



THE LANGUAGE FLAGSHIP

Creating Global Professionals

Overseas Flagship Chinese Capstone Program

**REQUEST FOR PROPOSAL AND
APPLICATION GUIDELINES**

DEADLINE FOR RECEIPT OF PROPOSAL:

Monday, December 17, 2018

Table of Contents

PREFACE.....	3
SECTION 1: OVERVIEW	4
SECTION 2: PROGRAM GUIDELINES	7
SECTION 3: BUDGET GUIDELINES	15
SECTION 4: MERIT REVIEW PROCESS AND EVALUATION CRITERIA.....	16
SECTION 5: APPLICATION PROCEDURES.....	20

PREFACE

The Institute of International Education (IIE) is pleased to provide application guidelines to develop and administer an additional Overseas Flagship Chinese Capstone Program Center in Taiwan. The Language Flagship is a major initiative of the National Security Education Program (NSEP), which is part of the Defense Language and National Security Education Office (DLNSEO). IIE considers it a distinct pleasure to serve as the administrative agent for this important effort.

NSEP was created by Congress in 1991 to increase the ability of Americans to communicate and compete globally by knowing languages and cultures of other countries. NSEP recognizes that the scope of national security has expanded to include not only the traditional concerns of protecting and promoting American well-being, but also the new challenges of a global society, including sustainable development, environmental degradation, global disease and hunger, population growth and migration, and economic competitiveness.

The Language Flagship has already achieved national success in launching new and innovative programs of advanced instruction in Arabic, Chinese, Korean, Persian, Portuguese, Russian, and Turkish. Through this solicitation, we hope to identify and invest in the development of an Overseas Chinese Flagship Capstone Program in Taiwan.

SECTION 1: OVERVIEW

The Institute of International Education (IIE), acting as the administrative agent of the National Security Education Program (NSEP) for The Language Flagship, seeks proposals from U.S. institutions of higher education (IHEs) to develop and implement an additional Overseas Flagship Chinese Capstone Program in Taiwan. Applicants may propose consortial arrangements with other IHE's and / or partner with other study abroad providers in developing overseas programming elements.

THE LANGUAGE FLAGSHIP

The Language Flagship is a partnership between the Department of Defense and U.S. IHEs with the mission of creating new models of language learning that produce college graduates with professional-level or Interagency Language Roundtable Level 3 (ILR 3) proficiency in Arabic, Chinese, Korean, Persian, Portuguese, Russian and Turkish.

Flagship Programs set high expectations for participating students of all majors and provide the opportunity for these students to reach professional levels of proficiency in the target languages. Regardless of their disciplines, students make language an integral part of their undergraduate academic pursuits. All Flagship Programs include rigorous language training and cultural immersion at Overseas Flagship Centers.

Flagship Program leaders are nationally recognized individuals in second language education who have been engaged with innovative language education research and materials development.

The objectives of The Language Flagship are to:

- Strengthen programs for undergraduate students of all majors and disciplines that teach Flagship target languages to the professional level (ILR 3) and beyond to improve the national pool of U.S. citizens who are proficient in critical languages;
- Provide students at all levels with opportunities and additional support for language learning leading to professional-level proficiency;
- Provide students at all levels with expertise in the culture of the regions where Flagship target languages are spoken with the goal of producing Flagship graduates who are not only language proficient but also culturally knowledgeable and aware;
- Integrate effective use of language learning technology into pedagogy and student learning tools;
- Articulate Domestic Flagship Program instruction with high-quality instruction in Overseas Flagship Centers;
- Increase Flagship undergraduate student enrollment, retention and completion rates;

- Increase the number of Flagship graduates with federal service commitments through participation in Boren and ROTC Scholarship opportunities intended for Flagship students;
- Provide professional development opportunities for Flagship faculty, instructors, and staff on student-centered and outcomes-based teaching and learning and to develop their professional and leadership skills to ensure Program sustainability; and
- Increase institutionalization and sustainability of Flagship Programs and practices over time and secure long-term institutional commitments to improving language learning.

CHINESE FLAGSHIP PROGRAMS

The Language Flagship currently has twelve (12) Domestic Flagship Undergraduate Chinese Programs located at Arizona State University, Brigham Young University, Hunter College, Indiana University Bloomington, San Francisco State University, University of Hawaii at Manoa, University of Minnesota, University of Mississippi, University of North Georgia, University of Oregon, University of Rhode Island, and Western Kentucky University. In addition, there are two Overseas Chinese Flagship Capstone Programs located at Nanjing University and Beijing Union University.

Domestic Flagship Chinese Programs are responsible for recruiting students into the Flagship program and developing a curriculum that ensures students are at an advanced level of proficiency/ ILR 2 prior to being admitted into an Overseas Flagship Capstone Program. Domestic Flagship Programs also provide students with literature, history, politics, and media courses; domain training; and opportunities for students to gain cultural knowledge through coursework, self-reflection and self-learning, and through other means.

