

Budget:

If our cooperator in Africa covers the lodging and meals costs for US cooperators when in that country, can the cooperator use the US foreign per diem rates for the cost share?

No, because we are reimbursing actual costs. Will your cooperator be reimbursed from the USAID funds?

No, they would cost share this.

Then that would have to be cost-shared at the actual expense for the lodging and meals

Our institution does not do actual cost outside the US. They do per diem. With USAID funds what do we do?

International travel should be per diem.

If you are allocating funds for in-country travel, does it go under the travel budget line or other direct costs?

In-country travel should be reflected under travel.

Double checking about the 20% Indirect Cost for the International Country - it does not apply to tuition correct?

Indirect costs do not apply to the tuition. Unless their established rate is lower than the 20% MTDC and their rate uses a different method of calculation. Otherwise, they should use a modified method (i.e. tuition exempt).

Do we need resumes from our international collaborators/partners?

The call asks for CV's of PI's co-PI's and key project personnel. Yes, you should include CV's for your international collaborators.

In the narrative section that is limited to 6 pages, does this include the appendices (F and G) or do we summarize our approach regarding these issues?

The technical narrative's six pages just include the items listed in the call bullet 4. So the appendices are in addition.

Are unrecovered indirect costs the difference between the institution's actual indirect costs and what is allowable in the RFA? Can this be used as cost sharing?

Yes, that is correct.

The budget has been a challenge to complete in some sections, for instance, how do we fill out the cost of labor for temporary workers overseas who are not salaried?

You may opt to put them as contractual or in the other section, as long as your narrative explains.

Tables:

Could you discuss Table B2, *Performance Indicators Table*. Much of this information seems hard to estimate ahead of time. If these are to become performance benchmarks, I am concerned that we would be committing ourselves to goals that we currently cannot accurately estimate in advance.

I understand this concern - this is a USAID generated document, although tailored for our program, and they do want numbers that they can use for performance benchmarks, so I would be conservative in estimating these numbers. It will help us in the Horticulture CRSP to fill out the evaluation documents if we have numbers in the sub-awards.

OK. So long as you are aware these must be rough estimates at this stage.

Yes, we are fully aware that these are rough estimates.

Use of table B2, performance indicators are just those applicable to individual projects right?

Each proposal will include this table.

Could you discuss the timeline and expected outcomes. How different is it from table B1 (the outcomes in this table)?

The timeline of activities and expected outcomes will be more expansive than the table, which is just intended to summarize the overall activities, outcomes, and, particularly, measures of success of the project.

Referring to Appendix B1, should we include a table similar to B-1 for each objective?

Yes, there should be a table for each objective

For item 6, Statement of institutional experience, I assume that this should be addressed for each collaborating institution. Is the 1-page limit for the total or for each institution?

No, we are primarily interested in the experience of the lead/US institution in the countries and/or regions where the project is proposed as a measure of how quickly the collaboration can achieve results.

Do we need expected outcomes with the timeline? Is that what section E of the narrative requires.

Section E of the narrative is focused on the timeline of activities and outcomes whereas the table provides an indication of measures of success.

There is a request for outcomes on table B1 as well as outcome in narrative E. I guess that's what the above question is asking. It seems redundant but if you need the outcomes we will provide them.

We're assuming that the description of proposed outcomes in the narrative will be more detailed than could be fitted in a cell of a table, so although it seems redundant, it gives the PIs an opportunity to expand in the text.

We have a column for outcomes in table B1, and in section E, the heading is timeline and expected outcomes, do we still need these outcomes there?

The intent is that the table will briefly summarize proposed outcomes whereas the narrative provides an opportunity to describe them in more detail.

Do we have to include the entire table as an attachment?

You can include the entire table, or just the relevant section, and no, you don't need to have every column filled - just relevant ones for your proposal.

Do we have to have each column filled?

In most cases you'd want to have some information in each column in relation to an objective.

What about table B1?

Table B1 is filled out as an example.

Do we need a table and an explanation? I am guessing that we need both. And how many performance indicators are required?

The performance indicator table provides benchmarks for evaluating success of projects, and comes directly from USAID. Obviously the numbers need to be realistic and defensible. Equally, the numbers will provide reviewers with an indication of the likely impact of a project.

Collaborators:

Is a letter of commitment needed from all collaborators or just from the lead institution in US and host country?

A formal letter is required for any collaborator receiving funds through a sub-award mechanism. This said, the principal participant institutions would be providing letters, not contractors etc. If a principal collaborator is not receiving funds, he/she may provide a letter signed by him/herself rather than from the institution.

What if you are giving honoraria to your collaborators instead of a sub-award; do you need the letter of commitment?

Letters are not needed for honoraria; however, letters of support are encouraged for key persons/institutions.

As a follow up to the institutional experience question, our collaborating institutions in the target countries will be critical to achieving the results that we propose. Where in the proposal can we describe those institutions and their capabilities? In our collaborators' CV's? (Keeping in mind the 6-page limit on the total project description.)

I think that you can summarize the capabilities and experience of both US and collaborating institutions in one page. The collaborators CV's will also provide backup for this.

Miscellaneous:

Do we have to conduct field replication here in the U.S.?

You're not required to replicate what you're proposing to do in your target countries in the U.S. In many cases this would be impossible.

Is it ok to scan the signed forms and e-mail those or is faxing required?

Please Fax the signed forms.

Do the letters of support have to be faxed directly from the institution issuing them?

No, they can be included within your proposal as a pdf.