

## **Request for Innovation Fund Grant Proposals**

*Supported by Colciencias and the U.S. Department of State*

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**Question/Answer Period:** February 19, 2019 – May 15, 2019  
Submit at [www.100kstrongamericas.org/questions](http://www.100kstrongamericas.org/questions).  
**Closing Date/Time:** May 15, 2019

### **Subject: Request for Proposals for the Nexo Global Innovation Fund Competition for Creative and Cultural Industries**

Dear Applicants,

Partners of the Americas (Partners), the U.S. Department of State (DOS), U.S. Embassy-Bogota, and NAFSA: Association of International Educators (NAFSA), in partnership with Colombia's Department of Science, Technology, and Innovation–COLCIENCIAS, are pleased to announce a new Innovation Fund grant competition to create and strengthen higher education institutional partnerships between Colombia and the United States in the context of research-creation<sup>1</sup>, with a focus on the “Orange Economy” or Creative Industries.

The *100,000 Strong in the Americas* Innovation Fund is the public-private sector collaboration between the U.S. Department of State, U.S. Embassies, Partners of the Americas, NAFSA, corporations, and foundations working together to support new higher education partnerships between the United States and the rest of the Western Hemisphere. The Innovation Fund is the central mechanism in this hemispheric-wide education initiative that inspires U.S. universities and colleges to partner with higher education institutions in Latin America to build bridges of connectivity, strengthen institutional capacity, increase student exchange and training programs and stimulate regional education cooperation throughout the Americas.

Since its inception in January 2014, the Innovation Fund has awarded 198 grants to more than 362 teams of universities and colleges in 25 countries and 42 U.S. states. Higher education institutions in Mexico, Colombia, Brazil, Argentina, Peru, and Chile are currently the top countries in the region to engage with the Fund in dynamic partnerships with U.S. universities and colleges.

Innovation Fund grant-winning institutions provide students with access to short-term exchange and training opportunities in the United States, Latin America, and Caribbean. Partnerships resulting from Innovation Fund grants provide students and faculty with more access to opportunities to gain technical and linguistic skills, work in teams, conduct research, solve real-world problems, and become better prepared for today's workforce. Currently, over 1,860 higher education institutions have joined the Innovation Network, including 1,000 universities and colleges in the United States.

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<sup>1</sup> *Research-creation: An approach to research that combines creative and academic research practices, and supports the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. The creation process is situated within the research activity and produces critically informed work in a variety of media (art forms). Research-creation cannot be limited to the interpretation or analysis of a creator's work, conventional works of technological development, or work that focuses on the creation of curricula.*

**The Nexo Global Innovation Fund Competition for Creative and Cultural Industries** is made possible through partnership with Colombia’s Department of Science, Technology and Innovation—*COLCIENCIAS*. Under the Presidency of the Republic of Colombia, *Colciencias* serves as the public entity that leads, guides, and coordinates the national policy in science, technology and innovation, as well as the National System of Science, Technology and Innovation. Through this role, it seeks to generate and integrate knowledge into the social, economic, cultural and territorial development of the country by focusing its efforts on four main areas: education for research, research, innovation, and scientific culture. For more information about *Colciencias*, visit [www.colciencias.gov.co/](http://www.colciencias.gov.co/).

This Innovation Fund grant competition is designed to create new partnerships between higher education institutions (HEIs) in **Colombia and the United States** that propose student academic exchange and training programs that strengthen research-creation skills at participating institutions through internships and practicums in accordance with the stipulations of this grant competition. It also aims to support Colombian and U.S. HEIs to build academic networks, develop strategic alliances, internationalize, and strengthen sustainable partnerships around areas of mutual interest between the countries, like the creative industries.

Research-creation was acknowledged through the call 781 of *Colciencias* (2017) as a new focus on Science, Technology and Innovation, wherein the artistic fields allows for the creation of new knowledge through processes that—like in traditional research—are based on rigorous planning and formal structure and where constant experimentation plays an important role in achieving the final product. This is exemplified in the Visual Arts, where in innumerable cases, apart from being original and unknown, it has moved the boundaries of knowledge associated with these and other disciplines.<sup>2</sup>

The thematic areas for this Innovation Fund grant competition are guided by certain sectors aligned with the *Política Integral de la Economía Creativa–Política Naranja* (2018), which include the Arts, Culture and Heritage, Digital Media, and Software. For a comprehensive list of eligible areas of study, please refer to Section III: Description of Funding Opportunity.

