

UNITED STATES
DEPARTMENT OF STATE

English
Language
Fellow Program

HANDBOOK

AY 2008-09



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English Language Fellow Program Handbook

AY 2008-2009

The English Language Fellow Program

Make a commitment,

Make a mark....

TEACH ENGLISH!

“...First of all, I must say that I’m a young specialist and I’ve began to work as teacher of English this year, so John’s teacher seminars were really helpful for me... He didn’t give us theory, he just showed everything in practice ... I visited every John’s seminar and every point of his lessons I put into practice while working with my students. It was a real success and I even didn’t expect to receive such results: my students became more active, they received great pleasure from studying English, and they liked very much new methods of work. Besides, my students could show their creativity. My lessons of English became brighter and I was able to see the results of John’s seminars ... One of the members of our group once said to John: “John, you are not Silver, you are Gold”. These words are the best description of our attitude to John, to his work and it proves the importance of John’s presence at our university. We are very lucky with having such a Fellow...”

Lyudmila, Teacher from Ukraine

“In terms of public diplomacy, the Fellow lives, works, and travels in areas that diplomats rarely get to. In Syria, the Fellows pitch up for 4-day training sessions, and the Syrian teachers can’t believe that the Americans care enough to come and stay for such a long time. It makes a huge impact in terms of our presence and level of commitment to the people of the Arab world. When a Fellow shows up in a village or town, it’s like America has shown up.”

Regional English Language Officer, Jordan

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The *English Language Fellow Handbook AY 2008-2009* is published with the intent of providing EL Fellows with general, yet important Program information. Suggestions and/or recommendations for improvements are welcome at elf@georgetown.edu

Participants herein may be referred to by any of these designations: EL Fellow, Fellow, or Grantee.

Glossary of Acronyms and Terms

AF	Africa Bureau/Region
ACS	Office of American Citizens Services and Crisis Management
APAO	Assistant Public Affairs Officer (officer at Public Affairs Section (PAS) at the U.S. Embassy)
APO	Army Post Office
ASPE	The Accident and Sickness Program for Exchanges (supplemental health benefit program provided for the EL Fellow Program)
AY	Academic year
BPP	Bureau Performance Plan
CACEN	Caucasus Central Asia (formerly known as NIS – Newly Independent States)
CAO	Cultural Affairs Officer (officer at Public Affairs Section (PAS) at the U.S. Embassy)
CIED	Center for Intercultural Education and Development (Georgetown University)
CLED	Center for Language Education and Development (Georgetown University)
CM	Chief of Mission (the Ambassador or Chargé d’Affairs)
DCM	Deputy Charge of Mission or Charge d’Affairs
DVC	Digital Video Conference
DOS	Department of State
EAP	East Asia Pacific Bureau/Region
ECA	Educational and Cultural Affairs (Bureau of) at the Department of State
ECA/A/L	Educational and Cultural Affairs (Bureau of)/Academic Exchanges/Office of English Language Programs at the Department of State
ECA-IIP/EX	Educational and Cultural Affairs (Bureau of)/International Information Programs/Executive Office
EFL	English as a Foreign Language
ELFP	English Language Fellow Program
ELO	English Language Officer
ESP	English for Specific Purposes
ETA	Fulbright English Teaching Assistant Program
ETF	English Teaching Fellow (what the Fellows were known as previously)
EUR	European Bureau/Region
FSN/LES	Foreign Service National/Locally Employed Staff (they are employed at the embassies abroad; job titles vary by embassy)

Some of the job titles of FSN/LES at PAS are:

IRC Director	Information Assistant (Press)
Librarian Assistant	Cultural Affairs Specialist
Administrative Assistant	Program Section Coordinator
Office Management Specialist	Distribution Clerk and Assistant

FY	Fiscal Year
GU	Georgetown University
PAA	Program Activities Allowance
IIP	International Information Programs, ECA, DOS
IRC	Information Resource Center
IRO	Information Resource Officer
IRS	Internal Revenue Service
M&IE	Meals and Incidental Expenses
MPP	Mission Performance Plan (now known as MSP)
MSP	Mission Strategic Plan (formerly known as MPP)
NEA	Near East Asia Bureau/Region
PD	Public Diplomacy
PAO	Public Affairs Officer (Officer in charge of PAS)
PAS	Public Affairs Section (section of the U.S. Embassy handling press, exchanges, and education programs)
POC	Person/Point of Contact
Post	U.S. Embassy
Pouch	Also known as the Diplomatic Pouch (the postal service from/to the U.S. for diplomats and Embassy official mail)
RSO	Regional Security Officer
RELO	Regional English Language Officer
SCA	South and Central Asia Bureau/Region
SEED	Support for Eastern European Democracy
SIETAR	Society for Intercultural Education, Training and Research
SMAT	Summer Master of Arts in Teaching
TEFL	Teaching English as a Foreign Language
TESL	Teaching English as a Second Language
TESOL	Teachers of English to Speakers of Other Languages
T&C	Terms and Conditions
USIA	United States Information Agency (the former name for the Public Affairs Sections before they merged with the State Department in 1999)
USIS	United States Information Service (the former name for USIA offices overseas before the 1999 merger)
WHA	Western Hemisphere and the Americas Bureau/Region

Overview of the English Language Fellow Program

The English Language (EL) Fellow Program is funded worldwide by the U.S. Department of State (DOS) through the Bureau of Educational and Cultural Affairs (ECA) and is currently administered by the Center for Intercultural Education and Development (CIED) at Georgetown University (GU).

The EL Fellow Program seeks to improve English teaching capacity around the world and contributes to improving mutual understanding between the people of the United States and people abroad through exchanges of American English language professionals to other countries. The Program sends talented American Teachers of English as a foreign language (EFL) on ten-month Fellowships to overseas universities, teacher-training institutions, ministries of education, binational centers, and other related language education institutions. EL Fellows serve as teachers of English as a foreign language and are involved in teacher training and professional and staff development activities in areas such as methodology, curriculum and textbook design, and English for Specific Purposes. The Program provides EL Fellows with an opportunity to hone their professional skills, learn about other cultures, and upon returning to the U.S., to share their experiences and insights with their communities and professional colleagues.

The Program allows students and teachers at host institutions to benefit from the Fellows' English teaching expertise and to gain a better understanding of American values, democratic representative government, free enterprise, and the rule of law. Through the Program, foreign teachers and students develop English communication skills they need to participate in the global economy and to improve their access to diverse perspectives on a broad variety of issues. In addition, the EL Fellows support other ECA initiatives, such as the English Access Microscholarship Program and the Fulbright English Teaching Assistant (ETA) Program. The EL Fellow Program is a key foreign policy tool and a high priority initiative in promoting the Bureau's transformational public diplomacy mission.

Depending on the nature of their host institution, EL Fellows may include topics such as civic and environmental education, health, and current events in their instruction and training. They may also model and demonstrate classroom practices that promote thoughtful and proactive behavior in students in order to enhance critical thinking, problem solving, and decision-making skills.

The EL Fellow Program has an impact not only on the institutions that host EL Fellows, but also within the wider academic community. Teachers at the host institution receive professional tools from the EL Fellow that promote educational effectiveness and expand their ability to provide English instruction for a wider variety of student populations in a larger number of educational contexts. In addition, English teachers in the Country of Assignment greatly increase their knowledge of English-speaking countries and the democratic philosophies and methodologies that underpin their approach to education.

Program Management and Responsibilities

A. Role of the Office of English Language Programs, Educational and Cultural Affairs, U.S. Department of State, Washington, DC

1. Provide Program guidance and oversight;
2. Send to Embassies (PAS) an annual call for EL Fellow proposals/projects;
3. Review proposals and select projects;
4. Notify PAS which projects have been chosen;
5. Identify key tasks to be accomplished before arrival of EL Fellows, inform PAS and carry out follow-up activities; and
6. Participate in the Pre-Departure Orientation.

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B. Role of the U.S. Embassies, Public Affairs Section (PAS) (Department of State)

1. Work with host institutions to identify EL Fellow projects.
2. Send EL Fellow proposals to ECA/A/L.
3. Review candidate dossiers and select EL Fellows in consultation with host institution.
4. Prior to the arrival of EL Fellow(s):
 - Designate a specific officer as program coordinator/contact officer;
 - Ensure that the Regional Security Officer (RSO) has been informed as to the location and time period of the Fellow assignment;
 - Ensure that an Embassy representative has inspected the housing/accommodations and that it meets “U.S. standards” given Country of Assignment circumstances and is centrally located, safe, and secure;
 - Provide the EL Fellow with the name and email address of a contact person at the host institution with whom the Fellow can correspond;
 - Ensure that the EL Fellow receives timely and accurate information regarding appropriate procedures for obtaining a visa and/or work/residence permit that will allow him/her and any dependents to enter the Country of Assignment;
 - Consult with grantee organization (GU) and ECA/A/L when scheduling the itinerary; and
 - Arrange to meet the EL Fellow upon arrival in country.
5. EL Fellow Arrival In-Country:
 - Ensure that the EL Fellow is registered with the Embassy’s Consular Section and with the Office of American Citizens Services and Crisis Management (ACS);
 - Assist the EL Fellow with any and all adjustments to visa status, in-country registration and/or accreditation procedures, work/residence permits with or without the assistance of the host institution immediately upon his/her arrival;
 - Provide and/or arrange an In-Country Arrival Orientation, RSO security briefing and other forms of arrival-related logistical support. The In-Country Arrival Orientation may last one or two days and should include but is not limited to:
 - Meeting and consulting with Embassy and Public Affairs Section (PAS) officials on topics such as health/medical, voluntary and ordered departures, banking and pouch privileges, PAS and host institution cost sharing, regional and country information;
 - Meeting Country of Assignment counterparts, NGO officials, Fulbright/Peace Corps volunteers, who may be a resource for the EL Fellow;
 - Providing the EL Fellow with post contact information (address, telephone number(s), and email address(es)); and
 - Arranging for the EL Fellow to meet the host institution contact/counterpart who will assist the EL Fellow in getting settled in.
6. During the Fellowship:
 - Serve as first line of communication with EL Fellows on all issues and concerns, troubleshoot problems as they arise, and manage the logistics of the stay of the EL Fellow, including:

- Provide timely and appropriate assistance during emergencies (medical, voluntary and ordered departures, security, etc.);
 - Work with EL Fellow to develop a project plan and a corresponding budget for EL Fellows' program activities allowance (PAA). The budget must be approved by PAS **before** the EL Fellow can spend the funds. Upon approval, PAS should submit a copy of the project plan and budget to GU. GU will forward a copy to ECA/A/L; and
 - Expedite the ordering and shipment of materials.
 - Maintain a close relationship with the host institution throughout the EL Fellow's assignment;
 - Work with host institution and make any necessary changes or adjustments to EL Fellow projects/assignments;
 - Ensure that the host institution provides cost sharing, such as housing, food, utilities, local transportation and/or in-kind contributions that cover some expenses, as agreed upon;
 - Keep ECA/A/L informed of all EL Fellow issues and concerns and advise ECA/A/L of changes in staff point of contacts (POCs); and
 - Submit EL Fellow Highlights to ECA/A/L.
7. After the Fellowship:
- Provide ECA/A/L and GU a summary report of the Fellowship.
 - Complete EL Fellow Program's End of Project Survey and submit to GU.

