

Call for the 14th American Studies Summer Institute Venue Proposals

The Public Affairs Section of the U.S. Embassy in Ukraine, invites organizations and institutions to submit proposals for organizing the 14th annual American Studies Summer Institute for junior faculty members who teach or develop American Studies courses at institutions of higher learning.

The 14th annual American Studies Summer Institute will take place during one week in June 2013. We anticipate a total of 30-40 Ukrainian and foreign participants and trainers. Preference will be given to educational institutions that propose cost sharing and will be involved in organizing the program and logistics of the summer institute. Deadline for submitting proposals to the Public Affairs Section of the U.S. Embassy is **February 20, 2013**.

Guidelines for submission of an American Studies Summer Institute proposal

Please send in your proposal to the U.S. Embassy's Public Affairs Section at the following email address: ShyloLP@state.gov no later than **February 20, 2013**.

The U.S. Embassy's Public Affairs Section will provide funding and assistance to the organizing committee in inviting U.S. speakers, program planning, finalizing the budget, and will consult on local responsibilities and scheduling.

APPLICATION FORM

- Proposals should be written in English and submitted in electronic form.
- Please include letter of support from institution administration.
- Budget should be submitted in Microsoft Excel format, using the example below.

A. Grant Recipient:

a) Institution Name: _____
Department/Faculty: _____
Project Manager (name and position at the university) : _____

University Address: _____
Street _____
City: _____ Postal Index: _____
Region or Oblast: _____
Telephone: () _____ Cell phone: _____
E-mail: _____ Website: _____

b) Bank Account Information:

Account number: _____
Bank name and address: _____
MFO: _____
Code EDRPOU: _____

B. Project Dates: (a week between June 1-14 would be preferable, but other dates will also be considered)

C. Project Description – Please include information about each category below: (no more than 2 pages total):

1. The suggested theme/title of this year's institute is **Contemporary American Issues and the Legislative Process** (You are welcome to suggest other topics or sub-themes):
2. Purpose and Goals:
3. Please include how many faculty members from your university and institutions in your city will participate:
4. Institution Location
 - Short description of your institution and faculty;
 - How easy is it to reach your city and institution from other locations in Ukraine.
5. Venue Needs
 - A large auditorium equipped with multimedia projector and Internet access
 - Small session rooms (2-3)
 - A computer classroom or wi-fi access in large auditorium
 - Technical support
 - Access to photocopy machine and Internet
 - A place for coffee breaks
6. Lodging
 - Availability of dormitory or university guest house (please specify how many people you will be able to accommodate and describe the facilities)
 - The cost per person per night
 - Hotels (please include hotel names, distance from the venue, and costs per person in a single and double room)
7. Meals
 - Can your institution accommodate the participants for breakfast, lunch and dinner?
 - What restaurants are nearby and average lunch cost per person?
8. Organizing Committee
 - How many people do you have in your organizing committee?
 - Which roles will they play?
 - Who are they – names, positions?

- What kind of additional organizational help can you expect from your colleagues, students or others in the region?

9. Experience

- Have you had any experience in organizing such events?
- Have any members of the organizing committee participated in previous American Studies Summer Institutes organized by U.S. Embassy’s Public Affairs Section in Ukraine?

D. Budget

Budget should be presented in U.S. dollars and include:

- Cost of lodging (including breakfast) per person;
- Cost of working lunch and dinner per person per day;
- Cost of coffee breaks for 50 persons per day;
- Stationery and supplies, telephone, xeroxing, email/Internet costs for participants’ after class project work;
- Transportation from lodgings to teaching venue if necessary;
- Institutional cost sharing;
- Other if necessary.

BUDGET TABLE - EXAMPLE (Copy the table below into a Microsoft Excel worksheet. You may also recreate your own Excel table using the example below)

<i>No</i>	<u>Budget Item</u>	Detailed Description	Amount Requested from US Embassy	University Contribution	Contribution from Other Sources
1	Lodging	Hotel (dormitory) name			
1.1	Lodging for participants (double rooms)	Amount in \$ per person/per day in a double room x 4 nights x 30 participants from outside of your city			
1.2	Lodging for trainers (single rooms)	Amount in \$ per person/per day in a single room x 4 nights x 4 trainers			
	Subtotal				
2	Meals				
2.1	Coffee Breaks	Amount in \$ per person/per day x 5 days x 40 participants			
2.2	Working Lunch	Amount in \$ per person/per day x 5 days x 40 participants			
2.3.	Dinner (for participants from outside your city)	Amount in \$ per person/per day x 4 days x 30 participants from other cities			
	Subtotal				

3	Administrative expenses				
3.1	Office supplies: items description (badges, notebooks, paper, flip chart paper, markers, etc.)	Amount in \$ per person x 40 participants			
3.2	Photocopying of handouts	Amount in \$			
3.3	Communication: Internet for participants' project work after class (2 hours/day)	Amount in \$ per hour x 2 hours/day x 3 days			
	Subtotal				
4	Printing program books	Amount in \$ per copy x 45 copies			
	Subtotal				
5.1	Room rental	Amount in \$ per hour/day x number of hours/ days			
5.2	Project administration (provide details)	Amount in \$			
	Subtotal				
	TOTAL (tax included)				

Notes:

- Budgets should contain an estimated amount for bank fees if necessary.
- **Cost sharing** can include volunteer time, rent of premises, equipment, use of Internet during seminars, transportation for trainers and participants from/to the airport and train station, guided tours, etc.)
- Meals should not include alcoholic beverages
- **Salaries** are discouraged because program activities are usually in addition to regular employment. Whenever necessary, **compensation** in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses in the grant.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.
- Grant funds must be expended appropriately and accounted for in submitted **financial and narrative reports**.