The intent of the Nexo Global Innovation Fund Competition for Creative and Cultural Industries is to award up to thirteen (13) Innovation Fund Grants of up to \$35,000 to selected proposals that receive the highest scores and that meet the final conditions of the Final Selection Committee. The Department of State, Partners of the Americas, and *Colciencias* reserve the right to fund any or none of the Innovation Fund grant proposals submitted for consideration. Please refer to the following for a complete statement of goals and expected results.

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<sup>2</sup> Colciencias (Departamento Administrativo de Ciencia, Tecnología e Innovación). (2017). Measurement model of research groups, technological development, or innovation and recognition of researchers of the National System of Science, Technology and Innovation, Year 2017. Bogotá: Colciencias.

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## Section I: Background of Innovation Fund Competition

Nexo Global is *Colciencias*' program that seeks to promote the scientific development of undergraduate students, based on international research and practicums. In 2016, the first Innovation Fund grant competition in partnership with *Colciencias* promoted the creation of sustainable professional networks, development of strategic alliances, internationalization, and the strengthening of sustainable partnerships through research in the areas of STEM+Agriculture and Social Sciences. As a result five Innovation Fund grant winning teams between HEIs in Colombia and the United States were funded, and more than 60 students both countries conducted research at their home and host institutions in these academic fields.

For this new Innovation Fund competition, the emphasis of the Nexo Global Program is on the promotion and strengthening of research-creation. Creativity is one of the most important competences for businesses in the 21<sup>st</sup> century as a strategic tool and valuable capital for the development of any community. In the last few decades, the economic world has turned its view and interest on the study of the potential growth of the sectors that make up the creative and cultural industries, since this economic sector has flourished even in times of crisis.

Innovation is based on creative processes and requires a different view of reality, but most importantly, it is about making it visible through tangible creations, such as processes, products, marketing or organizations, that reflect such novelties. Therefore, it is important that young people, even from early childhood, develop creative skills that allow them to reinterpret the reality of the world and to effectively respond and continue to change traditional paradigms with the goal of improving the quality of life of people in relation to their environment.

The creative and cultural industries (CCI) make up a mega sector of constant growth that contribute significantly to social inclusion, cultural diversity, and human development. The focus on intellectual property and innovative processes to create, distribute, and protect goods and services have changed the patterns of traditional industry and the ways to produce market and consume them throughout the world.<sup>3</sup>

Besides this, *Colciencias*, with its mission as the governing entity of the policy of Science, Technology and Innovation, proposes different strategies to promote the development of creative and cultural industries based on knowledge, within the framework of the commitment of the government of Colombia to promote the "Orange Economy". In accordance with the "Orange Law" (law 1834 of 2017), *Colciencias* has integrated new scenarios in its programs that are articulated with the CCI sector, as is the case of this opportunity through the Nexo Global program.

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<sup>3</sup> Newbiggin, J. (2014). What is the creative economy? IDB. Taken from:  
<https://creativeconomy.britishcouncil.org/guide/what-creative-economy/>

## Section II: Eligibility Information

Higher education institutions that located and legally registered in the United States and higher education institutions officially recognized by the Ministry of National Education in Colombia are eligible to apply for the Nexo Global Innovation Fund Competition for Creative and Cultural Industries.

**Innovation Fund grant proposals for this Competition must include a partnership between at least one (1) higher education institution in the U.S. and one (1) higher education institution in Colombia.** Proposals may involve new institutional partnerships or build on existing partnerships, but in all cases, should demonstrate strong institutional support and should focus on creating sustainable exchange programs among the partnering institutions.

In order to increase the diversity of participating institutions, the Review Committee reserves the right to give preference to institutions that have not previously received Innovation Fund grants. However, all HEIs (including previous grant winners) are encouraged to apply.

