REQUEST FOR PROPOSALS

U.S.-CHINA SCIENTIFIC COOPERATION EXCHANGE PROGRAM

FISCAL YEAR 2017

U.S. HOST ORGANIZATIONS TO PROVIDE TRAINING FOR EXCHANGE CHINESE TEAMS

Application Deadline: February 19, 2017 at 11:59 PM EST
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Catalog of Federal Domestic Assistance Number (CFDA): 10.614

USDA Foreign Agricultural Service Funding Opportunity Number: SCEP-2017
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USDA Foreign Agricultural Service
U.S.-China Scientific Cooperation Exchange Program

U.S. Host Organizations to Provide Training for Chinese Exchange Teams

Summary of Award Opportunity

USDA’s Foreign Agricultural Service (FAS) is seeking to identify U.S. organizations interested in organizing training programs through the U.S.-China Scientific Cooperation Exchange Program (SCEP). This bilateral exchange program allows Chinese teams to visit the U.S. for 13 days (12 nights) in order to exchange knowledge and technology in agriculture. Teams consist of six participants, including the required team interpreter. Exchange programs should occur between March and September 30, 2017.

This notice identifies the U.S.-China Scientific Cooperation Exchange Program deadline, legislative authority, eligibility and proposal requirements, funding restrictions, allowable and unallowable costs, reporting requirements, program purpose and priorities, focus topics, application and submission information, application review, selection, and notification process, and agency program contact information.

Catalog of Federal Domestic Assistance: This program is listed in the Catalog of Federal Domestic Assistance under 10.614.

Award Type: Cost Reimbursable Agreement for U.S. universities.

Deadline: Applications must be received by 11:59 p.m. Eastern Standard Time, February 19, 2017.

Legislative Authority:
The legislative authority for SCEP may be found in the National Agricultural Research, Extension, and Teaching Policy Act of 1977 enacted as Title XIV of the Food and Agriculture Act of 1977; and 7 U.S.C. 3291, Chapter 64, Subchapter VIII, International Research, Extension, and Teaching, as amended on February 01, 2010. FAS reserves the right to select the applicable authorization for an award. Available authorizations for this opportunity include: 7 USC 3318(b), 7 USC 3319(a), and 7 USC 3291. FAS will verify that all proposals and budgets comport with the legal requirements of the selected authorization before an award can be made.

FAS reviews proposals and project costs to make certain they adhere to the provisions of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by USDA through 2 CFR part 400. Recipients/cooperators (including, universities, non-profits, States, Cities/Counties, Tribes, for-profits, and foreign organizations) are subject to Title 2 of the Code of Federal Regulations and other legal requirements, including, but not limited to:

- 2 CFR Part 25, Universal Identifier and Central Contractor Registration
- 2 CFR Part 170, Reporting Sub award and Executive Compensation Information
- 2 CFR Part 175, Award Term for Trafficking in Persons
• 2 CFR Part 182 and Part 421, Requirements for Drug Free Workplace - Financial Assistance
• 2 CFR Part 200 and Part 400.1, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

In addition to the above mentioned, all recipients/cooperators are subject to the Federal Award’s general terms and conditions, project narrative, and budget narrative, as well as the applicable authorization used to issue the Federal Award.
Section I: Funding Opportunity Description

A. Program Description

The Scientific Cooperation Exchange Program (SCEP) was established in 1978 by the United States Department of Agriculture (USDA) under a cooperative agreement with the People’s Republic of China’s Ministry of Agriculture (MOA). This RFP is for U.S. organizations to host and provide training to Chinese SCEP participants (teams) visiting the United States for 13 days (12 nights) to facilitate the mutual exchange/sharing of knowledge and technology in agriculture. The program’s primary objectives are to promote U.S. agricultural priorities, encourage long-term cooperation, create a positive atmosphere for trade, and enhance overall relationships between the U.S. and the China.

USDA’s Foreign Agricultural Service (FAS) implements SCEP. The selected U.S. host organizations will facilitate training for Chinese officials and experts working in one or multiple of the following areas: agricultural trade and policy, agribusiness development, animal, plant, and food sciences, and extension services. The Chinese teams may consist of up to six persons (five participants plus the required interpreter provided by MOA).

The selected U.S. host organizations will develop unique training programs designed and organized in close coordination with the FAS SCEP Program Manager; as well as with MOA. The selected U.S. host organizations are expected to arrange and pay for all lodging, domestic transportation, and health insurance. The U.S. host organization takes full responsibility for the team from the time of the arrival in the U.S. port of entry until their departure back to China.

SCEP is a cost share program between USDA and MOA:

- MOA will cover all international airfare expenses for the Chinese SCEP participants.
- MOA will provide the interpreter for each Chinese team.
- Based on the final negotiated budget between USDA/FAS and the U.S. host organization, USDA/FAS will execute a cost reimbursable agreement with the host organization for expenses including development of the training program, domestic logistics (e.g. domestic flights, van rental or service), lodging, emergency health insurance, and cultural site visits.
- USDA/FAS will provide a debit card for each Chinese SCEP participant for Meals and Incidental Expenses (M&IE) for the entire program duration in the U.S. (Note: Meals and Incidentals Expenses are based on U.S. location and season. Therefore, the program itinerary will need to be finalized in a timely manner).

