



Ukraine: U.S. Government Public Diplomacy Small Grants  
Program – Academic and Educational Programs

## FREQUENTLY ASKED QUESTIONS

### **We submitted an application yesterday and have not received the registration number. Did you get an application?**

The autoreply from the Embassy serves a confirmation that the application has reached the program managers. The registration numbers are not automatically generated. All registration databases are created manually. Only when a complete data is entered, the registration number is generated and provided to the applicants. This may take up to several days. Please note that you will receive an autoreply only for the first message you send.

### **We have sent you the application, but we did not get registration number because it probably did not reach you. Please see a repeated message from a different address.**

Please do not send multiple messages with the same application. There should be only ONE contact e-mail address for the project. It is better to make sure at the beginning that it works to avoid situations in the future when an important information or request is lost in cyberspace.

### **We experience problem with SAM registration, please see attached a communication chain with SAM.GOV. What should we do?**

The U.S Embassy doesn't administrate nor has access to SAM.GOV or other required registration sites, and generally is not able to resolve the issues you might encounter while registering. Please make sure to start your registration process early enough to communicate directly with organizations managing registrations in case you have any problems or issues. See <https://ua.usembassy.gov/education-culture/current-programs-grants/> and <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf> <https://fedgov.dnb.com/webform/displayFAQPage.do> <https://portal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf> for more information regarding the process to obtain required registrations.

**I will be the project manager for this project proposal. Who should sign the grant documents at our organization?**

This is up to the organization and its structural/management requirements and regulations to identify the person who signs the official documents.

**We are university/ municipal not-for-profit organization/ library/ school/ kindergarten. Can we apply for funding?**

Unfortunately, no. We accept applications only from registered non-governmental, not-for-profit organizations.

**When should we come for the award signing ceremony?**

U.S. Embassy does not practice the ceremonies, and even personal appearance for signing the grant papers. Our grant management system is arranged so that it is environment-friendly and transparent. We do not require hard copies of the documents, all paper flow is electronic, with minor exceptions.

**We do not know how to much money the round-trip tickets from Seattle to Kyiv will cost. The KLM provides airfare for 1500 USD. Will that be sufficient?**

Most likely, no. First, remember, there is a Fly America Act that applies to U.S. government-sponsored projects. That means that a flight over Atlantic should be operated by the American company only, while KLM is not a U.S. company. Second, you should be extremely attentive when purchasing the ticket, because several companies may have an agreement to sell the tickets at a flight generally operated by a large U.S. company, e.g. Delta. These are so-called “code-shared flights”. The U.S. Government regulations prohibit to purchase the tickets for non-U.S. airfare provider.

■