

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON D.C. 20523

Dr. Alan M. Goldberg
Associate Dean for Research
Johns Hopkins University
615 N. Wolfe Street
Baltimore, Maryland 21205

SEP 29 1989

Subject: Cooperative Agreement No. DPE-5951-A-00-9033-00

Dear Dr. Goldberg:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to Johns Hopkins University (hereinafter referred to as "JHU" or "Recipient") the sum of three hundred thousand dollars (\$300,000) in partial support of the Health and Child Survival Fellows Program, as more fully described in Attachment 2, entitled "Program Description".

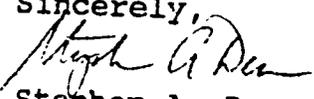
This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives through the estimated completion date of September 30, 1994. Funds disbursed by A.I.D. but uncommitted by the Recipient at the expiration of this period shall be refunded to A.I.D.

The total estimated amount of the program is \$7,647,416, of which A.I.D. shall fund \$6,475,046 (hereinafter referred to as "Total Estimated Agreement Amount"), and the Recipient shall fund \$1,172,370. Of the Total Estimated Agreement Amount, \$300,000 is hereby obligated (hereinafter referred to as "Obligated Amount").

Of the \$6,475,046, \$1,500,000 is to be provided by A.I.D. as central S&T/H funds, and up to \$4,975,046 may be provided from other A.I.D. bureaus and missions. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. However, subject to the availability of funds, evaluation of the program, and program priorities at the time, A.I.D. may periodically increase the obligated amount, through written modification of this Cooperative Agreement, until such time as the Obligated Amount may equal the Total Estimated Agreement Amount.

This Cooperative Agreement is made to the Recipient on the condition that the funds will be administered in accordance with the terms and conditions as set forth in this Cover Letter, Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Description", and Attachment 3, entitled "Standard Provisions", which together constitute the entire Cooperative Agreement document and have been agreed to by your organization.

Please acknowledge receipt of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one copy for your files, and returning the remaining copies to the undersigned. Please be sure to return all copies marked "Funds Available."

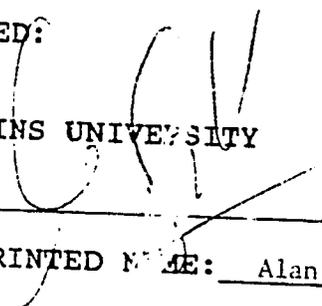
Sincerely,

Stephen A. Dean
Agreement Officer
A.I.D./W Project Division
Health and Population Branch
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

JOHNS HOPKINS UNIVERSITY

BY: 

TYPED OR PRINTED NAME: Alan M. Goldberg, Ph.D.

TITLE: Associate Dean for Research

DATE: 10/23/89



FISCAL DATA

A. GENERAL

- A.1. Total Estimated Agreement Amount: \$6,475,046
- A.2. Total Obligated Amount: \$300,000
- A.3. Project No.: 936-5951.8
- A.4. A.I.D. Project Office: S&T/H, P. Johnson
- A.4. Funding Source: A.I.D./W
- A.6. LOC No.: 72-00-1325
- A.7. DUNS No.: 00-191-0777
- A.8. TIN No.: 1-520595110

B. SPECIFIC

- B.1.(a) PIO/T No.: 936-5951-3-9361233
- B.1.(b) Appropriation: 72-1191.021.7
- B.1.(c) Allotment: 947-36-099-00-20-91
- B.1.(d) BPC: DDCA-89-13600-KG1.1
- B.1.(e) Amount: \$300,000 ✓

FUNDS AVAILABLE

SEP 29 1989

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Program Mgt Division
Office of Financial Management

SCHEDULE

A. PURPOSE OF COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide support to the Health and Child Survival Fellows Program, as more specifically described in Attachment 2 of this Cooperative Agreement entitled, "Program Description."

B. PERIOD OF COOPERATIVE AGREEMENT

B.1. The effective date of this Cooperative Agreement is the date of the Cooperative Agreement letter, and the estimated completion date is September 30, 1994.

B.2. Funds obligated hereunder are available for program expenditures for the estimated period from September 30, 1989 to approximately September 30, 1990.