C. Role of Georgetown University, Center for Intercultural Education and Development (CIED)

1. Promote the EL Fellow Program nationwide;
2. Recruit candidates for EL Fellow Projects;
3. Review candidate applications, coordinate matching candidates' skills with needs of the EL Fellow Projects, and forward rosters of candidates to PAS/embassies for review and selection;
4. Arrange Pre-Departure Orientation in Washington, DC;
5. Provide financial and logistical management;
6. Monitor program and EL Fellows;
7. Perform program evaluation; and
8. Conduct field site visits.

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D. Role of English Language Fellows

1. Secure U.S. passport and any required visas in advance of departure;
2. Upon selection and acceptance, begin preparation for departure for assignment;
3. Attend the Pre-Departure Orientation in Washington, DC;
4. Upon arrival in country, register with the Embassy's Consular Office and the American Citizens Services and Crisis Management (ACS);
5. Attend Regional Security Officer (RSO) briefing and In-Country Arrival Orientation;
6. Provide PAS and GU with in-country contact information;
7. Contact PAS/RELO as first line of communication on all program/project and safety issues and concerns, e.g. any clarification or changes to assignment, housing, visas, health/medical/political concerns, travel outside the country, renewals, early departure, remaining in country upon completion of project;
8. Contact GU as first line of communication on all grant and logistical issues and concerns, e.g., payments, tickets, contact with family in the U.S.;
9. Contact the PAS/RELO, ECA/A/L and GU immediately in the case of a change in a personal or family situation or status (marriage, pregnancy and birth) that may occur during the Fellowship; and
10. Consult with the U.S. Consular Section **upon arrival in country** if accompanying family members have or are in need of legal U.S. immigration status or a U.S. visa in order to return to the U.S. following the end of the Fellowship **OR** in the event of an emergency and the Fellow must depart the Country of Assignment earlier than scheduled. U.S. immigration and/or visa procedures may take several months or longer to process, and any required consular and/or immigration paperwork may need to be filed as soon as the Fellow arrives in country. Accompanying family members who do NOT have legal U.S. immigration paperwork/status or who are in possession of **expired** U.S. consular/immigration paperwork will **NOT** be permitted to reenter the United States, ***even in the event of emergency situations or evacuations.***
11. Work with PAS to develop a project plan and a corresponding budget for the Program Activities Allowance (PAA). The budget must be approved by PAS **before** the EL Fellow can spend the funds. Upon approval, EL Fellow should submit a copy of the project plan and budget to GU and GU will forward a copy to ECA/A/L.
12. Submit to GU, PAS, and RELO preliminary report, mid-year report, and final report (See appendix IX).

13. Review personal medical insurance needs for self and any dependents.
14. See Terms and Conditions for complete details of EL Fellow's duties and responsibilities.
15. Submit to GU Expense Reports reconciling allowances (See appendix X).
16. Complete periodic Program surveys.

Channels of Communication – Points of Contact

1. Georgetown University

- Recruitment, interview, selection, placement process
- Prior to departure preparations for assignment, including:
 - Fellowship Grant
 - Pre-Departure Orientation
 - Departure dates
 - Ticketing (departure and return)
 - Grant payments
 - Enrollment in ASPE Health Benefit Plan
- During Fellowship:
 - Contact information (changes to overseas and family emergency contacts)
 - Reports (Program and Expense) and Surveys
 - Questions regarding:
 - Payments
 - Terms and Conditions
 - POC between Fellow and personal family

2. U.S. Embassy (PAS and/or designated RELO)

- Prior to arrival in Country of Assignment:
 - EL Fellow Project (questions/clarification, expectations, estimated time of arrival, etc.)
 - Country/region concerns
 - Visa and housing information
 - What to bring; what not to bring
 - Contact/counterpart person at host institution and other host information
- During the Fellowship:
 - PAS/RELO is POC for every aspect of the assignment (questions/concerns with project [if unable to resolve with host institution], health/medical, housing, adjustment of visa status, payments for living expenses, approval for time away from the program, etc.)

3. Host Institution

- Prior to arrival in Country of Assignment:
 - Contact with liaison/counterpart regarding project, expectations, information about the host institution, the country, the weather, food, etc.

4. Program Listserv: elfp08-09@yahoogroups.com

Upon invitation to subscribe, EL Fellows are expected to register with the EL Fellow Program/Yahoo Group listserv.

The Yahoo group email message function serves as the Program's first point of contact for general EL Fellow information and updates. Most importantly, it will facilitate on-line discussions prior to and during the course of the Fellowship, allowing EL Fellows to interact with one another on topics of mutual interest and concern. Here EL Fellows can easily share successes, good ideas, lessons or training plans, questions, concerns, and critical incidents. All messages posted to the listserv are automatically stored in the group's archive for later reference.

Additional features of the listserv include: contact database of all EL Fellows, an album to which they can upload photos, an archive of important Program documents, a calendar with reminders of important dates, and links that may be helpful for travel and work overseas. All features require a Yahoo email account to access the group website.

The listserv is moderated; all messages to the group must first be approved by a GU staff member before final posting to the entire listserv. The listserv is moderated to prevent all EL Fellows from receiving messages of specific concern that are better served with an individual response. The decision is ultimately left to the discretion of GU staff.

Participation in the listserv is expected of all EL Fellows. If you are unable to access email at the Fellowship site because of Internet and/or computer problems, please notify GU staff so that someone can assist, if possible.

EL Fellows will receive an invitation to subscribe to the listserv before the Pre-Departure Orientation.

The listserv name is: elfp08-09@yahoogroups.com

E. Role of Host Institutions

1. Upon receipt of the EL Fellow's name, provide a counterpart's name and contact information so that the Fellow can correspond with him/her prior to departure from the United States;
2. If necessary, assign a staff member to accompany the EL Fellow for required interviews/in-processing with police and other local authorities;
3. When EL Fellow arrives, ensure counterpart assists him/her with settling in, housing concerns, etc.;
4. Contact PAS as first line of communication regarding any changes to assignment, housing, visa/work permits, and health/medical/political concerns; and
5. Provide cost sharing as a supplement to the EL Fellow's living allowance expenses, which may include housing, utilities, food, local transportation, or local

salary and assist them with any cost share commitment that has been made by the host institution(s).

Grant Provisions at a Glance

- **Stipend**: \$25,000 Fellows; \$35,000 Senior Fellows
- **Living Allowance**: Based on the cost of living in the city of the EL Fellow's Country of Assignment
- **Settling In Costs**: This allowance varies from project to project and is not uniformly applicable to all EL Fellows. *If applicable*, the Settling In Costs are reflected only in the Fellowship Grant
- **Shipping Allowance**: A one-time allowance of \$600 paid prior to the beginning of the Fellowship assignment. EL Fellows are responsible for covering their own shipping costs to and from assignment; such as paying for baggage carts, any overweight accompanying luggage, and the costs of shipping any unaccompanied belongings from and back to the United States.
- **Program Activities Allowance (PAA)**: \$1,500 (See details in the Benefits section.)
- **Educational Materials Allowance**: EL Fellows receive \$500; Senior Fellows receive \$1,000; for the purchase of materials specifically related to projects. (See details in the Benefits section.)
- **Core Textbooks Allowance**: This \$200 allowance is applicable to EL Fellows only (not Seniors). (See details in the Benefits section.)
- **Pre-Departure Expense Allowance**: An allowance of \$700 to cover costs including visas, medical examinations, malaria prophylaxis (if necessary) and other necessary expenses incurred prior to departure, including transportation to the airport and airline baggage fees related to travel to Pre-Departure Orientation.
- **D.C. Pre-Departure Orientation Travel Costs**: Covers local ground transportation, per diem, and accommodation related to the Pre-Departure Orientation held in Washington, DC August 18-21. (The Pre-Departure Orientation provides general program information, networking possibilities, question and answer sessions, and opportunity to interact with others.)
- **Dependent's Allowance**: \$5,000 for Senior Fellows only (See details in the Benefits section.)
- **Round-trip Travel**: Provision for (1) round-trip travel from U.S. residence to Washington, DC, for Pre-Departure Orientation, and (2) round-trip travel to Fellowship Country of Assignment and return.

- **Accident and Sickness Program for Exchanges (ASPE) Health Benefit Plan:** The grant provides *supplemental* health benefit coverage for up to \$100,000 per accident or illness. Refer to *Your ASPE Guide to Health Care Coverage* for information and details, and under Benefits, E. ASPE Health Benefit Plan, below.
- **In-Country Arrival Orientation:** The Public Affairs Office (PAS) and the U.S. Embassy staff conduct an orientation to introduce EL Fellows to the Country of Assignment. EL Fellows can be reimbursed by GU up to \$800 for lodging, per diem, and related travel expenses in the post city of the Country of Assignment.
- **Possible Additional Funds:** Once an EL Fellow is in the Country of Assignment, PAS may provide additional funds to pay for English Language Program related activities, such as materials, presenting at a local conference, or other program assignments in the region.

Benefits

The following is the **payment schedule** and an overview of the EL Fellow Program benefits package. Please note that the Grant is intended to support only the EL Fellow. **All costs for dependents are the sole responsibility of the Fellow.** The EL Fellow assumes all responsibility for budgeting Program and related living expenses according to the payment schedule.

