Solicitation Amendment / Modification

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7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

See Attached.

END OF AMENDMENT
**2023 Project GO Request for Proposals**

**FREQUENTLY ASKED QUESTIONS**

*Updated: February 21, 2024*

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**NAVIGATE TO:**

- Program
- Proposal
- Budget

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**PROGRAM:**

**Q:** If there is an online component in the course design, is it necessary to provide a living/food stipend for the students in the scholarship?

**A:** Yes, it is necessary to provide a living/food stipend for all components of a Project GO program. This is because Project GO is a fully funded scholarship. The scholarship is intended to provide a student with support throughout the entire program, including online programming.

**Q:** Is there a citizenship requirement for the Project GO Coordinator position?

**A:** No, there is not a citizenship requirement for Project GO Coordinators.

**Q:** In the FAQ document, it says that IIE pays for OPI, OPICs, and Flagship Online Listening and Reading tests. Does this mean we don’t have to include them in our budget?

**A:** Correct, those language assessments are paid for by IIE. IIE will handle payments directly with vendors. IIE will work with our Project GO institutions to schedule the various assessments, especially for arranging the LTI assessments.

**Q:** If the project renewal orders are confirmed, can the budget be increased from $400,000 in Year 1 to $600,000 in Year 2 / Year 3 if the program successfully helps participants reach ILR2 during the 2nd / 3rd year of the project?

**A:** The first-year funding award establishes the baseline funding amount for the individual Project GO program. At this point, DLNSEO does not know levels of available funding for renewals beyond 2024-25. Programs should plan for subsequent program years using the baseline funding amount; however, if additional funding is made available, there could be the possibility of an institution gaining additional funding based on their first-year performance measures.
Q: Does applying for two languages necessitate two separate applications?

A: No, only one application is required per institution, regardless of the number of languages proposed.

Q: Are the lack of funding and the single-year grants related to the continuing resolution or the norm to be expected going forward?

A: The final funding level for the first year of this upcoming grant cycle has not yet been determined. Resourcing for Project GO is a priority. In previous years, DLNSEO has received significant supplemental funding from Congress, well beyond previous funding. DLNSEO is very committed to the program. The grants in this cycle, as usual, are for one year and are renewable for two more years, for an overall three-year cycle.

Q: Does the proposed budget need to address possible expenses for unexpected domestic programming?

A: Institutions should focus on their planned activities in the normal course of events; however, proposals should address an institution’s capability to pivot to domestic programming should unforeseen events prevent overseas programming. Institutions do not need to include the costs for alternate domestic programming directly within their budgets, which would make it difficult to stay within the approved ceiling and would detract from core program activities.

Q: Solely domestic programs are not allowed to apply for this grant cycle, correct?

A: Correct.

Q: Is there a maximum number of language programs that can be supported nationally? (ex. Only two Swahili programs total)

A: There is no specific limit per language.

Q: Proposal applications are required to propose plans for the employment of a faculty director or resident director who meets two baseline requirements: they must be a US citizen and not a dual citizen of the country where programming is proposed. Regarding this dual citizenship exclusion, might any exceptions be allowed?

A: If the dual citizenship exclusion applies to your proposed Resident Director, please contact IIE if you are selected for an award. There are a number of factors that need to be evaluated when determining the suitability of proposed Resident Directors.

Q: What happens if an institution is approved for funding but does not meet its enrollment target in its initial summer?

A: Any program’s priority should be to fill all its planned student scholarships. DLNSEO and IIE carefully monitor performance reporting. If, in the first year of the grant, a grantee is not filling seats...
or not able to recruit successfully, the normal procedure and first line of engagement would be to work with the coordinator/program director to identify potential weaknesses in recruiting and correct them in order to ensure the program would be more successful in its second year. DLNSEO’s first priority is to use resources to the best of its ability; repeated failures in meeting recruitment goals could result in lower funding or discontinuation of grant funding.

Q: If an institution would like to apply for more than two languages, what would be the process to do so? Would the minimum requirement be ten students per language? Would the $400,000-$600,000 budget window still apply to more than two languages?

A: The process to apply would be the same standard in the proposal process, including the same page number requirements in the proposal, the minimum of ten students per language, and the overall award ceiling. An institution will need to make a “compelling case” for more than two languages, per the RFP.

Q: Our institution has a joint ROTC program with a larger university because we are a small university. Are there any limitations on joint programs?

A: Additional information would be needed to clarify any partnership or ROTC consortium arrangements. As stated in the RFP, institutions are required to have at least one ROTC unit on campus to be eligible to apply for Project GO. Please contact IIE to review this question in more detail.

Q: For summer courses that cover the first year of the target language—the equivalent of two semesters—what is the ILR target level?

A: The minimum target is for students to finish the program at ILR 1 or higher after the equivalent of four semesters. There is no specific targeted ILR outcome for first-year students; however, there have historically been high-quality first-year programs that produce students who test at ILR 1 or 1+, which is a very successful outcome.

Q: Why is support for domestic programming being discontinued?

A: In order to maximize limited resources, DLNSEO is focusing this grant cycle on overseas programming so that ROTC students can experience cultural immersion and language learning in intensive overseas environments. If additional resources are made available now or later, DLNSEO would consider an additional competition for future domestic programming. DLNSEO recognizes the value of domestic programs and what they have provided to students in terms of language training and cultural experience.

Q: Can applicants partner with established third-party summer programs that provide intensive language instruction overseas?
A: Yes, applicants may partner with overseas third-party providers. It is critically important that the proposing institution identifies how it would manage the relationship between themselves and the third-party provider. There must be a structure in place to provide oversight of the overseas provider. The US resident director should function as the direct management and reporting line to the home institution.

Q: When hiring a US citizen as the resident director, should that person be part of the team, e.g., one of the instructors?

A: The Resident Director should be hired by the home university as part of the Project GO program team. There should be a clear reporting structure from that position to the institution’s Project GO director and coordinator.

