), *Signatures* of authorized officials.

Table of Contents

Abstract (four pages maximum, 12 point font)
Summary of items 1-8 listed on page 4 of this RFA.

Narrative (20 pages, double-spaced 12 point font) of the proposed U.S.-Middle East institutional partnership describing:

- Support for MEPI's **Goal** of enhancing the quality of Arab higher education; specific **Educational Development Need(s)** in the host country and **Discipline** to be addressed, including alignment with the host country's educational, economic, and civil society development requirements.
- The **Rationale** for and **Design** of the collaboration; the potential of the partnership to contribute to achievement of MEPI's **Objectives** for higher education through creation of new, or enhancement of existing, academic degree programs.
- Strengths, mutual interests of **Partnering Institutions, Commitment to Reciprocity** and **Sustainability** of the partnership.

- **Activities** to be accomplished over the course of the partnership including extent of relationship building with private sector and civil society partners.
- **Anticipated Results/Educational Development Outcomes** to be achieved with milestones and accompanying schedule describing the **Benefits** to the cooperating institutions, MEPI, and other stakeholders in both the United States and the Middle East.
- **Plans for Monitoring Performance and Assessment of Educational Development Outcomes.** Results indicators and methodology to be used to monitor and measure performance, to assess and report monthly progress, and to document educational development outcomes.

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

- **Schedule of Activities** with completion dates by year (funding not to extend beyond September 2005) of all proposed activities, specifying anticipated results associated with each year that must be met before funding for the next year is released.
- **Summary Budget Form and Annual Budget Forms** to be completed for each year of activity (see below) 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 basis of calculations for 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 diems, equipment, supplies, other direct costs, and indirect costs.
- **Statement of any Contributions**, other than "cost share," from overseas and other partners.
- 1-2 page **Résumés** of the U.S. and Middle East partnership directors and other key personnel.
- **Signed Letters of Support** from the presidents, chancellors, rectors, or other chief executive officers of the cooperating institutions in the U.S. and Middle East.
- **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 U.S.- Middle East University Partnerships Program

Eligible Applications: Applications must be received by the **deadline 5:00 PM, Eastern Daylight Time, July 1, 2003**. Faxed or electronically submitted applications will **not** be accepted.

Eligible U.S. 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.

Eligible Partnerships: 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 are eligible for awards under the U.S.-Middle East University Partnerships Program. U.S. Embassy public affairs officers have identified a group of Arab institutions, listed on pp. 8-12 of the solicitation, that are interested in partnering in specific areas. Partnerships with these institutions are preferred, but are not required for eligibility.

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. The application should not seek funding for partnership efforts beyond September 30, 2005.

Award Amount: Up to \$100,000 for the grant duration. Applicants should not request more than the maximum award amount.

Cost Sharing: The minimum 25 percent total cost sharing of the award amount must be met by the U.S. institution(s). Evidence of cash or in-kind support from public or private sources is required. 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.

Commitments: Successful applicants must collaborate with ALO, the U.S. Department of State, USAID, and U.S.-Middle East University Partnerships Program participants. One representative from the coordinating U.S. institution(s) and one representative from a participating Middle East institution (up to a partnership maximum of four representatives) must attend the Annual ALO Meeting in Washington, DC. (Additional partnership personnel may attend if they are funded by other sources.)

U.S. - Middle East University partners must agree to share resource materials with Institutional Partnership Program colleagues and other interested parties; submit monthly program updates via e-mail and semi-annual progress reports 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 a final report to ALO to be forwarded to the U.S. Department of State and 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 after the peer review process has been completed in order to ensure fairness to all parties. 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.

Preferred Middle East University Partners

2003 Special Request for Applications U.S.- Middle East University Partnerships Program

Partnerships with these institutions are preferred, but are not required for eligibility. An institution's primary interest(s), if provided, is listed in italics following its contact information. Applicants are encouraged to check the current version of this list on the ALO website for any subsequent amendments (<http://www.aascu.org/alo/RFPs/mepi.htm>).

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United Arab Emirates

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Application Title Page

2003 Special Request for Applications U.S.- Middle East University Partnerships Program

1. **Lead U.S. Institution:** _____
2. **Partnering Middle East University:** _____ **Country:** _____
3. **Name of proposed partnership:** _____
4. **Discipline** (Check one box only): 1) American Studies 2) Business and Economics
 3) Education 4) Information and Communication Technologies 5) Media and Journalism
5. **Key Personnel:**
U.S. Partnership Director's Name: _____
Title: _____ Dept.: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-mail address: _____

Middle East University Partnership Director's Name: _____
Title: _____ Dept.: _____
Address: _____
City: _____ Country: _____ Postal Code: _____
Telephone: _____ Fax: _____
E-mail address: _____
6. **Other Higher Education Institution Partner(s)** (add sheets as necessary):

7. **Partners other than higher education institutions** (e.g., community organizations, state or local government, business, industry) (add sheets as necessary): _____

8. **Funds requested from ALO** (\$100,000 maximum for duration of partnership): \$ _____
9. **Cost sharing from U.S. partners:** \$ _____ (Percentage of Award: ____)
10. **Total cost of partnership activity** \$ _____

11. **Abstract covering items listed on page 4 of RFA** (four pages; attach separate sheets).

12. **Please list any other U.S. federal agencies where you have submitted this particular proposal or any similar/ overlapping application for funding. Also, if this proposal is a component of a larger project that has been funded or for which funds are being sought, please explain.** _____

13. **Signatures:** The partnership directors and an officer from each cooperating institution must authorize this proposal. Repeat the format below to accommodate all necessary signatures.

_____	_____	_____
Lead U.S. Institution Partnership Director's Name	Signature	Date

Lead U.S. Institution Partnership Director's Title

_____	_____	_____
Middle East University Partnership Director's Name	Signature	Date

Middle East University Partnership Director's Title

_____	_____	_____
U.S. Institution CEO (or designate) Name	Signature	Date

U.S. Institution CEO (or designate) Title

_____	_____	_____
Middle East University CEO (or designate) Name	Signature	Date

Middle East University CEO (or designate) Title

Budget Instructions and Forms

2003 Special Request for Applications U.S.- Middle East University Partnerships Program

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 strongly 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.

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

**2003 Special Request for Applications
 U.S.- Middle East University Partnerships Program**

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

*Please refer to the electronic version of this form and budget forms for Year 1 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)	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.

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

**2003 Special Request for Applications
 U.S.- Middle East University Partnerships Program**

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)	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.

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

**2003 Special Request for Applications
 U.S.- Middle East University Partnerships Program**

Budget Form Year 2

*Please refer to the electronic version of this form and budget forms for Summary and Year 1
 (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.

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

Application Checklist

2003 Special Request for Applications U.S. - Middle East University Partnerships Program

Please use this checklist to ensure completeness of the application:

- ___ **Title Page** (form with all required signatures)
- ___ **Table of Contents**
- ___ **Abstract** (four pages maximum)
- ___ **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 and Two Annual Budgets** (3 forms only)
 - ___ **Detailed Budget Narrative**
 - ___ **Statement of any Contributions**, other than “cost share,” from overseas and other partners
 - ___ **Résumés** 1-2 pages only, U.S. and Middle East partnership directors and other key personnel
 - ___ **Signed Letters of Support**
 - ___ **Signed Letter from Official at Applicant Institution**

See also “Tips for Writing a Successful ALO Grant Application,” at the ALO Web site: www.aascu.org/alo.

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), two additional copies of the title page with two abstracts 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:

2003 Request for Applications: MEPI

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 5:00PM, EDT, July 1, 2003.
Faxed and electronic applications will not be accepted.

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