Payment Schedule: Under the Grant the following payments will be made (Terms and Conditions 3.1 – 3.5):

a. First Payment

- 20% of the Stipend [\$5,000 Fellows / \$7,000 Seniors]
- 20% of the Living Allowance (if applicable)
- 100% of the Settling-In Costs (if applicable)
- 100% of the Shipping Allowance
- 50% of the Program Activities Allowance maximum amount
- 100% of the Educational Materials Allowance maximum amount
- 100% of the Core Textbooks Allowance maximum amount
- 100% of the Pre-Departure Expense Allowance
- 100% of the D.C. Pre-Departure Orientation Travel Cost (if applicable)

The first payment will be issued within sixty (60) days after the Grantee signs the Grant agreement and provides GU the required banking/payment documentation and Health Verification Form (HVF).

b. Second Payment

- 20% of the Stipend [\$5,000 Fellows / \$7,000 Seniors]
- 20% of the Living Allowance (if applicable)

The second payment will be issued on or before October 31, 2008.

c. Third Payment

- 20% of the Stipend [\$5,000 Fellows / \$7,000 Seniors]
- 20% of the Living Allowance (if applicable)
- 50% of the Program Activities Allowance maximum amount

The third payment will be issued on or before December 31, 2008.

TO DEFER THE THIRD PAYMENT UNTIL AFTER JANUARY 1, 2009, TO REDUCE 2008 INCOME TAXES, THE FELLOW MUST NOTIFY GU IN WRITING ON OR BEFORE NOVEMBER 1, 2008, TO ALLOW TIME TO AMEND THE GRANT.

d. Fourth Payment

- 20% of the Stipend [\$5,000 Fellows / \$7,000 Seniors]
- 20% of the Living Allowance (if applicable)

The fourth payment will be issued on or before February 28, 2009.

e. Fifth Payment

- 15% of the Stipend [\$3,750 Fellows / \$5,250 Seniors]
- 20% of the Living Allowance (if applicable)

The fifth payment will be issued on or before April 30, 2009.

f. Final Payment

- 5% of the Stipend [\$1,250 Fellows / \$1,750 Seniors]

The final payment will be issued after receipt of the Final Report, including required inventories and expense reports reconciling the Core Textbooks Allowance, Educational Materials Allowance, and Program Activities Allowance.

Notes

- **Direct Deposit:** Fellowship payments are made using the Automatic Clearing House (ACH) Deposit, which allows GU to set up a direct deposit of Fellow payments into the EL Fellow's U.S. checking account. In order for the payment to be processed the following documents are required:
 - Fellowship Program Grant signed on Page 1 and initialed on subsequent pages
 - W-9 form
 - Automatic Clearing House Deposit form
 - Request to Set Up Vendor ID form
 - Original *voided check* showing EL Fellow's name and banking information that corresponds with the Automatic Clearing House Deposit form

GU cannot process Fellowship payments without these documents. No exceptions are made.
- "All payments will be deposited electronically in the Grantee's United States checking account. Payments may be deposited into one single bank account only. Electronic payments will not be made to mutual funds or investment accounts. Only one change in the initial account information provided by the Grantee will be allowed during the Grant Term. GU must have one-month notification in advance of any such change. Any change in account

information during the Grant Term may result in a delay of payment.” (T&C 3.2)

- In the first payment, the Grantee will receive 20% of the **Stipend**.
- In the first payment, the Grantee will receive 20% of the **Living Allowance** (if applicable).
- In the first payment, the Grantee will receive 100% of the **Settling-In Costs** (if applicable).
- “In the first payment, the Grantee will receive 100% of the **Shipping Allowance** to cover costs for excess baggage and for postage/shipping of personal belongings to and from the Country of Assignment. Receipts for these expenses do not need to be submitted to GU. (T&C 3.3)
- “The Grantee will receive the **Program Activities Allowance** maximum amount in two (2) equal payments: 50% in the first payment, and 50% in the third payment. No later than thirty (30) days after the end of the Grant Term, (or, if the Grant is terminated, no later than thirty (30) days after the termination date), the Grantee shall submit to GU original receipts for all costs of program activities, and shall refund to GU any amount of the allowance that cannot be supported with such receipts, with the exception of meals for which no receipts are required. The Grantee will reconcile meal expenses in accordance with the limits established by United States government travel regulations. The Grantee shall use the GU Expense Report form provided in order to account for these expenses.” (T&C 3.4)
- “In the first payment, the Grantee will receive 100% of the **Educational Materials Allowance** maximum amount for commercial books, tapes, cassettes, visuals, educational software, etc. No later than thirty (30) days after the end of the Grant Term, (or, if the Grant is terminated, no later than thirty (30) days after the termination date), the Grantee shall submit to GU original receipts for all purchases of educational materials, and shall refund to GU any amount of the allowance that cannot be supported with such receipts. All educational materials purchased through the Grant are to be left with the Host Institution(s). The Grantee shall use the GU Expense Report form provided in order to account for these expenses.” (T&C 3.5)
- “In the first payment, the Grantee (Fellows only) will receive 100% of the **Core Textbooks Allowance** maximum amount for commercial books. No later than thirty (30) days after the end of the Grant Term, (or, if the Grant is terminated, no later than thirty (30) days after the termination date), the Grantee shall submit to GU original receipts for all purchases of core textbooks, and shall refund to GU any amount of the allowance that cannot be supported with such receipts. All core textbooks purchased through the Grant are to be left with the Host Institution(s). The Grantee shall use the GU Expense Report form provided in order to account for these expenses.” (T&C 3.6)
- “In the first payment, the Grantee will receive 100% of the **Pre-Departure Expense Allowance** to cover expenses for visas, medical examination, vaccinations, ground transportation to/from the airport, telephone calls, faxes, etc. Receipts for these expenses do not need to be submitted to GU.” (T&C 3.7)
- “In the first payment, the Grantee will receive 100% of the **D.C. Pre-Departure Orientation Travel Costs** to cover expenses for local

transportation, some meals during the Pre-Departure Orientation, and incidental expenses, consistent with the limits established by United States government travel regulations. Receipts for these expenses do not need to be submitted to GU.” (T&C 3.8)

A. Stipend (\$25,000 for Fellows, \$35,000 for Senior Fellows)

In addition to several allowances for specific program needs, each EL Fellow receives a Stipend for his/her professional services performed while in the Country of Assignment. The Stipend is paid in six (6) installments over the grant period and is deposited directly to his/her U.S. checking account.

A Living Allowance (see below) is also provided to cover the EL Fellow’s basic living expenses while in the Country of Assignment. Although every effort is made to ensure that the Living Allowance reflects the cost of living in the Country of Assignment, the Program cannot anticipate the individual needs or preferences. *Should the Living Allowance prove to be insufficient, the EL Fellow is expected to cover any additional living expenses from the Stipend.*

Please refer to Section 3 of the “Terms and Conditions” of the Grant for detailed payment breakdown information as well as the overview below.

The first payment of the Stipend is made **within 60 days after** the EL Fellow signs the Fellowship Grant and submits it with the required payment documentation and Health Verification Form (HVF) to GU.

ALL GRANT FUNDS WILL BE ELECTRONICALLY DEPOSITED
INTO EL FELLOWS’ U.S. BANK ACCOUNT.

B. Living Allowance

One of the purposes of the EL Fellow Program is to enhance the EL Fellow's sense of the rich culture and heritage of the Country of Assignment and to promote greater expertise in effective ways for Americans to communicate with their colleagues throughout the world. These important goals can be undermined if EL Fellows live well beyond the means of, and do not interact with, their counterparts in the Country of Assignment. The Living Allowance is based on a **moderate standard of living** for the country to which the EL Fellow is assigned. It is generally well **above the standard of living for colleagues in the Country of Assignment**, i.e., English teachers. However, it is not, nor is it meant to be comparable to U.S. Embassy staff salaries.

Living allowances are not fixed amounts and are subject to fluctuations each year because they are based on standards of living that vary from country to country and even from region to region within a particular country.

Due to a variety of program funding sources, living allowances will differ significantly. For instance, if a host institution provides rent-free housing or pays directly for rent, then the GU portion of that EL Fellow's living allowance will be less than that of another’s that is not provided with housing by the PAS or the host institution. The Living Allowance is designed to cover the cost of reasonable, safe

and modest housing that reflects the standard of living in the Country of Assignment, plus utilities, food, and local transportation (to and from work) for one person. The allowances have been researched and calculated by DOS. Living allowances do not cover costs for laundry, internet services, or other personal expenses. *The EL Fellow is expected to cover such costs from the Stipend.*

If the EL Fellow believes that a Living Allowance is not adequate, s/he must consult with PAS and be prepared to provide documented justification for any request for an increase. While additional funding *may* be available, bear in mind that the Post is under no obligation to provide such funding. *In most cases the EL Fellow is expected to cover any additional living expenses from the Stipend.*

For some EL Fellows the living allowance will be paid in part by GU, the host institution, and/or PAS. In such cases the GU portion of the living allowance, like the stipend, will be directly deposited into the EL Fellow's U.S. bank account along with the stipend.

C. International Transportation

"The Grantee will be provided with an economy round-trip airline ticket following a commercially reasonable and direct route to the Country of Assignment and return. The Grantee agrees to utilize United States flag air carriers for air transportation (including air transportation of personal effects) funded under this Grant to the extent required by the Fly America Act, 49 U.S.C. 40118, and applicable regulations, including 41 CFR 301-10.131 to 301-10.143. The Grantee may not exchange the ticket provided by the grant for a flight on a non-United States flag air carrier, unless permitted by applicable law and regulation. The Grantee understands that any transportation costs incurred for travel on a foreign carrier that is not authorized by applicable law or regulation will not be paid or reimbursed." (T&C 5.1)

"In the event that the Grantee is unable to undertake his/her assignment due to unforeseen circumstances, or for other reasons the Grantee does not use all portions of his/her ticket, the unused portion(s) of any paper ticket must be returned by the Grantee to GU within thirty (30) days. The Grantee shall have no right to a refund for any unused tickets." (T&C 5.2)

"The Grantee is entitled to make one free change of date on the return ticket. If the Grantee chooses to make other changes to standard travel arrangements as determined by GU's agent, Academic Travel Services (ATS), any change or additional travel fees will be Grantee's responsibility and payable directly to ATS." (T&C 5.3)

D. Shipping Allowance

The one-time \$600 Shipping Allowance included in the first payment to EL Fellows is to be applied toward costs of excess baggage and postage or shipping of personal belongings *to* and *from* the Country of Assignment. Receipts for these expenses do not need to be submitted to GU. *The EL Fellow is expected to cover any costs in excess of the Shipping Allowance from the Stipend.*

ECA, PAS/RELO, and GU assume no responsibility for loss of personal property or other contingencies which may befall the EL Fellow or his/her dependents during or in connection with the stay abroad under this Grant.

