U.S. DEPARTMENT OF STATE
U.S. EMBASSY KYIV
Notice of Funding Opportunity

Funding Opportunity Title: Ukraine: Undergraduate Academic Exchange in STEM and Entrepreneurship
Funding Opportunity Number: PAS-Ukraine-2020-016
Deadline for Applications: August 1, 2020
CFDA Number: 19.040
Total Amount Available: $160,000

A. PROGRAM DESCRIPTION
The U.S. Embassy in Ukraine of the U.S. Department of State announces an open competition for organizations to submit applications to carry out a program to promote STEM and entrepreneurship through undergraduate academic exchange to the United States. Please carefully follow all instructions below.

Program Objectives: Recipient organization will design and implement at least two iterations per 24-month project period of an undergraduate academic exchange program for Ukrainian first- and second-year undergraduate university students. These exchanges should support between five and fifteen participants between both years to study for one academic semester at U.S. public and private colleges and universities in the fields of Science, Technology, Engineering, Mathematics (STEM) and entrepreneurship. In addition to the academic exchange, the program should facilitate networking opportunities for participants, both during and after the exchange period.

The program should consist of the following elements:

- Robust candidate selection process, with recruitment and selection in Ukraine performed either by the grantee or by the U.S. Embassy, in coordination with the grantee (please propose scenarios and budgets for both options). In the case of the U.S. Embassy performing recruitment/selection, grantee would still be responsible to develop and collect online applications.
- Pre-exchange online course to develop skills necessary for academic study in the United States.
- One academic semester study at U.S. college or university.
- Post-exchange networking event in the United States, preferably in coordination with other exchange student programs of a similar nature.
Proposals should also include alumni professional development and networking activities once participants return to Ukraine.

**Participants and Audiences:** Ukrainian citizens, first- and second-year full-time undergraduate university students majoring in STEM or entrepreneurship, age 18-22. All eligible undergraduate candidates are encouraged to apply.

**B. FEDERAL AWARD INFORMATION**

Length of performance period: 18 to 24 months  
Number of awards anticipated: 1 award  
Award amounts: Awards may range from a minimum of $130,000 to a maximum of $160,000.  
Total available funding: $160,000  
Type of Funding: PD.7.  
Anticipated program start date: No sooner than 60 days after the submission deadline. The first iteration of the exchange should occur no later than Fall 2020, and the second iteration of the exchange should occur no later than Fall 2021.

This notice is subject to availability of funding.

**Funding Instrument Type:** Grant

**Program Performance Period:** Proposed programs should be completed in 24 months or less.

To maximize the sustainability of the award resulting from this Notice of Funding Opportunity, the Department of State (or U.S. Embassy Kyiv) retains the right to execute non-competitive continuation amendment(s). The total duration of any award, including potential non-competitive continuation amendments, shall not exceed 36 months, or 3 years. Any non-competitive continuation is contingent on performance and pending availability of funds. A non-competitive continuation is not guaranteed and the Department of State reserves the right to exercise or not to exercise this option.

**C. ELIGIBILITY INFORMATION**

1. Eligible Applicants
The following organizations are eligible to apply: U.S.-based public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications.

Organizations must demonstrate the capability to administer all components of the program as outlined in this solicitation and in cooperation with the U.S. Embassy in Ukraine.

2. Cost Sharing or Matching

The program encourages but does not require organizations to provide cost-share and/or coordinate funding with other donors.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Please refer to https://ua.usembassy.gov/education-culture/current-programs-grants/ for more information regarding the process to obtain required registrations.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application information and budget templates are available at https://ua.usembassy.gov/education-culture/current-programs-grants/

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.
Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are required:

1. Proposal (Word document): The proposal should contain enough information that anyone not familiar with it would understand exactly what the applicant wants to do. Please note that this Notice requests that proposals include two separate scenarios, one where candidate recruitment is done by the grantee and the other where recruitment/selection is performed by the U.S. Embassy. You should structure your proposal as follows:

   1. Project Narrative (500 words): What is the overall project vision? Include a clear, concise, and well-supported statement of the problem your program would address and why the proposed program is needed.
   2. Goals and Objectives (200 words): What are the intended goals and objectives of your program? The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
   3. Recruitment Strategy (1000 words): This Notice of Funding Opportunity envisions that each proposal will include two models, one where the grantee administers the entire exchange, including recruitment and selection in Ukraine, and another where the grantee develops a process for online application collection and administers all U.S. aspects of the exchange, but the U.S. Embassy performs recruitment and selection of all candidates in country. How will you recruit participants for this program? How will you ensure recruitment is targeted and competitive? Please also describe your planned selection process for this program.
4. Academic Exchange Program (750 words): How will you match participants to placements? How will you find prospective placements? What should participants accomplish during the academic exchange?