Overseas Flagship Capstone Programs are responsible for developing and implementing a curriculum that successfully enables students to progress from an advanced proficiency level of proficiency/ ILR 2 to a superior level of proficiency/ ILR 3. Overseas Flagship Capstone Programs also provide students with opportunities to direct enroll at an overseas university in courses related to their major, rigorous professional internship opportunities, living arrangements that deepen students linguistic and cultural knowledge, and extracurricular activities that deepen students' knowledge of their host country.

UNDERGRADUATE OVERSEAS STUDY REQUIREMENTS

Admissions requirements for the Overseas Capstone Program are determined by standards set by Domestic Flagship Program directors and include a minimum of an ILR 2 in speaking and in one other modality (reading and listening), and not lower than an ILR 1+ in any modality.

The requirement that all qualifying Undergraduate Flagship Students commit to study in the Overseas Capstone Program for one academic year is fundamental to establishing a high standard for language and culture immersion. All Domestic Flagship Programs develop the appropriate administrative structures and curricular approaches to ensure that all students are prepared to learn and work in their subject areas in an overseas academic environment.

In order to prepare Flagship students for the Overseas Capstone, Domestic Flagship Programs integrate the following essential components into the domestic curricula:

- Key literature, history, politics, and media courses;
- Opportunities for students to develop academic and professional literacy skills;
- Domain training; and
- Opportunities for students to gain cultural knowledge through coursework, self-reflection and self-learning, and through other means.

FUNDING FOR OVERSEAS CHINESE FLAGSHIP PROGRAM IN TAIWAN

Institutional funding will be administered by IIE, which anticipates making one cost-reimbursable award up to a total of \$200,000 for the first four-month period when the Program is in its planning and development phase, and \$800,000 per project period for up to three years thereafter for implementation and management of the Program.

Funding is contingent on the successful review and approval of an institution's response to this solicitation and the availability of funds. Support will be made available by project year contingent upon Program performance, funding availability, and priorities identified by The Language Flagship.

PROJECT TIMELINES

IIE anticipates making awards over a total of four (4) project periods. The first project period, which encompasses the preparation and planning phase, will last four (4) months and each project year thereafter will receive funding for periods of 12 months each. The first award will begin on or around February 1, 2019. Subsequent awards will begin June 1 and end May 31. Applicants will address important outcomes and timetables in their proposals for the following periods:

Project Period 1: February 1, 2019 – May 31, 2019

Project Period 2: June 1, 2019 – May 31, 2020

Project Period 3: June 1, 2020 – May 31, 2021

Project Period 4: June 1, 2021 – May 31, 2022

SECTION 2: PROGRAM GUIDELINES

The purpose of this solicitation is to award funding to an IHE to manage and implement an Overseas Chinese Flagship Capstone Program in Taiwan. Applicants must address and will be evaluated on:

1. Partnership with Overseas Institution/Institutions;
2. Program and Curricular Design;
3. Plans for Articulation with Domestic Chinese Flagship Programs;
4. Risk Management and Student Support;
5. Leadership, Administration, and Management;
6. Program Cost-effectiveness as demonstrated in the submitted budget and budget narrative.

The first period of this award will be used for planning and curriculum development. Starting in early Fall of 2019, the successful applicant must be able to admit students and implement and manage the Overseas Flagship Chinese Capstone Program, as described in these guidelines.

PARTNERSHIP WITH OVERSEAS INSTITUTION/INSTITUTIONS

The successful applicant will describe the overseas institution/institutions proposed to host the Overseas Chinese Flagship Capstone Program in Taiwan. The successful applicant will explain why the applicant chose the proposed institution/institutions and why the institution/institutions is a good location for the Chinese Flagship Capstone Program. Some considerations include leadership support of the Flagship program, quality of teaching faculty, physical space capacity, academic profile of the institution/institutions, physical location of the institution/institutions, student population, and direct enrollment opportunities for Flagship students. The proposal must also discuss the applicant's relationship with the host institution/institutions and describe any proposed or developed formal exchange agreement with the host institution/institutions. Any benefits resulting from a formal exchange agreement such as mechanisms to expedite credit transfer and lower tuition costs must be described. The applicant should provide evidence of support from the proposed overseas partner institution.

PROGRAM AND CURRICULAR DESIGN

The Language Flagship is looking to fund an additional Overseas Chinese Capstone Program in Taiwan that can provide language instruction designed to transition students from ILR 2 in speaking, listening, and reading to ILR 3 in speaking, listening, and reading upon completion of the Program. The Program must also provide instruction on writing and ensure that all students' writing skills are strong enough for students to operate successfully in a professional environment in Chinese. Students must take directed language classes, participate in direct enrollment courses in their major at the proposed host institution/institutions, and participate in a rigorous professional internship in their field. The Program will need to accommodate 20-40 students and be scalable to accommodate up to 100 students.