USDA/FAS will accept one U.S. host organization for each of the eight topics listed below; pending available funding. Organizations may submit multiple proposals (limited to one proposal per topic) if interested in more than one of the topics identified below (i.e. up to eight separate proposals). SCEP is seeking U.S. training providers to design and deliver innovative training programs for Chinese agricultural professionals in the following focus areas:

1. Precision Agriculture (5 participants + 1 interpreter)
   **Team Lead:** Department of Farm Mechanization, MOA
   Precision agriculture is a vital channel to achieve sustainable development. By improving farming quality, resource and land efficiency and productivity, precision agriculture provides an important way to achieve sustainable development. Mechanization in agriculture has greatly improved productivity
and efficiency. Yet as mechanization is increasingly connected with agronomy, further requirements are made on soil, plants, environmental information control and smart machines and equipment. The technology and equipment used in America’s precision agriculture leads the world—automatic driving and navigation of machines, variable-rate spreading, information-obtaining and standard system are good reference for other countries. Main contents:

- The history, current condition and technologies, especially automatic driving and navigation, management and mobilization of machines, deep soil scarification, information obtaining, variable-rate spreading techniques and agricultural drones;
- The service system and operating mechanism; and,
- The investment size, technology innovation and development.

2. **Crop Rotation and Soil Quality Monitoring and Detection (5 participants + 1 interpreter)**
   **Team Lead:** Department of Crop Production, MOA
   The United States is one of the few countries which apply crop rotation compulsorily. Every year the U.S. government or agricultural organizations will conduct crop rotation on a certain percentage of land. The scale is wide, and advanced technologies have long been used to collect field data and monitor farming. By visiting America and conducting discussions on crop rotation and arable land quality monitoring, experiences can be drawn on to improve related technologies, which will be applied to increase crop yield and quality, improve farming efficiency and exercise better cost control. The team will study America’s crop rotation system and its effect on improving the arable land quality. How the quality is monitored is also the team’s focus.

3. **Commercialization Processing and Intensive Processing Technology for Post-harvested Fruits, Vegetables and Potatoes (5 participants + 1 interpreter)**
   **Team Lead:** Bureau of Produce Processing, MOA
   The developed countries attach great importance to the research on technology and equipment for post-harvested agricultural products and the reduction in post-harvest loss through the application of fruits and vegetable storage and processing technologies. The preservation and commercialization technology for preventing post-harvest loss, the ‘cold chain’ technology, and modern processing technology for fruits and vegetables have widely been applied and a full-fledged industrial technology management system has also been established in the developed countries. In order to extend the industrial chain of fruits, vegetables, and potatoes, it is imperative to 1) gain knowledge of commercialization and intensive processing technology and equipment, and 2) learn from the successful technological integration and management patterns. The delegation intends to exchange ideas with the U.S. regarding –

- The commercialization processing technology and storage, transportation and integration technology (such as the grade and packing of post-harvested fruits and vegetables, cleaning and purifying and nondestructive transportation);
- The technical equipment for energy conserving separation, energy conserving cryoconcentration and combined drying, intelligent numerical control equipment, and the application of key technical equipment for automation of the production line;
- The storage equipment of fruits and vegetables and potatoes and ideas over its practical application, controlling and management models; and,
- Operation models applicable in the context of China’s small family farm and agricultural cooperative enterprises. Specifically, (1) technology model for integrating storage, logistics, and processing; and, (2) business model and cooperation between US agricultural enterprises and farmers.
4. **U.S. Public-Private Partnership System for Agricultural Cooperation (5 participants + 1 interpreter)**

**Team Lead:** Department of International Cooperation, MOA

Agriculture in the U.S. is well-developed. The government, civil society and businesses have clear roles and cooperate closely with each other. The United States accumulates abundant experience in this regard, which is a good example for China to learn from in agriculture development. Specifically, policies and laws, capacity building for workforce, public-private partnership model, credit evaluation system, trade association’s role, technological support and support from think-tank in the public service system for international agricultural cooperation.

**Objectives:**
- Learning about the U.S. Public-Private Partnership System for agricultural cooperation;
- Introducing China’s public service system for international agricultural cooperation.

5. **Agricultural Trade Policy and its Promotion Mechanism (5 participants + 1 interpreter)**

**Team Lead:** Agricultural Trade Promotion Center

The government, enterprises and industrial associations play complementary roles in the U.S. agricultural trade promotion system; the full-fledged trilateral cooperation system of the three sides is a huge contributor to the US agricultural policy and regulation and international trade. Studying America’s practices in the formulation of agricultural trade policy and establishment of agricultural trade promotion system are of significance to improving China’s agricultural trade policy and creating new promotion mechanisms. In this agricultural exchange program, it is expected that in-depth discussions with United States Department of Agriculture (USDA), the export bureaus of state governments, the relevant industrial associations and agricultural organizations can help enhance the understanding of America’s major efforts in promoting trilateral cooperation among governments, enterprises and industrial associations and improving agricultural trade promotion, best practices in local fiscal support policy, public service, and obtain a whole picture of US agricultural support policy to provide helpful experience on establishing China’s agricultural trade promotion mechanism. Main contents:
- A holistic understanding of US agricultural support policy in accelerating agricultural development, protecting farmers’ interests, promoting agricultural innovation, environmental conservation, and the U.S. agricultural policies and subsidy support system (the changes in US farm bill in particular).
- The role of the U.S. government in agricultural trade promotion; coordination with private sector and industry, policies, financial support, and expanding overseas markets.
- Understanding the division of labor and coordination between enterprises and industrial associations in agricultural trade promotion for expansion into the overseas market. For example, the U.S. has over 100,000 existing associations ranging from industry associations to nongovernmental institutions voluntarily organized by farmer households.
- Learning from the innovative models of international promotion for agricultural products; i.e. U.S. government models of support (e.g. trade shows, market development) in international agricultural products promotion activities.

