

**2021-2022 Fulbright Distinguished Awards in Teaching Program  
for International Teachers (Fulbright DAI)  
Host University Program Component  
Request for Proposals**

**Due Date: 5:00 PM EDT, April 23, 2020**

## **I. INTRODUCTION**

The U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) offers a suite of Fulbright Teacher Exchange Programs funded by Congress for U.S. and international educators. These professional learning programs provide opportunities for elementary and secondary educators in the United States and around the world to develop their teaching practice and bring global skills and perspectives to their schools. Through these exchanges, educators forge lasting connections and prepare their students to be future leaders, equipped to work with others around the world to address global challenges. The Fulbright Distinguished Awards in Teaching Program for International Teachers (Fulbright DAI) is a four and a half-month professional development program for international primary and secondary-level school educators. Through a cooperative agreement, IREX administers the Fulbright DAI Program. IREX, in partnership with ECA, invites U.S. universities to submit proposals to host the 2021-2022 Fulbright DAI Program. We are seeking approximately three university partners. Applicants are also encouraged to consider applying for the six-week Fulbright Teaching Excellence and Achievement Program (Fulbright TEA) for international teachers. The strongest applicants may qualify for both programs, but may only receive one award. If you are applying to both programs please indicate if you have a preference should you qualify for both.

## **II. PROGRAM BACKGROUND AND OVERVIEW**

### **1) About the Bureau of Educational & Cultural Affairs (ECA)**

The U.S. Department of State Bureau of Educational and Cultural Affairs' (ECA) mission is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange that assist in the development of peaceful relations.

For more information, please visit <http://eca.state.gov>.

### **2) About IREX**

IREX is an international nonprofit organization providing thought leadership and innovative programs to promote positive lasting global change. IREX's mission is to build a more just, prosperous, and inclusive world by empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information.

For more information, please visit <http://www.irex.org>.

### **3) About the Fulbright DAI Program**

The Fulbright DAI Program is sponsored by the U.S. Department of State, Bureau of Educational and Cultural Affairs. The Fulbright program was established in 1946 under legislation introduced by former United States Senator William Fulbright of Arkansas. Fulbright grants are awarded to students, scholars, teachers, and other professionals from the United States and to foreign nationals to study, teach, or conduct research. Since its inception in 1946, more than 390,000 "Fulbrighters" have participated in the Fulbright program.

The 2021-2022 program will mark the eleventh year of the Fulbright Distinguished Awards in Teaching Program. Participating countries for international applicants are Bangladesh, Botswana, Brazil, Finland, Greece, India, Indonesia, Israel, Kenya, Mexico, Morocco, New Zealand, Philippines, Senegal, Singapore, Taiwan, and Uganda, though these countries may change.

The Fulbright DAI Program will provide approximately 45 primary and secondary school educators with the opportunity to: participate in advanced undergraduate or graduate level classes at a U.S. host university; observe classes, co-teach, and share their expertise with U.S. colleagues in elementary or secondary schools; design and complete an individual or group inquiry project of direct relevance to their educational practice; participate in an online professional learning community to share educational practices with a global network of colleagues; and to engage in other education and cultural activities while on program in the United States. The Fulbright DAI Program is a semester-long non-degree, non-credit academic program at a U.S. university. The international participants will travel to the United States from August through December 2022.

The Fulbright DAI program provides academic coursework, leadership training, and instructional technology seminars. Participants will audit course(s) in the host university's school or department of education or other departments of the university, and thus will be part of the general university community. The program will include opportunities to observe and co-teach with U.S. educators in U.S. schools near the host university, in order to actively engage participants in the U.S. classroom environment and inform the development of their projects. Cultural enrichment, mentoring, and support will be provided throughout the program.

Educators will be nominated to participate in the Fulbright DAI Program based on their educational experience, academic training, leadership, and professional experience. Final selection of Fulbright DAI participants will be made by the Fulbright Foreign Scholarship Board (FFSB). The FFSB is an independent, presidentially appointed board that has oversight responsibility for all Fulbright academic exchange programs.

