

**The Department of Agriculture (USDA) – Foreign Agricultural Service (FAS)  
Office of Capacity Building and Development**

**Notice of Funding Opportunity (NOFO)**

**Cochran Fellowship Program for China  
Natural Food Products & Retail Management**

**A. Program Description**

**Program Overview, Objectives, and Priorities**

The Cochran Fellowship Program’s Trade Shows Team is requesting the design and delivery of a training program on “Natural Food Products & Retail Management” for six (6) Fellows from Chengdu, China and one (1) FAS Locally Employed Staff for a total of seven (7) participants.

The training program should educate the Chinese Fellows on various natural, organic, and healthy food products available for export to the Chinese market. As China’s food retail industry experiences high competition, retailers are eager to source high-quality food products for market differentiation in their stores. This training program should include the study of optimizing the agriculture supply chain from production, processing, packaging, to transportation as well as strategies on branding, marketing, and sales. The recipient should organize meetings with U.S. companies, agricultural trade associations, and food manufacturers interested in doing business in China as well as provide education on optimal store management and food production techniques. Central to this program will be attendance at the Natural Products Expo West in Anaheim, CA March 7-11, 2018 where Fellows can meet with U.S. companies one on one. The objective of this program is to improve the Fellows’ understanding of U.S. natural food products and retail management. The goal of this program is to increase U.S. exports of natural, organic, and healthy food products to China.

**Items provided by the Cochran Fellowship Program**

Visa

- USDA/FAS will provide a DS-2019 to each Fellow to request and obtain a J-1 visa. Please note that all Fellows must obtain a J-1 visa to participate in this exchange program. This is a Department of State requirement for all exchange program participants and is strictly enforced.

Training Fees

- USDA/FAS will provide funding to cover cost associated with the curriculum development, implementation and execution of each training program.

Emergency Health Insurance

- Emergency medical health insurance coverage as required for all J1 visa holders (22 CFR 62.14). This medical insurance will be provided to each Fellow for the duration of training program. The host institution will alert USDA/FAS staff if any health/medical conditions arise during the Fellowship.

Meeting Coordination with USDA

- Meetings with all federal government agencies must be coordinated directly with the regional Cochran Fellowship Program team, no exceptions. Principal assigned to this activity must work directly with Cochran staff to secure meetings and visits (eg. ports and facilities) with Federal agencies. This includes meetings at Washington, DC headquarters and all locations nationwide.

More specific details of program objectives, priorities, and performance metrics are provided in the Appendix.

**Issued By**

Foreign Agricultural Service, Office of Capacity Building & Development, Trade & Scientific Exchanges Division, Cochran Fellowship Program

**Catalog of Federal Domestic Assistance (CFDA) Number and Title**

10.962

Cochran Fellowship Program – International Training – Foreign Participant

**Notice of Funding Opportunity Title**

Cochran Fellowship for China Natural Food Products & Retail Management

**NOFO Number**

USDA-FAS-10962-0700-10.-18-0003

**Authorizing Authority for Program**

The legislative authority for the Cochran Fellowship Program is provided in Section 1543 of the Agriculture Development and Trade Act of 1990 (7 U.S. Code 3293) as amended in 1996 and supported by the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended.

**Appropriation Authority for Program**

Consolidated Appropriations Act, 2017 (PL 115-31)

**Program Type**

New

**B. Federal Award Information**

**Award Amounts, Important Dates, and Extensions**

Available Funding for the NOFO:	Total proposed costs for the program should not exceed \$75,000.
<b>Projected number of Awards:</b>	1
<b>Number of Project Budget Periods:</b>	1
<b>Projected First Budget Period:</b>	01/29/2018 – 09/30/2018
<b>Period of Performance:</b>	8 months
<b>Projected Period of Performance Start Date(s):</b>	01/30/2018
<b>Projected Period of Performance End Date(s):</b>	09/30/2018

Extensions are allowable, please see Section H. Additional Information to see how to requests one should the need arise.

**Pre-Award costs:** Not Allowable

**Cost Share or Match requirements:** A cost match or a cost share is not required.

**Funding Instrument**

USDA will enter into a cost reimbursable agreement under 7 USC 3319a with selected universities. Program staff will maintain involvement in the administration of the Cochran Fellowship Program.

**C. Eligibility Information**

**Eligible Applicants**

Proposals may be received from U.S. State Cooperative Institutions or other public colleges and universities and minority serving institutions (MSIs).

A single Principal Investigator (PI) may not host two groups of Fellows simultaneously. The PI must hold a position at an eligible U.S. institution.