6. **Ecological and Circulatory Agricultural Technologies (5 participants + 1 interpreter)**

**Team Lead:** Department of Science, Technology, and Education, MOA

Agricultural development has entered a phase characterized by transformed development models, reasonable utilization of resources, and emphasis on environmental protection and sustainability. In this phase, there is an urgent need to develop eco-agriculture to overcome development difficulties and promote modern agriculture. In this critical time when China is transforming its agriculture from
the traditional model to a modern one, we have to develop ecological and circulatory agriculture not only by carrying on traditional practices and production models, but also by learning from other countries, using high-techs, scientific management methods, and modern equipment to transform traditional agriculture. The program aims to learn key technologies in U.S. eco-agriculture, promote application of advanced technologies and conceptions in China’s ecological and circulatory agriculture, facilitate China’s standardization system, improve laws, regulations and policies, and promote the development of eco-agriculture. The team will have discussions with relevant organizations including recycling technologies of agricultural waste, ecological landscape technologies, green technologies for pest prevention and control, ecological and circulatory agriculture compensation policies, etc. \(\text{Note: Ecological and circular agriculture takes “integration, coordination, recycling” as the basic principle. It is a new comprehensive technological system of agriculture that integrates agricultural production, rural economic development, ecological environment protection and efficient utilization of resource. It is different from the idea of permaculture.}\)

7. **Sustainable Development of Water Resources for Agriculture (5 participants + 1 interpreter)**

**Team Lead:** National Agro-tech Extension Service Center, Gansu Provincial Department of Agriculture

China is one of 13 countries in the world with extreme water shortages. The agriculture sector is a major water consumer. Thus, it is critical to promote sustainable utilization of agricultural water resources. In such an urgent situation, promoting dry-farming, extending farmland water-saving technologies, enhancing farmland water productivity, and fertilizer efficiency are inevitable measures to ensure national food security, develop modern, water-saving agriculture and promote agricultural sustainability. The United States is a leading country in water-saving agriculture and efficient and sustainable utilization of agricultural water resources. This exchange seeks to gain a detailed understanding of the U.S. system including: dry farming (i.e. modern water-saving technology), agricultural water consumption system, methods to reuse agricultural water resources, automatic soil moisture monitoring, modern irrigation equipment configuration, guidelines for fertigation, selection and combination of fertilizers, application of water soluble fertilizers, etc. Objectives:

- Visit research institutions to learn new methods and research on water-saving technologies; including precipitation utilization, water-saving irrigation, soil moisture monitoring and fully water soluble fertilizer;
- Learn about regulations, standards, and funding for research on water-saving technologies; and,
- Visit U.S. state universities, national, regional and local extension authorities; manufacturers of irrigation equipment, water soluble fertilizer, and drought resistance chemicals; and, farmers to learn about the use of water-saving technologies and how farmers access agricultural technology.

8. **Agricultural Cooperation on Province/State Level between the United States and China (5 participants + 1 interpreter)**

**Team Lead:** Center of International Cooperation Service, MOA

Provinces of China and states of the United States are highly complementary in the field of agriculture, with broad prospects for cooperation. This program is the continuation of the same topic implemented the previous year. This program will allow participants to understand agricultural cooperation on trade investments and capacity building on the provincial and state levels which will, ultimately, foster U.S. and China joint agricultural projects investment, technical cooperation, trade cooperation and capacity building, etc. The team is looking to meet with U.S. officials, representatives of enterprises, and science research institutions to:

- Further cooperation on large scale planting, business model innovation, government support measures and farmer cooperatives operation model.
- To strengthen cooperation in the field of grains deep processing. Hope to introduce and make use of the advanced processing technology and production equipment from the United States, in order to upgrade the grains processing level of related provinces in China, to extend industrial chain and produce more agro-products with better quality.
- The introduction and technical cooperation of improved agricultural and animal husbandry varieties. To strengthen cooperation with enterprises and science research institutions such as Pioneer, with focus on getting more support for variety improvement, technology promotion and scientific management.
- To pursue cooperation between provinces and states on agricultural management, science and technology, as well as capacity building of enterprise managers.

B. Program Responsibilities of U.S. Host Organizations

Assignment of a Training Coordinator
The U.S. host institution will designate a person as the Coordinator responsible for coordinating all administrative and programmatic arrangements. The Coordinator must be a U.S. citizen.