## Section III: Description of Funding Opportunity

The purpose of the Nexo Global Innovation Fund Competition for Creative and Cultural Industries is to fund programs between higher education institutions (HEIs) in Colombia and the United States to increase bidirectional student exchange and training programs particularly in internships and practicums in research-creation. The academic focus areas in this Innovation Fund grant competition are guided by these following thematic sectors:

### 1. Arts and Heritage

#### a. Visual Arts

- i. Painting
- ii. Sculpture
- iii. Photography
- iv. Art Installation
- v. New Media (e.g., video art, digital art, graphic design, among others)
- vi. Performance Art
- vii. Relevant Services (e.g., curatorship)

#### b. Performing Arts and Shows

- i. Theatre, Dance, and Puppetry
- ii. Orchestra, Opera and Operetta
- iii. Concerts
- iv. Circus
- v. Organized Improvisation

- c. *Tourism and Cultural Heritage (tangible and intangible)*
  - i. Crafts, Antiques, Lutherie, and Traditional Products
  - ii. Gastronomy
  - iii. Museums, Galleries, Archives, and Libraries
  - iv. Architectural Restoration
  - v. Natural Parks and Ecotourism
  - vi. Monuments, Archaeological Sites, Historical Centers
  - vii. Traditional Knowledge, Festivals, Carnivals
- d. Education in the Arts, Culture, and the Creative Economy
  - i. Basic formal and informal education
  - ii. Tertiary education
  - iii. Non-traditional/informal education: adult education, courses and workshops

## **2. Cultural Industries**

- a. *Editorial*
  - i. Literature
  - ii. Editing: books, newspapers, and magazines
  - iii. Bookstores
- b. *Phonography*
  - i. Recorded music
- c. *Audiovisual*
  - i. Film
  - ii. Television
  - iii. Video
  - iv. Radio
- d. *News stations/agencies and other informational services*

## **3. Functional Creations, New Media, and Content Software**

- a. *Digital Media and Content Software*
  - i. Videogames
  - ii. Interactive audiovisual content
  - iii. Digital platforms
  - iv. Software creation/development
  - v. Apps creation/development
  - vi. Animation
- b. *Design*
  - i. Interior
  - ii. Graphic art and illustration
  - iii. Communication
  - iv. Services
  - v. Industrial (products)
  - vi. Architecture
  - vii. Fashion

c. *Publication*

- i. Advertising
- ii. Creative/art direction

Innovation Fund grant proposals with a focus on exchange/training programs in research-creation and that demonstrate leadership in other creative disciplines (not included in above list) will also be considered.

Grant proposals should show timelines for proposed program activities, including design and implementation, to take place during August 2019 through December 2020. Proposals may include details on program-related activities that occur prior to this period to demonstrate efforts in laying the groundwork for the proposed program activities beyond these dates, and in order to demonstrate continuation of the program beyond the grant period.

Each Innovation Fund grant proposal should include a minimum of one (1) U.S. student and a minimum of four (4) Colombian students. Note: A student is not permitted to participate in more than one grant proposal. Students must receive some level of credit from their home institution in Colombia or in the United States.

This Innovation Fund Competition seeks the following two types of exchange models:

- **Research-Creation Internship:** Under this model, participating *Colombian undergraduate students* will have a practical and experiential experience at a host U.S. higher education institution, which will allow them to acquire new knowledge, skills and competencies; and in this way, will give value to the activity of research-creation as a life-long project. The internships must take place at the partner HEI in the U.S. and have a **minimum duration of three (3) months, but preferably one academic period**.
- **Research-Creation Practicum:** Under this model, *U.S. students enrolled in undergraduate, graduate, or doctoral studies* will be selected, with the purpose of creating a space that allow for the exchange and transfer of knowledge and creative practices around the Creative and Cultural Industries. This includes training and research (e.g., creation workshops, seminars, among others) at a Colombian HEI. The practicums must take place at the partner HEI in Colombia and have a **minimum duration of one (1) month**.

Proposals should focus on presenting innovative ideas, practices, or models that will increase international internship and practicum opportunities in research-creation for their students; expand the capacity for the partner institution(s) to host them or to reciprocate the exchange by sending students; expand their own capacity to host international students; or integrate increased flow in

both directions. Applicants may propose to provide small scholarships to students in order to have an impact on their study abroad decisions as well as their ability to find a way to follow through on their study abroad plans. Another example is to incorporate variations on traditional exchange models, such as student and faculty engagement through service learning.

## Section IV: Innovation Fund Award Information

### A. Estimate of Funds Available

The intent of the Nexo Global Innovation Fund Competition for Creative and Cultural Industries is to award up to thirteen (13) grants of up to \$35,000 to proposals that receive the highest scores and that meet the final conditions of the Final Selection Committee. The Department of State, Partners of the Americas, and *Colciencias* reserve the right to fund any or none of the Innovation Fund grant proposals submitted.