C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

C.1. The total estimated cost of the program described in Attachment 2 of this Cooperative Agreement is \$7,647,416.

C.2. The total estimated amount of the A.I.D. contribution to the total estimated program costs shown in C.1. above, to be provided through this Cooperative Agreement (hereinafter referred to as "Total Estimated Agreement Amount") for the period shown in B.1. above is \$6,475,046.

C.3. A.I.D. hereby obligates the amount of \$300,000 (hereinafter referred to as "Obligated Amount") for program expenditures during the estimated period set forth in B.2. above.

C.4. Additional funds up to the total estimated amount of this Cooperative Agreement shown in C.2. above may be obligated by A.I.D. subject to the availability of funds, evaluation of the program, program priorities at the time, and the requirements of the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget", as set forth in Attachment 3.

C.5. Payment shall be made to the Recipient in accordance with procedures set forth the Standard Provision entitled "Payment - Letter of Credit", as set forth in Attachment 3.

D. COOPERATIVE AGREEMENT BUDGET

D.1. The following is the Budget for this Cooperative Agreement. Except as specified in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget", as set forth in Attachment 3, the Recipient may adjust budget amounts within the total estimated agreement amount as may be reasonably necessary for the attainment of program objectives.

D.2. Budget

<u>Description</u>	<u>A.I.D.</u>	<u>Other</u>	<u>Institutional</u> JHU <i>AG</i> <u>Contributions</u>	<u>Total</u>
(a) Salaries & Wages	\$527,801		\$245,323	\$773,124
Fringe Benefits	134,746		61,657	196,403
Travel and Per Diem	199,376			199,376
Expendable Supplies and Materials	25,506			25,506
Nonexpendable Equipment	16,125			16,125
Fellows	3,582,740	370,126		3,952,866
Subcontracts/ Subagreements	496,621			496,621
Other Direct Costs	233,052		395,610*	628,662
SUBTOTAL	\$5,215,967	\$370,126	702,590	\$6,288,683
(b) INDIRECT COSTS	1,259,079		99,654	1,358,733
TOTAL ESTIMATED AMOUNT	\$6,475,046	\$370,126	802,244	\$7,647,416

*Other Direct Costs (Tuition)
exempt from indirect costs

E. REPORTING REQUIREMENTS

E.1. Financial Reporting

E.1.(a) Financial reporting requirements shall be in accordance with the Standard Provision of this Cooperative Agreement entitled, "Payment - Letter of Credit," as set forth in Attachment 3.

E.1.(b) All financial reports shall be submitted to A.I.D., Office of Financial Management, Program Accounting and Finance Division (FM/PAFD), Washington, D.C. 20523. In addition, three copies of all financial reports shall be submitted to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement.

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E.1.(c) With the exception of the final financial report, all financial reports shall be submitted within 30 days following the end of the reporting period. The final financial report shall be submitted within 90 days following the estimated completion date of this Cooperative Agreement.

E.2. Program Performance Reporting

The Recipient shall submit the following:

E.2.(a) Quarterly Reports

E.2.(a)(1) The Recipient shall submit five copies of quarterly program performance reports which coincide with the financial reporting periods described in Section E.1. above to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement. These reports shall be submitted within 30 days following the end of the reporting period and shall briefly present the following information:

E.2.(a)(1)(A) A comparison of actual accomplishment with the goals established for the period, the findings of the investigator, or both. If the output of programs can be readily quantified, such quantitative data shall be related to cost data for computation of unit costs.

E.2.(a)(1)(B) Reasons why established goals were not met, if applicable.

E.2.(a)(1)(C) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

E.2.(a)(2) Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform A.I.D. as soon as the following types of conditions become known:

E.2.(a)(2)(A) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.

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E.2.(a)(2)(B) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

E.2.(a)(2)(C) If any performance review conducted by the Recipient discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget", the Recipient shall submit a request for budget revision to the Agreement Officer and the A.I.D. Project Officer specified in the Cover Letter of this Cooperative Agreement.

E.2.(a)(3) Quarterly updates and proposed modifications of annual work plans, specifically to include travel projected for the subsequent quarter.

