

of continuous on-site administrative and managerial capacity, as well as the means by which program activities will be implemented.

8. Cost Effectiveness: The proposals should maximize cost-sharing through direct institutional contributions, in-kind support, and other private sector support. Overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible.

NOTICE: The terms and conditions published in this RFP are binding and may not be modified by any USIA representative. Explanatory information provided by the Agency that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. The Agency reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funding. Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures.

NOTIFICATION: All applicants will be notified of the results of the review process on or about April 1, 1996. Awards made will be subject to periodic reporting and evaluation requirements.

Dated: December 5, 1995.

Dell Pendergrast,

Deputy Associate Director for Educational and Cultural Affairs.

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BILLING CODE 8230-01-M

Summer Institute on the U.S. Political System: Focus on Federalism

AGENCY: United States Information Agency.

ACTION: Notice—Request for Proposals.

SUMMARY: The Branch for the Study of the U.S. of the Office of Academic Programs of the United States Information Agency's Bureau of Educational and Cultural Affairs announces an open competition for an assistance award program for the Summer Institute on the U.S. Political System: Focus on Federalism. Public and private non-profit organizations meeting the provisions described in IRS regulation 26 CFR 1.501(c)(3)-1 may apply to develop a six-week graduate-level program designed for a group of 18 foreign university educators from around the world on the subject of the U.S. political system, with a focus on federalism. The purpose of the Institute is to deepen the participants'

understanding of the foundations, development, and current functioning of the U.S. political system by concentrating particularly on the topic of federalism; the ultimate goal of the institute is to improve the teaching of political science and American government at the participants' home institutions.

USIA is seeking detailed proposals from colleges, universities, consortia of colleges and universities, and other not-for-profit academic organizations that have an established reputation in political science and related subdisciplines, and that can demonstrate expertise in conducting graduate-level programs for foreign educators. *Applicant institutions must have a minimum of four years' experience in conducting international exchange programs. The project director or one of the key program staff responsible for the academic program must have an advanced degree in political science or a related discipline. Staff escorts traveling under the USIA cooperative agreement support must be U.S. citizens with demonstrated qualifications for this service.*

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable to Government of the United States to increase mutual understanding between the people of the United States and the people of other countries * * *; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations. * * * and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world."

Programs and projects must conform with Agency requirements and guidelines outlined in the Solicitation Package. USIA projects and programs are subject to the availability of funds.

ANNOUNCEMENT NAME AND NUMBER: All communications with USIA concerning this announcement should refer to the above title and reference number E/AAS-96-05.

DEADLINE FOR PROPOSALS: All copies must be received at the U.S. Information Agency by 5:00 p.m. Washington D.C. time on Friday, February 9, 1996. Faxed documents will not be accepted, nor will documents postmarked February 9, 1996 but received at a later date. It is the responsibility of each applicant to

ensure that proposal submissions arrive by the deadline. Tentative program dates are June 29 to August 9, 1996. Participants will likely be booked to arrive in the U.S. on or about June 28, and depart on August 10, 1996.

FOR FURTHER INFORMATION CONTACT: To request a Solicitation Package, which includes more detailed award criteria; all application forms; and guidelines for preparing proposals, including specific criteria for preparation of the proposal budget, applicants should contact: U.S. Information Agency, Office of Academic Programs, Branch of the Study of the United States, E/AAS, Room 256, 301 4th Street, S.W., Washington, D.C. 20547, Attn: Program Officer Susan Zapotoczny; telephone number (202) 619-4557; fax number (202) 619-6790; internet address szapotoc@usia.gov. Please specify USIA Program Officer Susan Zapotoczny on all inquiries and correspondence. Interested applicants should read the complete Federal Register announcement before addressing inquiries to the office listed above or submitting their proposals. Once the RFP deadline has passed, USIA staff may not discuss this competition in any way with applicants until after the Bureau proposal review process has been completed.

TO DOWNLOAD A SOLICITATION PACKAGE VIA INTERNET: The Solicitation Package may be downloaded from USIA's website at <http://www.usia.gov> or from the internet Gopher at gopher.usia.gov, under "New RFPs on Educational and Cultural Exchanges."

SUBMISSIONS: Applicants must follow all instructions given in the RFP and the complete Solicitation Package. The original and 14 copies of the complete application should be sent to: U.S. Information Agency, Ref.: E/AAS-96-05, Office of Grants Management, E/XE, Room 326, 301 4th Street, S.W., Washington, D.C. 20547.

