



Paul D. Coverdell Fellows Program 2012 Invitation to Participate

Expansions for Existing Graduate School Partnerships

DEADLINE: 5:00 p.m. Eastern Daylight Time, Monday, October 1, 2012

In 1985 the Peace Corps established the Paul D. Coverdell Fellows program to advance the Third Goal of the agency: to help promote a better understanding of other peoples on the part of Americans. The program brings together the Peace Corps and American graduate schools in partnerships that provide returned Volunteers with a reduced-cost education and professional experience. Through internships in underserved American communities, Peace Corps' Coverdell Fellows bring home and expand upon the skills and cultural understanding they developed as Volunteers. Since the inception of the Coverdell Fellows Program, nearly 4,000 returned Volunteers have participated in the program and made a difference in communities across the country.

HOW THE COVERDELL FELLOWS PROGRAM WORKS

The two pillars of the Coverdell Fellows Program are financial aid and professional internships that benefit underserved American communities. Because every school is unique, the program is purposely designed to be flexible. Each school partner determines how to structure the aid and internships to best meet its institutional goals and to satisfy the needs of its students and community partners. The most competitive Coverdell Fellows Program proposals offer some combination of the following types of assistance for each of their Fellows: an application fee waiver, 50-100% tuition discount (or the equivalent dollar amount), in-state tuition for out-of-state students, dedicated graduate assistantships or teaching assistantships, and payment of health insurance premiums. Proposals offering other types or combinations of assistance will also be considered, however, please check the Peace Corps website (see link on p. 3) to ensure that the financial support package for your school is competitive with those offered by current Coverdell Fellows Program partners in the same graduate program disciplines.

In addition, each school assigns a Coverdell Fellows Program coordinator who oversees, directs, and promotes the program and is the primary point of contact on campus. Peace Corps staff consults and coordinates with the campus coordinators on the school's Coverdell Fellows Program.

BENEFITS TO THE SCHOOL PARTNER

Given the increasingly global context within which graduate students will be required to live and work, association with Peace Corps through the Coverdell Fellows Program can significantly contribute to a school or department's efforts to internationalize its campus and academic programs. Current Coverdell Fellows Program partners say that their programs consistently attract motivated, high-achieving students with knowledge and experience that enrich the learning environment. Moreover, Peace Corps' Coverdell Fellows bring their knowledge and experience into local communities, improving and deepening relationships between schools and their neighbors. With their commitment to service and their project management experience, returned Volunteers are ideally suited to furthering a school's community and service learning missions.

BENEFITS TO COVERDELL FELLOWS

Apart from providing the obvious benefit of making higher education more affordable for returned Volunteers who have served their country, the Coverdell Fellows Program often acts as a bridge between Volunteers' Peace Corps experiences and their careers. Serving in Peace Corps is a formative experience. Studying with other returned Volunteers and being supported by faculty and staff who embrace the Peace Corps mission are key factors in successfully making the transition back home and working toward career goals. By building on the skills they learned abroad and developing professional networks through internships, Coverdell Fellows take concrete steps toward advancing their careers, often in service-oriented professions.



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PROPOSAL AND SELECTION

The Coverdell Fellows Program proposal consists of a brief concept paper, which serves as an institution's official request to establish a program.. Proposals must follow the attached template and address all questions. Please ensure that responses are numbered to correspond with the template questions. Do not include supplementary materials unless specifically requested by the Peace Corps to do so. **Incomplete or alternatively formatted proposals will not be reviewed and institutions will be so notified.**

ELIGIBILITY

The Peace Corps invites proposals from accredited American institutions of higher education granting master's degrees and/or doctoral degrees.

SUBMISSION

One electronic copy of the proposal in PDF format must be submitted to the Peace Corps. The electronic copy of the proposal must be sent to fellows@peacecorps.gov and be received **by 5:00pm EDT, Monday, October 1, 2012**. No exceptions will be granted.

SELECTION CRITERIA

Schools will be selected, based on the following criteria:

- Ability to award a level of financial support to all Coverdell Fellows;
- Capacity to guide Coverdell Fellows into appropriate internships, and supervise and support them throughout;
- Evidence of sufficient institutional capacity for effective program administration for the duration of the partnership;
- Completeness of marketing and recruiting plan;
- Feasibility of program monitoring and evaluation plan;
- Ability to award academic credit for Peace Corps service to Coverdell Fellows.

