



Paul D. Coverdell Fellows Program 2011 Invitation to Participate

New Graduate School Partnerships

DEADLINE: 5:00 p.m. Eastern Daylight Time, Monday, August 1, 2011

In 1985 the Peace Corps established the 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 Fellows bring home and expand upon the skills and cultural understanding they developed as Volunteers. Since the inception of Fellows, nearly 4,000 returned Volunteers have participated in the program and made a difference across the country.

HOW THE FELLOWS PROGRAM WORKS

The two pillars of the Fellows program are financial aid and professional internships. 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. In addition, each school names a Fellows coordinator who oversees, directs, and promotes the program and is the primary point of contact on campus. Peace Corps staff works with the campus coordinators in an advisory capacity.

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 Fellows program can significantly contribute to a school or department's efforts to internationalize its campus and academic programs. Current Fellows partners say that their programs consistently attract motivated, high-achieving students with knowledge and experience that enrich the learning environment. Moreover, Peace Corps 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 FELLOWS

Apart from providing the obvious benefit of making higher education more affordable for returned Volunteers, the 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, Peace Corps Fellows take concrete steps toward their futures.

PROPOSAL AND SELECTION

The Fellows program proposal is a brief concept paper, which serves as an institution's official request to establish a program. The Invitation to Participate (Invitation) process is competitive. 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 to do so. **Incomplete or alternatively formatted proposals will not be reviewed.**



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ELIGIBILITY

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

SUBMISSION

Proposals must be sent via express delivery and must be received **by 5:00 pm EDT, Monday, August 1, 2011**. Regular mail, fax, or e-mail copies will not be accepted. No exceptions will be granted. Please submit one unbound original of the proposal.

SELECTION CRITERIA

Schools will be competitively selected, based on the following criteria:

- Ability to award a level of financial support to all Fellows;
- Capacity to guide 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;
- Suitability of university to host a Fellows program;
- Completeness of marketing and recruiting plan;
- Feasibility of program monitoring and evaluation plan;
- Ability to award financial support above the basic level to Fellows;
- Ability to award academic credit for Peace Corps service to Fellows.

NOTIFICATION

The Fellows 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 September 2011. 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 Fellows 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 form is available for review on the "Become a Partner University" page of the Fellows portion of the Peace Corps website, or may be requested from Fellows staff through the contact information listed below.

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 following initial requirements must be completed within 30 days of the MOA's full execution:

- Provide sufficient accurate information to the Fellows 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 Fellows program, and whom to contact with questions. Content on this web page related to the Peace Corps and/or the Fellows program must be approved by the Fellows program manager prior to publication.



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- Develop and implement an admissions process to identify applicants who may be potential Fellows.

Ongoing requirements:

- Complete a census each fall within 30 days of receipt of forms from the Fellows staff.
- 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 Fellows staff within 30 days of occurrence.
- Maintain enrollment of Fellows in each academic period.
- Maintain baseline level of financial support to all Fellows.
- Maintain administrative support of the program.

CONTACT

For additional information, please refer to the Frequently Asked Questions section of the “Become a Partner University” page of the Fellows website at www.peacecorps.gov/fellows. Questions related to the submission of a proposal may also be directed to the Fellows staff.

Office of Public Engagement
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 FOR A
PEACE CORPS PAUL D. COVERDELL FELLOWS PROGRAM
IN
[department(s)]
[degree(s)]
at [NAME OF INSTITUTION]

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



Paul D. Coverdell Fellows Program 2011 Invitation to Participate New Partner 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) why your institution seeks to affiliate with the Fellows program. Describe the community problems 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 Fellows address these problems.

II. DESCRIPTION OF THE SCHOOL AND STUDENT BODY

- A. Provide a brief profile of the school, including historical development, geographic setting/location, size, and accreditation information.
- B. Provide a brief demographic profile of the school, including the following information:
 - i. number of graduate students currently enrolled in all degree programs;
 - ii. percentage of graduate students currently enrolled full-time;
 - iii. number of graduate students currently enrolled in the degree program(s) you are proposing for Fellows;
 - iv. founding year(s) of the degree program(s) you are proposing for Fellows;
 - v. number of faculty members teaching in the degree program(s) you are proposing for Fellows;
 - vi. types of financial aid graduate students receive;
 - vii. value of the average financial aid package per graduate student;
 - viii. percentage of current graduate students receiving financial aid; and
 - ix. number of graduate students currently enrolled who are returned Peace Corps Volunteers.
- C. Describe your school's commitment to all aspects of the program, including financial support of Fellows.
- D. Discuss the ways in which partnerships with community organizations and the Peace Corps reflect the mission of the school.
- E. Include at least two letters of support from senior school officials in Appendix C. At least one must be from the president or provost. Letters should be addressed to Julie Driver, Fellows Program Manager.