E. ASPE Health Benefit Plan (See Appendix V.)

The ASPE Health Benefit Plan is required and provided by the U.S. Department of State (DOS), Bureau of Educational and Cultural Affairs, (ECA). Seven Corners, Inc. underwrites and administers the Plan and has published a booklet, ***Your ASPE Guide to Health Care Coverage***, which provides details of the health benefit plan. The booklet is included in the ELFP Information Package provided for each EL Fellow upon acceptance of a Fellowship and is also available at the Program website and at www.usdos.sevencorners.com. GU enrolls each EL Fellow in the “Accident and Sickness Program for Exchanges” (ASPE) Health Benefit Plan for the full period of his/her Grant.

From: *Your ASPE Guide to Health Care Coverage* (page 5): Period of Coverage

“the ASPE provides you with 24-hour health care coverage. This includes 2 days of travel at the beginning and the end of your grant during **direct travel** to and from your host country.

Your health care benefits will terminate automatically on the date your grant ends. Only you are covered under the USDOS health care program – no dependents are covered.

Your health care benefits begin:

1. on the effective date of the grant or
2. the day the Exchange Participant leaves his or her home country for **direct travel** to the host country

Your health care benefits will end automatically:

1. on the last date of the grant or
2. the day the Exchange Participant returns to his or her home country on direct travel from country of assignment if travel commences immediately after program conclusion”

GU issues each EL Fellow an **ASPE Identification Card** to be used as proof of health care coverage. Note that ASPE coverage is intended to **supplement** – not replace – existing medical insurance the EL Fellow may already have prior to the Fellowship. EL Fellows are expected to review their personal insurance needs prior to travel to the Country of Assignment and are **advised** to obtain or renew comprehensive medical insurance for themselves and any accompanying dependents, the cost of which is the EL Fellow’s responsibility. (See the “Coordination of Benefits” section of *Your ASPE Guide to Health Care Coverage* for important information.) See Appendix XV for a list of commercial businesses offering insurance while abroad. A briefing session on the ASPE Health Benefit Plan is scheduled for all EL Fellows during the Pre-Departure Orientation.

“ECA shall provide the Grantee with minimal accident and sickness health benefit coverage for the duration of the Grant. This health benefit coverage, (Accident and Sickness Program for Exchanges (ASPE) Health Benefit Plan), is not all-purpose health insurance; it is subject to specific limitations. The Grantee is covered starting upon departure from the United States to the Country of Assignment, and continuing until return to the United States upon completion of the Grant Term, as follows: (T&C 6.1)

- Coverage during travel to and from the host countries, except that such coverage is valid only when the travel is directly to and from the Country of Assignment (including any allowed layover of up to 24 hours if the travel time by the most direct route exceeds 14 hours), immediately prior to and after completion of the Grant Term; (T&C 6.1a)
- Coverage while present in the Country of Assignment during the Grant Term; (T&C 6.1b) and
- Coverage for travel to other countries to conduct English language programs when such activity is approved in advance, in writing, by the PAS/RELO.” (T&C 6.1c)

“The Grantee is not covered for personal travel to other countries.” (T&C 6.1)

Physical Exam Requirement “Prior to departure, the Grantee must be examined by a physician and obtain a certificate stating that, in the physician’s opinion, the Grantee is medically able to reside in the Country of Assignment and can perform the Duties of the Grantee. The examination must be conducted by a doctor licensed to practice medicine in the United States or, in the case of a renewing Grantee or a Grantee-designate residing overseas, by a United States Embassy-recommended doctor. The physician must complete and sign the Health Verification Form (HVF) supplied by GU. The Grantee must assure [that] GU receives the HVF within 30 days of the signing of the Grant agreement or risk the Grant being terminated. The Grantee is further required to provide any health documentation required by local authorities of the Country of Assignment. All immunizations and inoculations, whether required or recommended by the Country of Assignment, are the Grantee’s responsibility and are not included in the ASPE Health Benefit Plan, nor are their costs reimbursable by the ASPE Health Benefit Plan.” (T&C 6.2)

All EL Fellows must submit a completed **Health Verification Form (HVF)** to GU in order to receive the ASPE Health Benefits Identification Card. It is essential the EL Fellow has the HVF and that it is completed and returned to GU **at least two weeks prior** to the Pre-Departure Orientation.

EL Fellows are advised to take 10 months' supply of any **prescription medication** taken regularly. Each EL Fellow should ask his/her physician to write down the generic names of their medications, which may be available in the Country of Assignment. Refer to pages 14-17 of the ASPE booklet for detailed information regarding prescription plans and to page 15 for a listing of pharmacies that fall under the benefit plan. Make note of the physician’s email address and phone number in case there’s a need to contact him/her while abroad. If traveling with children, remember to visit the child’s pediatrician and obtain a year's prescription of any necessary medications. Vaccination and allergy records may be required by the child’s school when abroad, so bring copies of these as well.

“The Grantee shall hold and save ECA, GU, and their officers, agents and employees harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damages sustained by any person(s) or property by virtue of performance of the grant and the activities of the

Grantee and any dependents. The Grantee agrees to assume full responsibility for all medical expenses that are not covered under ASPE referenced in subsection 6.1, ..., and provided in the Grant.” (T&C 7.2)

LIFE INSURANCE IS NOT A BENEFIT OF THE EL FELLOW PROGRAM.

F. Program Activities Allowance (PAA)

Funds are given to supplement or enhance the EL Fellow’s English language activities in the Country of Assignment and region, if applicable. Within 4-6 weeks of arrival in the Country of Assignment, the EL Fellow must meet with the Public Affairs Section (PAS) and/or Regional English Language Officer (RELO) to develop a project plan and a corresponding budget. PAS’s and/or RELO’s approval of this budget is required BEFORE the Program Activities Allowance can be used. The EL Fellow must work with PAS and/or the RELO to make arrangements to leave materials and equipment purchased with the Program Activities Allowance with the host institution, American Corner, libraries, or other resource centers.

The following are suggested Program Activities:

- Developing, preparing, and facilitating conferences, workshops, seminars, lectures, etc.;
- Traveling to attend or conduct academic programs in the Country of Assignment or region, if applicable;
- Sponsoring local EFL teachers to attend or conduct academic programs in the Country of Assignment or region, if applicable;
- Purchasing commercial and/or Department of State (DOS) materials;
- Funding of the EL Fellow’s Internet/email access, if needed;
- Establishing or enhancing resource centers, American Corners, teacher associations, etc.;
- Purchasing small equipment and office supplies, such as computer, printer, copier, video/audio tape cassette/player, paper, toner, etc.; and
- Funding courses online for local English language teachers.

Refer to the Benefit section (Notes) above for further information about the Program Activities Allowance and related requirements.

G. Educational Materials Allowance

This allowance is for the purchase of books and educational materials that will be useful to the EL Fellow and to the host institution during the Fellowship. All materials must fully support the goals of the project and can include books, magazines, journals, videos, audiotapes, software, etc. Purchases can take place prior to or during the Fellowship. The educational materials allowance is included in the first payment. EL Fellows receive a \$500 educational materials allowance; Senior Fellows receive a \$1,000 educational materials allowance. All EL Fellows must report purchases of materials made with this allowance (including receipts) in their Mid-Year and Final Reports. All educational materials purchased through the Grant are to be left with the Host Institution(s). Any unused educational materials allowance funds must be returned to the Program in the form of a check payable to

Georgetown University. Refer to the Benefits section (Notes) above for further information about the Educational Materials Allowance and related requirements.

H. EL Fellow Core Textbooks Allowance

Each EL Fellow receives an allowance of up to \$200 exclusively for the purchase of project-related Core Textbooks. The EL Fellow is expected to select textbooks (no other materials are allowed) that best support his/her project. Following is a partial listing of Core Textbooks that have been found useful in the past and may be helpful in planning purchases. (Senior Fellows are excluded from this allowance.)

- *Blueprints: Composition Skills for Academic Writers* (2005), by Keith S. Folse, M. Kathleen Mahnke, Elena vestry Solomon, & Lorraine Williams
- *Concept-Based Curriculum and Instruction: Teaching Beyond the Facts* (2002), by H. Lynn Erickson
- *Contextualized Language Instruction: Teacher's Handbook* (2004), by Judith L. Shrum & Eileen W. Glisan
- *Curriculum Leadership: Development and Implementation* (2005), by Allan A. Glatthorn, Floyd Boschee, & Bruce M. Whitehead
- *Developing Faculty to Use Technology: Programs and Strategies to Enhance Teaching* (2007), by David G. Brown
- *English for Primary Teachers: With Audio CD* (2002), by Mary Slattery & Jane Willis
- *Extensive Reading Activities for Teaching Language* (2004), by Julian Bamford & Richard R. Day
- *Five-Minute Activities for Young Learners* (2007), by Penny McKay & Jenni Guse
- *Hooked on English!: Ready-to-Use Activities for the English Curriculum, Grades 7-12* (2002), by Jack Umstatter
- *Instant Lessons: Upper Intermediate Advanced (Penguin English Photocopiables)* (2004), by Edward Woods, Dierdre Howard-Williams, & Mary Tomalin
- *Introduction to Academic Writing* (3rd ed., 2006), by Alice Oshima & Ann Hogue
- *Language Assessment: Principles and Classroom Practice* (2003), by H. Douglas Brown
- *Longman Student Grammar of Spoken and Written English* (2002), by Douglas Biber, Susan Conrad, & Geoffrey Leech
- *Methodology in Language Teaching: An Anthology of Current Practice* (2002), by Jack Richards & Willy A Renandya
- *Recipes for Tired Teachers: Well-Seasoned Activities for the ESOL Classroom* (2nd ed, 2004), by Chris Sion
- *Teaching by Principles: An Interactive Approach to Language Pedagogy* (3rd ed, 2007), by H. Douglas Brown
- *Teaching Large Multi-Level Classes* (2001), by Natalie Hess
- *Understanding and Using English Grammar (Blue)* (2007), by Betty S. Azar
- *Understanding Language Structure, Interaction, & Variation: Introduction to Applied Linguistics & Sociolinguistics for Nonspecialists* (2nd ed., 2005), by S. Brown, S. Attardo, & C. Vigliotti

GU will not select or purchase the Core Textbooks (contrary to previous years). All core textbooks purchased through the Grant are to be left with the Host Institution(s) upon conclusion of the Fellowship. Refer to the Benefits section (Notes) above for further information about the Core Textbooks Allowance and related requirements.

I. Pre-Departure Expense Allowance

The \$700 Pre-Departure Expense Allowance is meant to defray *some* of the incidental expenses one may incur *prior to* departure, such as visa fees, immunizations or malaria pills, telephone calls, and ground transportation to/from airports. In most cases, this will be more than adequate. However, if assigned to a country where health conditions require expensive immunizations or medications, such as malaria pills, the pre-departure expenses are likely to exceed \$700. In this case, EL Fellows can apply for reimbursement of **approved** expenses that do not exceed \$200. For reimbursement of the additional \$200, EL Fellows must provide GU with an itemized expense report confirming they have spent the \$700 pre-departure expense allowance, including copies of relevant receipts, prior to, immediately upon, or shortly after the arrival in the Country of Assignment. **Those who do not request reimbursement for expenses over and above the \$700 allowance do not need to submit an itemized report of their pre-departure expenses.**

J. Dependents

“In the event a dependent (i.e., spouse and/or child) joins the Grantee during the period of his/her Grant, the Grantee is fully responsible for the dependent. *Under no circumstances will ECA or PAS/RELO or GU assume any financial responsibility to cover expenses for dependent travel, living, schooling, health insurance, etc.* In the event a child accompanies the Grantee parent traveling without the other parent, a notarized permission to travel from the non-traveling parent must be obtained and submitted to GU prior to the child's travel.” (T&C 10.2)

Important Policies Regarding Dependents: EL Fellows who plan to take dependents with them to the Country of Assignment must complete a **Dependent Declaration Form** (included in the Fellow Acceptance Letter) and submit it to GU prior to the Fellowship.

The EL Fellow is required to contact the Office of English Language Programs (ECA/A/L), the Embassy, and GU **IMMEDIATELY** if:

- The EL Fellow has any accompanying family members who do not have U.S. citizenship. Specific U.S. immigration and visa information must be provided to all the parties (RELO, PAS/U.S. Embassy staff, GU).
- The EL Fellow experiences a change in his/her personal or family situation or status (such as marriage, pregnancy, and birth) **DURING** the period of the Fellowship. ***Failure to inform ECA/A/L, the Embassy, and GU may result in the immediate termination of the Fellowship.***

DEPENDENTS' TRAVEL AND VISA ARRANGEMENTS ARE THE EL FELLOW'S RESPONSIBILITY.

1. EL Fellow Dependents. DOS awards one-person grants only; the grants do **NOT** cover any dependents' expenses, including dependents' travel, insurance, visa, and medical expenses.

2. Senior Fellow Dependents. Only Senior Fellows are eligible for a \$5,000 dependent's allowance that may be used for a dependent's travel, insurance, visa, and medical expenses. A dependent is defined in this context as a spouse or a relative (child, grandchild, parent, or sibling) who is financially dependent on the EL Fellow and who spends at least 80% of the grant period with the EL Fellow abroad.

K. U.S. Embassy Perquisites

EL Fellows are **not entitled** to U.S. Embassy pouch, mail, health unit, or banking privileges. Individual posts *may* unofficially grant these privileges. There are various levels of embassy access in countries served by the ELFP. In some countries there is nothing – no ID badge, no commissary, etc. In another country, the U.S. Embassy *may* grant the EL Fellow a badge, membership in the American club, access to the commissary and to the Embassy health unit. *These are local decisions based on local conditions; they are not Program benefits or entitlements.*

EL FELLOWS ARE NOT ENTITLED TO ACCESS U.S. EMBASSY HEALTH UNITS UNLESS THIS PRIVILEGE IS UNOFFICIALLY GRANTED BY THE POST. PAS SHOULD PROVIDE A LIST OF REPUTABLE IN-COUNTY HEALTH PROVIDERS AND FACILITIES.

English Language Fellow Program Policies

A. Employment Policy

"The Grantee is *not* an employee of the United States Government, or of GU. The Grantee agrees to fulfill the Terms and Conditions of the Grant, as specifically stated in these Terms and Conditions and any attachments hereto. The Grantee understands and agrees that, except as specifically provided for herein, the United States Government and GU have no obligation to compensate, finance, or reimburse him/her or his/her heirs or assigns, for any activities performed under or expenses related to the Program." (T&C 7.1)

B. Pre-Departure Orientation

"Whether a first time Grantee, a renewing Grantee who did not attend the Pre-Departure Orientation the previous year, or a Grantee returning two or more years after the end of his/her previous Grant Term, the Grantee is required to attend a Pre-Departure Orientation in the United States. The Pre-Departure Orientation will take place August 18-21, 2008 in Washington, DC. The Grantee will be provided with an economy round-trip airline ticket from a location within the United States to the Pre-Departure Orientation in Washington, D.C. The Grantee will be provided lodging and some meals during the Pre-Departure Orientation. The Grantee will be given an allowance for any meals not provided, and for incidental expenses, consistent with the limits established by United States government travel regulations." (T&C 4.6)

C. Security

EL Fellow safety is the Program's number one priority. Any suspicious activity, perceived or actual threats regarding one's wellbeing, should be taken seriously.

Upon arrival at post, EL Fellows will have a security briefing with the Regional Security Officer (RSO) and an opportunity to register at the American Citizens Service in the Consular Section of the Embassy. If there is a RELO at the U.S. Embassy, s/he should be the EL Fellow's first contact. Otherwise, report to the Public Affairs Officer (PAO) or Cultural Affairs Officer (CAO).

EL Fellows must keep GU and ECA (Washington) closely informed as to any and all security concerns regarding their wellbeing.

Keep relevant contact information for all U.S. Embassy officials referenced in the paragraph above handy at all times.

D. Post Arrival Orientation

"Hosting United States Embassies are required to provide a Post-Arrival Orientation for the incoming Grantee. The Grantee attending the Post-Arrival Orientation as soon as possible upon arrival in the country will submit an expense report and will be reimbursed for up to two days' costs of lodging, meals, and incidental expenses, consistent with the limits established by United States government travel regulations. Funds are also available for a Grantee posted outside the capital city who travels directly to his/her assigned destination upon arrival and is required to return to the capital city at a later date for the Post-Arrival Orientation. GU will reimburse the Grantee for up to two days' cost of lodging, meals, travel, and incidental expenses, consistent with the limits established by United States government travel regulations, but in no event to exceed a total of \$800 (eight hundred USD).

Original receipts must support any request for reimbursement with the exception of meals for which no receipts are required. The Grantee will reconcile meal expenses in accordance with the limits established by United States government travel regulations. To receive this reimbursement, the Grantee must submit to GU an Expense Report no later than sixty (60) days after the Grantee's arrival in the country." (T&C 4.7)

E. Duration of Grant

"This Grant is awarded for a ten-month period, [typically extending from September 1 to June 30]. The Grantee will engage in carrying out the duties described in Article 1, [of the Terms and Conditions], during the entire term of the Grant." (T&C 4.1)

F. Housing

The U.S. Embassies engaged in the English Language Fellow Program have agreed to the following housing policy:

- Post will find, inspect, and secure acceptable housing for the EL Fellow;

- Post will obtain Regional Security Officer (RSO) ‘no-objection’ to the safety conditions of the housing for the EL Fellow;
- If housing is not immediately secured, but options have been identified, Post will secure interim housing for the EL Fellow until longer-term housing is negotiated;
- Post will provide both ECA and the EL Fellow a description of the housing and, if possible, a photograph of its interior within 4-6 weeks before the expected arrival of the EL Fellow; and
- Acceptable housing should include the following minimum features: bedroom (including a bed and bedding), bathroom with toilet and bathing facilities, kitchen with stove, refrigerator, dishes, pots, and pans; heating, hot water, and a cooling system, i.e., a fan or air conditioner if available.

G. Additional Activities

“With advance approval of the PAS/RELO and ECA, the Grantee may accept invitations for short program visits (including professional development events) to other countries, provided such visits do not adversely affect the Grantee’s other duties. Reimbursement provided by the PAS and/or the inviting institution should not exceed the cost of travel, per diem (lodging, meals and incidental expenses consistent with the limits established by United States government travel regulations), and local transportation for the visit. The Grantee is not to accept an honorarium for such program visits or for any other English language related activity performed throughout the duration of the Grant. The duration and number of visits should be limited to assure that there is no interference with the duties set out in these Terms and Conditions. ECA and GU must be notified of the timing of any such visits.” (T&C 1.3)

H. Remuneration from Other Sources

“The Grantee may not accept funds from any United States Government agency other than DOS for similar or related work performed during the Grant Term. The PAS/RELO must approve any work or other professional activity the Grantee engages in that are not included among the Duties. Work not included in the Duties may be performed only if the Duties are not adversely affected. In the event that the Grantee is offered an English language related assignment, which the PAS/RELO approves in writing, the Grantee is not to accept an honorarium for any such outside assignment throughout the duration of the Grant Term.” (T&C 4.5)

I. In-Country Debts

“The Grantee shall satisfy all legitimate debts incurred in the Country of Assignment by him/herself and any dependents, including, but not limited to rent, utilities, telephone, cable, and Internet access.” (T&C 10.5)

J. Taxes

“The Grantee is *fully responsible* for the payment of United States taxes associated with the award of this Grant. The provisions of Internal Revenue Code (IRC) Section 911, relating to United States citizens and residents working outside the United States, may apply to a portion of Grantee's foreign earned income.” (T&C 10.6) (See Appendix VIII for further information.)

K. Leave Time

“With the prior approval of the Host Institution(s) and the PAS/RELO, the Grantee may take leave during Host Institution(s) intersessions, providing that all academic activities at the Host Institution(s) are suspended and no other Duties have been scheduled for that time. During intersessions, the Grantee may be asked to engage in activities related to the Duties, including, but not limited to, teacher training, curriculum, syllabi, or materials development, peer counseling, test writing, needs analysis, and/or project advising/coordinating.

For special circumstances such as illness or personal emergencies, the Grantee must promptly notify the PAS/RELO and Host Institution(s) of time away. The Grantee may not leave the country, except for an emergency, without the prior written approval by the PAS/RELO. Any Grantee leaving the country due to an emergency situation must notify the PAS/RELO within three business days after departure.” (T&C 4.2)

L. Absences from the Country of Assignment

“Except for emergencies ... the Grantee must request advance approval – *in writing* – from the PAS/RELO for any proposed absences from the Country of Assignment. Approval of such absences will be at the discretion of the PAS/RELO. The Grantee may be given time off to attend the annual TESOL Convention in the United States at his/her own expense with advance approval from the PAS/RELO. It is the Grantee’s responsibility to secure in advance any required exit or re-entry visa when taking absence from the Country of Assignment.” (T&C 4.3)

M. Professional Development Activities (not U.S. TESOL)

During the grant period EL Fellows may have the opportunity to participate in a regional or country professional development conference. The RELO proposing to host a conference will submit a request to ECA for additional funding to support the event. The hosting RELO is also responsible for requesting funding for EL Fellows who are based in a country covered by a different RELO and who may wish to participate in the event. Other RELOs work closely with the hosting RELO to orchestrate these events, with the assistance of EL Fellows.