5. Networking Program (750 words): How will you facilitate networking within cohorts, between cohorts and specialists in participants’ fields, and amongst alumni before, during, and after the program?

6. Monitoring and Evaluation (500 words): Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

7. Institutional Capacity (200 words): What qualifies your organization to implement this program? What experience does your organization have implementing U.S. government grants? What experience does your organization have implementing projects in Ukraine?

8. Key Personnel and Partners (300 words): List the names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program? If you have any partners or proposed sub-grantees, include their information, too.

9. Work Plan (300 words): What is your timeline for program creation, implementation, and evaluation?

10. Budget Narrative (600 words): Please propose, as necessary, two budgets, one for the model where the grantee performs recruitment and selection of candidates in Ukraine, and another where that aspect of the exchange is performed by the U.S. Embassy. How much money are you requesting and for what? Describe each budget expense in detail. See section H. Other Information: Guidelines for Budget Submissions below for further information.


3. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- If your organization has a NICRA and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities.
- Unique Entity Identifier and System for Award Management (SAM.gov)
**Required Registrations:**

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

NCAGE application: Application page here: [https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx](https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx)
Instructions for the NCAGE application process: [https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf](https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf)

For NCAGE help from within the United States, call 1-888-227-2423
For NCAGE help from outside the United States, call 1-269-961-7766
Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: [https://www.sam.gov](https://www.sam.gov). SAM registration must be renewed annually.

3. Submission Dates and Times
Applications are due no later than 11:59 p.m., Kyiv Time, on August 1, 2020. We will not accept late applications under any circumstances.

4. Funding Restrictions

Proposals may not include funding requests for the following:

- Capital improvements, such as construction and renovation.
- Purchase of vehicles.
- Activities that convey the appearance of partisanship or support for electoral campaigns.
- Social welfare projects.

5. Other Submission Requirements

All application materials must be submitted by email to KyivPDGrants@state.gov. The subject line of your submission emails should follow this format:

Professional Internships: Abbreviated Project Title, Name of Applicant Organization

You will receive a message confirming receipt of your electronic application containing a registration number. Please do not send hard copies by mail. Please submit only the application form, budget, and staff resumes; no other documents will be reviewed or taken into consideration.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated based on the evaluation criteria outlined below.

**Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 25 points:** The organization has expertise in its stated field and has the internal controls in place to
manage federal funds. This includes a financial management system and a bank account.

**Program Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

**Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

**Monitoring and evaluation plan – 15 points:** Applicant demonstrates it can measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.

**Sustainability – 10 points:** Program activities will continue to have positive impact after the end of the program.

2. **Review and Selection Process**

A Grants Review Committee will evaluate all eligible applications.

3. **Federal Awardee Performance & Integrity Information System (FAPIIS)**

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is
currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates

Applicants shortlisted by the Grants Review Committee will be called for an in-person or Skype interview to review the details of their proposal before a final decision is made.

Decisions will be announced within one week of the interview.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The Recipient must request payment under this award by completing form SF-270—Request for Advance or Reimbursement and submitting
the form to the Grants Officer. Unless otherwise stipulated, the recipient may request payments on a reimbursement or advance basis. Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the recipient in carrying out the purpose of this award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or project costs and the proportionate share of any allowable indirect costs.

2. Administrative and National Policy Requirements

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: [https://www.state.gov/about-us-office-of-the-procurement-executive/](https://www.state.gov/about-us-office-of-the-procurement-executive/).

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

**Reporting Requirements:** Recipients will be required to submit annual financial reports and semi-annual program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact: KyivPDGrants@state.gov.

H. OTHER INFORMATION

**Guidelines for Budget Justification**

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.
Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.