### B. Notification of Innovation Fund Grant Recipients

Winning institutions will be notified by June 13, 2019. The final/official list of Innovation Fund grant recipients will be published on [www.100kstrongamericas.org](http://www.100kstrongamericas.org).

### C. Period of Performance

Following the notification, Partners will inform grant recipients of the next steps to formalize and receive the award. The period of performance will begin on the date that the award agreement is formalized (estimated dates in August 2019) to December 31, 2020. **No extensions will be granted.**

### D. Award Responsibilities

#### 1. Innovation Fund Staff

The Innovation Fund staff at Partners will be involved in the following areas:

- Distribution of the award funds to the recipients;
- Review of the recipient's progress reports;
- Approval of budget changes and additional expenditures;
- Approval of changes in program personnel or institutional partnership; and
- Request for additional information on the program and student/faculty engagement.



## 2. Innovation Fund Grant Recipients

Grant recipients will be responsible for sharing up-to-date information with the Innovation Fund staff on the program activities through required reports provided by Partners that will focus on:

- Progress on program goals and objectives, including the development of the internships/practicums and student and faculty travel during these portions;
- Successes, challenges and lessons learned in program implementation and evaluation;
- Testimonials on how the grant benefits/impacts students and institutions; and
- Program expenditures and cost-sharing.

### a. For Colombian students that will be doing the internships in the U.S.

- Be enrolled in an undergraduate program related to the CCI sectors in a Colombian HEI.
- Be of eligible age (between 18 and 27 years old) at the date of the submission of the proposal. A photocopy of the student's identification will be requested.
- Have completed 70% of their program curriculum. Certification from the HEI will be requested.
- Have a minimum cumulative academic average of 3.8 / 5.0 or its equivalent within the HEI. Certification from the HEI will be requested.
- Submit a medical and psychological examination that certifies that the student is fit to travel and complete the internship.
- Meet the English proficiency requirements of the host IES in the United States.
- Having the endorsement of a research group recognized by Colciencias.
- At the time of travel, have international travel insurance that covers the entire time of the internship and that includes medical and repatriation services.
- At the end of the internship, provide evidence (e.g., video, photo, etc.) that documents the creation process and its differential/aggregate value in terms of generating new knowledge, technological development or innovation in the CCI sectors or other related sectors.

### b. For U.S. students that will be doing the practicum in Colombia

- Be enrolled in an undergraduate, masters or doctorate program related to the CCI sectors in a U.S. HEI
- Be linked to activities or projects in research-creation.
- Submit a medical and psychological examination that certifies that the student is fit to travel and complete the practicum.

- Meet the Spanish language proficiency requirements of the host Colombian HEI.

All students must have a work plan, which will be monitored and supervised by the tutors assigned by each HEI. At the end of the internship/practicum, the students will submit a technical report to their host HEI that documents the activities carried out and the results and outcomes of the experience in accordance with the work plan.

Also, the HEIs should provide the proper guidance and support to students before, during, and after the internship/practicum. For example, it is important to support students in obtaining and processing the required visas, in providing pre-departure information that will help them to successfully adapt to the host country and community, and in providing an orientation of the host HEI that will inform students of the internal regulations, the facilities, and other aspects that are considered pertinent. The partnering HEIs must offer students a space that will allow them to practice and strengthen their second language (English and Spanish, as applicable).

## E. Expected Results

Higher education institutions that are successful in implementing the Innovation Fund grant will:

- In Colombia, promote and implement internships in research-creation at the undergraduate level;
- In the United States, promote and implement practicums in research-creation at the undergraduate, masters or doctorate levels;
- Strengthen the scientific training of young beneficiaries in the areas of research-creation in an experiential and practical way;
- Support the mobility of students who carry out international internships and practicums in research-creation;
- Create/strengthen strategic partnerships through international mobility between HEIs in the U.S. and Colombia, above what would have taken place if the grant did not exist.

## Section IV: Online Submission Process

Proposals must be submitted online through the Application Form found on the *100,000 Strong in the Americas* website ([www.100kstrongamericas.org/grants](http://www.100kstrongamericas.org/grants)) by the deadline indicated on the cover page of this RFP. Applications that are received late or are incomplete will not be considered in the review process. No applications will be accepted via email unless otherwise instructed by Partners of the Americas. **Applications may only be submitted in English.**

Note: Prospective applicant institutions seeking information or clarification about this competition should complete the online form at [www.100kstrongamericas.org/questions](http://www.100kstrongamericas.org/questions). For a comprehensive list of questions received from applicants of previous grant competitions, please visit [www.100kstrongamericas.org/100k-competition-faqs](http://www.100kstrongamericas.org/100k-competition-faqs).