Coordinator Responsibilities
- The Coordinator will travel with the Chinese team throughout the entire visit.
- If the selected U.S. host organization includes a team that will provide the training for the Chinese participants, the Coordinator is the designated point of contact for the entire team. Communication should occur only between the FAS SCEP Program Manager and the Coordinator.
- The Coordinator will communicate all requests/inquiries to the FAS SCEP Program Manager (and not directly to MOA) unless otherwise discussed and approved.
- The Coordinator will immediately notify the FAS SCEP Program Manager of any program modifications including any logistical or program planning before and during the SCEP training.
- The FAS SCEP Program Manager will provide the names and scanned digital copies of participant passport photo pages to the Coordinator in advance of the team’s arrival. The Coordinator must receive the team at the airport with a sign stating “USDA and (your organization) Welcomes SCEP Participants: _____, _____, ____”. Note: It is not necessary to include all participant names, only the highest ranking participant(s).
- The Coordinator must see the participants off at the airport during departure.
- The Coordinator will notify the FAS SCEP Program Manager immediately (either by email or phone) upon the Chinese team’s physical arrival and departure from the U.S.
- The Coordinator will include in the Program Itinerary all points of contacts for the entire training program (e.g., hotel name, phone number, and address, airplane flight numbers, arrival/departure airports, and arrival/departure information, and so forth). This information is required so that the participants can be reached in the event of an emergency.
- The Coordinator will include his/her contact information on the Program Itinerary. This information is required in case a participant(s) becomes separated from the group.
- The U.S. host organization will develop one questionnaire to electronically give to the Chinese participants prior to their departure from China. The purpose of the questionnaire is to better gauge the level of each participant’s expertise and to determine the appropriate level of training (i.e. entry-, mid-, or expert-level) provided during the program.
- The U.S. host organization must finalize the Program Itinerary prior the participants’ departure from China.
During implementation of the SCEP program, a well-defined and logical Program Itinerary is critical for the Coordinator. The Coordinator will adhere to the final Program Itinerary confirmed by the FAS SCEP Program Manager and MOA. Once in the U.S., participants often make additional requests to the itinerary. The Coordinator must know his/her boundaries, be familiar with the regulations regarding use of federal funds, and always be aware of the limits of funding provided in the finalized budget between USDA/FAS and the host organization. If changes are requested by the participants, it is fine to state that “the budget does not permit the addition of another destination city”, “meetings have been confirmed and, logistically, it would be impossible to maintain our meetings if a side trip to _____ were to be attempted”, and so forth.

Development of the Training Program
It is understood that each SCEP Topic is unique and, therefore, some of the below criteria may/may not be applicable. The program topic and budget should drive the development of the program itinerary. Each applicant is encouraged to submit an innovative and engaging program itinerary in their proposal. See Annex A for an example Program Itinerary.

- Arrival and Departure Airports: Chinese participants will arrive into Washington, DC and depart the U.S. from four possible international airports (Chicago, Los Angeles, San Francisco, or New York). The proposal Program Itinerary should include the departing and arriving airports.
- Structure of SCEP Training: The SCEP training should provide a comprehensive and holistic understanding of the selected topic in the context of the U.S. federal, state, and university/private sector system’s interaction and functioning. The multi-city program itinerary must illustrate the relevant interlinkages between academic, public, and private organizations.
- Washington, DC: All teams will start their SCEP program in Washington, DC. Teams will be in Washington, DC for at least 3-4 days for meetings with relevant U.S. federal officials and/or non-governmental organizations.
- First and Last Days: The first day (day of arrival) and last day of the program no meetings should be arranged. The second day should be either a cultural site seeing day or free day to allow participants to acclimate to the time difference.
- Meetings: Do not stack multiple meetings per day. Meetings should not be one hour meet and greets. Meetings are opportunities for discussion and, if possible, should be scheduled for 2-3 hours each (including brief presentations by both the Chinese participants and the U.S. meeting hosts). Translation is consecutive, not simultaneous, and, therefore, requires additional time for discussion. It is strongly recommended to limit meetings to only 2-3 per day.
- Participant Backgrounds: The expertise and professional background of the participants depends on the selected topic. Teams will be mixed. The majority of participants will be MOA officials working in the topic area. Teams may also include scientists, private sector businessmen, or academic researchers. Typically, the translator is a trained interpreter and not a technical participant.
- Field Visits: Relevant field and site visits are highly encouraged and critical for hands on experience for the participants.
- Transportation in Washington, DC: During the Washington, DC portion of the training program, the U.S. host organization should budget for a van service to transport the team participants.
- Cultural Activities: 1-2 days of cultural activities should be included in each program (such as sight-seeing of historic landmarks). This gives participants the opportunity to learn about U.S. society and culture.
USDA/FAS and Coordinator Orientation for Participants

On the second or third day in Washington, DC, the Chinese team will visit the USDA South Building (1400 Independence Ave. SW, Washington, DC 20250) for orientation. The orientation will be 2-3 hours and include the following:

- The FAS SCEP Program Manager will discuss with the participants specific sections from the “SCEP Guide for PRC Teams to the U.S.” regarding do’s and don’ts in the U.S.; translated by MOA and provide to each participant prior to departure.
- The FAS SCEP Program Manager will give each participant their debit card for Meals and Incidental Expenses for their entire program in the U.S.
- The FAS SCEP Program Manager will give a Power Point providing a general overview of the U.S. Government, USDA’s mandate, and the interlinkages between the U.S. federal, state, academic, and private sectors in coordination and communication.
- It is strongly recommended that at this orientation the Coordinator provide a detailed Power Point on the Program Itinerary, his/her expectations of the Chinese team, and a summary of his/her background.

Travel and Transportation

- The Chinese Team will be responsible for international airfare to and from the United States. They will also be responsible for their A1 or B1/B2 visas.
- The U.S. host organization will arrange all domestic air and ground transportation throughout the entire program. This includes transportation for cultural site visits.

Meals and Incidental Expenses (M&IE)

Daily M&IE allowance shall be calculated based on current GSA per diem rates (based on the final Program Itinerary) and provided to each participant by USDA/FAS. The Program Itinerary must be finalized at least three weeks (15 business days) prior to the start of the SCEP program.