Fulbright DAI Program Participants will meet the following eligibility requirements:

- Spend at least 50 percent of their time working with students in a school that serves a primarily local (not expatriate) population in their home country;
- Have earned a Bachelor's degree or equivalent education and experience;
- Have three or more years of experience teaching or working directly with students in some other capacity, such as a guidance counselor, library media specialist, etc. (five or more years of experience is preferred);
- In Botswana, Kenya, Senegal, Uganda, Indonesia, the Philippines, Morocco, Bangladesh, India, Brazil, and Mexico teacher trainers are also eligible to apply;
- Be a citizen of and resident in an eligible Fulbright DAI country;
- Demonstrate English language skills adequate to manage coursework, develop lesson plans, and team-teach in U.S. schools; and
- Demonstrate a commitment to continue teaching or working in their field after completion of the program.

Upon returning home, educators share the knowledge and experience gained on the program with colleagues and students in their home schools and within their communities.

For more information about the Fulbright DAI program, visit: <https://www.fulbrightteacherexchanges.org/>

#### **4) Program Dates**

Fulbright DAI participants are currently expected to be at the university from August 2022 through December 2022. These program dates include a three-day Welcome Workshop in August 2022 hosted by the U.S. Department of State and IREX in Washington, D.C. Program directors from the selected host universities should plan to attend the Welcome Workshop. Expenses related to attending these events will be covered by the program and should not be included in your budget submission. Please include in your proposal submission information on what date your university semester begins and ends.

### III. PROPOSAL OVERVIEW

#### 1) About the Host University Selection Process

IREX anticipates awarding approximately three (3) sub-agreement(s), of up to \$215,000 to U.S. universities to host approximately eighteen (18) Fulbright DAI Participants for an intensive, semester-long non-credit, non-degree professional development program. Please note that the total number of sub-agreements is subject to change.

The Program should be grounded in adult learning principles, providing flexibility and opportunities for participants to drive their own learning. The centerpiece of the program is an individual or group inquiry project on a topic of relevance to the participants' home school communities. Teachers propose topics during the application process and receive guidance from an advisor and others at the host university in refining it and deciding whether to work independently or with others in the program. Participants have the opportunity to audit up to two graduate level university courses relevant to their project or other professional goals (in some cases advanced under-graduate courses may be appropriate). The program provides participants with a host university-organized field experience of approximately 90 hours at a local primary or secondary school or schools or other educational organizations relevant to their project interest. Participants will be paired with a U.S. partner educator or educators in the same or a similar discipline, or educators in a similar educational role in the school who share an interest in their inquiry project topic. The program includes academic support, such as English language instruction when necessary, and optional differentiated technology instruction designed to serve the varied needs of Fulbright DAI Participants from higher or lower resourced environments and a range of IT exposure. A Fulbright Seminar provides participants with opportunities to reflect on what they are learning, explore methods and tools to support their inquiry projects, and hear from guest speakers on topics of interest to them. Finally, the program includes trips to cultural sites and civic and other activities to introduce participants to U.S. communities.

The program should provide the following components:

- Resources to support participants in completing an **inquiry project individually or with other participants** in the program on the topic identified in their application. This should include a faculty advisor who can help participants refine their topic, identify appropriate courses, readings, site visits, experts, conferences, etc.
- The **opportunity to audit up to two graduate level (or upper-level undergraduate) courses** on a variety of topics. Participants who choose to audit courses can be expected to complete readings and assignments that are necessary for effective participation in the classes, but would not typically take exams or write term papers or complete other major projects, unless they choose to do so. Participants may occasionally miss a class to take advantage of professional opportunities that arise to support their inquiry project.
- **A field experience** organized by the host university at a local primary or secondary school or schools or other educational organizations relevant to their project interest.
- **Differentiated, optional instructional technology instruction** designed to serve the varied needs of Fulbright DAI participants from higher or lower resourced environments and a range of IT exposure.
- A **customized Fulbright Seminar** that includes opportunities for participants to reflect on their experiences, share what they are learning, and discuss strategies to support their inquiry projects. It may also include speakers on topics such as student-centered learning, working with multicultural populations, service learning, special education, teacher leadership or other topics chosen in consultation with participants.
- **Trips to U.S. cultural sites and civic activities**
- **Opportunities to interact with U.S. Americans** outside their classes, host schools, and program staff through a Friendship Family or similar experience.
- **Academic support** including English language support as needed.