NOTIFICATION

Staff at the Peace Corps headquarters will confirm receipt of proposals by sending an e-mail to the submitter(s) listed on the proposal's cover page. All submitters will be notified via e-mail of their proposal's final status in November 2012. All decisions are final. Schools whose proposals are not accepted are eligible for, and encouraged to respond to, future Invitations.

ESTABLISHMENT

After the review and selection processes are complete the Peace Corps staff will prepare a Memorandum of Agreement (MOA) for each new school partner. The Peace Corps Director will sign the agreements; then, they will be sent to the schools for countersignature by the schools' chief executives. The full execution of each MOA by all parties establishes the new program. The signed MOA serves as the formal record of understanding between the Peace Corps and the partner school. An MOA is available for review on the "Become a Partner University" page of the Coverdell Fellows Program portion of the Peace Corps website, or may be requested from Coverdell Fellows Program staff through the contact information listed below.



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IMPLEMENTATION

The Peace Corps requires that school partners perform certain functions in order to fully implement and administer the program. The Peace Corps reserves the right to remove any school partner from the program that does not satisfy these requirements.

The school partner must within 30 days of the MOA's full execution:

- Provide sufficient accurate information to the Peace Corps staff to enable them to create a complete web page on the official Peace Corps website for the new school and to incorporate the new school into Peace Corps' suite of marketing materials.
- Develop and upload a web page to be hosted on the school's official website with sufficient, accurate information such that any potential Fellow will know what degrees, financial support, and internship placements the school offers through the Coverdell Fellows Program, and whom to contact with questions. Content on this web page related to the Peace Corps and/or the Coverdell Fellows Program must be approved by the Peace Corps' Office of University and Domestic Partnerships Marketing Specialist prior to publication.
- Develop and implement an admissions process to identify applicants who may be potential Coverdell Fellows.

Ongoing requirements:

- Complete a census each fall within 30 days of receipt of forms from the Office of University and Domestic Partnerships staff at the Peace Corps.
- Send, in writing, any change in coordinator, contact information, degrees offered, financial support provided, or other details central to the functioning of the program and/or the partnership to the Peace Corps' Office of University and Domestic Partnerships staff within 30 days of such change.
- Active enrollment of Coverdell Fellows in each academic period.
- Provide baseline level of financial support to all Coverdell Fellows.
- Provide administrative support for the program.

CONTACT

For additional information, please refer to the Frequently Asked Questions section of the "Become a Partner University" page of the Coverdell Fellows Program website at www.peacecorps.gov/fellows. Questions related to the submission of a proposal may also be directed to the Office of University and Domestic Partnerships staff.

Office of University and Domestic Partnerships
Paul D. Coverdell Fellows Program
Peace Corps
1111 20th Street NW
Washington, DC 20526
Phone: 800.424.8580, ext. 1440 or 202.692.1440
E-mail: fellows@peacecorps.gov

SAMPLE PROPOSAL TITLE PAGE

PROPOSAL TO EXPAND THE
PEACE CORPS PAUL D. COVERDELL FELLOWS PROGRAM
AT [NAME OF INSTITUTION]
TO
[department(s)]
[degree(s)]

Submitted by
Name
Title
Address
Telephone Number
E-mail Address
Date



Paul D. Coverdell Fellows Program 2012 Invitation to Participate Expansion Proposal Template

TITLE PAGE: (refer to sample on page 4)

Proposal for a Peace Corps Paul D. Coverdell Fellows Program in: _____
(Include name of institution, department(s), and degree(s) to be conferred.)

Submitted by: _____

(The proposal must be submitted over the signature of at least one of the following: the president, provost, or the senior school official with campus-wide fiduciary authority. Include name, title, address, phone number, and e-mail address of person(s) submitting.)

Date of submission: _____

PROPOSAL NARRATIVE:

I. RATIONALE

- A. Briefly state the reason(s) the department(s) seek(s) to affiliate with the Coverdell Fellows Program. Describe the community needs Coverdell Fellows will address in their fieldwork. Be sure to include background information about the underserved American communities to be served, and the benefits to these communities of having Returned Peace Corps Volunteers (RPCVs) address these problems.

II. DESCRIPTION OF THE SCHOOL AND STUDENT BODY

- A. Provide a brief demographic profile of the department(s) including the following information:
 - i. number of graduate students currently enrolled in the degree program(s) you are proposing for the Coverdell Fellows Program;
 - ii. founding year(s) of the degree program(s) you are proposing for Coverdell Fellows;
 - iii. percentage of current graduate students in the degree program(s) receiving financial aid;
 - iv. types of financial aid graduate students in the degree program(s) receive; and
 - v. value of the average financial aid package per graduate student in the degree program(s).
- B. Include at least two letters of support from senior school officials in Appendix A.i. At least one must be from the president or provost. Letters should be addressed to Debra Timmons, Program Specialist, Office of University and Domestic Partnerships.