E.2.(b) Annual Reports

E.2.(b)(1) Within 30 days following the annual anniversary date of this Cooperative Agreement, The Recipient shall submit to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement 10 copies of an annual progress report which will be a description of the year's activities including technical, scientific, managerial, and fiscal information. The report shall include:

E.2.(b)(1)(A) A review of program and problems to date, and a discussion of technical and managerial issues significant to the success or failure of the Cooperative Agreement.

E.2.(b)(1)(B) A description of activities to be undertaken in the subsequent year.

E.2.(b)(1)(C) A review of the budget to date by fiscal category expenditures, and a forecast of the expected expenditures for the coming year.

E.2.(c) Evaluations

The project will be closely monitored on a continuing basis by the CTO with the assistance of the staff of the Office of Health (S&T/H). There will also be annual management reviews. Major evaluations are anticipated at mid-term and at the end of the project. These will use A.I.D. staff and outside experts to make a detailed assessment of project organization and development, fellows placement and recommendations for project improvement. The results of the final evaluation will be used to make a decision on project continuation.

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E.2.(d) Final Report

Within 90 days following the estimated completion date of this Cooperative Agreement, the Recipient shall submit 10 copies of a final report to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement. It will include: (1) an Executive Summary of the Cooperative Agreement's accomplishments or failings; (2) a description of Cooperative Agreement activities from its inception; (3) significance of these activities; (4) comments and recommendations; (5) significance of the Cooperative Agreement's activities to A.I.D.; and (6) a fiscal report that describes in detail how the Cooperative Agreement funds were used.

F. SUBSTANTIAL INVOLVEMENT UNDERSTANDINGS

It is understood and agreed that A.I.D. will be substantially involved during performance of this Cooperative Agreement as follows:

F.1. Pursuant to Section E.1.(e) of the Program Description (Attachment 2) of this Cooperative Agreement, the Recipient will collaborate with A.I.D. in the selection of an Advisory Board which will be responsible for periodic review of the program to ensure broad recruitment of fellows and advisors, for oversight of fellow selection and for appropriateness of assignments.

F.2. A.I.D. will assist in development and identification of funding for assignments, review and approve A.I.D. funded fellows, review and concur in personnel, participate as a non-voting member in the Fellows Advisory Board, approve international travel, and review and approve annual work plan and quarterly reports.

G. INDIRECT COST RATES

Pursuant to the Standard Provision of this Cooperative Agreement entitled, "Negotiated Indirect Cost Rates - Provisional" and, "Negotiated Indirect Cost Rates - Predetermined", a rate or rates shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending establishment of revised predetermined, provisional or final indirect cost rates for each of the Recipient's accounting periods which apply to this Cooperative Agreement, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated predetermined rates applied to the bases which are set forth below.

<u>Description</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>	<u>Type</u>
Fringe Benefits	<u>24 %</u>	<u>1/</u>	<u>1/</u>	<u>1/</u>
Overhead (Home Office/ On-Campus)	<u>32 %</u>	<u>2/</u>	<u>2/</u>	<u>2/</u>
Overhead (Off-Site/ Off-Campus)	<u>25 %</u>	<u>3/</u>	<u>3/</u>	<u>3/</u>

1/ Base of Application: Salaries and wages
 Type of Rate: Fixed
 Period: Date of award - until amended

2/ Base of Application: Total direct costs less individual items of equipment in excess of \$500.00, all subcontracts and subgrants in excess of \$10,000, patient care costs, stipends, tuition payments, vessel use, alterations and renovations in excess of \$5,000.00, charges for University scientific computer facilities and space rental charges.
 Type of Rate: Predetermined
 Period: Date of award - until amended

3/ Same as note 2 above.

H. TITLE TO PROPERTY

Title to property purchased by the Recipient under this Cooperative Agreement shall vest in the Grantee. The Standard Provision of this Cooperative Agreement entitled "Title To and Use of Property (Grantee Property)" applies. Disposition of property shall be in accordance with said Standard Provision.

I. PROCUREMENT AND CONTRACTING

I.1. Authorized Geographic Code

All goods/commodities shall have their source and origin in the United States (A.I.D. Geographic Code 000), except as A.I.D. may otherwise agree in writing.