Q: Do you prefer that US institutions develop direct enrollment programs with overseas institutions? Or if an applicant were to propose working with a third-party provider, are there any best practices or restrictions that we should consider?

A: It is recommended that institutions put forth the strongest program possible with a clear and accountable management structure, with a staffing plan that includes all parties. As potential applicants weigh programming and staffing models, they should consider what will give the home institution clear and accountable reporting lines and excellent safety and security for students. Direct enrollment with an overseas institution is one possible option, other options are possible, and there is no preference.

Q: When submitting a proposal through SLATE, if we have used SLATE in the past, can we re-use the same account? If our university budget officer who is in charge of forwarding materials changes, how should we address that?

A: Yes, if you have submitted through Slate in the past, you should be able to use the same account and login credentials to start a new RFP application. If you encounter any technical difficulties doing so, please contact Meredith Schumacher at mschumacher@iie.org for technical assistance.

Q: If an applicant has more than one university branch in a city and each campus has its own ROTC branch, does the proposing institution have to secure support from all branches or only the one on its campus?

A: The requirement is that the proposed program have support from the ROTC unit on its home campus. As the one submitting the proposal, your campus would be the primary campus.

Q: Are overseas programs permitted to include both Project GO and non-Project GO students?

A: Yes, but any funding provided through the Project GO grant should only be used to support Project GO students. If a program plans to enroll both Project GO and non-Project GO students in the same program, that must be noted in the proposal.
Q: Within an institution, who specifically applies for this program? Is it the individual language program or ROTC unit, or both?

A: Please consult “Institutional Support” (page 15) in the RFP for guidance on assembling a proposed program team.

Q: Can institutions without established domestic programs partner with other institutions who have established domestic programs to provide a backup program in the event that overseas travel is impermissible?

A: This arrangement would need to be outlined in the proposal, specifying what type of relationship would exist (e.g. sub-grant, subcontract, etc.).

Q: Can a proposed program have more than one Principal Investigator (PI)?

A: Yes, a proposed program can have more than one PI, but it is critical that that the division of duties and reporting lines among the co-PIs are clear.

Q: The RFP discusses the topic of faculty development (p. 12); can DLNSEO/IIE elaborate on this topic and requirement?

A: The faculty development component refers to the utilization of best practices and professional development opportunities for Project GO faculty. Professional development can include guided observations, topic-specific workshops, mentorship, and other activities. The goal of this requirement is that all faculty teaching in the program have opportunities to learn and grow as language educators and be part of a community of best practice.

Q: Are there any specific requirements regarding the citizenship of faculty providing instruction in the proposed program?

A: There are no specific citizenship requirements for faculty or instructional staff.

Q: Will it be allowable to propose two separate summer programs for the same language, e.g. a hybrid program for students at the beginning level of Russian and an overseas-only program for students at higher levels? If so, could the two programs be based at different overseas locations?

A: There is nothing in the RFP that prohibits you from proposing two separate summer programs for the same language in different overseas locations, as long as the locations are in the authorized countries named in the RFP. Hybrid programs may also be proposed. As such, you are welcome to include such programming in your response to the RFP. Finally, it is important that institutions leverage institutional strengths when proposing two separate programs in a proposal.

Q: The RFP requires 8 weeks of study abroad or a hybrid of 3 weeks online and 5 weeks of study abroad. Is there any guidance or restrictions to the students doing online or in-person domestic short courses throughout the year as part of the academic year language programming/maximum exposure after their summer abroad?
**A:** As stated on page 6 of the RFP, academic year language programming can be provided through various models to support the post-program language sustainment and development of ROTC students at the Project GO institution as well as from other institutions. There should not be a requirement for students to pursue credit-bearing programming during the academic year after the conclusion of Project GO. Considering the limited availability of funds, we strongly recommend institutions consider the best use of funding to support summer programming.

**Q:** Would an adjunct professor be able to serve as a PI?

**A:** The RFP does not prohibit the proposed leadership. However, we suggest that institutions carefully review page 15 of the RFP that speaks to institutional support and page 20 section IV under the evaluation criteria that speaks to quality of leadership. Leadership for the program is of considerable importance and demonstrates an important component of the degree of institutional support and ability to leverage university buy-in to support the program overall. Institutions are encouraged to carefully consider as part of any proposed leadership model how the university is demonstrating the points referenced in the two sections of the RFP mentioned above. Co-PI leadership for a program is a possibility within Project GO for consideration, and although not a specified requirement, a tenured PI or Co-PI would be one additional means for an institution to demonstrate institutional support and strength in leadership.

**Q:** Do you anticipate there will be additional RFPs in the near term/future for other languages and domestic programs?

**A:** At this time, Project GO is focusing on overseas immersion experiences in the five languages identified in the RFP to maximize effective use of limited resources for this 3-year grant cycle (2024-2027).

**Q:** The recently released request for proposal (RFP) seemed to reduce a number of languages and focuses more on overseas programming. Is this an accurate representation of the RFP?

**A:** DLNSEO is prioritizing overseas programming in Arabic, Chinese, Korean, Russian and Swahili languages to effectively utilize limited resources. Institutions are encouraged to submit a proposal leveraging institutional strengths and the language(s) in which they expect to be most successful.

**Q:** Can applicants propose domestic summer programming in response to this Request for Proposals?

**A:** Due to evolving DoD priorities and a constrained resource environment, only overseas summer programming (and associated sustainment/maintenance training) may be proposed in this competition. Domestic-only programming will not be supported during this grant cycle. The only standalone domestic programming that may be proposed is contingency domestic programming in response to Section 1, Program Objectives, Part 3, which states that proposals should demonstrate how each institution will, “Develop an alternate plan to offer summer domestic programming at the Project GO institution for ROTC students if circumstances prevent students from
traveling overseas. Applicants must have capacity to provide domestic programming on their campus.” (page 6 of RFP)

Applicants may propose hybrid (combined domestic and overseas) programming so long as the overseas portion of the proposed program is no less than five weeks in duration.

