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 hhhworkshops@iie.org.

Offeror Information

Name of institution: Enter here

Address: Enter here

Email address(es) of offeror(s): Enter here

Telephone: Enter here

Participating departments/offices: Enter here

Address: Enter here

E‐mail address(es): Enter here

Telephone number(s) Enter here

Name of Lead Program Coordinator: Enter here

Address: Enter here

E‐mail address(es): Enter here

Telephone number(s) Enter here

Name of Additional Program Coordinator (if applicable): Enter here

Address: Enter here

E‐mail address(es): Enter here

Telephone number(s) Enter here

Professional/Academic field(s) of proposal:

Enter here

Enter here

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)

Enter here

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

Enter here

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

Enter here

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

Enter here

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](https://www.iie.org/Work-With-Us/Subawards-Procurements/Solicitations-for-Subaward-Opportunities).

[ ]  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 (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 (800 word limit)

Enter here