Curricular Design

The successful applicant will describe a dynamic curricular design that is able to transition students from ILR 2 in speaking, listening, and reading to ILR 3 in speaking, listening, and reading upon completion of the Program. The curriculum design must also focus on writing with the goal of ensuring that all students' writing skills are strong enough for students to operate in a professional environment in Chinese. The proposal must describe the pedagogical and instructional methodologies to be implemented in the proposed Overseas Chinese Flagship Program and the incorporation of successful best practices in language teaching and learning. The proposal must also address the process of customization of the language curriculum to help individual learners work on weaknesses in one or more modalities, as well as instructional enhancements to the language instruction, including the curricular and co-curricular interventions that impact the student's language acquisition. The successful applicant will also describe how the Program will engage in materials development and how the applicant will build a curriculum based upon the use of authentic materials. The curriculum must also ensure that students are deepening their cultural awareness and knowledge of Taiwan and China. Content courses in the target language should include topics in media and contemporary society. The successful applicant will provide a sample curricular plan that outlines the proposed curricular design.

As part of the curricular design, the proposal must discuss opportunities for students to engage in tutoring for three to five hours per week. Tutors should come from similar domain backgrounds as the students. The successful applicant will describe the structure of the tutoring component including who will be the tutors; how the tutors will be selected, trained and supervised; and how the tutoring component fits into the overall curricular design.

The proposal must describe how the Program will use diagnostic assessments to place students in the appropriate language learning groups. Although, all students will enter the Program with a minimum of an ILR 2 in speaking, and no lower than ILR 1+ in listening and reading, not all students will have the same linguistic strengths and weaknesses. The proposal must describe how diagnostic assessment will be used to place students in the appropriate classes and language learning groups.

The proposal must also describe how the Program intends to assess students throughout the Program and ensure that they are making progress towards the goal of ILR 3 upon completion of the Program. Upon completion of the Program, students will take an Oral Proficiency Interview (OPI) and take Flagship-developed tests in reading and listening. The proposal must explain how students will be advised regarding their language acquisition progress during the course of their overseas program of study.

The proposal must demonstrate that there is adequate teaching staff and capacity for providing the curricula described and any additional support required for 20-40 students, with scalable capacity for up to 100 students. The Flagship approach to pedagogy is student centered and proficiency driven. The proposal must describe how teaching staff will obtain the appropriate training to facilitate student centered and proficiency driven classrooms. The proposal must also describe how the Program will ensure that all teaching staff are receiving up to date training on pedagogy; and are being provided with and engaging in professional development opportunities.

The proposal must demonstrate that the Overseas Program has adequate classroom space within the host institution and is able to facilitate a productive learning environment for the projected number of students. All proposals must describe what classroom, advising, and technological, and/or learning spaces (computer labs, libraries, lounges, etc.) exist at the overseas institution. Proposals must describe how they intend to negotiate with the host institution to increase space, if necessary, as the projected number of participating students increases.

Direct Enrollment Opportunities

The successful applicant must outline a plan for identifying courses and securing direct enrollment opportunities at the host institution to provide students with content and domain instruction in the target language. Direct enrollment provides an opportunity for Flagship students to participate in a course related to their major, which is designed for local students enrolled at the host institution. By participating in a direct enrollment course Flagship students are able to observe the academic culture of their field and interact with local students. The proposal must describe how it intends to provide credit for these courses for Flagship students participating in the Program.

Internships

The successful applicant must describe the criteria and process for identifying and securing appropriate internships for Flagship students in meaningful, and linguistically and culturally appropriate overseas professional environments. Internships should be relevant to students' career and professional interests. The successful applicant must describe how internships will be integrated into the academic program. The proposal must also address how internships will be monitored, including regularly scheduled feedback from internship supervisors and students. In addition, describe how the Program will increase the number and types of internship opportunities as the number of students participating in the Flagship program increases.

Immersive Living Environments

A key component of The Language Flagship Overseas Capstone model is providing students with immersive living environments where the target language is used at all times. This can be achieved through either homestays or arranging for students to have host country roommates. The proposal must describe the types of immersive living environments that will be arranged for Flagship students, including the process by which families and/or roommates are selected; and how the applicant will monitor living environments to ensure the health and safety of the Flagship students. The successful applicant must also describe plans to increase the pool of living spaces, families, and/or roommates as the number of students participating in the Flagship program increases.

Co-Curricular Activity

The successful applicant will describe the co-curricular activity that the Program will arrange to ensure that students have maximum exposure to language and culture. Co-curricular activities can include arranging for speakers on topics related to culture, history, politics, etc. in the target

language; cultural activities, and travel to relevant cultural and historical sites in the host city and in Taiwan.