**Q: How many institutional awards do DLNSEO and IIE plan to grant? Is there a pre-determined number of grant awards that will be awarded during the open competition?**

**A:** There is no pre-determined number of Project GO grants that will be awarded. The number of grants will be determined by the quality of applications submitted and the availability of funding. DLNSEO intends to fund as many meritorious and eligible proposals as available funding allows.

**Q: Of the five critical languages specified in the RFP, which language is most important to the Department of Defense (DoD) or most likely to be funded?**

**A:** All languages identified in the RFP (Arabic, Chinese, Korean, Russian, and Swahili) are priorities for DoD and are listed on the DoD Strategic Languages List. Applicants should focus on leveraging institutional strengths and the language(s) in which they expect to be most successful. Applicants should also consider program goals and the ability to recruit students for the target language(s) selected.

In support of the 2022 National Defense Strategy, DLNSEO and Project GO are committed to maintaining robust levels of overseas language and culture programming in Chinese and Russian.

**Q: Is the enrollment requirement stated in the RFP a firm requirement?**

**A:** Proposed programming must meet the minimum enrollment requirement of 20 students if proposing programming in only one language, or 10 students per language if proposing programming in two or more languages. Please see page 10 of the RFP for additional eligibility requirements.

**Q: For overseas programs, are institutions limited to existing Project GO sites or can alternatives be explored?**

**A:** Project GO programming for the 2024-2027 program cycle is currently limited to the countries listed on page 13 of the RFP. Within those approved countries, applicants may explore specific program providers and sites. Institutions may explore alternative sites in the allowed program countries. They are encouraged to factor in the safety and security of ROTC students as well as Department of State warnings and advisories when selecting a site. As outlined in page 6 of the RFP, institutions should demonstrate their capacity to arrange a contingency location.

**Q: I noticed in the RFP that the approved locations for Russian programs did not include Armenia. [We are] writing to find out if the program committee would be open to considering Armenia as a site for a new Project GO program in Russian?**

**A:** Armenia is not eligible for PGO programming as part of this competition.
Q: Can we include language course offerings during the academic year?

A: As stated on page 6 of the RFP, academic year language programming should be provided through varied models to support the language sustainment and development of ROTC students at the Project GO institution as well as from other institutions. Institutions may propose pre- and post-summer program modules, formal tutoring, language partners or web-based sustainment course.

Q: Are current Project GO institutions required to submit a proposal response to this RFP in order to be considered for award funding for the 2024-2027 grant cycle?

A: Yes, all Project GO institutions with current grant awards are required to submit a proposal as part of this open competition for grant funding if interested in hosting programming during the 2024-2027 grant cycle.

Q: What relationship is there between a summer Project GO program and the goal of reaching ILR 1?

A: While we recognize that there are many factors involved with students attaining a minimum proficiency of ILR Level 1, the stated goal of Project GO is to reach this level following 4 semesters (equivalent of 12 credits) of language study. Successful applicants will provide clear pathways for students to achieve this minimum proficiency goal and beyond in their proposal.

Q: If an institution currently hosts a Language Flagship program and is interested in applying to Project GO, would there be a conflict between the two programs?

A: No, there should not be a conflict between an institution’s Flagship program and Project GO. In fact, institutions with Language Flagship programs are encouraged to address coordination between their Flagship and their proposed Project GO program to strengthen their proposal. Please highlight the distinct learning pathways for Project GO students and how those may differ from those of students in your Flagship program. Avoid duplication of costs across programs.

Q: How is cooperation with other Project GO institutions and Language Flagship programs usually implemented?

A: A few examples of collaboration with other Project GO institutions include collaboration on regional or national ROTC student recruitment efforts, engagement in working groups to promote and share best practices in program implementation, and collaboration on the use of resources and best practices for the integration of culture in programming. Cooperation with Language Flagship programs may include working with the Flagship Technology Innovation Center.

Q: What factors should be considered for ROTC student recruitment?

A: Applicants are encouraged to build a strong relationship with their ROTC department and work closely with commanders to identify and implement the best strategies for recruitment. Special consideration should be paid to the profile of ROTC students at a specific campus. Many ROTC students have demanding schedules, especially those in STEM fields, and may have summer training
commitments for their specific Service. Two-thirds of ROTC Project GO students have never been overseas.

Q: How should institutions overcome the recruitment obstacle of mandatory ROTC summer training scheduling conflicts?

A: Summer training may pose limitations for cadets and midshipmen. Applicants are encouraged to consult and work closely with their ROTC commanders to identify students interested in language study early in their academic careers and assist in deconflicting mandatory ROTC summer training requirements. This helps ensure that a summer or academic year language experience is factored into their 4- or 5-year plans and does not conflict with ROTC training or academic requirements.

Q: What are the consequences if a program fails to meet a target enrollment?

A: Subsequent funding beyond the initial grant year is determined in part by program performance. Failure to meet target enrollment numbers is one, but not the only consideration for successful performance.

Q: Does an institution’s proximity to other institutions currently administering a Project GO program pose an issue?

A: Project GO is a national scholarship program open to all eligible ROTC students across the United States. As outlined on page 7 of the RFP, applicants must address a plan for recruitment and outreach strategy for their respective program. This should encompass a plan and strategy for both on- and off-campus recruitment activities targeting local, regional, and national recruitment populations with a goal of recruiting a diverse pool of qualified ROTC applicants.

Q: Have Project GO programs interacted or participated with friendly foreign militaries?

A: In the past, Project GO students have had experiences with military academies in Taiwan and interacted with ROTC student counterparts in South Korea. Please consult with ROTC commanders and DLNSEO if formal exchange arrangements are under consideration.

Q: Are institutions expected to develop summer programs specifically for Project GO or can they coordinate with an existing summer language program? Can institutions share an overseas site with another Project GO institution for study abroad programs?