J. SPECIAL PROVISIONS

For the purposes of this Cooperative Agreement, references to "OMB Circular A-122" or "OMB Circular A-21" in the Standard Provisions of this Cooperative Agreement shall include the A.I.D. implementation of such Circulars, as set forth in Subparts 731.7 or 731.3, respectively, of the A.I.D. Acquisition Regulations (AIDAR) (48 CFR Chapter 7).

K. ORDER OF PRECEDENCE

In the event of any inconsistencies in this Cooperative Agreement, they shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Cover Letter
- Attachment 3 - Standard Provisions

L. STANDARD PROVISIONS

L.1. The Standard Provisions set forth as Attachment 3 of this Cooperative Agreement consist of the following Standard Provisions marked by an "X", which are attached hereto and made a part of this Cooperative Agreement:

**L.1.(a) MANDATORY STANDARD PROVISIONS FOR U.S.,
NONGOVERNMENTAL GRANTEES**

- (X) Allowable Costs and Audit (November 1985)
- (X) Accounting, Audit, and Records (November 1985)
- (X) Refunds (November 1985)
- (X) Revision of Grant Budget (November 1985)
- (X) Termination and Suspension (November 1985)
- (X) Disputes (November 1985)
- (X) Ineligible Countries (November 1985)
- (X) Nondiscrimination in Federally Assisted Programs (November 1985)
- (X) U.S. Officials Not to Benefit (November 1985)
- (X) Covenant Against Contingent Fees (November 1985)
- (X) Nonliability (November 1985)
- (X) Amendment (November 1985)
- (X) Notices (November 1985)

**L.1.(b) ADDITIONAL STANDARD PROVISIONS FOR U.S.,
NONGOVERNMENTAL GRANTEES**

- (X) Payment - Letter of Credit (November 1985)
- () Payment - Periodic Advance (November 1985)
- () Payment - Cost Reimbursement (November 1985)
- (X) Air Travel and Transportation (November 1985)
- (X) Ocean Shipment of Goods (November 1985)
- (X) Procurement of Goods and Services (November 1985)
- (X) AID Eligibility Rules for Goods and Services (November 1985)
- (X) Subagreements (November 1985)
- () Local Cost Financing With U.S. Dollars (November 1985)
- (X) Patent Rights (November 1985)
- (X) Publications (November 1985)
- (X) Negotiated Indirect Cost Rates - Predetermined (November 1985)
- (X) Negotiated Indirect Cost Rates - Provisional (November 1985)

- (X) Regulations Governing Employees (November 1985)
- (X) Participant Training (November 1985)
- () Voluntary Population Planning (November 1985)
- () Protection of the Individual as a Research Subject (November 1985)
- () Care of Laboratory Animals (November 1985)
- () Government Furnished Excess Personal Property (November 1985)
- (X) Title To and Use of Property (Grantee Title) (November 1985)
- () Title To and Care of Property (U.S. Government Title) (November 1985)
- () Title To and Care of Property (Cooperating Country Title) (November 1985)
- (X) Cost Sharing (Matching) (November 1985)
- (X) Use of Pouch Facilities (November 1985)
- (X) Conversion of United States Dollars to Local Currency (November 1985)

L.2. The Expiration Date for the OMB Control Numbers indicated in the Standard Provisions is 12/31/89.

M. COST SHARING

M.1. The Recipient agrees to expend from non-federal funds not less than the amount shown in the budget (Section D.) of this Cooperative Agreement under the Column headed "Other" and "JHU Contributions".

M.2. Cost sharing is required under this Cooperative Agreement pursuant to Section M.1. above, and the Standard Provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" applies.

M.3. The aforesaid Standard Provision makes reference to project costs. "Project Costs" are defined in Attachment E of OMB Circular A-110, as all allowable costs (as set forth in the applicable Federal cost principles [see the Standard Provision of this Cooperative Agreement entitled "Allowable Costs"]) incurred by a Recipient and the value of in-kind contributions made by the Recipient or third parties in accomplishing the objectives of this Cooperative Agreement during the program period.

- 1E

PROGRAM DESCRIPTION

HEALTH AND CHILD SURVIVAL FELLOWS PROGRAM

A. GOAL

To build a U.S. cadre of field-experiences technical experts committed to careers in child survival and international health.