Academic Leadership and Oversight

The successful applicant will describe the academic leadership who will be responsible for designing and implementing the Program and ensuring that all components of the Program design are integrated with the goal of transitioning participants from an ILR 2 to an ILR 3 by the end of the Program. The successful applicant will also describe how the academic leadership will oversee the implementation of the Program design and, if required, adjust the Program design and the components of the Program design to fit the needs of the students and The Language Flagship program.

ARTICULATION WITH DOMESTIC CHINESE FLAGSHIP PROGRAMS

The successful applicant will coordinate with Domestic Chinese Flagship Programs to ensure that the Overseas Program's curriculum is articulated with that of the Domestic Chinese Flagship Programs. The proposal must describe how the applicant will coordinate with Domestic Chinese Flagship Programs on curricular and materials development and on curricular improvements.

RISK MANAGEMENT AND STUDENT SUPPORT

Risk management involving the safety and security of Flagship participants is extremely important. The successful proposal must demonstrate that the applicant will be able to implement the following safety and security protocols for the Overseas Flagship Program they will manage:

Pre-Program

Visas

- The Program Administrator will facilitate invitations and support students in ensuring timely receipt of student visas.

Embassy Notification & Registration

- The Program Administrator is responsible for notifying embassy personnel of Flagship students in country.
- The Program Administrator will ensure all Flagship students are enrolled in the U.S. Department of State's Smart Traveler Enrollment Program. (<https://step.state.gov/step>)

Emergency Contact Information

- The Program Administrator will maintain and test a communication plan that includes:
 - Work, mobile, and home numbers, as well as email addresses for all Program Administrator staff;
 - Regular, alternate, and emergency contact information for all Overseas Program personnel; and,
 - Regular, alternate, and emergency contact information for all Flagship students.

Emergency Plan

- The Program Administrator must have an emergency plan that outlines the communication protocol and courses of action in cases when there is an emergency involving a student's health or safety.

Insurance

- The Program Administrator will ensure Flagship students obtain insurance that fulfills the following requirements:
 - Health;
 - Accident;
 - Repatriation;
 - Medical and non-medical evacuation, including for reasons of war, civil unrest, and natural disasters; and,
 - Coverage for the entirety of the Flagship student's Overseas Program, including breaks.

Health

- The Program Administrator must develop policies and procedures for addressing student health concerns during the Program.
- The Program Administrator must be able to provide reasonable accommodation to students with disabilities.
- The Program Administrator must be prepared to provide resources to students facing mental health challenges while participating in the Program.

Sexual Harassment and Assault

- The Program Administrator must have a policy in place on sexual harassment and assault involving Flagship students and staff. Title IX reporting procedures must be established in coordination with Domestic Chinese Flagship institutions in consultation with NSEP and IIE.
- The Program Administrator must be prepared to provide students with resources to support a student who is a victim of sexual harassment and/or assault.

Pre-Departure Orientation and Safety and Security Webinar

- The applicant must describe plans for a thorough pre-departure orientation for all students. All Flagship students must also attend a required Flagship Safety and Security Webinar prior to departing for the Overseas Flagship Program.

During Program

Emergency Procedures

- The Program Administrator will consult with IIE, NSEP and Domestic Flagship campuses to in the event of emergency and will ensure Flagship students are aware of all emergency plans and procedures. In the event of serious emergency, NSEP will make the final determination regarding program and student status.

Ordered Departures

- If the embassy issues an ordered departure, all Flagship students are required to depart the country as soon as possible.

- The Program Administrator will coordinate with IIE and NSEP regarding communicating with Flagship students, and will ensure that students depart the country as soon as possible.

Travel and Program Breaks

- The Program Administrator will maintain a policy regarding non-program-sponsored student travel.
 - Flagship students must follow the requirements of the Program Administrator regarding travel outside of the host country and must receive written approval from the Program Administrator before traveling outside of the host country.
 - The Program Administrator must collect the following information for all Flagship students traveling outside the host country:
 - Travel Dates
 - Destinations
 - Contact Information
 - Flagship students must follow the requirements of the Program Administrator regarding restrictions on travel to countries based on State Department Travel Warnings or other considerations.
 - For Boren-Flagship scholars, travel approval must also be coordinated with the Boren program advisor.

Travel Alerts and Other Safety Situations

- The Program Administrator will ensure immediate communication with all Flagship students regarding travel alerts and other safety situations. These efforts will be coordinated with IIE and NSEP.

Sponsor Notification

- Should a safety or security issue arise with a Flagship student while on program; the Program Administrator will immediately inform both IIE and NSEP.
- The Program Administrator will provide updates to IIE and NSEP until the situation is resolved.

NSEP Decisions

- NSEP reserves the right to make independent decisions regarding whether students funded under NSEP auspices or participating in NSEP-approved programs may study in a particular country.