A: It is possible to coordinate with an existing summer language program at your institution. Project GO institutions working with the same third-party provider in the same location are encouraged to communicate and coordinate program activities. Programs must also be able to demonstrate the third-party provider’s availability of facilities and resources to successfully implement multiple Project GO programs.

Q: How can institutions inquire about an existing Project GO site?
A: Contact information for current programs is available on the Project GO website at http://www.rotcprojectgo.org/.

Q: Should institutions host local or non-local students in its programs?

A: Project GO is a national scholarship program open to all eligible ROTC students across the United States. As outlined on page 7 of the RFP, applicants must address a plan for recruitment and outreach for their program. This should encompass a plan and strategy for both on- and off-campus recruitment activities targeting local, regional, and national recruitment populations.

Q: When performing language proficiency assessments of students, which modality is most important?

A: DLNSEO and IIE are interested in improving all modalities. All Project GO students take a post-program Oral Proficiency Interviews (OPI) for speaking. Select Project GO students meeting the criteria on page 7 of the RFP also take the Flagship Online Listening and Reading tests.

Q: Is it possible to integrate funded Project GO students with non-Project GO students in the same program (e.g., class, overseas study)?

A: Yes, institutions may integrate Project GO and non-Project GO students on programs. However, they should work with their Office of Sponsored Research to ensure that all expenses charged to the grant support only Project GO students and are otherwise reasonable, allowable, and allocable.

Q: For the minimum enrollment requirement of 20 students for programming in one language and 10 students per language for programming in two or more languages, do all of the students have to be Project GO students? Could it be a mix of Project GO and non-Project GO students?

A: The designated minimum number of students outlined in the RFP pertains to Project GO students only. For all languages and programs, the minimum number of students is **20 for programming in one language and 10 per language for programming in two or more languages**. There is a possibility to run programs with additional non-PGO students, but grant funding cannot be used to cover expenses for the non-PGO students.

Q: Do institutions need to have an MOU in place in order to apply for a specific location or can they show proof of intent to establish an MOU?

A: Institutions do not need to have an MOU in place in order to apply for a specific location. However, if they have had a past MOU and plan to renew, they can submit that information along with their application. If they are establishing a relationship with an institution and plan to create an MOU with them in the future, they should share what that might look like in their proposal.

Q: May we propose an online-overseas hybrid program?

A: Yes, this program model is eligible for consideration.
Q: If an institution has an “on-campus” ROTC program and is also part of an ROTC consortium hosted by another local area university, are they eligible to submit a proposal to host a Project GO program?

A: Yes, as noted on page 10 of the RFP, any US institution of higher education with at least one on-campus ROTC program is eligible to submit a proposal to host a Project GO program.

Q: Does the PI need to be a tenured or tenurable faculty member?

A: There is no such requirement within the RFP. However, due to the requirements of the position, it is advantageous for this person to be a tenured faculty member.

Q: Can there be co-PIs? Can there be more than one Coordinator? Would it be feasible to have a coordinator for each proposed language?

A: Co-PIs, Co-Directors, and a PI/Director split are all acceptable models. Multiple coordinators may be proposed, but this is not a common practice among current Project GO grantees. Funds should be budgeted for a Project GO Coordinator, at a minimum 50% level of effort (LoE), to help in the administration and management of the Project GO program at the applicant’s institution. While the duties of a coordinator may vary depending on institutional structure, this position is essential for the successful administration of a Project GO program. If proposing to split or share the duties of any management position (PI, Director, Coordinator), proposals should make clear the specific responsibilities and responsibilities of each position.

Q: Do you encourage Co-PI’s?

A: Several institutions have Co-PI’s, but institutions are encouraged to have one lead PI and designate an Academic Director, Administrative Director, etc. If Co-PI’s are proposed, please explain the reasoning in the proposal.

Q: The budget guidelines mention a PI and payment for effort, previously another school asked if there could be more than one PI, are both PIs paid in the same fashion? Instead of multiple PIs can a program have a PI and a co-PI? Would the co-PI be eligible for payment of effort as described in Budget Guideline 1?

A: A proposed program can have more than one PI, but it is critical that that the division of duties and reporting lines among the co-PIs are clear. Levels of effort do not need to be the same for each co-PI and proposed compensation is a matter for your institution.

Q: Does the PI need to be a U.S. citizen?

A: At present, there are no restrictions that would limit the PI to be a U.S. citizen for this program.

Q: What kinds of cultural assessments will be used and in what format?
A: Applicants are free to propose integration of cultural assessment instruments into proposed programming but are not required to do so.

Q: Since ILR 1 is the minimum, is preference given to programs who provide instruction for ILR 2 or higher?

A: ILR Level 1 is the minimum proficiency goal; applicants with capacity to leverage their institutional strengths to teach to proficiency levels beyond ILR Level 1 are encouraged to propose programming at the minimum proficiency goal and beyond (i.e. to ILR 2 and higher).

Q: Are the Flagship online reading and listening exams similar to the DLPT?

A: Yes, they are similar assessments. They use the same ILR scale and have similar formats in reading and listening.

Q: Do students take the OPI(c) and Flagship assessments through IIE or do the Project GO institutions conduct the assessments and report the results?

A: Institutions are responsible for scheduling the assessment date and times around their program dates, arranging testing space (e.g. use of a computer lab), and providing staff member(s) to proctor assessments. OPI(c) testing is administered by Language Testing International, and the Flagship assessment is administered by American Councils for International Education. The reporting of assessment results is conducted in collaboration with Project GO institutions, IIE, and the test administrators.

Q: If a program is 8 weeks or more in duration, may it provide less than 150 contact hours?

A: All summer language instruction must be a minimum of 150 contact hours of instruction and/or 8 weeks in duration. Programs are encouraged to provide a combination of a minimum of 150 contact hours and 8 weeks of language instruction.