## Section VI: Proposal Format & Design

Applications must not exceed a total of 25 pages and must utilize 12-pt Times New Roman font, single-spaced, typed in standard 8 ½” x 11” paper with one-inch margins, and each page numbered consecutively. Keep in mind the page limitations for each section of the proposal application as listed below. Any additional pages that exceed the page limitations will not be reviewed by the Review Committee.

Proposals should be specific, concise, and complete. They should take into account and be arranged in the order described below.

### A. Cover Page (1 page)

The cover page should be a single page with the title of the proposed program and the name of the applying higher education institution (HEI), as well as the partner HEIs and other organizations involved in the program clearly identified. The cover page should provide a primary contact for the applying institution, including the individual’s name, his/her signature, title/position with the department/unit, institution’s address, office telephone number, and e-mail address. State whether the primary contact is the person with authority to contract for the applicant. If not, that person should also be listed with his/her contact information and signature.

### B. Table of Contents (1 page)

List all parts of the proposal, including attachments, with page numbers.

### C. Technical Narrative (10 pages max)

1. The **Executive Summary** is a summary of how the overall project will be coordinated. It should not exceed two pages.
  - Program goals and objectives;
  - Key activities and anticipated results, including proposed number of students traveling northbound and/or southbound; and

- Managerial resources of the applicant HEI, including the name of the person(s) responsible for program implementation.
2. The **Program Description** should describe in detail the proposed internship/practicum program, and how the partnering institutions will work together to coordinate and implement the program and achieve its goals and objectives. This section should:
- Present the need for the proposed program at the applicant institution, partner institution(s) and/or their respective communities, and describe how the program will help meet that need.
  - Clearly state the overall program goals, objectives, and key activities to achieve the goals.
  - Connect the proposed program to the partnering institutions' internationalization efforts and initiatives, as well as describe how the program will make a significant contribution towards achieving the overall goal of 100,000 Strong in the Americas.
  - Describe how the program will create additional capacity for the partnering institutions to increase international academic exchanges and strengthen international networks in the CCI sectors between the partnering countries.
  - Clearly state the number of students that will move North and South through the proposed program and when. Minimum of one (1) U.S. student and four (4) Colombian students.
  - Describe the student activities that will take place during the program, including the internship/practicum portion. Colombian students must do an internship of at least three (3) months, or the equivalent of a full academic period of the host institution. U.S. students must do a practicum of at least one (1) month at the host Colombian institution.
  - The proposed program must be credit-bearing; thus, describe the type of credit that students will receive from their home institution.
  - Describe how the partnering institutions will engage the academic community (students, faculty, and administrators) in the promotion and support of the program.
  - Include any coordination activities or support from civil society, government institutions, or the private sector.
3. Innovation Fund grants are intended to finance the beginning of long-term partnerships between partnering institutions; therefore, proposals must provide a

**Sustainability Plan** to assure program longevity and the capability of generating new projects and increasing capacity for international academic exchange over time.

The plan should:

- Demonstrate any current and future institutional and/or financial support and resources from the partnering institutions toward the proposed program and partnership.
- State what the Innovation Fund grant will allow the partnering HEIs to do/achieve that they could not do without the grant. Highlight how the grant would set into motion future programming and additional resources from current or potential partners to expand student exchange/training programs between Colombia and the United States beyond the initial grant period.
- Describe the potential impact of the proposed program on the partnering HEIs.
- Describe any current and/or future efforts to integrate internship/practicum opportunities into the partnering HEIs' curricula; and how the proposed program will help to make international internships/practicums the norm, not the exception.
- Present steps and activities to how the partnering HEIs will continue the program and/or its innovations after the grant period ends.
- Show any additional support and resources from the partnering HEIs and/or other outside partners, including the private sector.
- Include any future partnerships or activities you may initiate with civil society, government institutions, or private sector entities as strategies to program sustainability.
- *Required Annex:* Include convincing letters from the applicant institution, partner institution(s), and/or other outside organizations demonstrating support of the program.