B. PURPOSE

To identify, place and supervise junior and mid-level experts in field assignments that will contribute to health and child survival programs in developing countries, as well as to the career development and commitment of the experts themselves.

C. RATIONALE AND BACKGROUND

C.1. For some years there has been growing concern in the international health community over the shortage of opportunities for young health experts to gain sufficient field experience to qualify them for positions of increasing responsibility and leadership in the sector. There is no lack of interest in international health careers, but there is a lack of opportunity for meaningful field experience and on-the-job training for highly qualified young professionals.

C.2. In 1985, the Bureau for Science and Technology, under the Child Survival Action Program - Support Project, launched the Child Survival Fellows Program through a cooperative agreement with the Johns Hopkins University's Institute for International Programs. The purpose of the program was to encourage junior and mid-level professionals to pursue a career in international health and to provide technical support to child survival programs.

C.3 Since its inception, the CSFP has placed 17 Fellows who have provided valuable support to USAID field missions, host country organizations and PVO groups involved in child survival.

C.4 A mid-term evaluation in June 1988, recommended that the Fellows program be continued. They recommended that the Fellows program: 1) Be national in recruitment to ensure the participation of a broad number of institutions; 2) Be extended at least five and preferably ten years; and 3) Target the program on U.S. nationals.

D. IMPLEMENTING INSTITUTION

D.1 The Recipient shares A.I.D.'s mission and commitment to the development of a sustained capacity to reduce infant and child mortality and improve health in the developing world.

D.2. The Recipient sees the Health and Child Survival Fellows Program contributing to the establishment and fostering of a U.S. cadre of field-experienced technical experts in child survival and international health by:

- Attracting new talent to careers in international health and providing a challenging program of supervised field experience which will prepare individuals to support programs of development assistance.
- Stimulating the interest of Universities and other institutions (in the U.S. and abroad) in working to address the needs of developing countries.

D.3 A National Secretariat

The Recipient will establish a national secretariat for the Health and Child Survival Fellows Program. The secretariat will be responsible for 1) all aspects of the management and administration of the program and 2) ensuring that there is full and effective participation of the broadest range of institutions and that the most qualified and committed candidates are identified and selected from a national pool. The secretariat will undertake to establish a record of equity and successful involvement of other institutions. In order to ensure its credibility as a national secretariat, it will establish a separate identity for the HCS Fellows Program, assure a meaningful role for the Advisory Board, establish a functioning network of collaborating institutions, and take other steps as appropriate.

D.4 A Network of Collaborating Institutions

The Recipient will take a number of steps to assure the full and effective involvement of a broad range of collaborating institutions. Collaborating institutions will work to identify applicants from their student or faculty populations, identify faculty to serve as unpaid advisors and publicize the program. The Recipient will maintain a roster of applicants and advisors from collaborating institutions, seek to identify and encourage enhanced involvement of other institutions, seek opportunities for collaborating institutions to meet, and establish a regular means of communication about the program.

D.5 A Long-term Commitment

Although the Recipient will be awarded an initial five-year award, it is the intent of A.I.D. and the Recipient to make a long-term commitment to the development of expertise in international health. Therefore, successful performance by the Recipient may result in a decision by A.I.D. to make a second five-year award at the end of the first five years without consideration of other sources.

E. ACTIVITIES

- E.1 This project will include the following activities:
- (a) Identification of suitable assignments for Fellows
 - (b) Recruitment, review and selection of Fellows
 - (c) Orientation, supervision and support of Fellows
 - (d) Counterpart Development
 - (e) Advisory Board

E.1.(a) Identification of assignments

E.1.(a) (1) The Recipient will be responsible for the identification of suitable assignments for HSC Fellows that are fully funded. This is a double responsibility: to identify appropriate field assignments and to ensure that funds are available to support the Fellow from the sponsoring institution or program to which the Fellow is assigned or from another source.

E.1.(a) (2) Fellows may be assigned in host country governmental agencies, private voluntary organizations, USAID missions, academic institutions or other organizations supportive of the mandate of the program. Each assignment shall be governed by a scope of work that will be developed in collaboration with the sponsoring institution(s).