We understand that partner universities selected to host Fulbright DAI teachers may need to make program modifications or adjustments to meet local health requirements and ensure the safety of participants and the community.

## 2) Proposal Evaluation Criteria

Following the proposal deadline, an independent selection committee will convene to review university proposals and select host universities for the 2022 Fulbright DAI Program based on the following criteria (in no particular order):

- Overall demonstrated capacity of college/university to administer programs of this nature;
- Strength and relevance of academic program specifically designed for adult learners who are experienced primary and secondary educators who teach or work directly with students as a guidance counselor, library media specialist, etc.;
- Experience and qualification of key personnel (faculty, program manager, etc.);
- Strength and diversity of proposed field experience sites;
- Planned integration of Fulbright DAI participants within the university community, including connection to faculty advisors;
- Appropriateness of proposed housing, meals, and transportation;
- Suggested plan for civic and cultural site visits;
- Proposed management team and program planning;
- Inclusion of all required proposal components;
- Ability and flexibility to provide differentiated programming models, including but not limited to accommodating the different professional backgrounds and needs of Fulbright DAI Participants, varying English language proficiency, and other needs and
- Cost-effectiveness of the proposed budget. Please note that, while cost-share is not a required component of the application to host, it is encouraged.

## 3) Submission Requirements

Proposals are due to IREX by **5:00 PM EDT on April 23, 2021**. The proposal narrative must be no longer than 15 pages. Proposals should be addressed to Jonathan Ferguson, Project Director, IREX, and emailed as a single PDF file to [fulbrightdai@irex.org](mailto:fulbrightdai@irex.org). Late submissions and requests for deadline extension will not be considered.

IREX anticipates announcing awards in June-July 2021. If awarded a sub-grant from IREX, applicant organizations will be subject to the U.S. Department of State Terms and Conditions and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.

All inquiries must be submitted in writing to [fulbrightdai@irex.org](mailto:fulbrightdai@irex.org).

## 4) Host University Proposal Requirements

- A. Narrative Proposal (submit as PDF file);
- B. Proposed 2022 Fulbright DAI Program schedule (submit as PDF file);
- C. Resumes of all program staff that are included in the budget;
- D. Budget, Budget Summary, and Budget Narrative (template provided by IREX; Excel files must be submitted);
- E. Partner School Information;
- F. An updated NICRA and link to the most recent A-133 audit (submit as Word file);
- G. IREX Fiscal Questionnaire (form provided by IREX);
- H. IREX Due Diligence Questionnaire (form provided by IREX); and
- I. OMB Standard Form 424B Assurances (form provided by IREX).

**Applicants must submit all forms for the application to be considered complete.**

IREX may contact applicants to discuss the narrative or budget and reserves the right to award subgrants without negotiation. Therefore, applicants are encouraged to submit the most competitive application by the deadline.

## A. Narrative

Proposal narratives must include the following:

- **Cover Page (including the following information):**
  - Name of the organization applying
  - Title of grant proposal
  - Name of responsible official from applicant's organization
  - Contact information (address, phone, email)
  - Date submitted to IREX
- **Executive Summary (not to exceed one page):** This page should summarize the proposal, including a brief history of the applicant organization, the amount of funding requested, and expected outcomes.
- **Organizational Description (not to exceed one page):** Provide a brief history of the organization in relation to the Fulbright DAI Program, the staffing structure, programming schedule and content, description of organization's goals for the immediate future in relation to the Fulbright DAI Program. Please describe any special programs or specific strengths that would be of interest to Fulbright DAI participants.
- **Program implementation Proposal (not to exceed 15 pages):** Please provide information for each of the sections below.

### **Program Management/Participant Logistics**

Please describe your university's plans for managing program logistics, including provision of housing, transportation, and meals. Also, describe your university's plan for communicating regularly with your participants to provide timely programmatic updates, offer social and emotional support, and nurture positive group relations. Please describe the roles and responsibilities of each team member and include resumes of any program staff or faculty who will work regularly on the program.

Participants will have a three-day orientation in Washington D.C. at the beginning of the program. Host universities should also plan to provide a thorough orientation for participants, including information on cross-cultural communication, university resources, health and wellness, logistics, and other topic areas. Please include information in this section on your university's plan for orienting the participants to the program and to campus.

