



Capacity Building Program for U.S. Study Abroad Initiatives - FAQs

CBPSA Initiatives Workshop Request for Proposals

The following is a compilation of questions submitted by various institutions regarding the CBPSA Initiatives Workshop Request for Proposals between July 11-26, 2019. The U.S. Department of State was consulted regarding the answers.

FAQs

Q1. What does it mean to make materials “publicly available”? Will World Learning be taking responsibility for the management of a website or other dissemination vehicle for materials, or will the host college need to manage web content to make materials publicly available following the event?

A1. World Learning will post and disseminate the materials developed by the workshop host institutions before and/or after the CBPSA Initiative workshop. The materials may also be made publicly available on both the program website of studyabroadcapacitybuilding.org and/or the studyabroad.state.gov website. The hosting institution is also welcomed to distribute the materials to their own networks but is not required to do so.

Q2. The RFP indicates that “it is encouraged for several key workshop sessions to be recorded for posting on the studyabroadcapacitybuilding.org website.” Is the responsibility of the host institution simply to provide the raw footage and World Learning will manage responsibility of all editing and production on shareable content, or is there an expectation that the host campus will edit and make content available in a final public-ready produced form?

A2. It is expected that the hosting institution will edit the footage and provide a public-ready product. World Learning will review this product before it is posted to ensure that it meets U.S. Department of State branding guidelines.

Q3. The RFP is clear that the award should not include participant travel expenses. However, is it allowable to use funds to pay for travel expenses incurred by workshop presenters/facilitators if needed?

A3. It is allowable for workshop funds to pay for travel expenses incurred by workshop presenters and facilitators. However, we hope that this workshop is an opportunity to showcase some of the talents of the hosting institution. If a U.S. higher education institution partners with another U.S. higher education institution to develop the content and/or facilitate the workshop, travel expenses for the partnering workshop facilitator(s) could be included in the budget.

Q4. The RFP indicates that the host institution should organize a working dinner the evening before the workshop with U.S. Dept. of State and World Learning staff. Is there an expectation of a private room or dedicated working space, or will a dinner in a public restaurant fit the needs of this project?

A4. The informal working dinner can be hosted in a public restaurant. World Learning and U.S. Department of State staff would like to see the event space before the workshop begins the next day, so please plan time for this in the schedule.



Q5. Is there a CFDA number affiliated with this award?

A5. Yes, 19.009

Q6. Are there specific guidelines or limitations regarding institutional indirect that should be used for this award?

A6. No, there are not specific guidelines or limitations regarding institutional indirect, provided your institution has an established NICRA with the U.S. Government and can apply the appropriate indirect cost rate. If your institution does not have an established NICRA with the U.S. Government and you plan to include indirect costs you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

Q7. The sample template does not specify any dedicated time for World Learning or U.S. Department of State representatives to present or provide any specific welcome. Should time be allocated to allow these visiting representatives to make any comments during the day (either within the opening session, or otherwise)?

A7. Please include time for ECA and World Learning to make brief welcome remarks and brief closing remarks. The hosting institution is welcome to have a representative give short welcome remarks as well.