Q: If an institution does not run its own program abroad in a given language, is it permitted to propose collaborating on the abroad program that is administered by another Project GO grantee institution, i.e., use that institution's program as a third-party provider with their consent?

A: No, this is not an authorized program model.

Q: Is it permissible to change languages during a 3-year cycle?

A: Institutional grants are reviewed and awarded for the languages identified in the institution’s submitted proposal. For this reason, changes to program languages during the three-year award cycle are not considered eligible award modifications. Changes to scholarship numbers, programming dates, length of programs, etc. are some of the acceptable change requests that may be reviewed by IIE and DLNSEO for consideration and approval during the three-year cycle. Depending on the complexity and the financial impact of the changes proposed, an award modification may be required and will be processed by IIE, pending any required approvals provided by DLNSEO.
PROPOSAL:

Q: The RFP requires that our curriculum be based on proven curricular models for language acquisition and best practices. The contents of our narrative cite specific references, so we were planning to include a bibliography as an additional appendix (Appendix A or E). Is this acceptable? Do we need to include a bibliography and citations at all?

A: Authorized attachments are limited to endorsement letters, requested budget contents, appendices (B, D, and E, as applicable), and requested documentation detailing key individuals who will be involved in the development and management of the Project GO program. For more information on application guidelines, please see page 23 of the RFP.

Q: Previous solicitations have requested a Subrecipient Data Form to be completed (as an Appendix A) and submitted with the application. I don’t see any reference to that in this year’s RFP. Is that correct – that a Subrecipient Data Form is NOT required for this year’s application?

A: A Subrecipient Data Form is not required for this year’s application.

Q: If we create a user account for the proposal submission system, can we share login information with other parties (for example, if different people will be uploading different parts of the proposal)?

A: The user account for the proposal submission system should be in the name of an authorized representative who will be ultimately responsible for the submission (this is often either the proposal PI or a representative of the university’s OSP). If that person agrees to give access to other parties, and if that person does a final review of the proposal before submission, it is fine to allow other parties to access the account before submission.

Q: On page 25 of the FRP, under Application Format, the RFP states that there be a table of contents with hyperlinks to the different sections of the proposal and that the complete proposal be submitted as a single combined PDF digital file. However, during the webinar on February 20, a different way of transmission was shown. It did not cover any table of contents/links but showed several different sections to submit as separate PDF files for the 1) proposal narrative, 2) list of key individuals, CVs, and letters of contribution, 3) appendices A, B, C, & D, 4) budget and budget narrative. Can you please clarify?

A: Please submit an application in Slate using the required sections and corresponding documents (as covered in the February 20 webinar). The hyperlinked Table of Contents and single PDF are no longer applicable requirements.

Q: On page 25 of the RFP, it says that the proposal must be submitted as a single PDF file, but the proposal submission system requires the proposal to be submitted in four different parts. How should I submit the proposal?
A: Please submit the proposal in four different PDF pieces, as indicated in the proposal submission system. Be sure to include all required proposal pieces as listed in Section 4 of the RFP (Proposal Guidelines) to ensure the proposal is complete. The proposal submission system requests submission of the proposal broken down into four parts as follows:

i. Proposal Narrative - Please upload a PDF proposal narrative that includes the following components:
   - Title page
   - Transmittal letter from the applicant institution’s Sponsored Projects/Research Office
   - An abstract of no more than 300 words
   - Proposal narrative of no more than twenty-five (25) pages that responds to the guidance provided in this solicitation and in the selection criteria, excluding authorized attachments
   - Annual timelines for program development and activities that covers the period September 1, 2024 through August 31, 2025

ii. List of Key Individuals and CVs - Please upload a PDF file that includes the following components:
   - A list of key individuals who will be involved in the development and management of the Project GO program. Include complete contact information and resume or abbreviated curriculum vitae.
   - The key individuals must collectively provide a letter of contribution describing in detail the role and involvement of each member proposed for the project. The letter should be written by the Project GO Project Investigator (PI) in conjunction with on-campus ROTC leadership.

iii. Appendices - Please upload a PDF file that includes the following components:
   - Appendix B - Student Population
   - Appendix C - Language Template
   - Appendix D - Confucius Institute Certification

iv. Budget and Budget Narrative - Please upload a PDF file that includes the following components:
   - A budget summary
   - An itemized budget (using the provided budget template)
   - A budget narrative (budget notes in the same Excel budget document are acceptable)
   - A breakout of your scholarship expenses per student for each Project GO program proposed.

Q: Can the program be hosted within a non-academic unit, such as a center?

A: As long as an institution has a clear understanding of the reporting lines and the structure between their center and their institution, it is acceptable if the center is not part of an academic department. This should be clearly stated and described in the proposal. Applicants may include faculty with reporting lines in other units.
Q: Page 10 states that applicants should provide information on their current student body, to include the current or proposed Project GO student body. Should information be provided about proposed Project GO scholarships for 2024 and beyond?

A: Please provide the requested information for your institution's current Project GO student body or an estimate of the proposed Project GO student body.

Q: Page 23 states that the proposal narrative should not be over 25 pages. Do the 25 pages include the abstract?

A: Yes, the abstract counts towards the 25-page narrative but it is up to the institution whether they plan to submit a separate abstract page.

Q: There is mention of a table of contents that needs to be completed. Where in the packet would this be placed? At the very beginning (before all other documents)? After the transmittal letter?

A: Typically, a proposal submission first includes a transmittal letter, then a title page, and then table of contents prior to the start of the narrative.

Q: Can the applications be submitted electronically?

A: Yes, all applications must be submitted electronically. Hard copies of proposals will not be accepted. Please reference page 27 of the RFP for details on the electronic submission process.

Q: Who should submit the proposal?

A: Proposals may be submitted by the institution’s PI or Office of Sponsored Programs. If an institution has multiple PI’s, it does not matter which Co-PI submits the proposal.