To participate, the EL Fellow must submit the estimated cost of round-trip transportation to/from the site of the professional development conference to the RELO covering his/her Country of Assignment. S/he in turn will forward the estimated cost figures to the RELO hosting the conference.

Once all estimated costs for the event (including transportation, lodging, and meals) are in hand, the hosting RELO submits the funding request to ECA for approval. ECA approves the request pending availability of funds. Professional development funds cover only transportation to and from the event, conference fees, lodging, and meals during the event. They do not cover tourist site visits, early arrival, late departure, or other personal expenses. All such expenses are the EL Fellow’s responsibility.

Upon ECA's approval of conference funding, GU will amend each participating EL Fellow's grant to include the necessary funds and disburse them to their U.S. bank account.

Additional Requirements: Leaving the Country of Assignment to participate in professional development events requires *advance approval in writing* from PAS/RELO. Also, RELOs can choose to have EL Fellows submit proposals to make presentations at conferences as a prerequisite to the granting of additional funds for participation in these events. Each RELO submits the names of his/her participating EL Fellows to the hosting RELO.

Prior to leaving the Country of Assignment for a professional development event in a different country (if applicable), each participating EL Fellow must ensure that (1) PAS and the host institution are aware that s/he will be temporarily absent; (2) his/her temporary absence from the host institution and the project duties will not be prejudicial to the project; and (3) s/he has the appropriate legal status to reenter the Country of Assignment. Further, the EL Fellow is solely responsible for booking his/her own travel reservations. (GU is responsible only for travel from/to the United States at the beginning and end of the fellowship.)

Note: It may be necessary that the EL Fellow pay for his/her trip to any professional development activities from the Stipend before his/her grant can be amended and funds are deposited to his/her account.

In some cases travel to a country hosting a conference requires that the EL Fellow present a letter from PAS/RELO in the country hosting the event stating the purpose of the EL Fellow's visit. Typically the letter serves (a) to inform the host institution that the EL Fellow is considering being absent during the days of the professional development conference, and (b) to support a visa application to the country hosting the event. When needed, the host RELO will secure this letter and forward a copy to each participating EL Fellow coming from another country.

N. Evacuation from the Country of Assignment

Critical Steps to Ensure Readiness

Among the highest priorities of DOS is the safety and security of Americans living overseas. DOS routinely provides standard advice and training to its employees on prudent steps that ensure they will be prepared in emergency situations. This and other advice on crisis preparedness is available on the DOS web site at <http://travel.state.gov>. DOS advises all EL Fellows to review the steps below to facilitate preparedness in the event of an emergency:

- Assemble all vital documents such as passports, birth and marriage records, vaccination, insurance, and bank records in one readily accessible location. Keep one set of copies in a safe place that is accessible to you, and another with a relative or close friend living in the United States.
- Be sure to make copies of your passport, visa, and departure documents. This could prevent a very long delay.
- Ensure that your passport and any necessary visas are valid, and that you have registered your current address and phone number with the office of American Citizen Services (ACS) at the U.S. Embassy or Consulate. If you

need to obtain a new passport or to update your registration, please do so at the Embassy as soon as possible. Immediate family members should keep their U.S. visas and/or U.S. status current and apply for visas with as much time in advance of planned travel as possible. U.S. Embassies/Consulates are not authorized to issue visitor visas (B1/B2) to spouses or relatives who are accompanying EL Fellows, even in the event of an emergency and/or if the EL Fellow is evacuated.

- Make or update, as necessary, a complete inventory of all household effects, in duplicate.
- Maintain an adequate supply of food, water, and necessary medications in your home. If you have a car, make sure it is in good working order. Keep the car gas tank full and check oil, coolant, tires, and battery. Keep a flashlight, fluid lighter, fresh batteries, and cans of non-perishable food items, blanket, and a small duffle bag of clothes on hand. Also, make arrangements with the RSO to have a hiding place in your apartment where you will leave written documentation for U.S security personnel that details an alternative safe place where you may have relocated in the event of an emergency that necessitates that you leave your apartment for another safe place and that prevents you from traveling to the U.S. Embassy on your own.

1. Political Evacuation

THERE HAVE BEEN NUMEROUS VOLATILE SITUATIONS THROUGHOUT THE WORLD THAT HAVE CREATED A NEED FOR THE URGENT DEPARTURE OR EVACUATION OF AMERICAN CITIZENS TO ENSURE THEIR SAFETY. THESE HAVE INCLUDED POLITICAL AND ECONOMIC UNREST AS WELL AS NATURAL DISASTERS AND TERRORIST ATTACKS. AMERICAN CITIZENS LIVING ABROAD SHOULD ALWAYS BE PREPARED TO DEPART A COUNTRY QUICKLY, IF NECESSARY.

“Political evacuation may be ordered or recommended by DOS. In such event the Fellowship will be suspended. If the evacuation order is not lifted within a 30-day period, this Grant will be terminated by GU in consultation with ECA in writing no more than 30 days from the date of evacuation or the order for evacuation. There is no option for reassignment to another country. If, following such a termination by GU, the Grantee remains by choice in country, it will be at his or her own risk and expense. The Grantee must sign a waiver with the United States Embassy and make arrangements with the Country of Assignment to change his/her visa status.” (T&C 9.1)

A DOS announcement authorizing *voluntary* departure from affected countries for U.S. Embassy American personnel and dependents does not automatically require EL Fellows to depart. U.S. Embassies should stay in contact with EL Fellows and work out the best solution for individual cases. Also, EL Fellows should stay in contact with U.S. Embassies for guidance and update of the situation. Should any EL Fellow wish to curtail his/her Fellowship, the exact timing of this curtailment should be worked out with the U.S. Embassy. EL Fellows should not feel constrained to remain in a situation they regard as risky, nor should they think they must leave because of an announcement authorizing voluntary departure of non-emergency U.S. Embassy personnel and dependents.

The U.S. Embassy will work with GU to facilitate the departure of any EL Fellow and/or dependents that wish to leave the country and notify ECA of the status of such EL Fellow.

In situations during a voluntary departure when there is no PAS staff left to provide support and guidance to the EL Fellow(s), ECA will suspend the program. Following the suspension of a program by ECA, if the EL Fellow remains by choice in country, it will be at his or her own risk and expense. The EL Fellow must sign a waiver with the U.S. Embassy and make arrangements with the Country of Assignment to change his/her visa status.

2. Medical Evacuation (See *Appendix V.*)

On occasions in the past, some EL Fellows have experienced unexpected medical conditions (serious illness or injury) requiring medical evacuation, either back to the U.S. or to another country to secure proper treatment. To prepare for such a possibility and to avoid making serious mistakes in the midst of a crisis situation, EL Fellows must be thoroughly familiar with and adhere to the Program's policy and procedures governing medical evacuation.

This policy is referred to and guidance is provided in the EL Fellow's Terms and Conditions:

"The need for medical evacuation out of the Grantee's Country of Assignment will be determined by Seven Corners, ECA's ASPE health benefits provider. Seven Corners will determine whether the Grantee's health condition is so severe that it requires a level of care not available in the Country of Assignment, or is clearly life threatening. The Grantee or, if unable, PAS/RELO or a competent medical authority (local physician or a United States Embassy-approved medical officer) should contact Seven Corners (COLLECT) at [317-818-2867](tel:317-818-2867) or 1-800-461-0430 (24-hour hotline), or via email at aspeinfo@sevencorners.com to explain the need for medical care and why it cannot be provided in the Grantee's Country of Assignment. Seven Corners will contact DOS (PAS) to assist in transporting Grantee to the closest, most suitable medical facility." (T&C 9.2)

The primary source for the policy is found in *Your ASPE Guide to Health Care Coverage* (see www.usdos.sevencorners.com for copies), page 8, under Description of Coverage, section 8:

"Contact Customer Service COLLECT at 317-818-2867 [or 1-800-461-0430 (24-hour hotline), or via email at aspeinfo@sevencorners.com] to arrange transportation and medical care as well as pre-approval. If pre-approval is not obtained through Customer Service and transportation and coordination of care is not provided through Seven Corners, travel services **WILL NOT BE COVERED.**

The ASPE program will pay the actual expense incurred as a result of a covered Injury or Sickness for medical evacuation of Covered Person, including

physician or nurse accompaniment to the nearest suitable medical facility. This evacuation will be paid only upon Seven Corners approval.

Expenses associated with medical evacuation require prior approval of the ECA Executive Office. The USDOS pays all medical evacuation costs, and the Administrator will pay costs associated with medical expenses.” (See ASPE Section: Description of Coverage - Page 8.)

To summarize, the key to ensuring ASPE coverage for an emergency medical evacuation out of the Country of Assignment to the U.S., or to another country, is to secure PRE-APPROVAL from ASPE’s Customer Service (through Seven Corners) before taking other action.

Upon arrival in the Country of Assignment each EL Fellow is expected to identify someone (the PAS, RELO, or reliable colleague/friend at the host institution) who can secure ASPE’s pre-approval if s/he is incapacitated or otherwise unable to do so on his/her own.

Once notified of an emergency, ASPE authorities will confer with ECA’s Executive Office (ECA-IIP/EX) to verify the need and take appropriate measures to arrange for the EL Fellow’s prompt evacuation.

O. Effect of Early Departure

“The Grantee is required to complete the full Grant Term. If the Grantee has a need to leave the Country of Assignment before the end of the Grant Term for any reason, the Grantee must notify the PAS/RELO in writing of the timing of the departure. The Grant will be terminated as of the day following Grantee’s departure from the Country of Assignment before the end of the Grant Term, and the amount of the Grant’s stipend and living allowance will be reduced by a prorated amount (calculated by number of days), unless the date of departure is within 10 calendar days of the end of the Grant Term and PAS/RELO has pre-approved the early departure in writing. This amount will be deducted from any payments not yet made by GU, or must be refunded by the Grantee to GU (within thirty (30) days of departure) if it exceeds the amount of the payments already made.