III. DESCRIPTION OF THE ACADEMIC PROGRAM(S)

- A. List the exact name/title of the degree(s) that would be offered through your Coverdell Fellows Program, followed by any concentrations for each degree.
 - i. Describe the proposed academic courses, field training, and other components required for all degree program(s) proposed for Coverdell Fellows in Appendix B.
- B. Describe in detail the following:
 - i. unique orientation process Coverdell Fellows will go through to help them understand the responsibilities and benefits of being Coverdell Fellows; and
 - ii. social and professional opportunities for all Coverdell Fellows on campus to collaborate with and support one another.
- C. The Peace Corps requests that universities review Coverdell Fellows' overseas projects and training for potential graduate credit or a waiver of requirements or prerequisites. Describe in detail the process in place at the school to support this request.
- D. Upon receiving a degree, what types of employment have graduates of your program typically found?

IV. COMMUNITY INTERNSHIPS

- A. Describe the activities Coverdell Fellows will engage in, or the services they will deliver, as they work to serve the community needs you outlined in Section I.



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- B. At what point in their studies will Coverdell Fellows begin their internships, and how much time will they devote per week/per semester?
- C. What kind of supervision will Coverdell Fellows receive during the internship? Who will provide supervision and how often?
- D. How will these internships relate to the Coverdell Fellows' degrees?

V. COMMUNITY PARTNERS

- A. Provide a list of the community organizations with which you will collaborate to provide field training and placements for Coverdell Fellows in Appendix C. This does not need to be an exhaustive list, but please note if it is not.
- B. Describe the existing partnerships/relationships between a representative sample of the community organizations on the list in Appendix C and the school.
- C. What responsibilities will the community partners assume in the new Coverdell Fellows Program partnership?
- D. Include at least two letters of support from community partners in Appendix A.ii. Letters should be addressed to Debra Timmons, Program Specialist, Office of University and Domestic Partnerships.

VI. PROGRAM IMPLEMENTATION

- A. Describe the marketing and recruiting plan for your Coverdell Fellows Program. Include a brief narrative in addition to completing the budget form in Appendix D.i.
- B. Describe the application process for prospective students. Include a brief description of how you plan to identify potential Coverdell Fellows during the application process.
- C. How will the Peace Corps experience be integrated into the Coverdell Fellows' academic program and internship?
- D. How will this expansion program fit into the existing Coverdell Fellows program? In what ways will it be different, and in what ways will it be the same?

VII. PROGRAM ADMINISTRATION

- A. Who will be your expansion program's campus coordinator? The Coverdell Fellows Program campus coordinator manages the program on the campus and serves as the liaison between the school and the Peace Corps' staff. Provide a rationale for why this person is best suited for the position. How will s/he be compensated (e.g., reduced course load or monetarily)?
- B. What percentage of full-time employment would be dedicated to implementing the Coverdell Fellows expansion program?
- C. Who will be your expansion program's contact point for potential Coverdell Fellows? The contact point is the first person prospective applicants speak with on your campus. The contact point may be a different person from the campus coordinator listed above.
- D. How will the campus coordinator and the program point of contact work with those responsible for graduate admissions, career counseling, and other school offices, such as that of the provost, to ensure that the program runs smoothly across offices?
- E. How will the expansion program campus coordinator and the expansion program Coverdell Fellows' contact point work with existing coordinators and contact points in other departments to ensure that the program runs smoothly across departments?
- F. What position at the school will be responsible for oversight of the campus coordinator and contact point positions?
- G. Describe your strategy for succession planning and sustainability of the program when staff changes occur.



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VIII. PROGRAM GOALS AND EVALUATION

- A. Describe what criteria you will use to measure the program's success, giving particular attention to the following:
 - i. anticipated number of Coverdell Fellows who will enroll in the first three years
 - ii. ideal number of Coverdell Fellows you would like to have enrolled in the expansion program at any given time (include both new and returning Fellows)
 - iii. expected outcomes of Coverdell Fellows' work in the community
 - iv. benchmarks for Coverdell Fellows' professional development
- B. Describe the process by which the program will be monitored and evaluated considering the following:
 - i. How will Coverdell Fellows, community partners, and other constituents provide feedback?
 - ii. Who will be responsible for reviewing the program's efforts?
 - iii. At what intervals will this review occur?
 - iv. How will the school administration evaluate the program in the context of the school's goals as a whole?