In this section, please also briefly describe any program partners on and off campus and include specific university services and resources that will be utilized in implementing the program throughout its duration, if any.

IREX encourages universities to give considerable thought to the design and workload for university staff and faculty. Program leadership must be prepared to dedicate adequate staff time to manage all tasks and responsibilities associated with hosting the Fulbright DAI participants.

IREX strongly recommends that program management should be distinct from instructional staff, and that program managers and academic instructors should not have overlapping roles. Please provide an explanation if you propose overlapping roles.

Although an IREX staff member will be available to provide support as needed, host universities are expected to demonstrate the ability to address challenges and complex issues including, but not limited to: physical and mental health needs, academic difficulties, interpersonal conflict, social and cultural adjustment, and emergency situations.

### **Academic Programs**

The Fulbright DAI Program should offer an intensive non-degree academic program specially designed for seasoned practicing primary or secondary educators and education leaders including classroom teachers, a guidance counselors, library media specialist, etc.:. Please describe your university's plans for developing and implementing the following

required program academic components, specifically addressing how these components will be differentiated for participants with a range of educational professional experiences and responsibilities.\*

1. Individual or Group Inquiry Project: Participants outline an area of interest for their projects in their applications. Program staff should be prepared to help teachers refine their topics and decide whether they want to work independently or with other participants.
2. University Faculty Advisor: In addition to receiving support and advising from host university program staff, each Fulbright DAI Participant will work closely with a faculty advisor. The advisor will be a faculty member or other individual who will provide feedback and guidance as the participant selects audit course(s) and develops the inquiry project. Please discuss your university's plan for actively engaging and guiding advisors throughout the program's duration.
3. A "Fulbright Seminar": Designed according to the needs and expertise of the participants. Participants should be given the opportunity to shape this seminar that can include guest speakers and opportunities for participants to present on their own expertise (as appropriate), on cross-discipline education topics or topics relevant to the completion of their group or individual projects. These topics might include, but are not limited to, action planning and research, conducting professional development, teacher leadership, gender, etc. The sessions should also incorporate time and guidance for them to develop these ideas and share them with each other, as well as opportunities for participants to reflect on their learning and experience on the program as a whole. The suggested hours for the seminar is approximately 40 hours total (about 2-3 hours per week).
4. Audit Courses: Fulbright DAI Participants will participate in up to two advanced undergraduate or graduate level classes at the U.S. host university. Course options should include a variety of discipline-specific and methodological topic areas for participants who would like to learn current practices in student centered learning, classroom management, lesson planning and curriculum development. Courses may be related to participants' project area and may include options outside the school or college of education. Please provide a sample list of potential audit courses.
5. Optional Technology instruction: Fulbright DAI participants have varying levels of experience with technology. Please address how technology instruction will be offered to meet differentiated needs. Some participants will need to develop basic computer literacy skills (including email and Internet use, MS Word, Excel, and PowerPoint), some will be familiar with basic computer applications, internet use, and word processing, and others will be quite proficient using technology in their classrooms. This component should emphasize technology for classroom instruction and planning in the educators' home environments. Your proposal should also address how you will support teachers who are working in environments with limited technology resources.

Please plan to assist Fulbright DAI Participants purchase laptops and/or align their personal laptops with university systems for use throughout the program to complete assignments and advance their technological skills. Some Fulbright DAI participants will bring their own laptops, and others will purchase laptops once they arrive at their host university.

\*Please include in the responses to the prompts above, examples of what capacity your university has to deliver the academic sessions virtually in a meaningful way.

### **U.S. Field Experience**

The U.S. field experience component of the Fulbright DAI Program should provide participants with both a classroom and holistic school experience that allows them to interact with other faculty, administrators, and school leaders. The field experience should include approximately ninety (90) hours in the school environment and engage the Fulbright DAI educators as fully as possible in host classroom(s) and school(s).

The ninety (90) hours can be organized as a continuous learning experience (multiple days per week in a school), as a weekly experience, an experience that is structured in the first half of the program and allows for independent visits in

the second half of the program, or another model. Please include information on how participants will have flexibility to visit additional classrooms and/or schools based on their interest areas. In some cases, it may be appropriate for participants to spend time in community, civic, cultural or other organizations as part of the field experience to support their professional goals for the program.

