## Quotation form

## Gilman and CLS Advisor workshop: Oregon or Washington

Submission of quotations must include the information set forth below. Institutions are also invited to send any additional information or supplemental material they believe will aid the Institute of International Education (IIE) in reviewing their submission. The U.S. Department of State’s Bureau of Educational and Cultural Affairs will have final approval of the workshop host and content.

Institution:

State (Oregon or Washington):

Name of submitter:

Title:

Email:

Phone:

**In no more than 5 pages single spaced, please address the questions below.**

1. Why does your institution want to host a Gilman and CLS Advisor Workshop?
2. Why would your institution be a successful workshop host? Please briefly describe the unique strengths, experiences, best practices, and resources that the institution *and* the workshop organizer and/or workshop facilitator(s) will bring to the event. Supplemental materials may be attached, including examples of other work the institution and the workshop organizer and/or workshop facilitator(s) have done that is relevant to this workshop.
3. Please list all possible Fridays in May, June, July, August, or September of 2020 your institution could host the workshop.
4. Please outline logistical arrangements for the workshop, including proposed venue and meeting space options, plans for catering, and parking options.
5. Please provide recommendations for local hotels and information about special rates or discounts for university-affiliated individuals.
6. Please describe your overarching approach to effective and engaging workshop content delivery and networking activities for the advisor audience, in addition to completing the template below which outlines specific sessions.

**Please also include the documents listed below as attachments.**

1. Please attach a list of proposed sessions that will best meet the objectives of the workshop (as outlined in the RFQ) using the template below. Potential speakers do not need to be confirmed at the time of application. See Attachment A in the RFQ for a sample agenda.

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| --- | --- | --- | --- | --- |
| **Session title & description**  | **Session time & location** | **Intended learning outcomes** | **Description of how session will be interactive** | **Proposed speaker(s) name, qualifications, & background** |
|   |  |   |  |   |
|  |  |  |  |  |

1. Please attach a sample worksheet to be used during the Time for Reflection session of the workshop.
2. Please attach a resume or CV for the workshop organizer (who will be the primary point of contact for IIE) and for the workshop facilitator(s).
3. Please attach a budget per the template provided below. An organization with an audited indirect cost rate (NICRA) negotiated with a cognizant federal government agency should include a copy of the cost-rate agreement as an addendum to the budget. Applicants must indicate in the budget how the rate is applied.

The U.S. Department of State provides the funding for the workshop through a cooperative agreement to the Institute of International Education (IIE), which supports the implementation of the Gilman Program. The host institution should provide IIE with an invoice upon completion of the workshop in accordance with the budget submitted in the template provided herein. Any honoraria paid shall be done by the host institution directly in accordance with the budget.

 Please complete the below budget indicating anticipated cost for each item with the assumption there will be

 55 people in attendance. The total amount must not exceed $10,000. All efforts should be made to keep costs

 as low as possible. Funds cannot be used for alcohol, gifts, and non-expendable items or equipment such as

 computers, office furniture, etc. (must be donated or paid for with non-U.S. government funds); international

 travel or extensive local travel; and other unallowable costs per 2 CFR 200- Subpart E.

 Cost-sharing from the host institution is not required but is strongly encouraged. Some common areas of cost

 sharing include any combination of waived staff salaries, honoraria, room rental fees, and parking. Cost sharing

 is defined as actual monetary contributions provided in support of the quotation, or in-kind contributions,

 which include items such as prorated staff time, discounted costs, speaker fees, and office and meeting space

 rental costs that are waived. Cost sharing may be contributed by the grant recipient or by other organizations or

 institutions. Volunteer hours contributed are also a form of cost sharing and a valuable resource. Please see 2

 CFR 200.306 for guidance on determining the value of cost sharing and matching: https://bit.ly/33RFbMv

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| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Funds requested from IIE** | **Cost share from host institution** | **Total** |
| **Staff salary requirements** | Staff Requirements: Primary organizers will be provided with financial support. - Identify staffing requirements by each position title and, as necessary, brief description of duties. - List annual salary of each position, percentage of time and number of months devoted to project (e.g., Program Coordinator: $30,000/year x 25% x 3 months; calculation: $30,000/12 = $2,500 x 25% x 3 months = $1,875).[[1]](#footnote-1) |  |  |  |
| **Honoraria** | Proposed number of honoraria for presenters not covered under staff salary ($XX.XX/person). The ceiling for honoraria is $200 per individual. |  |  |  |
| **Catering** | Breakfast with juice, coffee, and tea ($XX.XX/person) |  |  |  |
| **Catering** | Morning coffee/tea service ($XX.XX/person) |  |  |  |
| **Catering** | Lunch with tea and soft drinks ($XX.XX/person) |  |  |  |
| **Catering** | Afternoon coffee/tea service ($XX.XX/person) |  |  |  |
| **Catering** | Water service, full day ($XX.XX/person) |  |  |  |
| **Printing** | Printing costs for workshop handbooks. Content must include: workshop agenda, bios of all facilitators, program staff, panelists, and speakers, all PowerPoint presentation slides, handouts, and interactive materials, in addition to study/intern abroad resources used by the host institution, any suggested reading materials, and a reflection worksheet. U.S. Department of State branding must be included. |  |  |  |
| **Signage**  | Printing costs for signage. Signage should be at the check-in table and in main meeting room, at minimum. U.S. Department of State branding must be included.  |  |  |  |
| **Nametags** | Costs for nametags (including printing) for all participants, facilitators, program staff, panelists, and speakers plus ten extras (blanks). U.S. Department of State branding must be included. |  |  |  |
| **Photographer** | Costs for a professional photographer to take photos throughout the day and share them with IIE. |  |  |  |
| **Room Rental** | Meeting space accommodating 55 people seated at round tables. One long table(s) should be placed at the front of the room, if panel discussions are proposed. Full day rental, access available at 7:30 a.m. - 5:30 p.m.  |  |  |  |
| **Room Rental** | Additional meeting spaces for Topical Working groups (2-3 meeting spaces). |  |  |  |
| **Audio/Visual** | Projector and screen in each meeting room. Microphones for each presenter and all panelists as applicable. Budget should outline quantity of microphones needed. |  |  |  |
| **Parking** | Parking vouchers, if applicable ($XX.XX/person) |  |  |  |
| **Additional items, as applicable.** |  |  |  |  |
| **NICRA** | Indirect cost rate (XX.XX%) |  |  |  |
| **Total:** |  |  |  |  |

1. All supplemental compensation (including, but not limited to, overload, honorarium, consulting arrangements) must be specifically identified as such by the host institution. [↑](#footnote-ref-1)