



Capacity Building Program for U.S. Study Abroad – FAQs

Request for Grant Proposals Annex I – FAQs

The following is a compilation of questions that were submitted by various institutions between February 14 and March 20, 2019. The U.S. Department of State was consulted regarding the answers. For easy reference, the questions/answers are clustered in the following sections: Grant Allowables, Budget Questions, RFGP Clarifications, and Other Questions.

Grant Allowables

Q1. Would it be possible to use the grant with an audience of high school students or is it restricted to college students only?

A1. No, these grants are intended to be used for primarily (although not necessarily exclusively) undergraduate study abroad programs. Graduate students may also benefit from the planned study abroad programs, but the primary focus should be on undergraduate students. Accredited U.S. higher education institutions may apply. Also, U.S. higher education institutions may submit more than one proposal per institution.

Q2. To what types of locations are Capacity Building grants allowed to support student travel?

A2. Capacity Building proposals involve U.S. study abroad student travel to locations outside of the U.S. and its territories that are a U.S. Department of State Travel Advisory Level 1 or 2. Proposals to locations with a State Department Travel Advisory Level 3 must outline safety and security procedures for the proposed study abroad programs. Proposals to locations with a State Department Travel Advisory Level 4 will not be considered. Please consult the Travel Advisory list here: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>. Note that the grant proposal may NOT fund student travel costs or other student scholarships.

Accredited higher education institutions within Puerto Rico and other U.S. territories may apply to the grant competition to build a study abroad program that sends students outside of the U.S. and its territories. For example, an HEI in Ohio may not propose sending students to Puerto Rico. Also, an HEI in Puerto Rico may not propose a program to send students to the U.S. Virgin Islands or Guam or any other U.S. territories as part of its proposal.

Q3. Can a single application cover costs for multiple programs in multiple countries?

A3. Yes, a single application can include costs for multiple programs and countries as long as said application is within the budget limit.

Q4. Can the same university submit more than one proposal to support separate projects?

A4. Page 4 of the Request for Grant Proposals (RFGP) is revised to state that multiple proposals from the same higher education institution can be submitted.



Q5. Can institutions apply in two proposals if [they are] part of separate consortium in each proposal?

A5. Yes, institutions can be partners in more than one consortium.

Q6. Are programs supported by a CB-SA grant required to be for-credit programs?

A6. Study abroad programs supported by this grant may include both short- and longer-term study abroad programming for academic credit, as well as internships abroad for academic credit. Non-credit granting programs are not permitted.

Q7. Is there any limitation on using funds to expand a program that is already in existence and not a study abroad program? For example: a faculty travel program that would be expanded to be a training on developing study abroad programming.

A7. Grant funds may be used to create, expand, or diversify study abroad programs. Expansion of existing programs to allow for the creation or development of additional study abroad program development is allowed.

Q8. Can grant funds be used to fund U.S. faculty travel abroad?

A8. Yes, grant funds may be used to fund U.S.-based faculty travel abroad. Grant funds may not be used to fund travel for foreign faculty/staff to the U.S.

Q9. Can proposed study abroad programs occur after the technical close of the grant period (July 2019-May 2020)?

A9. Yes, the creation, expansion, and/or diversification of proposed study abroad programs may occur outside of the grant period as long as the work plan clearly lays out the steps that will be taken to prepare for the proposed study abroad travel including prospective travel dates. Many proposals will have program plans where students travel overseas during the grant period but some may not. For example, projects that set up semester-long exchange programs may propose to have their first round of semester students study abroad during the fall 2020 semester after the grant period ends.

Q10. Can grant funds be used to support a foreign host institution that hosts students and supports student programming?

A10. Yes, partnership with one or more foreign institutions is encouraged. Capacity Building funds provided to a foreign host institution may not be construed as covering student costs including tuition, international travel, ground transportation in the U.S. or in the foreign country(ies), incidentals, and/or meals. Funding requests to support foreign higher education institutions should be justified within the proposal.

Q11. Given that student travel and scholarship costs are not permitted in the proposed grant budget, what program expenses through the grant may benefit students; or are allowable expenses only those borne by faculty and support staff or program providers? For example: group activities such as site visits (entrance fees) and guest lectures?

A5. Applicants should provide a justification for all indicated expenses noting how those expenses would support program goals and note how the program would be sustainable in the future after the grant period ended.



Budget Questions

Q11. Does the grant require matching funds or cost share to apply?

A11. Cost share (or matching funds) is not a requirement but will be considered if proposed. A grantee institution that proposes cost share or matching funds will be required to meet said commitment as part of the terms of the grant.

Q12. Can we request funding to attend a conference in the application for the Capacity Building grant?