E.1.(a) (3) Among the essential criteria for assignments will be: (1) relevance to A.I.D.'s health and/or child survival objectives and potential for contribution to the health of populations in the developing world, (2) significant field experience as part of every assignment, including those based in the U.S., (3) preference given to two-year assignments, with funding identified and assured in advance, (4) opportunities for regular technical supervision by faculty or staff critical to the success of the Fellowship, and (5) restricted to exclude activities which must be performed by direct-hire staff of the U.S. government.

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E.1.(a) (4) It is A.I.D.'s intention that the Fellows Program become, to the extent possible, a self-sustaining program with a broad base of support. To that end, it is intended that the core staff be in a position to support at least 16 Fellows in a given year. It is also the expectation that half of these Fellows may be supported by A.I.D.'s various field missions, bureaus, and projects and up to half supported by private voluntary organizations, foundations and other institutions. Thus, the recipient shall see support for Fellowship assignments and other aspects of the program (such as counterpart development) through a variety of approaches to include: philanthropic foundations, other government and development agencies, private voluntary organizations, university support, and other sources.

E.1.(a) (5) A.I.D. central (S&T/H) funds will provide core support for managing the Fellows program. Each Fellow will be funded by the recipient office or mission to which he/she is assigned. Fellows' funding will be provided under Supplemental Program Descriptions as detailed by USAID missions and other offices. In addition, up to half of the Fellows may be supported by other than A.I.D. funds through direct agreements.

E.1.(b) Recruitment, review and selection of Fellows

E.1.(b) (1) The Recipient shall develop and maintain a roster of individual applicants, organized to be readily retrievable by academic training, area of geographic interest and expertise, language skills, other skills and experience. The recipient shall be responsible for recruiting fellows from the broadest range of sources.

E.1.(b) (2) In collaboration with A.I.D. and the Advisory Board, the Recipient shall be responsible for developing and implementing a mechanism to review and select Fellows and to match them with assignments.

E.1.(b) (1) The Recipient shall endeavor to achieve a profile of Fellows that reflects the results of a national recruitment for the "best and the brightest" as well as a profile that reflects the diverse fabric of the United States. Such an ideal profile is presented in Figure One. Should the selection of Fellows deviate substantially from an ideal profile such as the one displayed, the Recipient shall endeavor to take corrective steps to approach the ideal more closely.

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Figure One

Idealized composition of Fellows Program from 5 and 10 year perspectives

<u>PROGRAM CHARACTERISTICS</u>	<u>IDEAL PROGRAM IN FIVE YEARS</u> Total Fellows = 30	<u>IDEAL PROGRAM IN TEN YEARS</u> Total Fellows = 60
Minority Participation		
o Black Americans	Black Americans = 8-10 Fellows	Black American = 25 Fellows
o Native Americans	Native American = 1-2 Fellows	Native American = 2-3 Fellows
o Hispanics	Hispanics = 3-5 Fellow	Hispanics = 8-10 Fellows
o Asian American	Asian American = 2-3 Fellows	Asian Americans = 6-8 Fellows
o Women	Women = 18 Fellows	Women = 30-35 Fellows
o Physically Handicapped	Handicapped = 2 Fellows	Handicapped = 4-8 fellows
Technical Training		
o Physicians	Physicians = 12 Fellows	Physicians = 19 Fellows
o Nurses	Nurses = 3 Fellows	Nurses = 5 Fellows
o Health Economists	Health Economists = 6 Fellows	Health Economists = 15 Fellows
o Health Educators	Health Educators = 2 Fellows	Health Educators = 5 Fellows
o Social Scientists	Social Scientists = 4 Fellows	Social Scientists = 8 Fellows
o Administrators/Managers	Admin./Managers = 3 Fellows	Admin./Managers = 6 Fellows
o Others	Others = 0 Fellows	Others = 2 Fellows
Institutions Background of Fellows		
o No institutional affiliation	No affiliation = 15 Fellows	No affiliation = 24 Fellows
o Affiliated with a collaborating institution	Affiliated with collaborating institution = 15 Fellows	Affiliated with collaborating institution = 36
o Affiliated with an HBCU	Affiliated with an HBCU = 6 Fellows	Affiliated with an HBCU = 14 Fellows
o Affiliated with JHU	Affiliated with JHU = 3 Fellows	Affiliated with JHU = 6 Fellows
Types of Placement		
o Service	Service = 5 Fellows	Service = 8 Fellows
o Research	Research = 4 Fellows	Research = 7 fellows
o Combined Service & Research	Combined = 21 Fellows	Combined = 45 Fellows
Location of Placements (by geographic region)		
o Africa	Africa = 10 Fellows	Africa = 20 Fellows
o Asia and Near East	Asia = 5-6 Fellows	Asia = 18 Fellows
o Latin America & Caribbean	Latin Am./Carib. = 14 Fellows	Latin Am./Carib. = 22 Fellows
Location of Placements (by type of institution)		
o PVO	PVO = 15 Fellows	PVO = 23 Fellows
o Other Private Sector	Other Private = 2 Fellows	Other Private = 3 Fellows
o University	University = 3 Fellows	University = 6 Fellows
o Ministry of Health	Ministry of Health = 4 Fellows	Ministry of Health = 15 Fellows
o USAID	USAID = 5 Fellows	USAID = 11 Fellows
o Other Donor	Other Donor = 1 Fellows	Other Donor = 2 Fellows
Institutional Mix of Advisors		
o Collaborating Institutions	Collaborating Inst. = 16	Collaborating Inst. = 26
o HBCU	HBCU = 6	HBCU = 14
o PVO Community	PVO Community = 1	PVO Community = 5
o JHU	JHU = 6	JHU = 12
o Other	Other = 1	Other = 3

