



## Reciprocal Exchange FAQs

**Q: What are the eligibility requirements for the Fellow?**

A: Fellows must be considered alumni of the Fellowship by the Department of State and must not have previously received a Reciprocal Exchange award.

**Q: What are the eligibility requirements for the American professional?**

A: The American professional must be a U.S. citizen at the time of application and must not have previously received a Reciprocal Exchange Award.

**Q: Does the Reciprocal Exchange award support Fellow travel to the U.S.?**

A: No, the award supports the travel of American professionals to Africa to continue work with Mandela Washington Fellows on the continent.

**Q: Can an American professional who received a Reciprocal Exchange award once be eligible to apply for a new one with a different Fellow in a different Country?**

A: An American professional who received a Reciprocal Exchange award once is not eligible for a new award. The purpose of the Reciprocal Exchange award is to provide opportunities for the maximum number of eligible American professionals.

**Q: Can an American professional who wishes to partner with multiple Fellows in different countries for the same or similar projects apply for more than one award, so as to establish a support network?**

A: The American applicant can propose partnering with Fellows in different countries on the same project, but s/he will only be eligible for one award at the standard maximum funding level of \$5,000.

**Q: My proposal has extra costs. Will IREX/the U.S. Department of State be able to provide additional funding for these costs?**

A: No, up to \$5,000 may be provided to the American professional to help cover the cost of travel to and from Sub-Saharan Africa and to support approved program-related costs. Fellows and American professionals will be responsible for covering additional costs.

**Q: How are funds disbursed?**

A: Funds are given directly to the American professional and not the Fellow. Eighty (80) percent of the award will be disbursed prior to travel, upon the submission of required documents. The remaining twenty (20) percent of the award will be disbursed upon completion of the exchange and the submission of additional required documents. All other costs associated with the exchange must be funded by the Fellow and/or the American professional.

**Q: Are there any restrictions on how the funds can be used for this program?**

A: Yes, there are restrictions. Funds may not be used to pay administrative or indirect costs of the project, such as the American professional's salary. U.S. government funding may not pay for alcohol and other entertainment expenses such as tourism. For more information about cost restrictions please refer to OMB Circular A-133 Compliance Supplement 2016, part 3: Compliance Requirements, section B: Allowable Costs/Cost Principles located here: [www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2016](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2016)

**Q: Is there a required duration for the exchange?**

A: No, you may propose a duration for the assignment that is agreed upon between the Fellow and the American professional.

**Q: Are there any priority topic areas the U.S. Department of State and IREX would like to fund this year?**

A: Please refer to the application criteria included in the announcement. Rather than indicating priority areas, the application should demonstrate the need for travel and impact of the project.

**Q: Can I access the application from my phone or tablet?**

A: Yes! You can access the application from any device that is connected to the internet. The application is mobile-friendly so it is easy to apply from your phone or tablet. Please remember to submit the required attachments with your application.

**Q: I am unable to move past the general information section. How do I apply?**

A: Please review the eligibility requirements. The application will not let you proceed unless you meet general requirements and have fully completed the section. Any question with a red asterisk is required and therefore must be completed before you can move forward with the application and/or submit it.

**Q: After I complete and submit my application, can I go back in and make changes or add supplemental materials at a later date?**

A: No, once you have submitted your application, you can no longer add any additional information or make any changes. All information and documents should be uploaded prior to your final submission.

**Q: I have a physical disability or other special needs and I need another person's assistance to complete my application. Is this alright?**

A: Individuals with disabilities are encouraged to apply for the Reciprocal Exchange Component. Applicants with physical disabilities or special needs who require another person's assistance to complete an application may do so. However, the thoughts, ideas and content of your application must be your own. While you may collaborate with the American professional or Fellow on your application, you cannot collaborate with the person assisting you on the content of their application.

**Q: Can I submit a paper copy of the Mandela Washington Fellowship application?**

A: No, you should submit your application through the online application system. Paper applications or applications by email attachment may not be accepted.

**Q: When can applicants expect to receive notification on the status of their application?**

A: Applicants will be notified of their selection status in early February 2018.