LEADERSHIP, ADMINISTRATION, AND MANAGEMENT

Leadership and Staffing

The administration and management of the Overseas Flagship Programs is critical to ensuring the academic development and the safety and well-being of participants, as well as the coordination of timely and accurate information for the Domestic Flagship Programs and Program sponsors. The proposal must describe how the Overseas Chinese Capstone Program in Taiwan will be managed. The proposal must address the roles and responsibilities of the applicant; and the roles and responsibilities of the overseas provider/host institution, as well as how the applicant's staff and overseas provider/host institution staff will coordinate to implement and manage the Program.

The proposal must describe the Program's leadership (academic and managerial), chain of command, and include a staffing plan with an explanation of staff responsibilities by position. The successful applicant must ensure program support regardless of personnel changes and enhancements to the Program.

The proposal must also include a position for Resident Director (RD) or other qualified individual who is responsible for aiding students with concerns involving the Program, direct enrollment, housing, and internships. This individual must also be prepared to help students with issues involving student medical/emotional/psychological well-being; carry out emergency and evacuation planning and implementation, and provide security updates as required.

Logistics for Participation in the Overseas Chinese Flagship Program

The proposal must address the applicant's logistical support provided to students participating in the Program. The Program must provide an in-person or virtual pre-departure orientation for students participating in the Program. Pre-departure orientation topics should include information on the academic program; information about the city where the Program will be located; logistical information such as housing, transport, etc.; information about health resources; etc.

The proposal must also address the logistical support the applicant proposes to provide to students, if any, including arranging student visas, travel, temporary housing, etc. If the applicant is not providing logistical support to students, the applicant must describe how it will advise students on getting a visa and on matters related to travel, temporary housing, and other matters.

Communication and Coordination

The successful applicant will be responsible for communication and coordination with Chinese Flagship Domestic Programs, Chinese Flagship students, and with program sponsors/funders. The proposal must describe how the applicant will coordinate with necessary offices at their institution and inform Flagship students, Flagship Domestic Program directors, NSEP, IIE and other stakeholders about the Overseas Flagship Program, specifically on information about overseas orientations, the operational environment, composition of the overseas academic program, overseas program requirements and expectations; and on the estimated cost of attendance.

Academic Credit

The proposal must describe how academic credit for the overseas Capstone program will be provided to all students who participate in the program. The successful applicant will describe the type of academic credit and the hours of credit that will be provided to students participating in the program.

Post Capstone Assessments

The successful applicant will arrange post-Capstone OPIs and post-Capstone reading and listening tests using The Language Flagship online proficiency tests for Flagships students at the end of the program.

Capstone Application and Selection Process

On behalf of IIE and NSEP, American Councils for International Education will facilitate the Chinese Flagship Capstone application and selection process, which includes all Domestic Flagship Programs and admits and places students into the Nanjing Overseas Capstone Program, the Beijing Overseas Capstone Program, and will place students into the Overseas Capstone Program in Taiwan. The successful applicant will attend the Chinese Flagship Capstone selection meeting in Washington, DC and will coordinate, prepare, and present materials on Program updates, status and capacity.

Once students have been selected and placed in the Overseas Flagship Capstone Program in Taiwan, American Councils for International Education will transfer the relevant information pertaining to the Flagship students selected to attend the overseas Chinese Flagship Program in Taiwan to the successful applicant of this solicitation.

Monitoring and Evaluation

The Language Flagship requires a high standard of success for continued funding. The proposal must include a clear evaluation plan for Program performance including student learning outcomes and the effectiveness and quality of language instruction, direct enrollment, internships, and home stay/residential life components. The successful applicant will discuss how the proposed evaluation plan will be used to inform programmatic and operational improvements.

SECTION 3: BUDGET GUIDELINES

The following budget guidelines must be adhered to when developing program budgets. Best efforts should be made to include competitive costs and discounts, in order to best leverage federal dollars. While all costs that comply with the Uniform Guidance and adhere to the guidelines below will be considered, IIE and NSEP reserve the right to reduce, revise, or otherwise adjust proposal budgets in accordance with program needs and goals, and the availability of funds.

Travel

- The Language Flagship Annual Meeting: Travel for one staff member from the overseas partner institution to the meeting may be included in the budget each year.

Other Costs

- Honoraria: Honoraria or other forms of payment may not be provided to staff from other Flagship Programs for consultation or evaluation work. Reimbursements for travel, per diem and lodging can be provided. Additionally, honoraria may not be provided to U.S. or foreign government officials.
- Professional Development: Funding may be used for professional development of instructional and administrative staff.
- Food and Beverages: Flagship funds cannot be used for snacks or beverages at regular instructional activities, including classes, tutoring sessions, mandatory Flagship meetings or weekly conversation tables.
- Student Travel and Excursions: Flagship funds cannot be used for student travel and excursions. Student travel and excursion costs should be included in the student's cost of attendance.