E.1.(b) (2) Specific criteria for recruitment of Fellows will include: (1) U.S. nationals or permanent residents, (2) Masters level training (e.g. M.S. or M.P.H.) with relevant experience, (3) Degree candidates will be accepted only in special cases where A.I.D. determines that the area of research to be of overriding interest to the Agency and the conduct of that research will in no way detract from the accomplishment of the purposes of the Fellow's assignment, (4) Appropriate interpersonal and cross-cultural skills, (5) No toleration of discrimination based on race, color, sex, religion, national or ethnic origin, veteran status or handicap, (6) Broad representation of U.S. universities, (7) Special efforts to ensure participation of minority candidates from Historically Black Colleges and Universities.

E.1.(b) (1) The Recipient shall actively encourage minority participation in the HCSF Program. This shall include the following components:

- Strong institutional commitment and goals supported by concrete plans and efforts to reach out to minority communities and to foster the development of minority individuals who show promise for career development in international public health.
- Four scholarships to be awarded annually to qualified minority applicants to the HCS Fellows Program for support in the Masters of Public Health degree program. These scholarships, to include candidates with technical backgrounds in medicine, nursing, health economics, nutrition, demography, social sciences, health policy and management, and so on, will be awarded to HCS Fellowship Program applicants with the expectation that scholarship recipients will be available for HCS Fellows assignments following the completion of the M.P.H..
- Establishment of linkages to Historically Black Colleges and Universities as Collaborating Institutions; commitment and efforts to strengthen these institutions' capacity in international health; and collaborative efforts to identify potential Fellows and scholarship recipients among graduating students and junior faculty of these institutions.
- Selection of minority individuals in HBCUs and other institutions to serve as advisors and role models for minority Fellows.
- Participation of minorities on the HCSFP Advisory Board

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E.1.(c) Orientation, supervision and support of Fellows

E.1.(c) (1) The Recipient will be responsible for the logistical, administrative and technical support of the Fellows during their assignments.

E.1.(c) (2) Pre-departure activities shall include but not be limited to the following: physical exams, immunizations, visas, language testing, travel arrangements, personnel and administrative matters, and refinement of the scope of work for the Fellows' assignment.

E.1.(c) (3) The Recipient shall also be responsible for providing adequate orientation to the Fellows prior to their departure for assignment. This orientation will introduce Fellows to the HCSFP office, orientate them to USAID, and begin to prepare them for their assignment and life overseas. It will include briefings, seminars and meetings with knowledgeable individuals on the host country as well as country-specific briefings and background materials. To minimize cost, the recipient will seek ways to group Fellows for orientation and may consider orientation in conjunction with the annual meeting of the National Council for International Health.