For part of the field experience, participants should be paired with an accomplished U.S. educator or educators who have at least five years' experience in the same or a closely related teaching discipline or school responsibility and who share the inquiry project interest the Fulbright DAI participant identified in their application. Partner educators should be prepared to facilitate participants' connections to other colleagues, classrooms, and schools to help them meet their professional goals. Prior to the start of the field experience, the university must provide a group orientation for U.S. partner educators that includes an overview of the Fulbright DAI Program, a discussion of U.S. field experience expectations, and a review of the IREX-provided U.S. field experience planning and reflection guidebooks.

Please describe your university plan for the Fulbright DAI U.S. field experience including, but not limited to:

- How you will approach planning for this program component;
- How you will support teachers in visiting other schools or classrooms, if necessary, to support their inquiry projects;

Universities are asked to collect impact data, including but not limited to the impact visiting international educators have on local U.S. schools through the field experience program component. Please outline your approach to collecting impact information of this program component.

### **Civic and Cultural Activities**

An important facet of the Fulbright DAI Program is exposure to U.S. culture and society through a wide range of cultural and civic activities.

The host university should arrange for participants to attend U.S. cultural activities such as performances and sporting events, visit U.S. homes (through partnering participants with Friendship Families), make short trips to nearby cities, visit a variety of U.S. school environments, and enjoy other relevant activities. Please describe your proposed civic and cultural activities for the participants and how these events are related to the program's goals. Also, discuss how the participants will be informed of other activities and events that are taking place on or around campus.

At a minimum, Fulbright DAI Participants must:

- Be introduced to a U.S. family (not including program management staff) and visit their home;
- Attend a school board or Parent Teacher Association (PTA) meeting;
- Participate in university-organized cultural activities (e.g., a sporting event, weekend trip, museum visit, etc.).

Please plan for one un-programmed weekend per month (to allow for personal travel or leisure time), one required weekend cultural activity per month and optional activities for the remaining weekends. You may also schedule cultural activities for weekdays or evenings. Please indicate which activities will be required and which will be optional.

### **Program Monitoring, Evaluation and Reporting**

Please provide a plan for program monitoring and evaluation. The plan should outline the tools and methods that will be used to:

- Assess progress toward meeting program goals and objectives;
- Identify potential challenges to achieving intended results; and
- Make necessary adjustments over the course of the program.

Please describe your methods, tools, and approach to gathering this data. Please note that IREX, on behalf of ECA, will request that universities share the results of your monitoring and evaluations. Universities are asked to detail the schedule of reporting data to IREX; both format and mechanisms of sharing this data.

Please also describe the university's plan for capturing and sharing program successes, challenges, and lessons learned. Universities are asked to collect data that captures program impact on the local community. The data can be quantitative or qualitative, including anecdotal evidence. The proposal should detail the formats and mechanisms of sharing this data. The host university must maintain regular contact with IREX and submit progress reports periodically throughout the project's life cycle.

### **Dependents**

Children and spouses may accompany international educators on the program. The bulk of the expense and arrangements for dependents, including schooling where relevant, will be the responsibility of the grantee to arrange for the duration of the program. Including dependents when appropriate can enhance the experience for participants and their dependents as well as the local school and university communities. Please provide the university's plan to provide information as needed to participants who travel with dependents, and/or an overview of experience the university has had in supporting international dependents. Please include information on alternative housing options for participants who travel with dependents.

### **Unique University Focus Areas**

Please provide additional information on any university thematic academic areas that could contribute to special programming or academic coursework for participants (i.e., Media Literacy, Special Education, Teacher Leadership, etc.)

### **B. Proposed 2021-2022 Fulbright DAI Program Schedule**

Please provide a day-by-day draft schedule of the Academic Program, Field Experience, and Civic/Cultural activities for the entire program. It is understood that the schedule may change. The goal is to ensure that the applicant will be able to provide a program experience that will meet the funder's goals.

### **C. Resumes of All Key Program Staff**

Please submit resumes for all program staff included in the budget, as well as key program staff and faculty, including but not limited to, the program director/coordinator, the main liaison with field experience schools, program/graduate assistant(s), education course instructor(s), and technology workshop instructor(s).