Cost of Attendance

As an additional appendix, all applicants must include the anticipated academic year cost of attendance estimates for the Overseas Flagship Program. Cost of attendance estimates must be itemized and include detailed information on the following (if included): tuition, program fees, room and board, books and materials, excursion fees, and international and local travel. Short explanations should also be provided for each cost category supporting how estimates were calculated. If tuition is included in the cost of attendance, the applicant must describe what is covered under tuition costs.

SECTION 4: MERIT REVIEW PROCESS AND EVALUATION CRITERIA

MERIT REVIEW PROCESS

Proposals will be evaluated by a merit-review panel organized by the Institute of International Education (IIE). The panel, which may include outside evaluators from academia, the private or federal sectors, or other individuals knowledgeable in the field, will rank proposals and make recommendations. Final funding decisions will be made by the National Security Education Program (NSEP), in consultation with IIE, and will be based on the review panel recommendations, funding availability and program priorities. Final award funding levels may be lower than those proposed.

Final awards will be made by IIE to successful institutions. IIE may discuss the grant application with the applicant. IIE also reserves the right to award grants without discussion with any applicants. IIE may cancel the competition, or may reject any or all applications if they do not sufficiently demonstrate an ability to meet the stated program goals.

EVALUATION CRITERIA

The following evaluation criteria will be used to assess proposals:

I. Partnership with overseas institution/institutions: 10 points

Proposals will be evaluated on the strength of the partnership with the proposed overseas institution and the suitability of the location for the Overseas Flagship Program. How well does the proposal:

- Describe why the applicant selected the overseas institution/institutions? Does the proposal describe if the leadership supports the Flagship program, the quality of the teaching faculty, the physical space capacity, the academic profile, the physical location, the student population, and opportunities for direct enrollment at the proposed institution/institutions?
- Describe the relationship between the applicant and the host institution/institutions and if the applicant has developed a formal exchange agreement with the host institution/institutions? Does the applicant describe any benefits conferred from a formal exchange agreement with the host institution?
- Does the applicant provide evidence of support from the proposed overseas partner institution/institutions?

II. Strength of proposed program design: 30 points

Proposals will be evaluated on the quality of the program design in response to the application guidance provided. How well does the proposal:

- Describe a dynamic curricular design that is able to transition students from ILR 2 in speaking, listening, and reading to ILR 3 in speaking, listening, and reading upon completion of the

Program; and which includes instruction on writing to ensure that students are able to operate successfully in a professional environment in Chinese? Does the curricular design describe pedagogical and instructional methodologies to be incorporated in the curricular design? Does the Program incorporate writing as part of the curricular design? Does the proposal address the process for customization of the language curriculum to help individual learners work on weaknesses in one or more modalities? Does the proposal describe instructional enhancements to the language instruction, including curricular and co-curricular interventions that impact students' language acquisition? Does the proposal describe how the Program will engage in materials development and how the curriculum will incorporate the use of authentic materials? Does the curriculum contain content courses that include topics in media and contemporary society of Taiwan and China?

- Describe the tutoring component of the Program? Does the proposal discuss opportunities for students to engage in tutoring for three to five hours per week? Does the proposal describe how tutors will be selected, trained and supervised? Does the proposal describe how the tutoring component fits in the overall curricular design?
- Describe how assessments will be used to place students in the appropriate classes and utilized to assess students' progress of language acquisition throughout the Program? Does the proposal describe how diagnostic assessments will be used to place students in the appropriate classes and language learning groups? Does the proposal describe how students will be assessed throughout the Program to ensure they are making progress towards the goal of attaining an ILR 3 in speaking, listening, and reading? Does the proposal describe how students will be advised on their language acquisition progress during the Program?
- Describe teaching staff capacity and how teaching staff will be trained? Does the proposal demonstrate that there is adequate teaching staff and capacity? Does the proposal describe how teaching staff will obtain the appropriate training and are being provided with and engaging with professional development opportunities?
- Describe the availability of classroom space? Does the proposal demonstrate that there is adequate classroom space within the host institution to facilitate a productive learning environment? Does the proposal describe how the host institution will provide additional classroom space as the number of students participating in the Program increases?
- Outline a plan for identifying courses and securing direct enrollment opportunities at the host institution that provide students with content and domain instruction in the target language and providing credit for these courses?
- Describe the internship component of the Program? Does the proposal describe the criteria and process for identifying and securing appropriate internships for Flagship students? Does the proposal describe how internships will be integrated into the academic program? Does the proposal describe how internships will be monitored? Does the proposal describe how the number and types of internships opportunities will increase as the number of students participating in the Program increases?
- Demonstrate the ability to provide an immersive living/learning environment during the Overseas Flagship Program? Does the proposal describe the types of immersive living environments that will be arranged for Flagship students? Does the proposal describe the process by which families and/or roommates will be selected? Does the proposal describe how living environments will be monitored? Does the proposal describe how the pool of living spaces will be increased as the number of flagship students participating in the Program grows?