#### 4. Institutional Capacity, Challenges, and Opportunities for Growth

a. *The Institutional Capacity* is a brief summary of current institutional capacity for managing internship/practicum programs in the areas of research-creation, domestically or internationally. Highlight any current programs in the Western Hemisphere.

- Institutions with minimal experience in international education programming should demonstrate a desire to increase their capacity and outline the steps to how the proposed program will address current

institutional challenges to study abroad.

- Institutions with more robust international programs should describe how they will build on their current success and explain any barriers to increasing international internship/practicum opportunities at their campus that the proposed program will address.
- Name the person(s) who will be ultimately responsible for program implementation, reporting, and general communications with the Innovation Fund staff. *Required Annex:* CV, résumé, or bio of the person(s) identified.

*b. Challenges to Student Mobility*

- Provide an assessment of the specific challenges/barriers at the partnering institutions for increasing student mobility, especially international internships/practicums programs, between Colombia and the United States.

*c. Opportunities for Growth*

- Describe the opportunities that may arise from the proposed program that will help the partnering institutions address the challenges/barriers to study abroad.
- Identify areas for action or innovative approaches to addressing the challenges/barriers to student mobility at the partnering institutions.

5. The **Monitoring and Evaluation (M&E) Plan** should describe specific tools for the collection, analysis, and reporting of the quantitative & qualitative performance, information and feedback that will be collected under each goal and objective of the program, how the data will be managed or utilized under the project, and a timeline of the assessment activities. [Click here for a basic template of the M&E Plan.](#)

The following provides steps on how to create a plan to help assess the program and its impact on the institution and students. Proposals that do not include the following information have been found to be less competitive.

- Specify the parties from the partnering institutions that will be responsible for data collection.
- List the program's goals and objectives, including student learning objectives during the internship/practicum.
- Identify the program benchmarks/indicators of progress under each objective.
- Determine and quantify the baseline information (the starting point) that will be

measured and target goal.

- List the methods and tools for data collection.
- Include any student participation in the reporting of the educational and cultural experiences that take place before, during, and after the program.
- Include a work plan that outlines program implementation activities and resources, including the anticipated dates and activities for the internships and practicum, expected results, and a timeline of the program's implementation.

*Note: The Innovation Fund reserves the right to modify the M&E plan in consultation with the applicant at the final evaluation stage of the proposal.*

#### **D. Budget (3 pages max)**

The budget does not count toward the 10-page limit of the technical narrative, but it carries its own 3-page limit. The budget will contain the two components below. Failure to present the budget summary and narrative in the requested format may render the application ineligible. The budget must be presented in U.S. dollars.

1. The **budget summary** is presented in the form of a table, which outlines the cost estimates for the management and implementation of the program. Use the [Budget Summary Template](#) to help you build the budget. It should present a breakdown and the calculations of program items and activities, including but not limited to:
  - Personnel and/or consultants
  - Travel costs (e.g., flights, accommodations, transportation, meals, etc.)
  - Costs for required student visas
  - Stipends/scholarships to students and/or faculty
  - Communications, marketing materials, translation, etc.
  - Use, rental, or purchase of equipment, software, facilities, etc.
  - Program assessment tools

*Important: Award funds cannot be used to cover indirect costs and thus, must be cost-shared by the institutions.*

2. The **budget narrative** is detailed explanation and justification of each proposed line item from the summary table. Please refer to the [Budget Narrative Sample](#).
  - Describe the relevance of items and activities to the proposed program.
  - Clearly identify the basis of estimate (i.e., how the costs were calculated and determined fair and reasonable) for each activity and line item.
  - Distinguish between the activities and items that the Innovation Fund grant will

support versus what the partnering institutions will cover as cost-share.

- Include the sources of funding for all costs, including cost-share.

- 3. Explanation of Cost-Share:** Proposals must present cost-sharing that will guarantee the successful development of the work plan presented. One form of demonstrating commitment is by providing matching resources and support (in-kind, cash contributions, etc.) from the applicant institution, partner institution, and other non-HEI partners that contribute to the overall management and implementation of the program. There is no minimum or maximum percentage required; however, proposals that can match the grant 1:1 are viewed more favorably by the Review Committee. In fact, cost-sharing by winning proposals of previous Innovation Fund competitions have averaged more than 1.5x the grant amount.

Note that if selected for funding, you will be obligated to comply with the budget as stipulated in your proposal. That said, the cost-share amount should be feasible and practical for the partnering institutions.