### **D. Budget and Budget Narrative**

IREX anticipates awarding an amount not to exceed \$215,000 to host approximately eighteen (18) participants.

The sub-award will cover all university fees, program-related labor, program materials including participants' course materials and textbooks, and participant housing, meals and transportation. IREX's separate budget will pay for participant's international and domestic air travel to/from the U.S. and the host university.

While not required, cost-share by the host university is highly encouraged. Cost-share can include, but is not limited to, university fees, tuition, access to sport facilities and library privileges, transportation, personnel, and indirect costs.

See Attachment I for a summary budget template. As part of the budget, please indicate how each line item is calculated with a comprehensive detailed budget and budget narrative demonstrating how costs were derived. For each staff person, please include the level of effort/percentage of time dedicated to the program. If indirect costs are included in the budget, please attach a current Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant agency.

Please include a summary budget, detailed budget, and budget narrative. Supporting Excel files must be included. Please see Attachment I.



**E. Partner School Information**

Please provide (2-5) support letters from local primary, middle or high schools that are interested in serving as U.S. field experience hosts for program participants and/or a description of these schools, how you have worked with them in the past, and any specific strengths or programs that would be of interest to the Fulbright DAI educators.

**F. An updated NICRA and link to the most recent A-133 audit**

University applicants must include a copy of the university's most recent A-133 audit.

**G. IREX Fiscal Questionnaire**

Please see Attachment II.

**H. IREX Due Diligence Questionnaire**

Please see Attachment III.

**I. OMB Standard Form 424B Assurances**

Please see Attachment IV.

**ATTACHMENT I: BUDGET AND BUDGET NARRATIVE**

IREX anticipates awarding a sub-award of up to \$215,000 to each university to host approximately eighteen (18) participants.

**Budget:**

Please include a detailed sub-award budget. The sub-award budget categories may include: personnel and fringe benefits (program-related labor), tuition/university fees, travel costs, participant housing and meals, program supplies (including participants' course materials), contractual expenses, other direct costs, and indirect. Please use the budget template provided below.

**Cost-share by the host university is highly encouraged.**

**Budget Narrative:**

A budget narrative serves to explain how the applicant arrived at budget calculations if not apparent in the budget itself. The narrative provides justification for each cost included in a budget and should include sufficient information for IREX to determine whether the costs are reasonable. For each staff person, please include the percentage of time dedicated to the program. Applicants are highly encouraged to consider providing cost-share and are asked to include a narrative to describe how the cost-share was calculated. If indirect costs are included in the budget, please attach a current Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant agency.

**Fulbright Distinguished Awards in Teaching Program  
for International Teachers (DAI)  
Host University Application Budget Template**

<b>Budget Categories</b>	<b>Requested Amount</b>	<b>Applicant Cost-Share Amount</b>	<b>Total</b>
Personnel			
Fringe Benefits			
Tuition and Fees			
Travel			
Housing and Meals			
Supplies			
Contractual			
Other Direct Costs			
Indirect Costs			
<b>Total Costs</b>			

*Please note that the following costs will be covered directly by ECA and IREX and should **not** be included in host university cost estimates: participants' international travel and travel between the host university and Washington D.C. for the program workshop; participants' daily allowance to cover basic incidentals; and accident and sickness medical coverage. IREX will provide J-1 visa support for program participants and dependents.*

**ATTACHMENT II: IREX FISCAL QUESTIONNAIRE**

**Note:** If any of the financial information provided by the applicant is not minimally acceptable to the IREX Grants Compliance Office (GCO) in Washington, D.C., the applicant may be required to submit to an external audit whose scope and auditor will be determined by IREX or to sampling audits of invoices, receipts, procurement files and financial reports during the term of the grant.

**SECTION A: AUDIT**

IREX's grant provisions may require an audit to be performed of your accounting records. Please provide most recent audit with the application.

**1. Is your organization audited in accordance with 2 CFR 200 or A-133?** Yes: No:

a. If no, please contact IREX for additional questions.

b. If yes, who performs the audit and how frequently is it performed?

c. If you receive an IREX grant, will IREX grant funds be included in such an audit?