Q: Is there an advantage to an institution proposing multiple languages instead of one?

A: Applicants must demonstrate the capacity to teach up to two of the following critical languages: Arabic, Chinese, Korean, Russian, and Swahili. Any proposal should showcase an institution’s strength and leverage these strengths. If there are strengths in multiple languages, the institution may propose multiple languages. If the institution has strength in one language and can showcase that program appropriately, then it would be best for the institution to propose that one language. Applicants proposing overseas programming for more than two languages will be considered only if a compelling case, reflective of institutional strengths and capacity, is presented.

Q: Can separate Project GO applications be submitted for each language or department?

A: Historically, only one grant has been awarded to an institution applying for a Project GO program, regardless of the number of languages offered. Institutions are encouraged to focus their applications on their strongest language programs.

Q: Can PowerPoint slides, charts, and other printed media be used in grant proposal appendices?
A: Yes, slides, charts, and other printed media are permitted in grant proposal appendices.

Q: Is there a limit to the number, type, or length of appendices that can be submitted with a proposal?

A: Authorized attachments are limited to endorsement letters, requested budget content, and appendices B, C and D. Reviewers prefer that institutions refrain from appending institutional information. Please read page 23 of the RFP carefully for authorized attachments.

Q: The proposal includes the ILR scale as Appendix A. Should we include this scale as a separate appendix in our proposal?

A: The description of the ILR scale in Appendix A of the RFP is a tool for your reference as you outline the programs goals for reaching the different proficiency levels. There is no need to include a copy of the ILR scale as an appendix in your proposal.

Q: The RFP states that the key individual information and Appendices B, C, and D should be part of the Proposal Narrative attachments. These are also listed again after the narrative and annual timelines document. Please verify where in the proposal (what order) these documents should be listed?

A: The list of key individuals may be placed after the narrative and annual timelines document.

Q: For what kinds of key personnel should resumes be provided?

A: Provide resumes for anyone with a significant contribution to the program. At a minimum, this includes the Principal Investigator(s) (PI) and other key personnel.

Q: Are individual letters of support for a proposal permitted in addition to a collective letter of support?

A: Yes, institutions are allowed to submit individual letters of support in the appendices of their proposal.

Q: Are electronic signatures acceptable for individuals whose roles are specified in the letter of contribution?

A: Yes, electronic signatures are acceptable.

Q: Is a specific type of assessment evidence required to evaluate programs in the RFP? Is it possible to use scores from an institution’s personal placement exams?

A: Any previous assessment evidence that demonstrates language proficiency is acceptable.

Q: Is there a number of ROTC students that is an acceptable mass to be supported or considered in the application?

A: No, as long as there is one on-campus ROTC program, an institution is eligible to apply and submit a proposal.
Q: For Appendix B: Student Population Template, should these numbers refer to “contracted” ROTC students or to all students enrolled in our ROTC program?

A: The number of ROTC students in Appendix B should be all enrolled students (not just the contracted ones).

Q: If an institution is in the process of terminating an agreement with a Confucius Institute by Summer 2024, are they eligible to apply?

A: In order to apply for any Department of Defense grant funding, an institution needs to be able to certify that they do not have a Confucius Institute (CI) at the time of the application. Institutions hosting an active Confucius Institute are not eligible to receive DoD supported grant funding.

Q: Will institutions who have a Confucius Institute be at a disadvantage?

A: NDAA for FY 2021, Section 1062 states that “none of the funds authorized to be appropriated or otherwise made available for any fiscal year for the Department of Defense may be provided to an institution of higher education that hosts a Confucius Institute” with an effective date of 24 months after the date of the enactment of NDAA 2021 and to any subsequent fiscal year. The certification form is not a component of the evaluation criteria identified in Section 3 of the Request for Proposal and an institution’s response on the certification form is not a factor for consideration in the merit review process.

Q: Should project timetables and endorsement letters both be included as separate appendices? Who should endorsement letters be from (e.g., university leadership, ROTC commanders, etc.)?

A: Reviewers prefer that institutions refrain from appending an overage of institutional information. Appendices may include relevant endorsement letters and a project timetable. Please refer to page 23 of the RFP for guidance on authorized proposal attachments.

Q: On the SLATE platform, is there an option for having multiple stakeholders have access to the application? And should the application come from our sponsored programs office? Or how should our sponsored programs office’s approval be registered in the submission process?

A: Slate does not support multiple users’ access to a single application. Each application is tied to a single email address and name. Proof of Sponsored Research/Sponsored Programs approval may come in the form of a signed transmittal letter included in the single proposal PDF. Please see page 23 of the RFP for more details.

Q: Can program directors/coordinators sign and submit an application in the portal (once it has been approved by the Office of Sponsored Projects), or does the OSP have to sign and submit the application within the portal?
A director or coordinator may sign and submit an application within Slate. Proof of Sponsored Research/Sponsored Programs approval should come in the form of a signed transmittal letter included in the single proposal PDF. Please see page 23 of the RFP for more details.

Q: Are there any sample proposals that are available to read?

A: No, there are no sample proposals available for applicants to review.

Q: If there are two proposals for separate languages, do they have different review groups?

A: Project GO review panels are not exclusively organized or separated by language. Each proposal is reviewed by one panel only.

Q: What are the metrics used to assess institutional support? Especially as it may refer to allocation of time/pay by director or other support staff, other than the position funded by Project GO.


Q: On page 26 of the RFP, it reads "provide link to university's NICRA agreement." What does NICRA stand for?

A: Negotiated Indirect Cost Rate Agreement. Please consult your institution’s Office of Sponsored Programs for more information regarding the institution’s NICRA rate.

Q: Regarding the updated criteria that institutions follow up with students to make sure they are continuing their language study from the previous summer; would this go into the next year’s grant year/cycle?

A: Institutions selected in this open competition will receive awards starting on an effective date of September 1, 2024. All requirements in this RFP apply from September 1, 2024 onward.