**Eligibility Criteria**

All applicants must have an active registration in the SAM database at [www.sam.gov](http://www.sam.gov) – pending or expired registrants are not eligible. This requirement must be met by the closing date of the announcement and will not be waived. Please contact the program officer listed if you have questions about this requirement.

In addition to obtaining a DUNS number and registering in SAM, you must also obtain Level 2 eAuthentication to apply for this funding opportunity in ezFedGrants (eFG). You must submit an online form requesting access.

Normally you will receive an email within 24 hours of your submission, if your request is approved. After this occurs, you will need to schedule an appointment with an LRA. Once you meet with the LRA, your Level 2 eAuthentication should be granted within 2 to 3 days after that meeting. See Section D of this NOFO for detailed information.

### **Other Submission Requirements and Information**

Institutions may submit proposals to host more than one group of Cochran Fellows. Institutions interested in hosting one or more groups should submit a proposal following the guidelines below:

- Complete SF-424 Application for Federal Assistance;
- Indicate the name of the institution applying to host the group(s);
- Indicate the country(ies) and training topic of the group;
- Provide a tentative training plan based on the group's training interests, including topics to be covered, possible field visits and other activities;
- Please include a narrative description of the proposed training, how it will be administered and the role of the university faculty and support staff;
- Provide a summary of relevant institutional capabilities for hosting international Fellows in the proposed field;
- Briefly describe the expertise and international experience of the trainer in the group's field of interest and country(ies) or world region;
- Demonstrate understanding of cultural context and needs of the trainees
- Identify the expected skills or knowledge to be acquired by the Fellows at the end of the program;
- Briefly demonstrate flexibility in training plan to account for potential program changes and the ability to respond to unforeseen circumstances;
- Include a quality assurance plan. This should include information on how unforeseen problems that can arise will be addressed;
- Complete a budget using Standard Form 424A, Budget Information Non Construction Programs, along with a detailed budget worksheet using the budget worksheet on page 11 and a detailed budget narrative (NOTE: A budget narrative must be provided). All line items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations; and
- Include all components of the proposal in a single PDF document.

### **Maintenance of Effort (MOE)**

MOE is not allowable.

## **D. Application and Submission Information**

### **Key Dates and Times**

**Application Start Date:** 01/08/2018

**Application Submission Deadline:** 01/25/2018 at 11:59PM EST

**Anticipated Funding Selection Date:** 01/26/2018

**Anticipated Award Date:** 01/30/2018

### **Address to Request Application Package**

This NOFO represents the full application information.

Applications will be processed through the ezFedGrants portal at <https://grants.fms.usda.gov> – prospective applicants are encouraged to register for this portal. Applicants that are unable to access the ezFedGrants portal should contact the program manager for alternative submission instructions. Note that if selected, registration is a requirement of performance.

### **Content and Form of Application Submission**

Institutions may submit proposals to host more than one group of Cochran Fellows. Institutions interested in hosting one or more groups should submit a proposal following the guidelines below:

- Complete SF-424 Application for Federal Assistance;
- Indicate the name of the institution applying to host the group(s);
- Indicate the country(ies) and training topic of the group;
- Provide a tentative training plan based on the group’s training interests, including topics to be covered, possible field visits and other activities;
- Please include a narrative description of the proposed training, how it will be administered and the role of the university faculty and support staff;
- Provide a summary of relevant institutional capabilities for hosting international Fellows in the proposed field;
- Briefly describe the expertise and international experience of the trainer in the group’s field of interest and country(ies) or world region;
- Demonstrate understanding of cultural context and needs of the trainees
- Identify the expected skills or knowledge to be acquired by the Fellows at the end of the program;
- Briefly demonstrate flexibility in training plan to account for potential program changes and the ability to respond to unforeseen circumstances;
- Include a quality assurance plan. This should include information on how unforeseen problems that can arise will be addressed;
- Complete a budget using Standard Form 424A, Budget Information Non Construction Programs, along with a detailed budget worksheet using the budget worksheet on page 11 and a detailed budget narrative (NOTE: A budget narrative must be provided). All line items should be described in

- sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations; and  
• Include all components of the proposal in a single PDF document.

The SF-424 and SF-424 A can be completed within the ezFedGrants platform. However, the other required forms must be downloaded from the Forms sections on Grants.gov. The Certification regarding Lobbying and the Grants and Agreement Coversheet will be sent to you along with this NOFO.

### **Unique Entity Identifier and System for Award Management (SAM)**

The link below provides information on 2 CFR §25.110. Please read.

<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=7a45f973880240465cd255471f1380ef&ty=HTML&h=L&mc=true&n=pt2.1.25&r=PART>

FAS is using ezFedGrants to post NOFO's and issue agreements, which is an electronic grants management system. Applicant(s) with electronic access are to submit their applications electronically through:

<https://grants.fms.usda.gov>

Before you can apply, you must have a DUNS number, be registered in SAM, and have access to the ezFedGrants website). **Applicants are encouraged to register early. The registration process can take approximately four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.**

**DUNS number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.dnb.com/duns-number.html>

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

**System for Award Management.** In addition to having a DUNS number, applicants applying electronically through ezFedGrants must register with SAM. Step-by-step instructions for registering with SAM can be found here:

[www.sam.gov](http://www.sam.gov)

Failure to register with SAM will result in your application being rejected during the submissions process.

### **ezFedGrants System Access and Electronic Signature**

**Level 2 eAuthentication.** The next step in the registration process is to obtain a Level 2 eAuthentication account that will allow access to the ezFedGrants system.

Instructions for getting a Level 2 eAuthentication account can be obtained by emailing [GrantorHelpdesk@fas.usda.gov](mailto:GrantorHelpdesk@fas.usda.gov).

You may also request Level 2 eAuthentication online at:  
<https://www.eauth.usda.gov/MainPages/index.aspx>

If you experience any issues with self-registration or have eAuthentication-related questions, please contact the eAuthenticationHelpDesk for assistance:  
By phone: 1-800-457-3642 or email [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov)

### **Requesting a role in ezFedGrants.**

After obtaining eAuthentication, users will need a role in the system. Descriptions of the roles available and instructions on how to request a role can be obtained by emailing [GrantorHelpdesk@fas.usda.gov](mailto:GrantorHelpdesk@fas.usda.gov).

You may also go into the link below for instructions on requesting eFG access. The document is called “External Portal Access Request Submission”.

[https://www2.nfc.usda.gov/FSS/Training/Online/ezFedGrants/access\\_user\\_roles.php](https://www2.nfc.usda.gov/FSS/Training/Online/ezFedGrants/access_user_roles.php)

**Electronic Signature.** Applications submitted through ezFedGrants constitute a submission as electronically signed applications. When you submit the application through ezFedGrants, the name of your Signatory Official on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please email the Helpdesk at [GrantorHelpdesk@fas.usda.gov](mailto:GrantorHelpdesk@fas.usda.gov).

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

### **Intergovernmental Review**

This program is not subject to E.O. 12372.

### **Funding Restrictions**

This will be a cost reimbursable agreement issued under 7 U.S.C. 3319a. University indirect costs for cost reimbursable agreements are limited to 10% of direct costs.

### **Allowable Costs:**

To help in this review, and expedite the award process, budgets must include a detailed budget narrative explaining all line item costs. The categories listed below are examples of some of the more common items found in project budgets. All items should be described in sufficient detail that would enable FAS to determine that costs are reasonable and allowable for the project per federal regulations.

**1. Salaries and Fringe Benefits:**

Requested funds may be allocated toward salaries, fringe benefits, or the combination thereof. Only individuals that hold positions at eligible U.S. institutions should be listed in this category.

**2. Travel:**

For domestic travel, provide the purpose of the travel and information used in calculating the estimated cost, such as the destination, number of travelers, and estimated cost per trip. There are several restrictions associated with traveling on federal funds. In most cases, airfare must be purchased in economy class from a U.S. carrier. Travelers must also adhere to federally mandated domestic per diem guidelines. Additional information may be found in the circulars listed in the “Legislative Authority” section of this announcement.

**3. Supplies:**

All personal property excluding equipment, intangible property, and debt instruments as defined in this section.

**4. Other Direct Costs:**

Other Direct Costs are those anticipated charges not included in other budget categories, including materials and supplies, lab fees, publication costs, reasonable consultant fees, computer services, sub-awards (the level of detail required for the sub-award budget is the same as the recipient organization), equipment rental, facility rental, conferences and meetings, speaker fees, honorariums.

**5. Indirect Costs:**

Indirect Costs may not exceed 10% of direct costs (7 USC 3319a).

**Unallowable Costs:**

General purpose equipment (no particular scientific, technical, or programmatic purpose) and scientific equipment exceeding \$5,000 or more; entertainment; capital improvements; thank you gifts, and other expenses not directly related to the project are not allowed. “Please note, Cochran Fellows (as trainees, not students) are considered EXEMPT INDIVIDUALS under the IRS Substantial Presence Test for tax purposes. The exemption falls under one or both of the following categories: either the Foreign Government-Related Individuals standard or the Closer Connection Exception. The only requirement is to complete IRS Form 8843 (Sections 1 and 2). These funds are for federal financial



assistance, as such no taxes should be withheld from Cochran Fellows since they are exempt.”