Yes: No: N/A:

d. If yes, would it appear as a separate project? Yes: No: N/A:

**3. Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization? If yes, please provide details:**

**SECTION B: FORM CERTIFICATION**

**FORM COMPLETED BY:**

\_\_\_\_\_  
PRINTED NAME SIGNATURE

\_\_\_\_\_  
TITLE DATE

**APPROVED BY:**

\_\_\_\_\_  
PRINTED NAME SIGNATURE

\_\_\_\_\_  
TITLE DATE

**ATTACHMENT III: DUE DILIGENCE QUESTIONNAIRE**

Accepting a grant from IREX creates a legal duty for your organization to use the funds according to the grant agreement and U.S. government regulations.

The questionnaire collects information IREX is legally required to collect from subgrantees and may only be used if the Subgrantee undergoes an A-133 audit.

Each question should be answered as completely as possible, using extra pages if necessary. The completed questionnaire must be received by IREX before IREX can issue the grant.

**Please complete the signed questionnaire and any attachments and return to IREX.**

- 1. **Legal name of the organization applying for funding:**  
\_\_\_\_\_
- 2. **DUNS number:** \_\_\_\_\_
- 3. **Tax Identification No.:** \_\_\_\_\_

Please complete this section to provide general information about your organization.

- 1. **Does your organization receive a 990?**  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please attach your most recent report. If no, please answer questions 1a and 1b.
- 1a. **What type of organization are you (501c3 organization, for profit (commercial), university, etc.)?**
- 1b. **Is your organization registered as a charity or non-profit organization as recognized by your government?**  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
- 2. **Is your organization affiliated with any other organization?**  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_

3. Please provide the names of your officers/board of directors or an organizational chart, if available (with titles, if available). This may be done via link:

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Or List:

_____	_____
_____	_____
_____	_____

4. Enter the beginning and ending dates of your organization's fiscal (financial) year:

From: (Month, Day) \_\_\_\_\_ To: (Month, Day) \_\_\_\_\_

5. Does your organization have a Negotiated Indirect Cost Agreement (NICRA) with the U.S. government? (If so, please provide a copy)

Yes: \_\_\_\_\_ No: \_\_\_\_\_

This Question is intended to collect information in compliance with the Federal Funding Accountability and Transparency Act. This Act requires IREX to report executive compensation for the five most highly compensated individuals for subgrantees that meet certain tests.

6a. Does your organization receive more than 80% of its gross revenue from the U.S. federal government (either through direct awards or through subawards)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

6b. Does your organization receive more than \$25,000,000 annually in revenue from the US federal government (either through direct awards or through subawards)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

*If you answered 'Yes' to both questions, please answer question 6c. If you answered 'No' to either, do not continue past this point.*

6c. Do you make information on your five most highly compensated officers available to the public through either your U.S. IRS Form 990 Tax Filing or your filing with the U.S. Securities and Exchange Commission?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If your answer is No to question 6c, please fill out the following table with the correct information.

Executive Name and Title	Compensation
Executive Name and Title	Compensation
Executive Name and Title	Compensation
Executive Name and Title	Compensation
Executive Name and Title	Compensation

7. Please indicate whether your organization undergoes a 2 CFR 200 Subpart F (or A-133) Audit\*. Please attach your most recent audit.

Yes, our organization undergoes an annual 2 CFR 200 Subpart F Audit.

No, our organization does not undergo an annual 2 CFR 200 Subpart F Audit

***If your organization does not receive an annual 2 CFR 200 Subpart F audit please contact IREX for additional due diligence forms.***

As an authorized representative of the organization applying for IREX funding, I certify that the information provided is complete and accurate, to the best of my knowledge. By signing this document, I authorize IREX to check my references and verify information. Any willful false statements in this application will be grounds for termination of application or termination of grant if issued.

Approved by: \_\_\_\_\_  
 Name Signature  
 \_\_\_\_\_  
 Title Date

\* The 2CFR 200 Subpart F Audit is required by federal policy for all U.S.-based organizations that expend more than \$750,000 in federal awards from all sources to arrange for an independent audit that determines whether financial statements are accurately presented, whether internal controls are well designed and operating effectively and whether compliance with laws and regulations that could have a direct and material effect on federal claims has occurred.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL:	TITLE:
APPLICANT ORGANIZATION:	DATE SUBMITTED: