



## 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 2025. 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](mailto:eamato@iie.org). Please send proposals as one complete PDF file. IIE will not accept proposals received by fax.

**Deadline: Friday, November 1, 2024 at 11:59 PM Eastern (Washington, DC) Time**

Please send any questions you have to [hkhworkshops@iie.org](mailto: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)