Lodging

The U.S. host organization will secure hotel lodging for the Chinese participants for the duration of the program. All hotel rooms should be single-person occupancy.

Emergency Health Insurance

- The U.S. host organization must purchase in advance emergency health insurance for each participant effective from the first day of travel to the last day of travel.
- The U.S. host organization will educate participants as to what is covered under the health insurance policy, especially highlighting that pre-existing medical conditions are not covered.
- The Coordinator will alert the FAS SCEP Program Manager any health/medical conditions arise during the program.

Initial Conference Call and Debrief Conference Call

The FAS SCEP Program Manager and Coordinator will have two mandatory conference calls.

- The initial conference call is arranged within four weeks of notification of award. The purpose of the call is to discuss the process for executing an agreement between FAS and the U.S. host organization, provide further background on SCEP, lessons learned from previous SCEP participants/teams, and the development of the Program Itinerary.
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U.S. Organization to Host Chinese Teams

- The final debrief conference call is arranged to occur after the conclusion of the SCEP program. The FAS SCEP Program Manager will arrange a conference call with the Coordinator to learn about the training program, solicit feedback on SCEP, and determine lessons learned (if any).

**Final Reports**
The Training Coordinator will submit the final report to the FAS SCEP Program Manager. The Final Report must be submitted within 30 days of the program completion date.

- The report should include the following:
  - Summary of activities, accomplishments, and any problems encountered or overcome
  - Photographs, when possible
  - Completed program Evaluations
- Invoices cannot be paid if the final report is past due.

**Financial Reporting**

- Financial Reporting must be in accordance with the Uniform Administrative Requirements for Grants and Agreements, 2 CFR 215. An itemized invoice must be submitted within 90 days of the program’s completion date using the Request for Advance or Reimbursement (SF-270).
- A detailed breakdown of expenses must be included with SF-270. Payment will not be processed without supporting documentation.
- A summary of expenses that aligns expense totals to the agreement’s budget line items should be included.
- Costs must be reported in accordance with the regulations that govern the agreement, and must follow the applicable Federal cost principles 2 CFR 220. The institution cannot be reimbursed for costs that are contrary to the specific terms of the agreement or are outside its scope.
- A final Federal Financial Report (SF-425) must be within 90 days of the end of the period of performance for the reimbursable agreement.
**Section II: Award Information**

USDA intends to award eight SCEP agreements under a Request for Proposals for the following topics:

1. Precision Agriculture
2. Crop Rotation and Soil Quality Monitoring and Detection
5. Agricultural Trade Policy and its Promotion Mechanism
6. Ecological and Circulatory Agricultural Technologies
7. Sustainable Development of Water Resources for Agriculture
8. Agricultural Cooperation on Province/State Level between the United States and China

**A. Estimate of Funds**

The cost per participant should be between $6,000 and $6,800. For example, a cost per participant of $6,500 (x 6 participants) equals a program grand total of $39,000 (including indirect costs). Subject to the availability of funds.

**B. Start Dates**

The proposed timeframe for training programs is March – September 2017. Training dates are dependent on: (1) seasonal variances and growing season; (2) Training Coordinator availability; and, (3) participant availability.

**C. Type of Award**

FAS reserves the right to select the applicable authorization for an award. Available authorizations for this opportunity include: 7 USC 3318(b), 7 USC 3318j, 7 USC 3319a, and 7 USC 3291a.

**Requirements:**

The items below must be obtained prior to entering into an agreement with the federal government. Applicants are encouraged to apply early for their DUNS/SAM number.

1) DUNS Number: A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. FAS applicants must obtain a DUNS Number. Information on how to obtain a DUNS number can be found at: [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) or by calling 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

2) System for Award Management (SAM): Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. To register, go to: [https://www.sam.gov/portal/public/SAM/](https://www.sam.gov/portal/public/SAM/). Please allow a minimum of 5 days to complete the SAM registration.
Section III: Eligibility Information

A. Eligibility Requirements

Proposals may be received from academic institutions such as universities and colleges, including community colleges, accredited in and having a campus located in the United States, acting on behalf of their institutions. U.S. non-profit research organizations, including research laboratories, professional societies, or similar organizations in the United States that are directly associated with education, extension, research, or capacity building activities; private organizations; Federal and State agencies; or consortia led by the eligible organizations listed here are also eligible.

A proposal from a consortium of organizations must be submitted as a single proposal with one U.S. organization serving as the lead and all other organizations as team members.

The Principal Investigator (PI) must be a U.S. citizen and hold a position at an eligible U.S. institution. Especially encouraged are proposals from smaller academic institutions, as well as Minority Serving Institutions (MSI), in particular American Indian, Alaska Native, Pacific Islander, Hispanic, Asian American, and African American institutions. Also encouraged are proposals from researchers early in their career, extension agents, and women that hold positions at an eligible institution.

B. Cost Sharing and Matching Requirements

This program has no statutory formula. This program has no matching requirements.

C. Funding Restrictions

This is a cost reimbursable agreement issued under 7 U.S.C. 3319a. “...Reimbursable costs under such agreements shall include the actual direct costs of performance, as mutually agreed on by the parties, and the indirect costs of performance, not exceeding 10 percent of the direct cost.”
Section IV: Application and Submission Information

A. Application Package Submission and Application Deadline

This announcement contains all instructions required to complete the application. All applications must be submitted to David.White@fas.usda.gov and SCEPproposals@fas.usda.gov. The application deadline is February 19, 2017 11:59 PM EST. Requests for short-term deadline extensions will be accepted upon a formal request to the FAS SCEP Program Manager referenced above; without such a request, applications will be accepted on a rolling basis. No paper or fax submissions will be reviewed.