- Describe the co-curricular activity that will be incorporated into the Program design to ensure that students have maximum exposure to language and culture?
- Describe the academic leadership who will be responsible for designing and implementing the Program, and, if required, adjust the Program design and the components of the Program design to fit the needs of the students?

III. Plans for Articulation with Domestic Chinese Flagship Programs 15 points

The proposal will be evaluated on its plan for articulation with Domestic Chinese Flagship Programs. How well does the proposal:

- Describe how the applicant will coordinate with Domestic Chinese Flagship Programs on curricular and materials development and on curricular improvements?

IV. Risk Management and Student Support 15 points

The proposal will be evaluated on how well the applicant will be able to implement the safety and security protocols described in the application guidelines. How well does the proposal:

- Address pre-program safety and security protocols?
- Address safety and security protocols during the program?

V. Leadership, Administration, and Management: 25 points

The proposal will be evaluated on proposed leadership, administration, and management. How well does the proposal:

- Address the roles and responsibilities of the applicant and overseas provider/host institution, and how all parties will coordinate on implementing and managing the Program?
- Describe the Program's leadership (academic and managerial), chain of command, and does the proposal include a staffing plan with an explanation of staff responsibilities by position?
- Describe the logistical support provided to students?
- Describe the communication and coordination with Chinese Flagship Domestic Programs, Chinese Flagship students, and with program sponsors/funders?
- Describe the administrative management and coordination of transfer of academic credits, arranging post-Capstone assessments, attending and preparing materials for the Capstone application and selection meeting, and include a monitoring and evaluation plan?

VI. Budget and Cost Effectiveness 5 points

The proposal will be evaluated on the degree to which the applicant demonstrates cost-effectiveness and the ability to accomplish the proposed activities with the requested level of funding. The proposed budget should be cost-effective and reasonable.

- Does the proposal demonstrate creative use of limited resources, maximize educational value per dollar of support, leverage additional funds (or have the potential to do so) and focus expertise and activity on a targeted need area?
- Do the proposal budget, budget narrative, and cost of attendance appear to be adequate to support the project activities, and are the costs reasonable in relation to investment?

All costs must be allowable, allocable and reasonable. Reviewers will consider whether the budget has the ability to support the proposed project in an efficient and effective way while demonstrating a reasonable and appropriate allocation of funding.

MINIMUM STANDARDS

The applicant must meet the minimum standards for receiving federal funds, as defined in 32 CFR 22.415, which state:

To be qualified, a potential recipient must:

- a. Have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement.
- b. Have a satisfactory record of executing such programs or activities (if a prior recipient of an award).
- c. Have a satisfactory record of integrity and business ethics.
- d. Be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations (see § 22.420(c)).

The applicant must agree to abide by all federal rules and regulations regarding performance and financial management, including, but not limited to:

1. The International Air Transportation Fair Competitive Practices Act (Fly America Act) of 1974 (49 U.S.C. 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942
2. DoDGARs Part 32, “Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations”
3. 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

For institutions of higher education that host a Confucius Institute, please see John S. McCain National Defense Authorization Act for Fiscal Year 2019 (PL 115-232 Sec. 1091).

SECTION 5: APPLICATION PROCEDURES

PROPOSAL CONTENT

Information outlined in the previous sections provides guidance regarding required components of proposals being submitted to IIE. Proposals that fail to include required sections may not be accepted or reviewed.

A successful proposal should include and/or address the following:

1. Transmittal letter from the applicant institution's Sponsored Projects/Research Office.
2. Title page.
3. Abstract of no more than 500 words.
4. Proposal narrative of no more than forty (40) pages that contains a plan that clearly describes the administrative and programmatic components of an Overseas Flagship Program, emphasizing the foci described in the solicitation guidelines.
5. Appendix A: a program development timeline that indicates the faculty and/or staff members responsible for each task.
6. Appendix B: a projected annual timeline of programmatic and administrative activities.
7. Appendix C: a curricular plan that outlines the proposed curricular design.
8. Appendix D: a list of key individuals directly involved in the further development and management of the Overseas Flagship Program, including key partners across the institution.
9. Appendix E: short curricula vitae of no more than three pages for each lead individual involved in the Overseas Flagship Program and "mini-bios" for other key individuals.
10. Appendix F: the anticipated academic year cost of attendance estimates for the Overseas Flagship Program. Cost of attendance estimates must be itemized and include detailed information on the following (if included): tuition, program fees, room and board, books and materials, excursion fees, and international and local travel. Short explanations should also be provided for each cost category supporting how estimates were calculated. If tuition is included in the cost of attendance, the applicant must describe what is covered under tuition costs.

