



Humphrey Fellowship Enhancement Workshops Application Form

The Hubert H. Humphrey Fellowship Program, a Fulbright Exchange, is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs and administered through a cooperative agreement with the Institute of International Education, Inc. ("IIE"). Each year, IIE invites qualified organizations, including academic and professional institutions, to submit a proposal to host a **Humphrey Fellowship Program Enhancement Workshop**. The award results in a **Cost-Reimbursable Contract**.

The recipient organizations will design a **3-5 day in-person workshop** for approximately 30-40 Humphrey Fellows in either February or March 2024. The proposed workshop should be designed around one thematic topic or set of professional skills.

Offerors may propose budgets **up to \$30,000.00** per workshop.

For submission instructions, please see <https://www.iie.org/Work-With-Us/Subawards-Procurements/Solicitations-for-Subaward-Opportunities>.

Documents Required for Complete Submission:

- Completed application
- Letter(s) of commitment from all partnering institutions/organizations
- Letter(s) of recommendation from all institutions/organizations listed in application
- Detailed budget and budget narrative using the provided template

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: eamato@iie.org. Please send proposals as one complete PDF file. IIE will not accept proposals received by fax.

Deadline: Friday, November 10, 2023 at 11:59 PM Eastern (Washington, DC) Time

Please send any questions you have to hkhworkshops@iie.org.

Offeror Information

Name of institution:

Address:

Email address(es) of offeror(s):

Telephone:

Participating departments/offices:

Address:

E-mail address(es):

Telephone number(s):

Name of Lead Program Coordinator:

Address:

E-mail address(es):

Telephone number(s):

Name of Additional Program Coordinator (if applicable):

Address:

E-mail address(es):

Telephone number(s):

Professional/Academic field(s) of proposal:

Narrative and Implementation Plan

Please describe your institution, its participating divisions/departments, and any external collaborating organizations. In the case of joint proposals, include description of partner organization and delineate how responsibilities will be shared. (500-word limit)

Please provide your proposed workshop agenda with session topics and potential speakers included.
(700-word limit)

Please provide the name and qualifications of the proposed administrative planning and support team;
(500-word limit)

Please provide evidence of your institution's previous experience implementing similar programs;
(400-word limit)

Budget Narrative

Please use the provided budget template in the excel spreadsheet to complete this section. You can find this template included with the [RFP entry](#).

I confirm I have completed this section.

Appendices

Please attach a letter of endorsement and financial approval from the relevant executive, dean or other official whose division proposes to host a group of Humphrey Fellows (1 page, 400-word limit)

Please include biographical sketches (not to exceed two pages for each individual) of key personnel in the program (e.g. coordinator, assistant coordinator), indicating scholarly and non-scholarly activities relevant to the Humphrey Fellowship Program (2 pages, 800 word limit)