IX. FINANCES

- A. The school is responsible for all costs of the academic, administrative components of the program. The Peace Corps encourages universities to be creative in considering ways to financially support their Coverdell Fellows. The most competitive Coverdell Fellows Program proposals offer some combination of the following types of assistance for each of their Fellows: an application fee waiver, 50-100% tuition discount (or the equivalent dollar amount), in-state tuition for out-of-state students, dedicated graduate assistantships or teaching assistantships, and payment of health insurance premiums.

Check the Peace Corps website (see link on p. 3) to ensure that the financial support package for your school is competitive with those offered by current Coverdell Fellows Program partners in the same graduate program disciplines. Describe the financial aid you plan to provide each Fellow. Use a brief narrative in addition to completing the budget form in Appendix D.ii. Include the following components:

- i. type(s) of aid provided to each Fellow (e.g., stipends, assistantships, housing, tuition remission);
 - ii. dollar value of this aid;
 - iii. time frame in which Coverdell Fellows will receive this aid;
 - iv. total out-of-pocket costs to Coverdell Fellows to attend the program (include projected increases over the next three years);
 - v. Coverdell Fellows' eligibility for other financial aid through the department or school (provide examples of other available aid);
 - vi. If your program will allow Coverdell Fellows to participate in a dual degree program, how will this impact the disbursement of Coverdell Fellows' financial aid? For example, will the financial aid reduce tuition for both degree programs or just for the degree program affiliated with the Coverdell Fellows Program?
- B. Provide a line item budget that reflects the full cost of administering the expansion program, including funding sources, projecting out three years. Use the form in Appendix D.i.
 - C. What are the expansion program's funding sources? Are these funding sources sustainable in the long-term? If not, how will the sources be replaced when they are no longer available?



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X. APPENDICES

A. Letters of Support

- i. Letters of support from senior school officials who will be responsible for fiduciary oversight, establishment, and implementation of the expansion Coverdell Fellows Program.
- ii. Letters of support from potential internship organizations that would be willing to host a Coverdell Fellow.

B. Curriculum

A brief description of the required program of study for the proposed degree(s).

C. Community-Based Organizations

A list and a brief description of the community-based organizations that might host a Coverdell Fellow.

D. Budgets

- i. Administration: fill in details as appropriate to completely answer questions in Section VI.A and IX.B.
- ii. Financial Aid: fill in details as appropriate for the narrative in Section IX.A.

E. Key Personnel

Provide the name, title, address, phone number, and e-mail address for the key individuals involved in the establishment, implementation, and maintenance of the Coverdell Fellows Program in the expansion department(s). Briefly articulate each person's role in the Coverdell Fellows Program.

F. Timeline

In a graphical format, indicate when each element of your proposal will take place over the first three years. Include marketing, recruiting, admissions, internships, and evaluation.



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APPENDIX D

D.i. Administrative Budget

Fill in each column. The years do not represent years needed to obtain a degree; rather, they are projected costs for the first three years of the Coverdell Fellows Program. Line items beneath each expense category are suggestions; customize the form as necessary. If additional space is needed, replicate this format.

	Year 1	Year 2	Year 3	Total
Staff:				
Coordinator _____	\$ _____	\$ _____	\$ _____	\$ _____
Contact Point _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
 Marketing & Recruiting:				
Graphic Design _____	\$ _____	\$ _____	\$ _____	\$ _____
Printing _____				
Website _____				
Events _____				
Travel _____				
Advertising _____				

 Miscellaneous:				
Financial Aid _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____	\$ _____	\$ _____
 Funding Sources:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____	\$ _____	\$ _____



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D.ii. Financial Aid Budget

Fill in each column. If more than three years are needed to obtain a degree, add columns as necessary. Line items beneath each expense category are suggestions; customize the form as necessary. If additional space is needed, replicate this format.

	Year 1	Year 2	Year 3	Total
School:				
Tuition _____	\$ _____	\$ _____	\$ _____	\$ _____
Fees _____	\$ _____	\$ _____	\$ _____	\$ _____
Room & Board _____	\$ _____	\$ _____	\$ _____	\$ _____
Books _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Internship:				
Commuting _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
Miscellaneous:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
TOTALS:	\$ _____	\$ _____	\$ _____	\$ _____
Financial Aid:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL COST TO FELLOW:	\$ _____	\$ _____	\$ _____	\$ _____