If the Host Institution’s academic year closes before the Grant Term ends, the PAS/RELO may require the Grantee to undertake other grant-related professional Duties until the end of the Grant Term.” (T&C 4.4)

P. Termination

“ECA, PAS/RELO, and GU will not be liable for any claim or claims that may arise from the Grantee’s failure to begin or complete his/her Duties under this Grant.” (T&C 10.3)

“The implementation of this Grant is contingent upon appropriate conditions in the Country of Assignment, as determined by PAS, in consultation with ECA, prior to and throughout the grant period, as well as the Grantee’s ability to obtain a passport and the necessary visa(s).” (T&C 10.4)

“If unforeseen conditions beyond the control of ECA, PAS, or GU prohibit the timely and adequate carrying out of the Duties in the Grantee’s Country of Assignment, ECA may consider re-assignment of the Grantee to a Host Institution in a new Country. Financial terms may be adjusted. If the Grantee chooses not to accept the new Host Institution and new Country of Assignment, the Grantee will forfeit a prorated portion of the stipend and living allowance. If the unforeseen conditions develop prior to the Grantee’s departure from the United States, and if no mutually acceptable assignment can be arranged, all rights and obligations hereunder shall discontinue.” (T&C 8.3)

“In the event the Grant is terminated for any reason, the amount of the stipend and living allowance will be reduced by a prorated amount (calculated by number of days), unless otherwise provided in these Terms and Conditions. This amount will be deducted from any payments not yet made by GU, or must be refunded by the Grantee to GU (within thirty (30) days of the termination date) if it exceeds the amount of the payments already made. If GU does not receive the specific amount within thirty (30) days, the case will be referred for collection.” (T&C 8.1.b)

1. Per PAS and/or Host Institution’s Decision. PAS and/or Host Institution(s) may terminate the project to which the Fellow is assigned, in consultation with ECA and GU, at any time during the Fellowship period or prior to the Fellow’s departure for the Country of Assignment, making the Fellowship grant null and void, especially in cases where termination is the result of unforeseen acts of war or nature.

“In the event the Host Institution may not be able to utilize the Grantee’s Duties, the PAS may request permission from ECA to consider a new Host Institution in the Country of Assignment in which the Grantee can serve under comparable Terms and Conditions until the end of his/her Grant Term. If ECA does not approve this request, or if the Grantee chooses not to accept the new Host Institution, the Grantee will forfeit a pro-rated portion of the stipend and living allowance; if this situation develops prior to the Grantee’s departure from the United States, all rights and obligations hereunder shall discontinue.” (T&C 8.2)

If the project to which the Fellow is assigned changes, PAS may request permission from ECA to consider a new project in which the Fellow can serve under comparable Terms and Conditions until the end of the Fellowship term. If PAS and/or Host Institution(s) terminate the project, there are no grounds for redeployment of the project, and the prorated funds must be refunded to GU, no later than thirty (30) days from the date of termination.

2. Per Health-Related Condition. “If the Grantee is unable to complete the Grant Term due to accident or illness, a medical report must be submitted to the PAS/RELO in the Country of Assignment and a copy sent to GU within thirty (30) days of the accident or illness. The Grantee’s stipend and living allowance provided by GU will be discontinued 30 days after the date of the Grantee’s medical clearance, by a United States Embassy-approved physician, to return to the United States or home base. The Grantee must assure GU receives a copy

of the required medical report or risk the postponement or forfeiture of any payment.” (T&C 8.4)

3. Per EL Fellow’s Decision. In the event the EL Fellow chooses to leave the Fellowship before the end of the grant period, the grant will be terminated.

4. Additional Reasons. “Based upon the advice of the PAS/RELO, and/or the Host Institution(s), GU, after consultation with ECA, may terminate the Grant at any time during the Grant Term or prior to the Grantee’s departure for the host country. Grounds for termination of the Grant may include, but shall not be limited to, the following:

- the Grantee’s violation of any law of the United States or the host country;
- any act of the Grantee likely to give offense to the United States or the host country because it is contrary to the spirit of mutual understanding;
- the Grantee’s failure to observe satisfactory professional ethics;
- the Grantee’s violation of the rules and/or policies of the Host Institution(s);
- the Grantee’s engaging in any unauthorized income-producing activity;
- the Grantee’s failure to comply with the Grant’s Terms and Conditions;
- the Grantee’s material misrepresentation made in a Grant application form or Grant document;
- the Grantee’s conduct which may have the effect of bringing ECA, PAS/RELO, GU, and/or the Host Institution(s) into disrepute;
- any act of the Grantee that is inappropriate or dangerous to the Grantee or others;
- unforeseen acts of war or nature; and
- the Grantee’s unsatisfactory performance of his/her Duties.” (T&C 8.1.a)

“The Grantee agrees to recognize the guidance and leadership of the local PAS and to maintain a courteous and professional relationship with the Host Institution(s) at all times. The Grantee agrees to fulfill the Duties in a responsible and professional manner. The conduct of the Grantee shall not prejudice the efficient implementation of the Program, embarrass other Grantees, the Host Institution(s), ECA, GU, or PAS, or in any way be inappropriate, illegal or dangerous to himself/herself or others.” (T&C 7.3)

“The Grantee agrees that none of the funds provided under this Grant shall be used by the Grantee for lobbying or propaganda which is directed at influencing public policy decisions of the Government of the United States or any State or locality thereof. This provision shall not be construed so as to abridge the right of any Grantee to exercise the same freedom of speech as is protected by the first article of amendment of the United States Constitution, so long as such Grantee does not use funds provided under this Grant in exercising such right.” (T&C 7.4)

“By acceptance of this Grant and any assistance (payment) hereunder, the Grantee certifies that he/she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during the Grant Term.” (T&C 7.5)

Q. Remaining In Country after Grant Termination or Expiration

Any EL Fellow remaining in the Country of Assignment after the grant is terminated or expires must comply with the visa regulations of the Country of Assignment; any limitations imposed by the Country of Assignment are the responsibility of the EL Fellow, rather than the U.S. Embassy. The EL Fellow must inform the U.S. Embassy's American Citizens Service that his/her status is changing from that of a U.S. Government Grantee to that of an American citizen in-country resident.

EL FELLOWS REMAINING ABROAD AFTER THE FELLOWSHIP HAS ENDED WILL NO LONGER BE CONSIDERED GRANTEES / EL FELLOWS AND SHOULD NOT CONTINUE TO REPRESENT THEMSELVES AS SUCH.

R. Travel Arrangements

All domestic and international travel for English Language Fellows will be arranged by either one of two travel agencies:

Academic Travel Services

119 Pleasant Street
Manchester, MA 01944
Tel: 978-526-9600
Fax: 978-526-9772
E-mail: ats1mjc@comcast.net

Sky Bird Travel & Tours, Inc.

3913 Old Lee Highway, Suite 32B
Fairfax, VA 22030
Tel: 888-759-2473 X 2412
Fax: 703-934-8157
E-Mail: yogi@skybirdtravel.com

[Nearly all ELFP ticketing will be arranged through Academic Travel Services.]

1. General Rules

- EL Fellows will be provided with an economy round-trip ticket following a commercially reasonable and direct route to the Country of Assignment and return.
- Tickets provided by the Program are restricted from re-routing, stopovers, and additional flight segments. Only one date change on the return will be allowed.
- EL Fellows agree to utilize U.S. flag air carriers for air transportation (including air transportation of personal effects) to the extent required by the Fly America Act, 49 U.S.C. 40118, and applicable regulations, including 41 CFR 301-10.131 to 301-10.143.
- EL Fellows may not exchange paper tickets provided by the Program for a flight on a non-U.S. flag air carrier, unless permitted by applicable law and regulation.
- EL Fellows are excluded from ASPE coverage for travel and time that exceed the 2-day limit for **direct travel** to and from the Country of Assignment before or after the effective date of the Grant.

2. Domestic Travel to the Pre-Departure Orientation

- GU will request pertinent travel information from each EL Fellow and forward it to the designated travel agent (on a rolling basis).

- GU will provide the travel agent with each EL Fellow's e-mail address; the travel agent will work directly with the EL Fellow to arrange a satisfactory flight itinerary.
- The travel agent will send a proposed flight itinerary to the EL Fellow by email with a request for approval.
- The EL Fellow is expected to acknowledge receipt of the proposed itinerary with an immediate reply (accept or reject) to the travel agent. A rejection requires clarification or further information.
- With the EL Fellow's acceptance of a flight schedule, the travel agent will forward the schedule and applicable fare to GU for review and approval.
- With GU authorization, the travel agent will purchase the ticket and pass pertinent information to the EL Fellow.
- Domestic tickets, once issued, are non-changeable and non-refundable. The EL Fellow is responsible for all fees related to any changes once tickets are issued.

3. Outbound International Travel to Country of Assignment

- GU will request pertinent travel information from the U.S. Embassy and EL Fellow and forward it to the designated travel agent (on a rolling basis).
- The travel agent will work directly with EL Fellows to arrange a satisfactory outbound flight itinerary.
- With the EL Fellow's approval of an outbound flight itinerary, the travel agent will send the schedules and information on applicable fares to GU for review and authorization.
- GU will review the proposed flight schedule and fare.
- GU will authorize ticketing only if the following are in place and confirmed for the EL Fellow:
 - Signed Fellowship Grant
 - 1st Fellowship payment
 - Health Verification Form and medical clearance
 - Required visa(s) (*if applicable*).
- Typically, international tickets are issued 7-10 days before EL Fellows depart for the Country of Assignment to avoid the additional cost of re-issues.

4. Return International Travel from Country of Assignment

- International tickets are valid for one year from the date of departure from the United States. Automated flight systems do not accept bookings more than eleven months in advance. Whenever possible, the return portion of the ticket will be issued for the End of Program date as per the Fellow's Grant.
- The ticketing date, if not the End of Program date, will be adjusted as soon as the system permits. If an appropriate schedule is not available on the exact End of Program date, the most immediate date for operation of the flights required will be reserved.
- In order to confirm return travel dates, EL Fellows must complete a **Return Travel Date Request Form** and submit it to GU by March 10, 2009 (for those returning in June/July) or by August 10, 2009 (for those returning in November/December).

- GU will forward current information on EL Fellow return dates to the travel agent by March 15, 2009 (for those returning in June/July) or August 15, 2009 (for those returning in November/December).
- The travel agent will notify EL Fellows that it has received the information and will provide each with a timeline for processing the return portion of his/her ticket.
- EL Fellows are not to contact other travel agencies or airline offices to change tickets.
- Any change to a flight itinerary must first be approved by GU and processed by the designated travel agent.

