



Hubert H. Humphrey Fellowship Program
ALUMNI IMPACT AWARD APPLICATION
COVER SHEET

Required Documents:

- Completed application (10 page maximum)
- Letters of commitment from all partnering institutions/organizations
- Detailed budget
- Budget narrative with clear explanation of cost-share sources
- Detailed agenda of proposed workshop, training session or conference (if applicable)

Optional Documents:

- Other letters of support as applicable
- Resumes of staff working on project
- Letter of recommendation from host university coordinator/assistant coordinator

Important Dates:

Deadline for receipt of proposal by IIE	March 15, 2016
Awards announced	June 2016
Project start	August 2016
Mid-year progress report due to IIE	February 1, 2017
Completion of funded activities	July 31, 2017
Final Report due to IIE	August 31, 2017



ALUMNI IMPACT AWARD APPLICATION

Your Full Name:

Date:

Home Country:

Host University:

Address:

Telephone Number:

Fax Number:

Email Address:

Current Title:

Employer:

Part I: Project Overview

1. What is the title of your project?

2. In a brief paragraph, please write a statement about the need for your project. What challenge/issue are you addressing?

Part II: Project Objectives

Project objectives should have a significant but realistic impact on the institutions, communities or organizations with which the AIA project is cooperating.

- 1. What are the objectives of your project?**

- 2. What activities will be conducted to achieve the objectives stated above? Please list activities for each objective. Activities should be feasible and realistic. Please include specific locations, key participants, etc. for each activity.**

- 3. Please provide us with a timeline for your project. When will each event take place and in what order will they take place?**

- 4. What are the expected outcomes of your project? (e.g. number of persons trained, improved community services, number of beneficiaries impacted , etc.)**

Part III: Institutional Partners and Project Participants

You must include an official letter of commitment from every organization or institution participating in your project. Please attach them to your application. *Applications without all letters of commitment will not be eligible for consideration.*

- 1. Who are the organizations and/or institutions participating in the project and what are their roles?**

- 2. How will each of these institutions be critical to the success of your project?**

- 3. What evidence can you provide to demonstrate their commitment to the successful achievement of the project objectives and to on-going cooperation?**

- 4. Please list any other project participants and their roles.**

Part IV: Project Evaluation and Sustainability

Project proposals should discuss how you will determine the degree to which the project meets its objectives. The evaluation should include observations about the project's influence within the participating organizations as well as their surrounding communities.

- 1. How will you know if your project has achieved its objective(s)? How will you measure the success of your project?**

- 2. Discuss ways in which you can conduct follow-on activities to extend the impact of the proposed project without additional support from the Humphrey Program.**

- 3. How will your project have an enduring impact on the targeted community in your home country or region?**

Part V: Connection to Your Humphrey Fellowship Year

- 1. How does your project build on the knowledge and skills gained during your Humphrey year in the United States?**

Part VI: Project Budget

1. Please fill out the following budget for your project. Each line item should be described with a detailed breakdown of items, unit costs (in U.S. dollar amounts), etc.

PROPOSED BUDGET (In U.S. \$):				
Item	Description/Detail	Amount Requested from IIE (In U.S.\$)	Cost Sharing (From others, in U.S.\$)	Total
	IMPORTANT: Please provide very detailed notes to justify and explain your budget requests. Example: "Lunch and snacks for all workshop personnel for 5 days" – 110 people x 5 days			
Travel Costs		U.S. \$	U.S. \$	U.S. \$
Food		U.S. \$	U.S. \$	U.S. \$
Lodging		U.S. \$	U.S. \$	U.S. \$
Rental Space		U.S. \$	U.S. \$	U.S. \$
Materials/Supplies		U.S. \$	U.S. \$	U.S. \$
Honoraria /Fees (Please see note below about salaries)		U.S. \$	U.S. \$	U.S. \$
Other Costs (Describe in budget narrative)		U.S. \$	U.S. \$	U.S. \$
TOTALS		U.S. \$	U.S. \$	U.S. \$

PLEASE NOTE: Salaries for assistants, such as administrative assistants, statisticians, investigators, etc., can be covered by AIA funds for the time spent working on the proposed project. Please calculate salaries based on an hourly or daily rate. Salaries for alumni are NOT eligible for support by an AIA grant. Institutional costs or overhead, first class travel or VIP accommodations, and/or any costs associated with dependents cannot be funded under the Alumni Impact Award program. Also, estimates for travel that falls under the Fly America regulations should be based on U.S. carrier rates. Estimates for food and lodging should be reasonable and appropriate and must not exceed U.S. Department of State per diem rates. However, these estimates may be lower than per diem rates. For more information on per diem rates, please visit the U.S. Department of State website at http://aoprals.state.gov/web920/per_diem.asp

Part VII: Budget Narrative

Please describe your proposed budget addressing each line item, detailing how and why costs will be incurred and sources of cost-share or in-kind contribution. Cost-share funding can come in many forms such as meeting space, materials, professional advising, donated services, etc.

A financial report will be required at the end of the event and any remaining funds must be returned.

Part VIII: Application Submission

Thank you for completing an application for the Alumni Impact Award.

Your application must be received by IIE no later than **March 15, 2016**. Please send (as an e-mail attachment) an electronic version of your application to hjh@ie.org, adding “Alumni Impact Award Proposal” in the subject line of the email. Otherwise, you can mail your application to the IIE Humphrey Program office at the following address:

Hubert H. Humphrey Fellowship Program

Attn: Alumni Impact Awards

Institute of International Education

1400 K Street NW, Suite 700

Washington , DC 20005