Q: Is there a proposal template we should follow? Or should it be in a traditional format (project abstract, implementation plan etc.)?

A: Please consult Section 4: Application Guidelines, which starts on page 23 of the RFP.

Q: Can project funds be used for developing cultural components identified in the proposal?

A: Yes, development of cultural programming components during the period of award are an allowable program expense.

Q: Would {Institution X} in {Country Y} be an acceptable partner?

The Project GO team cannot advise on specific overseas partners during the competition period. We suggest that you factor in the safety and security of ROTC students when selecting your site and Department of State warnings and advisories. Please reference the Program Structure section on pages 12-13 of the RFP for program location information.
BUDGET:

Q: For budgeting and the required stipend to cover home institution fees for study abroad and/or academic credit transfer, does this refer to just the PGO home institution, or does this refer to any potential home institution fees applicable to students (i.e., their home institution fees if different from the PGO home institution)?

A: Applicants should budget at some minimum level for reasonable home institution (i.e. third-party institutions) credit transfer and study abroad fees.

Q: Are there any rules as to how an institution budgets university tuition/fees and costs charged by a third-party program provider?

A: Institutions should include in their budget all necessary and applicable fees, including tuition and related study abroad fees. It is up to the institution to determine how these fees are budgeted. Typically, these fees are incorporated into the student scholarships and are budgeted in the Participant Support Cost category. Please consult your OSP.

Q: How should we budget for the required stipend to cover home institution fees for study abroad participation and/or academic credit transfer, included on page 25?

A: This stipend should cover all fees that may be required, whether at the Project GO institution or the student’s home institution, for a student to participate in the Project GO program and/or to transfer academic credits.

Q: Some cadets receive a stipend from the Services' ROTC headquarters for taking language classes. Do we include these stipends as part of our budget request?

A: Project GO student scholarships should be fully funded for students, including transportation, lodging, and meals. However, any stipend that ROTC students receive for language study would be provided by the ROTC service in question (Army, Navy, Air Force) and would not be included in your proposed program budget.

Q: Budget Guideline 2 states the Coordinator must be a minimum of 50% LOE. Is there a maximum LOE? If LOE is 75% or 100%, will the grant pay for health benefits, etc., or are these university be required to cover those costs?

A: Grant funds may be used to fund health insurance or other such benefits for personnel. Please consult with your OSP to understand how to include applicable fringe rates in grant proposals per university policy.

Q: Will the grant reimburse costs for student staff for instance a student employee that will assist at our second campus that also has a large ROTC presence?
A: Proposed student employment must be in accordance with your institution’s HR policies; all proposed positions must be reasonable and necessary to accomplish the proposed program’s objectives.

Q: Are maximum funding amounts inclusive of IDC, or do they reflect direct costs only?

A: The maximum funding amounts are inclusive of indirect costs.

Q: Are applicants allowed to include allocations for salary for language-instruction faculty in their proposed budgets, or are personnel costs limited to the Director and Coordinator positions outlined on page 24?

A: Personnel costs in addition to the director and coordinator, such as language instruction faculty, may be included in the proposed budget.

Q: Should cadet scholarships be built into the budget? When cadets are accepted into Project GO, does their scholarship money come in addition to the institution’s grant award or is the institutional grant used to fund these scholarships?

A: Student scholarships are included in the institution’s total grant award. When building the budget, institutions should include all scholarship costs in the Participant Support Cost section of the budget template.

Q: What must be covered under student scholarships?

A: Project GO students must receive full funding. As outlined on page 24-25 of the RFP, student funding must cover at a minimum: tuition and fees, lodging, meals, travel to/from the study location on a U.S. Flag carrier, books, insurance, visa, and a stipend to cover home institution fees for study abroad participation and/or academic credit transfer.

Q: If we offer students an opportunity to stay on campus in dormitories, can we make it mandatory for them to do so?

A: While not explicitly stated, students should not choose their own housing. Project GO programs may house their students in dormitories or other group housing, or place students in homestays (assuming all accommodations meet basic health and safety guidelines).

Q: The RFP mentions that we should “provide a breakout of your scholarship expenses per student as an addendum to the budget for each Project GO overseas program at your institution.” What format should this addendum follow?

A: The addendum can be a Word document with corresponding tables for each domestic and/or overseas program proposed.

Q: Would this include different information than what is in the budget narrative?
A: This includes information that is typically included in the budget but is meant to provide a summary table listing all scholarship costs supporting a student in each program offered.

Q: Does this get attached to the budget narrative?

A: This document may be included as an attachment after the budget narrative.

Q: Is the maximum funding amount per language or for the entirety of the grant?

A: The maximum is the entirety of the Project GO grant. Funding will be made available based on number of scholarships proposed along with an institution's ability to propose and deliver language instruction above and beyond ILR 1.

Q: How many student scholarships should be budgeted for in the proposal?

A: Program costs vary and the number of scholarships awarded will depend on how many scholarships an institution can support while providing full funding for all students.

Q: Can study abroad support for immersion only be used for ROTC students?

A: Study abroad scholarship funds provided by Project GO can only be used for eligible ROTC students that are participating in a Project GO program. More details on ROTC student eligibility can be found at http://www.rotcprojectgo.org/eligibility-selection.

Q: What is included in the Modified Total Direct Cost?

A: Modified Total Direct Costs are those direct costs on which an institution calculates a grant’s indirect costs (as defined by your institution’s NICRA). Please confer with your Office of Sponsored Programs (or equivalent) to understand and properly calculate your proposal’s MTDC in accordance with your institution’s policies. MTDC often excludes items such as student scholarships and tuition remission.

Q: Where can specific guidelines on allowable indirect costs be found?

A: Please work with your Office of Sponsored Research to understand these costs. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards has guidance on indirect costs under Section 2 CFR 200.414 and Appendix III Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs).