B. Application Package Format

U.S. organizations may submit separate proposals to host more than one SCEP Chinese team.

- Proposals should not exceed 12 pages; not including SF424 and SF424A.
- The U.S. host organization must have an active DUNS number, Tax Identification Number, or applicable FAS Identification Number.
- Include all components of the proposal in a single PDF document.
- The application must be specific to collaboration between the United States and China.

Required Standard Form Documents

- Complete SF-424 Application for Federal Assistance.
- Complete a proposed budget using Standard Form 424A (Indirect Costs are 10% of total direct costs).

Application Proposal

All proposals must also include the following components:

- **Cover Page (1 page):**
  - *Title:* The scientific exchange topic.
  - *Organization Name:* Name of U.S. host organization
  - *Collaborating Foreign Country:* List “People’s Republic of China.”
  - *Type of Project:* List “Short-term Scientific Exchange.”
  - *U.S. PI:* Include the name, title, institution, mailing address, telephone, and email.
  - *Chinese Collaborators (if known):* Include the name, title, institution, mailing address, telephone, and email.
  - *Proposed Exchange Dates:* Indicate the proposed training start date and end date for the Chinese team’s visit to U.S.
  - *Executive Summary:* In a paragraph, succinctly describe the exchange topic, the methodology of the training approach, training objectives, and the depth of the U.S. host organization’s expertise on the exchange topic. Highlight the proposed scientific exchange’s benefit to both the United States and China.

- **Program Description/Outline (3-4 pages)**
  - *Problem Statement:* Describe in detail the scientific exchange topic or issue. Indicate how your organization will contribute expertise and knowledge to the U.S.-China dialogue on the topic.
  - *Objectives:* List the objectives that support the broader goals as identified at the beginning of this announcement.
USDA FAS RFP: FY2017 U.S.-China Scientific Cooperation Exchange Program
U.S. Organization to Host Chinese Teams

- **Benefits to U.S. Agriculture, Fish, or Forestry:** Proposals must indicate a strong benefit to U.S. agriculture or forestry and how it may impact trade. Include plans for disseminating or using the results of the scientific exchange with China. Identify and, if possible, quantify benefits expected from the scientific cooperation.

- **Work Plan (3-4 pages)**
  - **General Plan:** This section should explain your methodology of approach and how you plan to accomplish your objectives.
  - **Dates of Visit:** Proposed dates of visits, including seasonal, geographic, and other considerations.
  - **Itinerary/Schedule:** Proposed schedule including possible field visits, meetings, and other activities and how those visits will help accomplish the stated objectives. See Annex A for example “Program Itinerary”.
  - **Evaluation Plan:** An evaluation plan that defines measurement criteria, including qualitative and quantitative measures (include baseline data when possible), describe data collection methods that will be employed, and describe how the data will be analyzed. The evaluation plan should also include possible unintended effects.

- **Budget (1 page)**
  - A Budget Narrative is required; see next section, “Funding Restrictions”.
  - See Annex B for a Budget example. Note: The SCEP Sample Budget Excel workbook is also embedded within this Word document and can be opened.
  - Budget must itemize all expenses covered by the U.S. host organization and M&IE covered by USDA in order to calculate the program grand total.
    - If the U.S. host organization will provide meals (e.g. buffet style meals during classroom training), the dates and meals must be noted as actuals provided by the U.S. host organization in the budget.
  - **The cost per participant should be between $6,000 and $6,800. For example, a cost per participant of $6,500 (x 6 participants) equals a program grand total of $39,000 (including indirect costs).**

- **Expertise in the Exchange Topic (1-2 pages)**
  - Identify the PI and any other team member. Explain each team member’s role.
  - Provide brief biographical information for each team member summarizing any relevant experience and expertise working in the topic.
  - List the possible partners from academia, government, or the private sector potentially involved in helping to implement this exchange.
  - Briefly describe, if any, your organization’s experience hosting short-term international visitors.

C. **Allowable and Unallowable Costs**

**Allowable Costs:**
A separate Budget Narrative detailing all line items is required. The categories listed below are examples of some of the more common items found in project budgets. All items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations.

- **Salaries and Fringe Benefits:** Requested funds may be allocated toward salaries and fringe benefits. Only individuals that hold positions at eligible U.S. organizations should be listed in this category.
- **Travel:** For domestic travel, provide the purpose of the travel and information used in calculating the estimated cost, such as the destination, number of travelers, and estimated cost per trip. There are
several restrictions associated with traveling on federal funds. Airfare must be purchased in economy class from a U.S. carrier.

- **Per Diem**: U.S. host organizations must adhere to federally mandated domestic per diem guidelines for lodging and M&IE. Additional information may be found at: [https://www.gsa.gov/portal/content/104877](https://www.gsa.gov/portal/content/104877).

- **Supplies**: U.S. host organizations are only authorized to utilize federal funds to procure necessary educational supplies for the SCEP program (e.g. folders, paper, pens, thumb drives). U.S. host organizations cannot utilize federal funds for short-term training programs (such as SCEP) to procure equipment (e.g. laptops, simultaneous translation headsets), intangible property, or instruments.