Cost-sharing, from any of the institutions and organizations involved, can be demonstrated through the following examples. *NOTE: Expenses covered out-of-pocket by students cannot be counted as cost-share.*

- Personnel/staff time or consultants
- Honorarium
- Equipment rental/use
- Course materials
- Student scholarships/stipends provided by the HEIs or outside resources
- Tuition/fee waivers or discounts
- Indirect/administrative costs
- Travel costs: flights, lodging/homestays, meals, transportation, visas, etc.

Applicants are encouraged to:

- Demonstrate significant cost-share (Recommended at least 1:1 match)
- Provide cost-sharing from diverse sources, such as the applicant institution, partner institution(s), local governments, the community, NGOs, or the private sector.

*Note: Proposed programs cannot be financed simultaneously by other resources or grants provided by Colciencias.*



## E. Annexes (10 pages max)

No more than 10 pages of supporting documents may be attached as annexes, which should at least include the following:

1. **Letters of support (required).** Proposals must include convincing letters from the applicant institution and partner institution(s), civil society, government, or private organizations joining or supporting the proposed program. These letters are considered to be highly important for successful proposals. No formal agreement is required between partnering institutions, but the intent to collaborate must be demonstrated in the proposal.
2. **CV/résumé/bio (required).** Professional background of the person(s) ultimately responsible for overall management of the program.
3. **Additional attachments (optional).** Documents that may help to further elaborate on the program, such as agenda/itinerary of the internship/practicum, evaluation tools, marketing materials, etc.

## Section VII: Proposal Evaluation

All applications received by the closing date will be reviewed for responsiveness and programmatic merit in accordance with the specifications outlined in these guidelines. Proposals will be evaluated by a Review Committee, which will consist of a panel of experts selected by the Innovation Fund. All information provided in the applications will remain confidential and will only be used for no other purposes than to complete the evaluation. Reviewers are required to be bound by agreements of confidentiality and conflicts of interest prior to participating in the Review Committee.

The criteria outlined below will be used to evaluate Innovation Fund applications for this grant competition:

### Technical Narrative (80%)

- |  |            |
|--|------------|
| <b>1. Executive Summary &amp; Program Description.....</b>                                 | <b>40%</b> |
| <input type="checkbox"/> Concise executive summary   |            |
| <input type="checkbox"/> Goals & objectives outlined                                       |            |
| <input type="checkbox"/> Detailed description of student internships and practicums        |            |
| <input type="checkbox"/> Clear number of students + duration of the internships/practicums |            |
| <input type="checkbox"/> Student credit  |            |

- 2. Sustainability Plan..... 15%**
  - Demonstrated support/resources from all partnering institutions
  - Concrete plan to continue program after grant
  - Attached letters of support
- 3. Institutional Capacity, Challenges and Opportunities..... 10%**
  - Concise description of the applicant HEI’s capacity
  - Challenges to international exchanges, internships/practicums outlined
  - Opportunities presented as solutions to challenges
  - Attached CV/resume/bio of project director(s)
- 4. Monitoring & Evaluation (M&E) Plan..... 15%**
  - Presented in the form of a table or template provided
  - Linked to program goals & objectives
  - Specific outcomes & outputs outlined
  - Diverse measurement tools presented
  - Quantified baseline and target goals
  - Work plan and timeline attached

**Budget (20%)**

The budget will be evaluated as to how effective and realistic the proposed costs are and how the budget is linked to the activities, objectives, sustainability, and outputs reflected in the Technical Narrative.

- 1. Clear, detailed budget table..... 10%**
- 2. Narrative with descriptions and justification of cost items..... 5%**
- 3. Cost-sharing from partnering HEIs and outside sources..... 5%**

## Section VIII: Anticipated Timeline

ACTIVITY	TIME PERIOD
Launch of Grant Competition	February 19, 2019
Close of Grant Competition	May 15, 2019
Proposal Evaluation Process	May 16, 2019 – June 12, 2019
Notification of Status of Proposal	June 13, 2019
Award of Grant Funds to Winners	June – August 2019
Period of Performance for Grantees	Upon full execution of award agreements – December 31, 2020

## Section IX: Innovation Fund Contacts

Questions concerning this RFP must be sent via [www.100kstrongamericas.org/questions](http://www.100kstrongamericas.org/questions) prior to the deadline on the cover page of this document. **No phone calls.**



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