Q: Is there a required or preferred way of calculating Facilities and Administrations costs, indirect costs, or scholarships? Do any costs (for example, student scholarships) need to be excluded from the Facilities and Administration cost calculations?

A: This solicitation does not require a specific way of calculating F&A costs, indirect costs, and scholarships. Please work with your Office of Sponsored Programs to follow your university’s policy on how to budget these costs. All costs must comply with an institution’s Negotiated Indirect Cost Rate Agreement (NICRA) and applicable U.S. Government guidance. Specifically, calculations must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for
Federal Awards (see Appendix III to Part 200).

Q: Most Sponsored Programs/Research offices include indirect costs in grant budgets in accordance with their institution’s NICRA. Is this an allowable cost for this RFP?

A: Institutional Indirect Costs are acceptable expenses to include in the proposal budget. Please consult your Office of Sponsored Programs to make sure that all indirect costs comply with your institution’s NICRA, institutional policy, and Federal Uniform Guidance.

Q: Will program-dedicated equipment be considered in the budget?

A: Program supplies and resources may be included in the budget. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Section 200.33 Equipment) for items defined as equipment. Please provide justification for all items defined as equipment.

Q: Is there a suggested level of cost for overseas summer programs?

A: Given the variability of program costs in different locations, there is no suggested level of cost. Please ensure that scholarships fund the following: tuition and fees, lodging, meals, travel to/from the study location on a U.S. Flag carrier, books, insurance, visa, and a stipend to cover home institution fees for study abroad participation and/or academic credit transfer.

Q: Should institutions budget for language proficiency tests?

A: OPI, OPICs, and Flagship Online Listening and Reading tests are paid directly by IIE. Other language proficiency tests used as placement or interim tests beyond the Project GO tests of record may be included in program expenses.

Q: Can the cost of proctoring tests at overseas locations be included in the budget?

A: Yes.

Q: Are there recommendations for estimating the cost of apartment rentals for staff? Is it acceptable to use recommended daily per diem rates?

A: For accommodations for staff/instructors for overseas programs, please consult your university’s Travel Policy and Office of Sponsored Programs. The Department of State’s Foreign Per Diem Rates are often used as guidelines for similar programs. Any request for funding for housing or accommodations for domestic program instructors would need to be in accordance with 2 CFR 200.445; however, charging domestic instructor housing to an award would be unusual.

Q: Is international travel by program staff to the host institution for summer program planning purposes an eligible project expense?

A: International travel to a program site for planning or assessment purposes is an eligible program expense. Please be sure to provide detailed documentation of travel expenses in the budget notes. Also, please be sure to follow applicable Office of Management and Budget guidelines when planning
expenses, including Fly America Act regulations. As always, when planning any expense, ensure that it is reasonable, allowable, allocable and necessary.

Q: Based on the guidance in the Budget Guidelines we must fly an American Carrier. If flights meet any of the statutory Fly America Act Waiver criteria as described in 41 CFR Part 301-10, are universities able to utilize those statutory waivers?

A: Fly America Act Waivers do not apply to Department of Defense-funded travel.

Q: Are Project GO personnel expected to earn a specific salary or wage?

A: Please work with your Human Resources department to determine the appropriate rate and level of effort for individuals working on the Project GO program.

Q: Is there a required or preferred cost sharing percentage?

A: There is no required or preferred cost sharing percentage specified in the RFP. There is no requirement to fill out cost share on the budget proposal sheet. However, contribution of financial and in-kind resources by an institution will be considered in terms of demonstration of institutional support and overall cost effectiveness.

Q: If cost share is not a requirement of the RFP but institutional support is highly encouraged, does the support need to be quantified? Can we speak to institutional support without quantification (tracking/audit) or do you want it quantified?

A: Institutional support can be time, training, or anything you contribute. Clearly articulate these contributions in the proposal, outlining that which can and cannot be quantified.

Q: Can Project GO and our Language Flagship program share activities and resources?

A: Yes. Please work with your Office of Sponsored Research to ensure that time and expenses are allocated to the correct program.

Q: If an institution incorporates an overseas institution (e.g. the use of tutoring services) as part of an academic-year program, can funding from Project GO be used to pay this overseas institution?

A: The costs associated with tutoring can be included in your proposal. However, if using other services at the overseas institution for non-Project GO students or activities, these costs cannot be included. Please work with your Office of Sponsored Programs to determine how costs should be allocated in the proposal.

Q: Can fees charged by the Project GO institution to register students from other institutions for its summer courses be included in the scholarship budget, in addition to home institution fees for credit transfer?

A: Project GO scholarships are considered fully funded scholarships for all Project GO students participating in domestic or overseas programming. Lists of allowable and non-allowable participant
support costs can be found on page 24 and 25, under item 6, *Participant Support Costs*.

Q: *Concerning # 5 of budget guidelines: would “contractor” services include salary for instructors teaching summer classes?*

A: Please work with your Office of Sponsored Programs and Human Resources department to determine the appropriate classification for individuals working on your Project GO program.

Q: *On page 24 of RFP, should an institution still budget for travel to an annual Project GO meeting? And if yes, what is the location?*

A: Yes, please budget for travel to an annual meeting. Consult your institution’s travel policy for budgeting guidelines and, if needed, use Washington DC for the purposes of cost estimates.

Q: *How many people can be included in the institutional leadership team? Does the budget include reimbursement for their time?*

A: The leadership team and personnel plan should be reasonable and sufficient to accomplish your proposed program’s objectives. Please work with your Human Resources department and Office of Sponsored Programs to determine the appropriate rate and level of effort for individuals working on the Project GO program.

Q: *Does the budget pay for the time of the manager when it is an academic year program as well?*

A: Support for a portion of the key program personnel’s time is common and allowable at varying levels of effort throughout the lifecycle of the grant. Variations are dependent on the program design, the size of the program, and any potential (not required) cost share provided by the institution. Additional budget guidance can be found on pages 24 and 25 of the RFP.