III. DESCRIPTION OF THE ACADEMIC PROGRAM(S)

- A. List the exact name/title of the degree(s) that would be offered through your 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 Fellows in Appendix A.
- B. Describe in detail the following:
 - i. unique orientation process Fellows will go through to help them understand the responsibilities and benefits of being Fellows; and
 - ii. social and professional opportunities for Fellows to collaborate with and support one another.



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- C. The Peace Corps requests that universities review 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 Fellows will engage in, or the services they will deliver, as they work to alleviate the community problems you outlined in Section I.
- B. How will Fellows utilize the unique skills and experience they gained from their service abroad during their internships?
- C. At what time in their studies will Fellows begin their internships, and how much time will they devote per week/per semester?
- D. What kind of supervision will Fellows receive during the internship? Who will provide supervision and how often?
- E. How will these internships relate to the 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 Fellows in Appendix B. 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 B and the school.
- C. What responsibilities will the community partners assume in the new partnership?
- D. Include at least two letters of support from partners in Appendix C. Letters should be addressed to Julie Driver, Fellows Program Manager.

VI. PROGRAM IMPLEMENTATION

- A. Describe the marketing and recruiting plan for your 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 Fellows during the application process.
- C. How will the Peace Corps experience be integrated into the student's academic program and internship?

VII. PROGRAM ADMINISTRATION

- A. Who will be your program's campus coordinator? The Fellows program campus coordinator manages the program on the campus and serves as the liaison between the school and the Peace Corps' Fellows program 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 the campus coordinator's full-time employment would be dedicated to administering the Fellows program?
- C. Who will be your program's contact point for potential Fellows? The contact point is the first person prospective Fellows 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 Fellows' contact point 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. What position at the school will be responsible for oversight of the campus coordinator and contact point positions?
- F. 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 Fellows who will enroll in each of the first three years;
 - ii. ideal number of Fellows you would like to have enrolled in the program at any given time (include both new and returning Fellows);
 - iii. general outcomes of Fellows' work in the community; and
 - iv. expectations for Fellows' academic achievement and professional development.
- B. Describe the process by which the program will be monitored and evaluated considering the following:
 - i. What self-assessment measures will be instituted?
 - ii. How will Fellows, community partners, and other constituents provide feedback?
 - iii. Who will be responsible for reviewing the program's efforts?
 - iv. At what intervals will this review occur?
 - v. How will the school administration evaluate the program within the context of the school's goals as a whole? In other words, what specific measures will the school use to decide whether or not to continue supporting the Fellows program?

IX. FINANCES

- A. The school is responsible for all costs of the academic and administrative components of the program. The Peace Corps encourages universities to be creative in considering ways to financially support their Fellows. Describe the financial aid you plan to provide to 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 Fellows will receive this aid;
 - iv. total out-of-pocket costs to Fellows to attend the program (include projected increases over the next three years);
 - v. Fellows' eligibility for other financial aid through the department or school (provide examples of other available aid);
 - vi. If your program will allow Fellows to participate in a dual degree program, how will this impact the disbursement of Fellows' financial aid? For example, will the financial aid reduce tuition for both degree programs or just for the degree program affiliated with the Fellows program?
- B. Provide a line item budget that reflects the full cost of administering the program, including funding sources, projecting out three years. Use the form in Appendix D.i.
- C. What are the 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?

X. CURRENT RELATIONSHIP WITH THE PEACE CORPS

- A. Describe the current relationship of your institution, if any, with returned Peace Corps Volunteers on your campus and/or in your local community.
- B. Describe the current relationship of your institution, if any, with the Peace Corps Regional Recruitment Office for your state.
- C. Does your institution currently partner with Peace Corps through the Master's International program? If yes, list details such as year of inception, degrees offered, and number of alumni.

XI. APPENDICES

- A. Curriculum
A brief description of the required program of study for the proposed degree(s).
- B. Community Based Organizations



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

C. Letters of Support

- i. Letters of support from senior school officials who will be responsible for fiduciary oversight, establishment, and implementation of the Fellows program.
- ii. Letters of support from potential internship organizations who would be willing to host a 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 Fellows program on your campus. Briefly articulate each person's role in the 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 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 _____				
Web Page _____				
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:	\$ _____	\$ _____	\$ _____	\$ _____