**Management and Administration (M&A) Costs:**

M&A costs are not allowable.

**Indirect Facilities & Administrative (F&A) Costs:**

By statute, indirect costs for cost reimbursable agreements cannot exceed 10% of direct costs.

**Other Submission Requirements**

All applications must be submitted electronically as indicated above.

**E. Application Review Information**

**Application Evaluation Criteria**

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

**Technical Expertise and Experience (45 points)**

Trainer must have appropriate technical background to provide the desired training. If necessary, other appropriate collaborating scientists should be identified to meet any of the objectives which the primary trainer cannot address. Trainer’s experience and knowledge of relevant agricultural conditions within the Fellows’ country(ies) or a similar location will be considered as appropriate. Also taken into account is the trainer’s experience with international training and adult-education.

**Overall Program (50 points)**

The overall program plan and design should be relevant to the specified training objectives and Fellows’ backgrounds. The program plan should be thorough, well thought out, and will achieve the desired post-program deliverables. Relevant agricultural practices within the region of the university will be considered as appropriate. Relevant University resources should be identified. Additional resources/organizations should be identified as appropriate. Site visits and meetings should be meaningful to the content of the program. Overall Program will also be reviewed based on host institutions ability to demonstrate flexibility and their quality assurance plan.

**Budget (25 points)**

The proposed budget should be appropriate for the number of Fellows and length of the program. The budget should include appropriate cost savings where available and narrative should accompany each line item. Host is strongly encouraged to use the Budget Worksheet provided in this NOFO.

**Quality (5 points)**

The overall proposal will be reviewed for overall quality, ensuring that proposal is comprehensive, well thought-out and contains correct spelling and grammar.

**Review and Selection Process**

Other factors may also be taken into consideration such as regional diversity in the review process. After review by appropriate offices, it is expected that all applicants will be notified within three weeks after the closing date for applications.

**F. Federal Award Administration Information****Notice of Award**

Notice of award will be given to the institution via email. This email is not an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document through electronic means. It should also indicate if there are any pass-through obligations that successful applicants are required to meet upon receiving award funds, including specific timeline requirements.

**Administrative and National Policy Requirements**

All successful applicants for all grant and cooperative agreements are required to comply with Standard Administrative Terms and Conditions, which are available online at:

[https://www.fas.usda.gov/grants/general\\_terms\\_and\\_conditions/default.asp](https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp)

The applicable Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made.

Before accepting the award the Recipient should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

## **Reporting**

### **Federal Financial Reporting Requirements**

The Federal Financial Reporting Form (FFR), as known as the SF-425, is available online at:

<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

At the top of the website select **FORMS**, and from the drop down box select **POST AWARD REPORTING FORMS**.

### **Program Performance Reporting Requirements**

- Ensure that each Fellow completes the Cochran Training Program Evaluation; and
- Development of an Action Plan by each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to their home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments, and timeline. The recipient shall provide a copy of each fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the offeror).
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives. (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template and examples will be provided)
- Analysis of the pre and post training questionnaire. (Template and examples will be provided)
- Deliverables are due two weeks after the completion of the training.

### **Close Out Reporting Requirements**

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

## **G. Awarding Agency Contact Information**

### **Contact and Resource Information**

For all questions, contact:

Ammara Bokhari, International Program Specialist

Hours of operation: 9:00 AM – 5:00 PM Eastern Standard Time

Telephone: (202) 690-1339

E-mail address: Ammara.Bokhari@fas.usda.gov  
1400 Independence Ave, SW, Room 3832  
Washington, DC 20250

**H. Additional Information**

**1. Extensions**

Extensions to this program are allowed.

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period.

Requests for extensions are subject to approval by FAS.

**2. Prior Approval**

The Recipient shall not, without the prior written approval of the FAS Program Manager, request reimbursement, incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities prior to the approved Budget Period/Performance Period.

**3. Budget Revisions**

a. Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Award require prior written approval by the FAS Program Manager.

b. The Recipient shall obtain prior written approval from the FAS Program Manager for any budget revision that would result in the need for additional resources/funds.

c. The Recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa.