E.1.(c) (4) The Recipient will also provide supervision and monitor Fellow's progress in their assignments in the following way:

E.1.(c) (5) One or more senior professionals whose interests and experience are relevant to the Fellow and his/her assignment and who is able and willing to take an active role, will be assigned as the Fellow's advisor or mentor. The specific roles and responsibilities of each adviser will be spelled out in the Fellow's Scope of Work. No advisor salary or consultant fees will be reimbursed by the project.

E.1.(c) (6) The Project Director and or Deputy Director will maintain regular contact with the Fellows throughout their assignments, receive and review their reports, identify problems and take corrective actions.

E.1.(d) Counterpart Development

E.1.(d) (1) Strengthening host country institutions and encouraging the growth of host country expertise are fundamental elements of the foreign assistance program. Although the Fellows program is directed toward U.S. nationals, the Recipient shall endeavor to include in every Fellowship a Counterpart component whereby each Fellow will be paired with a Host Country Counterpart who can expect to receive technical and career enhancing benefits from participation in the program. It is expected that these counterparts will, with the

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additional training and experience provided through the Counterpart program, be able to replace the Fellows as a source of technical input at the conclusion of the Fellowship.

E.1.(d) (2) The Recipient will systematically identify and seek to provide opportunities for Counterpart development. These may include the development of joint programs with Fellows, participation in structured training courses, attendance at conferences, workshops or short courses, as appropriate and with mission and host country concurrence. The Counterpart program will be supported by the inclusion in Fellows' budgets of a specific line item for counterpart development that might include such items as participation in a short training course, presentation of joint results at a professional meeting or conference with a Fellow, or costs of in-country travel to accompany the Fellow for professional purposes. In addition, the Recipient may seek separate funding for the Counterpart Development Program to complement the Fellows program.

E.1.(e) The Advisory Board

E.1.(e) (1) The HCS Fellows Program shall have an Advisory Board with the following major responsibilities:

- (a) Review and oversight of program policies, procedures and directions
- (b) Guidance and assistance in the realization of a self-sustaining Fellows program with a broad base of institutional and financial support
- (c) Promotion of broad institutional involvement in the program
- (d) Review and oversight of selection of Fellows, Advisors, and placements with special responsibility to promote minority participation in the Fellows program

After the award of the grant, the Recipient shall recommend a more detailed mandate for the Board to be presented to A.I.D. and the Board for their review and concurrence.

E.1.(e) (2) The Recipient shall collaborate with A.I.D. in the selection of the Advisory Board. The Advisory Board shall report directly to A.I.D. on the responsiveness of the program Secretariat, and, by mutual agreement, on other issues. The Recipient will engage in broad consultation in order to nominate a Board that will be representative of major universities and organizations involved in international health

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and will have the range of skill, expertise and vision needed to guide the HCS Fellows Program. It shall seek to include one former Fellow. It is anticipated that, as support for the Fellows program expands, other major donors to the program may have input on the selection of Board members.

E.1.(e) (3) The HCS Fellows Program Advisory Board is expected to meet twice a year over the life of the project. The Board may establish sub-committees to facilitate their participation in such aspects of the program as selection of fellows, site selection and fund-raising.

E.1.(e) (4) The Recipient will serve as secretariat to the Advisory Board. The Recipient's responsibilities shall include all preparations for Board meetings, including distribution of the meeting agenda and other materials well in advance of the meeting; preparation and prompt distribution of minutes of the meeting to Board members and A.I.D. and other donors; and implementation of Board recommendations.

E.1.(f) Cooperating Agency Staff

E.1.(f) (1) The Cooperating Agency shall staff the HCS Fellows Program secretariat with the following key personnel:

Project Director: Dr. Stella A. J. Goings

Project Administrator: Mr Paul R. Seaton

Their responsibilities shall include all aspects of the management and administration of the Fellows program. This shall include but is not limited to the following: Identify and select Fellows, identify and negotiate placements, mobilize institutional support and funding, maintain effective relationships with a wide range of institutions, ensure that Fellows are adequately monitored and backstopped, identify and oversee advisors, and maintain liaison with A.I.D. and other donors.

7/12/10