Applicants are also requested to submit the "Executive Summary" and "Proposal Narrative" sections of each proposal on a 3.5" diskette, formatted for DOS. This material must be provided in ASCII text (DOS) format with a maximum line length of 65 characters. If a proposal is selected for funding, USIA will transmit these files electronically to USIS posts overseas to assist in the program participant identification process.

DIVERSITY GUIDELINES: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character, and should be balanced and representative of the diversity and broad range of responsible views present in American political, social, and cultural

life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and physical challenges.

Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the "Support for Diversity" section for specific suggestions on incorporating diversity into the total proposal.

SUPPLEMENTARY INFORMATION: *Overview:* The "Summer Institute on the U.S. Political System: Focus on Federalism" is intended to deepen foreign participants' understanding of the theory and practice of federalism as a central feature of the U.S. political system. Ultimately, the purpose of the Institute is to improve the quality of teaching and curricular materials about the United States at foreign universities.

The program should be six weeks in length, including a residency segment at a U.S. college or university campus (a minimum of four weeks in length), and a study tour segment (a maximum of two weeks in length, including a visit to Washington, D.C. for a program debriefing at USIA).

The program should offer participants a specially-designed series of lectures, presentations, discussions, and site visits, each related to the U.S. political system and/or the topic of federalism.

Objectives

(1) to conduct an intensive, academically stimulating program that presents an in-depth view of the history, development and current status of federalism as a central feature of the American political system.

(2) to offer a multi-dimensional view of federalism that will enable participants to better understand the larger complexities of the American political system as well as other institutions of American society.

(3) to increase participants' understanding of American civilization, past and present, through an integrated series of lectures, readings, interactive discussions, research and independent study opportunities, and site visits.

(4) to enhance teaching about the United States in foreign universities by making appropriate scholarly resources, pedagogical materials, and ideas available to participants.

Participants: The 18 participants will be drawn from all areas of the world and will be experienced in the teaching of courses in the fields of government and politics; they may include university lecturers and scholars, administrators,

department chairs, curriculum developers and textbook writers who are currently teaching about the American political system or who plan to do so.

All participants will be fluent in the English language. They will be nominated by U.S. Information Service posts abroad, and selected by the staff of USIA's Branch for the Study of the United States in Washington, D.C. USIA will cover all international travel costs for participants directly.

Guidelines

—The Institute should be specifically designed for experienced foreign university level teachers. While it is important that the topics and readings of the Institute be clearly organized, the Institute should not simply replicate a lecture course or a graduate seminar. Through a combination of lectures, roundtable discussions, guest presentations, consultations and site visits, the Institute should facilitate the development of a collegial atmosphere in which foreign participants become fully engaged in the exchange of ideas.

—In addition to the core faculty from the host institution, and consistent with the program's design, the Institute should bring in presenters from outside academic life. Such individuals might come from non-government organizations, think tanks, lobbying organizations, media, and all levels of federal, state and local government. Presenters should be fully briefed about the Institute, its goals, general themes, readings, and especially the background and needs of the participants themselves. Information about presenters and how they will be utilized should be included in the proposal submission.

—While the overall design and structure of the Institute is entirely the responsibility of the organizers, the Institute should begin by reviewing the recent history and current status of scholarship in the discipline of political science, specifically in the area of federalism, surveying the major schools of interpretation and approaches, and examining the recent trends and current debates within the discipline. This part of the program should also explore how the study of American federalism has both informed and been informed by other scholarly disciplines, e.g., economics and history, and address how the study of federalism can be used to gain a greater understanding of not only the U.S. political system, but more broadly, the history and character of American life and

institutions, past and present. The latest developments in curriculum design, teaching methods, and resources available in the fields of political science should also be addressed.