- **Other Direct Costs**: Other Direct Costs are those anticipated charges not included in other budget categories, including materials and supplies, lab fees, publication costs, reasonable consultant fees, computer services, sub-awards (the level of detail required for the sub-award budget is the same as the recipient organization), equipment rental, facility rental, conferences and meetings, speaker fees, honorariums.

- **Indirect Costs**: Indirect Costs may not exceed 10% of direct costs.

**Unallowable Costs:**
General purpose equipment (no particular scientific, technical, or programmatic purpose) and scientific equipment; entertainment; capital improvements; thank you gifts, and other expenses not directly related to the project are not allowed.

**D. Other Submission Requirements**

All applications must be submitted electronically as indicated above.
Section V: Application Review, Notification of Award, and Award Administration

All proposals are carefully reviewed by USDA/FAS Program Officers and other USDA staff against the criteria listed below.

A. Review Criteria

Proposals will be panel peer reviewed. Projects will be selected according to how well they meet the following criteria:

- Following Proposal Formatting and Requirement Instructions – Proposal clarity in defining the project purpose, proposal flow, and meeting proposal formatting instructions as defined within this RFP.
- Budget – Sufficient detail that would enable FAS to determine that the costs are reasonable and allow able for the project per federal regulations and the overall total budget is within specified limits.
- Experience Hosting International Visitors – History of the PI and/or the U.S. organization in hosting similar training programs for international teams of participants. Note: Lack of experience in hosting international visitors does not preclude organizations from being selected.
- Expertise – Expertise of the PI and/or the U.S. organization in the topic area.
- Scientific or Technical Merit – Quality, suitability, and evidence of creativity and innovation in designing the technical activities (e.g. field visits, meetings, hands on demonstrations) and the likelihood the objectives of the proposal can be achieved.
- Relevance - Addresses important U.S. agricultural or forestry problems, potential usefulness of research results, potential for knowledge and technology transfer
- Potential for Furthering International Cooperation - Expected contributions and mutual benefits from collaboration

B. Notification of Award

Applicants should expect to be contacted by the FAS SCEP Program Manager if clarification and/or additional discussion on any budget related issues are necessary before final determination. After internal review by USDA, it is expected that all applicants (awarded and declined) will be notified by an official email within 3-4 weeks after the closing date for applications. The team’s PI will receive a formal email from the FAS SCEP Program Manager to confirm if the proposal was approved for participation in the FY2017 program. The proposed program start dates contained within the proposal will then be negotiated with MOA.

Note: Notification by the FAS SCEP Program Manager regarding selection does not authorize the U.S. host organization to begin performance. No pre-award costs can be charged without consent from the FAS SCEP Program Manager.

C. Administrative and National Policy Requirements

Certifications regarding debarment Suspension, Drug Free Workplace, Felony Conviction and Tax Delinquent Status, and other national administrative assurances and policies are required. The cooperator must adhere to the provisions of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by USDA through 2 CFR part 400.
Section VI: Agency Contact

Potential applicants can direct their questions or request help with problems before the deadline for submission of the application for these funding opportunities via the contact information below:

David White
David.White@fas.usda.gov
(202) 720-0858
Annex A Sample Program Itinerary for Hosting Chinese Teams

USDA Foreign Agricultural Service
2016 U.S. - China Scientific Cooperation Exchange Program (SCEP)

“Post-harvest Loss Reduction in Modern Agricultural Production”


Coordinator: John Smith
Associate Director
Email: jsmith@zzz.edu
Mobile: (999) 888-7777

Program Itinerary

**Monday, June 5, 2017**

The delegation will arrive into Washington, DC and be met by _____ at Dulles Airport for transport to their hotel accommodations. Per-diem will be provided to each participant by USDA on Day 2 of the itinerary.

Hotel Accommodations: Holiday Inn Capitol
550 C Street, SW
Washington, DC 20024
Phone: 202-479-4000
Website: www.hicapitoldc.com
Check-in: 09/05/16
Check-out: 09/08/16

**Tuesday, June 6, 2017**

8:45-9:00am Arrival at USDA Foreign Agricultural Service, 1400 Independence Ave. SW, 3818-S, Washington DC 20250-1032.
9:00-11:30am USDA/FAS: Welcome and Introductions
-Orientation
-Per diem debit cards
Afternoon Cultural Site Visit

**Wednesday, June 7, 2017**

8:45-9:00am Arrival at USDA Agricultural Marketing Services, 1400 Independence Ave. SW, 1200-S, Washington DC 20250-1032.
9:00-11:30am Presentation/Discussion: Post-harvest Loss
Afternoon Free Time (participants decide on activity)
Thursday, June 8, 2017

8:45-9:00am  Arrivial at U.S. Environmental Protection Agency, 1200 Pennsylvania Ave. NW, Washington DC 20004.
9:00-11:30am  Presentation/Discussion: Post-harvest Loss and Human Health Impacts due to High Concentrations of Pesticides and Herbicides
12noon-1:30pm  Lunch
1:45-2:00pm  Arrival at World Resources Institute, 10 G Street NE, Washington DC 20002.
2:00-5:00pm  Presentation/Discussion: Global Post-harvest Loss

Friday, June 9, 2017

Flight UA 777  Departure Dulles International Airport 10:30am, arrival Mitchell Airport in Milwaukee, Wisconsin at 2:04pm
Hotel check-in  TownePlace Suites by Marriott
2855 Hannah Blvd.
Milwaukee, WI 48823
(999) 203-1000
Website: http://www.marriott.com/hotels/travel/lants-towneplace-suites-east-lansing/
Check-In: 06/09/16
Check-Out: 06/14/16

…..(break in Itinerary)…..