A12. Conference attendance may be incorporated in the proposal for the Capacity Building grant competition as long as it is tied to the goal of creating, expanding, or diversifying a study abroad program, all related costs are allowable for staff or faculty of the grantee institution, and the request is justified within the proposal.

Q13. What are some examples of budget items?

A13. Please refer to page 7-8 of the [Request for Grant Proposals](#) for a breakdown of potential budget line items. It is not necessary to budget funds under each line item.

Q14. What is the total cost for the grant?

A14. The maximum budget allowance is \$35,000.

Q15. Would Indirect Costs be included in the \$35,000 budget limit?

A15. Yes, the \$35,000 budget limit should include all Indirect Costs.

Q16. What is the indirect cost allowed if an organization does not have a specific agreement?

A16. If the applicant does not have a NICRA, an institution may elect to use a de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR 200.414.

RFGP Clarifications

Q17. What does the term “near-term” mean?

A17. “Near term” does not imply any specific time period but does require that the proposed study abroad take place within a reasonable amount of time following the awarding of the grant. Many proposals will have program plans where students travel overseas during the grant period but some may not. For example, projects that set up semester-long exchange programs may propose to have their first round of semester students study abroad during the fall 2020 semester after the grant period ends.

Q18. Will a sample of the logic model be posted online?

A18. Yes, a copy of the logic model can be found at <http://www.studyabroadcapacitybuilding.org/>.

Q19. Are applicants permitted to create their own logic model document – still using the elements and language from the template?

A1. We ask that applicants use the logic model and budget documents provided under “Request for Grant Proposals and Application Instructions” (<http://www.studyabroadcapacitybuilding.org/>).



Other Questions

Q19. Are abstracts/examples/proposals of former awardees available?

A19. While copies of previous awardees' applications are not available, abstracts of past awardees' projects are available on the [USA Study Abroad website](#).

Q20. Are former awardees permitted to apply?

A20. Yes, former awardees may apply for a 2019 Capacity Building grant, although preference may be given to applicants that have not recently received a grant from the program.

Q21. What has the average ratio of proposals submitted to proposals awarded been for past iterations of the grant been?

A21. As this is World Learning's first time implementing the Capacity Building Program for U.S. Study Abroad, this information is not available. For the 2019 grant competition, approximately 21 grants will be awarded.

Q22. Where is the application located?

A22. The application is located on the [program website](#), by clicking on the button which states "Apply for the Grant Competition." Please refer to the [Application Instructions](#) for more details about creating an account and logging into the application.

Q23. Is it possible to send a draft proposal to World Learning for feedback prior to submission?

A23. No, World Learning will not be available to review draft proposals. If you have any specific questions about the proposal, please email AcademicExchange@worldlearning.org.

Q24. Are multi-campus universities considered one university and therefore subject to one-proposal-per-university as indicated in the Request for Grant Proposals, or will universities that fall within a multi-campus university structure be considered as individual entities and therefore permitted to submit one application per university campus?

A24. Page 4 of the RFGP is revised to state that accredited U.S. higher education institutions may submit more than one proposal per institution. Multi-campus universities are permitted to submit multiple applications from all of their campuses as well.

Q25. May the grant cover the cost of travel for student mentors, including if those mentors are also undergraduate students? For example, second, third, or fourth year undergraduate students who act as peer leaders for first year students on study abroad programs.

A25. Travel costs for student mentors who are considered program staff are permitted in the proposed budget. The proposal must also provide information on the ratio of study abroad mentors/faculty/study abroad administrators to students. However, if the student mentor is considered a study abroad program participant, their travel costs cannot be included in the proposed budget.

Q26. If the proposed project does not align with a listed U.S. foreign policy goal, will that affect the chances of funding?

A2. All applications will be evaluated against all of the criteria. However, for institutions with higher levels of existing study abroad capacity who propose to expand or diversify their study abroad programming, preference may be given to applications with programming that also address one or more



of the U.S. foreign policy goals. In other words, a proposal that also addresses foreign policy goals may be given preference, if the evaluators deem it to be a strong overall proposal.

Q27. Please clarify the page allowances for the proposal elements, as well as which elements are considered to be part of the Technical Proposal.

A3. Total proposal: 20 pages

Technical proposal (14 pages)

- Cover page
- Executive summary (1 page)
- Program description (4-6 pages)
 - Capacity building plan
 - Project activities
 - Logic model
 - Sustainability plan
- Monitoring and Evaluation plan (2 pages)
- Calendar of Activities/Work Plan (2 pages)
- Staff CVs (2 pages)

Budget Documents (6 pages)

- Budget summary (1 page)
- Detailed Budget (1-2 pages)
- Budget Narrative (2-3 pages)

Q28. Is there a required font or font-size for the proposal?

A4. No, there is not however, applicants are encouraged to ensure that their proposal is legible and follows the page requirements listed on pages 4-8 of the [RFGP](#).