- Because the possibilities for the design of such an institute, given the complex nature of the topic, are so great, the best proposals will express a high level of thematic articulation, clearly identify major themes and sub-themes, and demonstrate clearly the means by which these themes will be concretely communicated to participants for discussion and reflection. In this regard, it is especially important for the institute organizer to devise ways to integrate all aspects of the program, from the assigned readings, lectures, and discussions, to any site visits and field trips.
- The equivalent of one day a week should be available to participants to pursue individual reading and research. In addition, the Institute should provide access to leading American scholars and research resources (libraries, archives, databases). Provision should also be made to pair participants with faculty mentors. A key element of the Institute is to expose participants to the full range of scholarly materials, curricular materials and teaching resources, including internet and computer training. The summer institute should facilitate participants' acquisition of such materials to take back to their home countries to be used in their courses and programs.
- A residential program of a minimum of four weeks on a college or university campus is mandatory. The program should include an integrated study tour segment of up to two weeks in length to at least one other region of the country outside the area of the host institution, plus a trip to Washington, D.C. to conclude the institute. During the visit to Washington, D.C., a half-day session at the U.S. Information Agency should be scheduled. In any case, the study tour segment must directly support and reinforce the academic program content. Day trips to various locations (historical sites, classrooms, community centers) are also encouraged if such trips will further enhance understanding of the U.S. and the participants' experience.
- Details of the program may be modified in consultation with USIA's Branch for the Study of the U.S. following the grant award.
- The selected grant organization will be responsible for most arrangements

associated with this program. This includes the organization and implementation of all presentations and program activities, arrangements for all domestic travel, lodging, orientation and briefing or participants, preparation of any necessary support materials including a pre-program mailing and working with program presenters to achieve maximum program coordination and effectiveness.

Please refer to the Solicitation Package for further details on program design and implementation.

Additional Information: Confirmation letters from U.S. co-sponsors noting their intention to participate in the program will enhance a proposal. Proposals incorporating participant/observer site visits will be more competitive if letters committing prospective host institutions to support these efforts are provided.

Visa/Insurance/Tax Requirements: Programs must comply with J-1 visa regulations. Visas will be issued by USIS posts abroad. USIA insurance will be provided to all participants, unless otherwise indicated in the proposal submission. Grantee organization will be responsible for enrolling participants in the chosen insurance plan. Please indicate in the proposal if host institutions have any special tax withholding requirements on participant or staff escort stipends or allowances.

Proposed Budget: Total USIA-funded budget award may not exceed \$157,000. USIA-funded administrative costs should be as low as possible and should not exceed \$47,000. The U.S. recipient should try to maximize cost-sharing in all facets of the program and to stimulate U.S. private sector (foundation and corporate) support. Applicants must submit a comprehensive budget for the entire program. There must be a summary budget as well as a break-down reflecting both the administrative budget and the program budget. For better understanding or further clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity in order to facilitate (USIA decisions on funding. Please refer to the "POGI" in the Solicitation Package for complete budget guidelines and formatting instructions for the Institute program.

REVIEW PROCESS: The USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will also be reviewed by the Agency contracts office, as well as the USIA Area Offices and the USIA post overseas, where appropriate. Proposals may also be reviewed by the Office of the General Counsel or by other Agency elements. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the USIA grants officer.

REVIEW CRITERIA: Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal evaluation:

1. Overall Quality: Proposals should exhibit originality and substance, consonant with the highest standards of American teaching and scholarship. Program design should reflect the main currents as well as the contemporary debates within the discipline.

2. Program Planning: Proposals should demonstrate careful planning. The organization and structure of the Institute should be clearly delineated and be fully responsive to all program objectives. The travel component should be an integral and substantive part of the program, reinforcing and complementing its academic segment.

3. Institutional Capacity: Proposed personnel, including faculty and administrative staff as well as outside presenters, should be fully qualified to achieve the project's goals. Library and media resources should be accessible to participants; housing, transportation and other logistical arrangements should be fully adequate to the needs of participants and should be conducive to a collegial atmosphere.

4. Diversity: Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity throughout the program. This can be accomplished through documentation, such as a written statement, summarizing past

and/or ongoing activities and efforts that further the principle of diversity within the organization and its activities. Program activities that address this issue should be highlighted.

5. Experience: The proposal should demonstrate an institutional record of successful exchange program activity, indicating the experience that the organization and its professional staff have had in working with foreign educators.

6. Evaluation and Follow-up: The proposal should include a plan for evaluating activities during the Institute and at its conclusion. Proposals should comment on provisions made for follow-up with returned grantees as a means of establishing longer-term individual and institutional linkages.

7. Administration and Management: The proposals should indicate evidence of continuous on-site administrative and managerial capacity as well as the means by which program activities will be implemented.

8. Cost Effectiveness: The proposals should maximize cost-sharing through direct institutional contributions, in-kind support, and other private sector support. Overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible.

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NOTIFICATION: All applicants will be notified of the results of the review process on or about April 1, 1996. Awards made will be subject to periodic reporting and evaluation requirements.

Dated: December 5, 1995.

Dell Pendegrast,

Deputy Associate Director for Educational and Cultural Affairs.

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