USAID FROM THE AMERICAN PEOPLE

INSTITUTE OF INTERNATIONAL EDUCATION

Democracy Fellows Program Application

A. FELLOWSHIP
I am applying for: ☐ Democracy Fellowship Applicant Pool* ☐ Specific Fellowship Position: (*Please also check "Democracy Fellowship Applicant Pool" if you would like to be considered for future fellowship opportunities in the event that you are not chosen as the final candidate for your desired fellowship.)

B. Name			
First Name:	Last Name:	Middle Name:	Suffix:

C. CONTACT INFORMATION	
Email:	Phone:

D. SECURITY CLEARANCE STATUS		
☐ Currently Cleared	☐ Cleared in the Past	☐ No Clearance
Clearance Level (if applicable):		

E. PREFERENCES: Please check all options that match your preference.
Duration: ☐ Full-time (Fellows will be hired as full-time IIE employees.) ☐ Part-time (for those whose current institutional affiliation does not allow FT employment with another organization.) ☐ Short-term (typically 3-12 month fellowships, based on the needs of the sponsoring USAID unit.)
Work location: ☐ US based position (Washington, DC) ☐ Non-US position [country or regional preference (if any)]

F. SKILLS and EXPERTISE: Please list your current professional skills and areas of expertise.		
Topic Expertise: **Choose the Professional Codes from the dropdown list. If your expertise is not on the list, write under "Other".**		
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Other:	Other:	Other:
Regional and/or Country Expertise		
Region:	Region:	Region:
Country:	Country:	Country:
Technology (Statistical software, Microsoft Office, etc.)		
Research Methods (Survey, experimental, statistical analysis, etc.)		

H. OVERSEAS EXPERIENCE: Please list all pertinent overseas experience. Note how it was obtained (e.g., living overseas, college study abroad, work abroad, etc.), and the duration of your stay.

Country	Nature of Experience	Duration of Stay

I. REFERENCES: Please submit three professional references. Of these three, at least one should be from your current/previous supervisor, and one from an individual who has collaborated with you on a research initiative. Recommendation letters from your references are not necessary.

Name	Organization	Email	Phone Number

J. HOW DID YOU LEARN ABOUT THE DEMOCRACY FELLOWS PROGRAM?

☐ USAID Website	☐ IIE DFG Website	☐ Social Media:
☐ Conference:	☐ Online Job Posting:	☐ Print Advertisement:
☐ Other (please specify):		

K. CERTIFICATION

I certify in submitting this form that the above facts and statements are true, correct, and complete.

Date:	Applicant E-Signature:

Please submit the completed application and supporting materials to:

DEM.FELLOWS@IIE.ORG

USAID Democracy Fellows and Grants Program
Institute of International Education
1400 K Street, NW
Washington, DC 20005
Tel: 202.326.7759 Fax: 202.326.7754
Email: dem.fellows@iie.org

OMB Control No. 0412-0520; Expiration Date: 02/28/2014

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name *(Last, First, Middle)*		2. Contractor's Name Institute of International Education	
3. Employee's Address *(include ZIP code)*		4. Contract Number	5. Position Under Contract
		6. Proposed Salary	7. Duration of Assignment
8. Telephone Number *(include area code)*	9. Place of Birth	10. Citizenship (*If non-U.S. citizen, give visa status)*	

11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment

12. EDUCATION *(include all college or university degrees)*

NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE

13. LANGUAGE PROFICIENCY *(see Instruction on Page 2)*

LANGUAGE	Proficiency Speaking	Proficiency Reading
	/S	/R
	/S	/R
	/S	/R

14. EMPLOYMENT HISTORY

1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.

2. Salary definition ï basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT &TELEPHONE #	Dates of Employment *(M/D/Y)*		Annual Salary
		From	To	Dollars

15. SPECIFIC CONSULTANT SERVICES *(give last three (3) years)*

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT &TELEPHONE #	Dates of Employment *(M/D/Y)*		Days at Rate	Daily Rate In Dollars
		From	To		

16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date

17. CONTRACTOR'S CERTIFICATION *(To be signed by responsible representative of Contractor)*

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date

INSTRUCTION

Indicate your language proficiency in block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. ñSò indicates speaking ability and ñRò indicates reading ability. For more in-depth description of the levels refer to USAID Handbook 28 or superseding policy directive.

2. Limited working proficiency

   S Able to satisfy routine special demands and limited work requirements.

   R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

3. General professional proficiency

   S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

   R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

4. Advanced professional proficiency

   S Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

   R Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

5. Functional native proficiency

   S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.

   R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances, the educational information provides an indication of qualifications, the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Office of Acquisition and Assistance
Policy Division (M/OAA/P)
Washington, DC 20523-7100;

and

Office of Management and Budget
Paperwork Reduction Project (0412-0520)
Washington, DC 20503