BUDGET CONTENT

A complete budget should include:

1. Budget Summary
2. Itemized Budgets for the Overseas Flagship Program and Subrecipient
3. Budget Narratives for the Overseas Flagship Program and Subrecipient

Using the budget template found at <http://www.thelanguageflagship.org/content/programs-and-competitions> prepare a detailed, line-item budget for each year of the project. The Excel template consists of three sheets. By entering data into the sheet entitled "Overseas Program Itemized Budget" and "Subrecipient Itemized Budget" the sheet entitled "Summary Budget" will auto-populate. Additionally, submit narrative budget justifications encompassing separate timeframes. The first Overseas Flagship Program and Subrecipient budget justifications should correspond to

the February 1, 2019 through May 31, 2019 budget. The second Overseas Flagship Program and Subrecipient budget justifications should cover the all four project periods.

The proposal must be accompanied by the budgets listed above, and corresponding budget narratives, that include sections for domestic support (salary, travel, etc. for U.S.-based activities) and sections for the overseas site. Please ensure that each line item is thoroughly justified in the budget narratives. The budget narratives should include a breakdown of the expenses, if not specified in the detailed budgets, and a description of how the expenses benefit the Program.

The budgets and budget narratives must:

- a. Include a separate note for each line item in the budgets. Budget notes must follow the order of the line items in the budgets. (The only cost category not requiring individual line notes is fringe. In the case of fringe benefits, a summary description can be used. Additionally, a link to the university's fringe benefits rates and policies should be provided. If this information is not available online, provide a copy of the relevant documents with the budget narrative.)
- b. Include a clear description of responsibilities for any budget requests for salary support or contracted time. Descriptions should be concise.
- c. For each staff position, state whether it is fixed fee, hourly or salaried.
- d. If faculty are included in the budgets for non-classroom activities, the budget narratives must describe how this work will be covered (e.g., course buyouts, summer salary, etc.).
- e. Justify, in a detailed manner, any administrative positions included in the budgets. Positions not justified in a detailed manner may not be supported.
- f. Include all travel funds required by your program. For travel:
 - i. Provide a note explaining the university's travel policy, particularly noting its hotel and per diem policy.
 - ii. Include the destination city and state or country, the number of travelers and who will be travelling, the estimated number of days for the trip, and provide a breakdown of costs for each trip.
- g. Explain the basis for estimating the costs of professional personnel salaries and wages, including annual salary or hourly wage rate and percentage of staff time; employee benefits per person, including rates and percentage of staff time; employee travel per person/per trip; consultants and subcontracts, including non-employee travel; materials and supplies; other costs, including printing, telephone expenses and equipment rental; and indirect costs.
- h. Explain how the major cost items relate to the proposed activities.
- i. Provide a link to the university's Negotiated Indirect Cost Rate Agreement (NICRA). If this

information is not available online, provide a copy of the relevant documents with the budget narratives.

APPLICATION FORMAT

NOTICE: Failure to abide by the following requirements or failure to submit a complete proposal will result in disqualification.

1. Margins: 1” on all sides
2. Type face: 12 pt., Times New Roman
3. Spacing: Proposal narrative must be double-spaced
4. Printing: double-sided when possible
5. Binding: binder clip
6. Copies: one (1) signed original and ten (10) copies
7. Pages numbered consecutively, starting with title pages, and in the order specified in “Proposal Content”
8. No use of first person pronouns, with the exception of support letters

APPLICATION QUESTIONS

A webinar will be held to field questions regarding this solicitation on: Thursday, November 1, 2018, 3:00 – 5:00 p.m. ET

To participate in the webinar, please send an e-mail to flagship@iie.org indicating the name(s) and e-mail address(es) of the participant(s). Each participant will receive an email with instructions for registering for the webinar.

Applicants are encouraged to participate in the scheduled webinar. Applicants may also submit questions to flagship@iie.org. Questions will be answered by e-mail and will be included in a Q&A document, which will be posted to <http://www.thelanguageflagship.org/content/programs-and-competitions> and updated periodically. Questions and answers addressed in the scheduled webinar will be added to this document. As necessary, telephone calls may be scheduled to answer questions that are more complex.

Information about The Language Flagship can be found at www.thelanguageflagship.org.

TRANSMISSION INSTRUCTIONS

Send one (1) original plus ten (10) copies of your proposal by U.S. Postal Service or by delivery service (e.g., FedEx) to:

The Language Flagship
National Security Education Program
Institute of International Education
1400 K Street, NW, Suite 700
Washington, DC 20005
[Telephone for delivery services: 202-898-0600]

In addition, the completed proposal, including the budget, all appendices and attachments must be submitted as a single PDF file to flagship@iie.org.

The **DEADLINE FOR RECEIPT** of both paper and email submissions is **4:30 p.m. (EST), Monday, December 17, 2018**. The burden of timely delivery is the applicant's. Proposals received after the deadline will be disqualified.

The Institute of International Education and The Language Flagship are committed to the principle of diversity. No applicant will be discriminated against on the basis of race, religion, gender, sexual preference, or national origin. Historically Black Colleges and Universities and Minority Serving Institutions are encouraged to apply.