



**MANDELA WASHINGTON
FELLOWSHIP**
FOR YOUNG AFRICAN LEADERS

2019 Request for Leadership Institute Proposals: Frequently Asked Questions

Q: What are the dates of the program?

It is anticipated the Leadership Institutes will begin on June 19, 2019 and conclude on July 27, 2019. Fellows and Institute staff will travel to the Mandela Washington Fellowship Summit in Washington, DC on July 28, 2019. The Summit will be held from July 29 to July 31, 2019.

Q: When will Institute Partners be notified if they are selected?

It is anticipated that applicants selected to be a 2019 host will receive notification in early December 2018.

Q: What type of support do Institute Partners typically provide?

- All university fees
- Program-related labor
- Program materials including Fellows' course materials and textbooks (you must provide all required program materials at no cost to the Fellows)
- Fellow housing (single- or double-occupancy including linens and kitchen utensils) for 39 nights
- 3 meals per day (universities to provide a mix of cash stipend and prepared meals) for 40 days
- All transportation during the Institute, including local airport transfers at arrival and departure
- Cultural stipend of \$200 per Fellow to cover self-identified cultural activities or books
- Incidentals stipend of \$450 per Fellow to cover incidental expenses that Fellows personally incur over the course of the Institute

Q: What are the costs associated with the Fellowship?

- IREX anticipates awarding 28 sub-grants of up to **\$200,000** each for a total of 28 Institutes. Each institute will host 25 fellows.
- Cost-share of at least \$50,000 by the Institute Partner is **mandated**. All costs incurred in implementing the Institute over \$200,000 must be cost-shared by the host university. Cost-share can include, but is not limited to, university fees, transportation, and personnel costs.

Q: What are some examples that Institute Partners have used to contribute to the \$50,000 in cost share?

Institute Partners have met this in a variety of ways, including direct and in-kind contributions from community/corporate partners, university donation of staff time in terms of salaries, reducing the cost of housing accommodations or local transportation, and reducing/waiving university NICRA.

Q: Will Institute Partners need to budget for international or domestic travel?

IREX will arrange and cover the cost of international flights for Fellows to travel from their home countries to the nearest international airport to the host university as well as their return flight to their home countries from the Summit. IREX will also arrange and cover the cost of the Fellows' domestic travel to Washington, D.C. for the Summit. Institute budgets should include local transportation to and from the closest international airport on arrival and departure days.

Q: Can we include Institute staff travel expenses for the Planning Retreat and Summit into the budget?

IREX will cover the lodging and travel costs for the designated leadership facilitator and one additional Institute representative to attend the Planning Retreat in January/February 2019 and to travel with the group and attend the Summit. Up to two other representatives can attend the Planning Retreat and the Summit, and their travel costs can be cost-shared or included in the grant.

Q: Can my university host more than one cohort?

Each university may host up to two cohorts. Universities that propose to host two Institutes must demonstrate separate distinct programming for each cohort in difference thematic areas. No university may host two cohorts of the same theme (i.e. No host will have two Leadership in Civic Engagement cohorts). Host universities may only designate one official entity as the lead administrator on the sub-award.

Q: Are the participants students?

No. Fellows are between the ages of 25 and 35 and have established records of accomplishment in promoting innovation and positive change in their organizations, institutions, communities, and countries. Academic content should be designed using adult learning principles and experiential training techniques.

Q: Is a TOEFL score required with the Fellow application?

No English language tests are required for this program. Fellow English language abilities are assessed during the in-person interview process at U.S. Embassies. Selected Fellows will be proficient in English.

Q: What are some best practices for providing meals during the Institute?

An Institute's plan for meals and lodging may vary depending on campus, housing, and local resources. Meals should be a combination of dining hall meal plans, catered functions/lunches, and/or paid per diems to Fellows. It is not recommended that Fellows receive per diem monies only to cover all meals during the program. At least one meal a day should be provided directly for Fellows from Monday to Friday through group/catered meals, dining halls, or other provided meal accommodations. Fellows receiving per diem monies to purchase food should receive these monies in at least two installments: one at the start of the program and one midway through the program to support adequate Fellow budgeting of meal funds. Providing all per diem monies at the start of the program is not advised.



Q: What are some best practices for providing lodging during the Institute?

Institute Partners utilize a range of housing options depending on their campus and community resources. Generally, the entirety of the building or the entire floor should be dedicated to housing mature adults (i.e., not undergraduates). Most often, lodging includes apartment style residence halls, where each apartment provides a separate bedroom for each resident with a shared bathroom, kitchen, and common space. If the living space will be shared, Fellows should be paired with the same gender. Wherever possible, access to a common kitchen equipped with cooking utensils and cookware to allow Fellows to cook some meals on their own should be made available. Lodging should include all necessary bedding, towels, and basic sundries.

Q: How many hours of class time and unscheduled time should we include in our syllabus?

Academic learning should be balanced with cultural enrichment and unscheduled time. Reflection time should be included for Fellows to process new learning and experiences during their program. Institute Partners should leave an afternoon each work week free for Fellows to network and pursue individual professional interests. There should also be unscheduled time outside of the work week for Fellows to socialize with each other and Americans and communicate with their families.

Q: When will Institute Partners receive information on their Fellows?

It is anticipated that Institute Partners will receive initial information on their Fellow cohorts in March 2019. It is important to note that these initial lists are subject to change as Fellows may drop and alternate candidates added during the time leading up to the Fellowship. However, based on feedback in previous years, Institute Partners will receive an initial profile of the cohort for planning and communication purposes.

Q: Is health insurance provided for the Fellows?

Fellows will be enrolled in the U.S. Department of State's Accident and Sickness Program for Exchanges (ASPE). This is a health benefit plan that covers Fellows in emergency situations. ASPE is provided by the State Department, and Institute Partners are not required to budget for additional health insurance.

Q: Does the State Department require immunizations for Fellows?

The State Department does not require specific immunizations to participate in the program. For universities which do require immunizations, IREX will work directly with those individual institutions to identify a plan for Fellows to receive the appropriate required immunizations.