---

**Appendix**

**U.S. Department of Agriculture  
Foreign Agricultural Service**

**Statement of Work**

**Cochran Program for Chengdu, China - Natural Food Products & Retail Management**

**BACKGROUND**

Since 1984, the U.S. Congress has made funds available to the Cochran Fellowship Program for training agriculturalists from middle-income countries, emerging markets, and emerging democracies. Training opportunities are for senior and mid-level specialists and administrators

working in agricultural trade and policy, agribusiness development, management, animal, plant, and food sciences, extension services, agricultural marketing, and many other areas. Individuals selected for Cochran trainings come from both the public and private sectors. All training occurs in the United States. Training programs are designed and organized in conjunction with U.S. universities, USDA and other government agencies, agribusinesses, and consultants. The Cochran Fellowship Program, which is part of the USDA Foreign Agricultural Service's Office of Capacity Building and Development-Trade and Scientific Exchanges Division (USDA/FAS/OCBD/TSE), has provided U.S.-based training for over 18,000 international participants from 126 countries worldwide.

## **SCOPE OF WORK**

The Cochran Fellowship Program's Trade Shows Team is requesting the design and delivery of a training program on "Natural Food Products & Retail Management" for six (6) Fellows from Chengdu, China and one (1) FAS Locally Employed Staff for a total of seven (7) participants. The participants represent the following industries:

1. Director, Shenzhen Starway Trading Co., Ltd
2. Sales Manager, Greenland Business Group
3. Chief Operating Officer, MomTime
4. General Manager, Wowo (China) Co., Ltd.
5. Business Development Manager, Jing Dong Group
6. Purchasing Manager, Kun Ming Bolian Parkson Supermarket
7. Agricultural Marketing Specialist, Agricultural Trade Office, China

The training program should educate the Chinese Fellows on various natural, organic, and healthy food products available for export to the Chinese market. As China's food retail industry experiences high competition, retailers are eager to source high-quality food products for market differentiation in their stores. This training program should include the study of optimizing the agriculture supply chain from production, processing, packaging, to transportation as well as strategies on branding, marketing, and sales. The recipient should organize meetings with U.S. companies, agricultural trade associations, and food manufacturers interested in doing business in China as well as provide education on optimal store management and food production techniques. Central to this program will be attendance at the Natural Products Expo West in Anaheim, CA March 7-11, 2018 where Fellows can meet with U.S. companies one on one. The objective of this program is to improve the Fellows' understanding of U.S. natural food products and retail management. The goal of this program is to increase U.S. exports of natural, organic, and healthy food products to China.

## **LEARNING OBJECTIVES**

The trainer will ensure that Fellows increase their knowledge in the following areas:

- Natural Food Products
  - Learn about natural, organic, and healthy food products available for export to the Chinese market (including products for mothers and babies, candies, and snacks)
  - Trends and innovations in the food and consumer goods industry (emphasis on natural, organic, and healthy food products)
  - Manufacturing techniques of natural, organic, and healthy products
  - Farm to table process of planting, harvesting, marketing, etc. of natural products
  - Transit and storage of fresh fruits and vegetables
- Retail Management Techniques
  - How to increase efficiency and reduce costs in daily operations of supermarkets and convenience stores
  - How to run a successful processing and logistics center
  - How to improve checkout process with quicker checkouts
  - Incorporating big data applications in businesses (Amazon Go)
  - New promotion and branding techniques
  - Merchandise and technology management
  - E-retail and online business management
  - Emerging business models in the food industry such as home delivery food services
  - Employee management techniques

## **PERIOD OF PERFORMANCE**

This consecutive 10-14 day training program should include attendance at the Natural Products Expo West in Anaheim, CA March 7-11, 2018. Suggested dates of the training program are March 4-16, 2018.

## **PLACE OF PERFORMANCE**

- The host institution shall propose the place(s) of performance in their Technical Proposal.
- The host institution will be reimbursed for travel and subsistence expenses based on Federal Travel Regulations.

## **DELIVERABLES:**

- Provide cash per diem to each Fellow at the start of the program
- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program;
- Ensure that each Fellow completes the Cochran Training Program Evaluation; and
- Development of an Action Plan by each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to their home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments, and timeline. The recipient shall provide a copy of each fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the offeror).

- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives. (Template and examples will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template and examples will be provided)
- Analysis of the pre and post training questionnaire. (Template and examples will be provided)
- Deliverables are due two weeks after the completion of the training.

**GOVERNMENT FURNISHED ITEMS:**

- Emergency Medical Insurance
- Certificates of Eligibility for J-1 visas

**HOST INSTITUTION SHALL PROVIDE:**

- Ground transportation in applicable cities; except Washington, DC
- Secure and guarantee lodging during the entire program
- The Fellows' subsistence expenses (per diem and lodging)
- Domestic airline tickets