Monday, June 12, 2017

Workshop Day 1 (All Day)
- Welcome and Introductions
- Session 1: Preventing Post-harvest Loss through Systems of Innovation
- Session 2: Moving Innovation from Lab to Land
- Session 3: Global Post-harvest Loss: Exploring the data
- Session 4: International Partnership: Areas for Potential collaboration
- Session 5: International Partnership: Creating International Synergies

…..(break in Itinerary)…..

Saturday, June 17, 2017

10:00am  Hotel Check-out
Flight UA 999  Departure Chicago O’Hare International Airport 2:30pm, arrival Peking Airport in Beijing, China at 2:04pm
### U.S. - China Scientific Cooperation Exchange Program

#### Program Budget Worksheet

**Name of Host Institution:** A to Z University  
**Program Dates:** June 5 - 17, 2017  
**Training Topic:** Post-harvest Loss Reduction in Modern Agricultural Production

<table>
<thead>
<tr>
<th>SF 424A Categories</th>
<th>Line Item Descriptions</th>
<th>Rate/Day</th>
<th># of Persons</th>
<th>Total Days</th>
<th>Subtotal</th>
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<tbody>
<tr>
<td><strong>TRAVEL</strong></td>
<td>Logistical Expenses</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>1. Local Transportation</td>
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<tr>
<td></td>
<td>Washington, DC - Van Service (Days 1-4)</td>
<td>$200</td>
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<td>2. Lodging</td>
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<td></td>
<td>Washington, DC - 1 Coordinator (Days 1-3)</td>
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<td>Washington, DC - 6 Participants (Days 1-3)</td>
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<td><strong>$444</strong></td>
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<td>Chicago, IL - 6 Participants (Days 10, 12)</td>
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<td>3. Meals and Incidentsals</td>
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<td></td>
<td>*Washington, D.C. - 1 Coordinator (Days1-3; 2 full days + .75 half day)</td>
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<td></td>
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<td>**Milwaukee, WI - 6 Participants (Days 4-9)</td>
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<td>Milwaukee, DC to Milwaukee, WI - 1 Coordinator (Day 4)</td>
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<td><strong>$300</strong></td>
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<tr>
<td></td>
<td>Washington, DC to Milwaukee, WI - 6 Participants (Day 4)</td>
<td>$300</td>
<td>6</td>
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<td><strong>$1,800</strong></td>
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<td>Incidentsals: Baggage fee ($25 for one checked baggage only)</td>
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<td>6</td>
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<td><strong>$150</strong></td>
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<td></td>
<td>Milwaukee, WI to Chicago, IL - 1 Coordinator (Day 10)</td>
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<td>1</td>
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<tr>
<td></td>
<td>Milwaukee, WI to Chicago, IL - 6 Participants (Day 10)</td>
<td>$400</td>
<td>6</td>
<td></td>
<td><strong>$2,400</strong></td>
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<td>Incidentsals: Baggage fee ($25 for one checked baggage only)</td>
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<td>6</td>
<td></td>
<td><strong>$150</strong></td>
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<tr>
<td></td>
<td>Chicago, IL to Milwaukee, WI - 1 Coordinator (Day 13)</td>
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<td>5. Health Insurance for Visitors</td>
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| USDAM&E | | |
|---------|---------|---------|---------|
| **Host Organization Expenses** | **USDA M&E** | **Subtotal** | **Subtotal** |

**Total:** **$13,825**
<table>
<thead>
<tr>
<th>Program Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAVEL</strong></td>
</tr>
<tr>
<td>1. Field Tours/Site Visits</td>
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<tr>
<td>Washington D.C.: Attractions (6 Participants + 1 Coordinator) (Day 2)</td>
</tr>
<tr>
<td>Welcome Dinner (6 Participants + 4 Personnel) (Day 4)</td>
</tr>
<tr>
<td>Chicago, IL: Museum of Sciences (6 Visitors + 1 Coordinator) (Day 12)</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
</tr>
<tr>
<td>2. Educational Material (e.g. folders, thumb drives)</td>
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<tr>
<td><strong>Host Institution Fees</strong></td>
</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
</tr>
<tr>
<td>1. Training Coordinator #1 (Salary)</td>
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<tr>
<td><strong>FRINGE</strong></td>
</tr>
<tr>
<td>1.b Training Coordinator #1 (Fringe Benefits)</td>
</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
</tr>
<tr>
<td>2. Training Coordinator #2 (Salary)</td>
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<td><strong>FRINGE</strong></td>
</tr>
<tr>
<td>2.b Training Coordinator #2 (Fringe Benefits)</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>Total Program Costs</strong></td>
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<tr>
<td><strong>INDIRECT</strong></td>
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<tr>
<td>Indirect Costs/Overhead (10%)</td>
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<tr>
<td><strong>TOTAL REQUEST</strong></td>
</tr>
</tbody>
</table>

**Notes**

*The U.S. host organization will provide meals and incidentals per diem to its Coordinator.*

**Actual costs for meals provided by the U.S. host organization during classroom learning component. Breakfast, lunch, and dinner will be provided to all participants buffet style or packed lunches during field visits. This is necessary as dining out options are limited and to maximize classroom learning time.*