5. Return Travel Arrangements

- A change of the return date may result in a slightly different routing based on the operation and availability of flights offered by carrier(s).
- Date changes are based on availability. All EL Fellows are expected to adhere to the March 10/August 10, 2009 deadline for submission of the **Return Travel Date Request Forms**. Returns taking place in peak travel season (June-August) must be booked at a minimum of sixty to ninety days in advance to ensure availability and confirmation for the most accommodating routings.
- The travel agent will make date changes based on the availability of flights and in consultation with GU. GU will provide the EL Fellows with adjusted itineraries. There is no fee for making a single change of the initial date of the return portion of the ticket.
- Two or more date changes at the EL Fellow's request (i.e., not required by the Program or due to airline schedule changes) are subject to administrative surcharges; payment of such fees is solely the EL Fellow's responsibility.
- All changes will be subject to the conditions of availability and advance reservations as mentioned above.
- Date changes must be requested prior to the ticketed date shown on the ticket/e-schedule or the End of Program date. Tickets not changed prior to the reserved dates, per airline rules, are deemed invalid.

6. Domestic and International Travel

- EL Fellows will not contact the travel agent prior to receiving a preliminary schedule from the travel agent.
- Any questions from EL Fellows during this preliminary stage must be directed to GU.

7. Travel Arrangements for Family Members, Pets, and Oversize Luggage

- At the EL Fellow's expense, the travel agent *may* process tickets for family members traveling together with the EL Fellow on the same date and same schedule as the EL Fellow *for round-trip travel only*.
- The travel agent cannot ticket family members traveling on different dates and schedules, unless connecting to the same international departure.
- EL Fellows must provide the travel agent with valid credit card information at the time of requesting travel for family members. The travel agent will not

process any tickets for family members without payment at the time of the request.

- The travel agent will not facilitate travel for unaccompanied minors, coordinate “meet and greet” services, or arrange for the transportation of pets or oversized/overweight luggage.

8. Types of Tickets

- Travel requirements for the Program result in a variety of ticket types or combination of tickets.
- **Electronic tickets (E-tickets)** are processed electronically through the airline system; no paper ticket coupons are printed. EL Fellows will receive either an itinerary or an itinerary and a passenger receipt.
- E-ticket changes are processed automatically in the airline system and no further action is required. EL Fellows check in for all flights by using the original itinerary **Record Locator**, or a new one, if so provided.
- In some instances, an airline carrier required for travel may not have an automated system and cannot process E-tickets; in such cases, the travel agent will issue a **Paper Ticket**. Paper tickets must be presented at check in for travel.
- Changes to paper tickets are processed through the airline system and require one to submit the original paper ticket to the carrier at the time of check in. This may also be done in advance of travel with the carrier at the carrier's ticket office or at the airport. EL Fellows should allow extra time for processing this exchange.
- Lost or stolen paper tickets are replaced subject to the carrier's fee. This fee and any other fees incurred (e.g., cost of shipping new documents or possible administrative service fee of approximately \$100.00) are the responsibility of the EL Fellow.

9. GU Relationship with Travel Agents

- Neither travel agent is affiliated with GU. GU subcontracts with the travel agents to provide domestic tickets to the Pre-Departure Orientation and international tickets to the Country of Assignment.
- The travel agents are separate entities; their sole responsibility is to provide domestic and international flight arrangements in accordance with Department of State guidelines.
- In relation to the Pre-Departure Orientation (PDO):
 - The travel agents do not have information regarding PDO hotel accommodations, per-diem while at the PDO, or PDO schedule.
 - The travel agents are not responsible for providing PDO hotel accommodations or ground transportation to/from airports.
- In relation to the Program:
 - The travel agents do not have information regarding Countries of Assignment, project descriptions, host institution information, or Grants and payments.
 - The travel agents are not responsible for any arrangements related to the In-Country Arrival Orientation.

- With the exception of actual domestic and international flight arrangements, Fellows will direct all Program-related questions to GU staff, not to the travel agents.

THE EL FELLOW IS SOLELY RESPONSIBLE FOR ANY ADDITIONAL CARRIER FEES INCURRED IN THE EVENT THAT S/HE LOSES A TICKET PRIOR TO THE RETURN. IN SOME COUNTRIES, IT IS NOT POSSIBLE TO FILE FOR A REPLACEMENT TICKET. THE EL FELLOW IS SOLELY RESPONSIBLE FOR THE FULL COST OF A NEW TICKET BACK TO THE U.S.

S. Reporting Requirements

EL Fellows are required to submit to GU, PAS, and the Regional English Language Officer (RELO) the following reports, the guidelines for which can be found in the "Report Templates" Appendix of the English Language Fellow Program Handbook AY 2008-09:

- a. One preliminary report within thirty (30) days of arrival in the Country of Assignment;
- b. One mid-year report by *no later than* January 15, 2009;
- c. One final report within thirty (30) days after the end of the Grant Term.

Off-cycle EL Fellows follow the reporting schedule outlined in the Terms and Conditions.

T. Renewal Policy

Typically an EL Fellow may serve for one Grant period (10 months) in the English Language Fellow Program. **Renewal is not automatic.** All renewal inquiries must be made directly to the PAS/RELO. Renewal requests are evaluated against new requests for new programs and sites, and assignments are renewed contingent upon the priorities and needs of DOS. An EL Fellow in good standing may be awarded a second Grant in the country to which s/he is assigned *if* ECA agrees to fund the project and elects to reassign the same individual to that project for a second year to continue or complete work on the particular project. Renewal is contingent upon the EL Fellow's performance during the Fellowship as well as requests from PAS/RELO and the respective host institution(s), but renewals must still be approved by ECA. EL Fellows **must** receive a positive, written recommendation from PAS/RELO to be considered for a second Grant period. EL Fellows who are renewed will not be assigned to a different country. Renewing EL Fellows will not be assigned to a Senior Fellow position.

Under normal circumstances, an individual may serve as an EL Fellow for a **maximum of two consecutive Grant periods.** An additional 10-month Grant period may be considered for hard-to-fill placements or those with unusually broad and complex responsibilities.

An EL Fellow who has been approved to return to the program for a consecutive Grant period is encouraged to use his/her return ticket to the United States at the end of the first Grant. The unused portion of a paper ticket, which cannot be used for other travel, must be returned to GU. A new ticket will be issued to return to the Country of Assignment at the beginning of the new Grant period.

In case the EL Fellow chooses to remain in the foreign country, instead of returning to the United States during the period between the two Grants, it is his/her responsibility to ensure compliance with the visa regulations of the Country of Assignment; any limitations imposed by the Country of Assignment are solely his/her responsibility rather than the U.S. Embassy. In order to ensure that this responsibility is fulfilled, the EL Fellow must inform the U.S. Embassy's American Citizens Service that his/her status is changing from that of a U.S. Government Grantee to that of an American citizen in-country resident during the break between the two Grant periods. Furthermore, no Grant responsibilities or benefits are in effect during this period of time, including stipend, housing and the supplemental ASPE Health Benefit Plan. The individual is entirely on his/her own during this time.

U. Return to Program Policy

Former EL Fellows who have successfully completed a Fellowship may submit an application to participate in the program again. However, *because the EL Fellow program is an exchange program, the goal is to engage as many US educators as possible.* Preference is always given to first-time applicants who have never participated in the program. Returning EL Fellows may be considered for remaining hard-to-fill assignments at the end of the recruitment cycle, and/or special projects. Note that a returning Fellow is not automatically considered for Senior EL Fellow projects, even if s/he had a Senior project in the past. Senior level projects are not based on the applicant's qualifications or experience, but the intricacies of the project itself, which include not only duties, but also location, audience, and other priorities. To be considered for a grant as a returning EL Fellow, in addition to re-applying, the EL Fellow must also provide a written recommendation from the PAS/RELO overseeing his/her most recent fellowship.

V. Pets and the Fellowship

The EL Fellow Program discourages traveling with pets. Securing transportation and housing for animals abroad is very difficult. It is the EL Fellow's responsibility to verify *in advance* whether the Country of Assignment accepts or prohibits the entry of foreign animals. If an EL Fellow decides to travel with a pet, GU is not responsible for arranging transportation of the pet, nor is it responsible for accommodating specific times and routing for this purpose. Posts are not responsible for locating housing acceptable for or amenable to pets. If an EL Fellow finds either transportation or housing arrangements unsatisfactory, s/he is expected to find suitable arrangements at his/her own expense.

W. Blogging

EL Fellows who maintain a personal blog or website are expected to post the following disclaimer on their site:

"This website is not an official U.S. Department of State website. The views and information presented are the English Language Fellows' own and do not represent the English Language Fellow Program or the U.S. Department of State."

Appendix I: Calendar of Important Dates

April/May 2008	Selection and Placement of Fellows
May/July 2008	Preparations for Assignment
	Make contact with:
	a. Georgetown University (GU) regarding Fellowship grant/contract and supporting documentation, program information, travel arrangements for Pre-Departure Briefing in DC and overseas assignments;
	b. U.S. Embassy's Public Affairs Section/Regional English Language Officer (PAS/RELO) regarding information about the project, visa(s), housing, climate/weather, what to bring, about the country/region issues/concerns, available resources (e.g., Peace Corps Volunteers, Fulbright Scholars, teacher associations), host institution contact(s), expected arrival in country, etc.; and
	c. Host institution(s) regarding information about the project/expectations, host institution(s), counterpart/liaison, required documentation for adjustment of visa status, living/working in country.
August 2008	First Grant Payment (electronic transfer). This is approximate; within sixty (60) days after Grantee signs and submits Grant Agreement, required banking/payment documentation, and health Verification Form
August 18-21, 2008	Pre-Departure Orientation in Washington, DC
September 2008	Depart U.S. for Fellowship Projects
September 2008	In-country Arrival Orientation
October/November 2008	Expense reports for In-Country Arrival Orientation expenses due for reimbursement (within 60 days of arrival in country)
October/November 2008	Preliminary Reports Due after 30 days in field, including Point of Contact (POC) information

October/November 2008	EL Fellow Preliminary Survey (online)
October 31, 2008	Second Grant Payment (electronic transfer) on or before this date
December 31, 2008	Third Grant Payment (electronic transfer) on or before this date
January 2009	Mid-Year Reports due
January 2009	EL Fellow Mid-Year Survey (online)
February 2009	Receive 1099 Forms Off-cycle projects begin
February 28, 2009	Fourth Grant Payment (electronic transfer) on or before this date
March 2009	Schedule/confirm Return Flight with GU/ATS
April 30, 2009	Fifth Grant payment (electronic transfer) on or before this date
June 2009	End-of-Fellowship Survey (online)
June/July 2009	End of Fellowship
July/August 2009	Final Reports due (within 30 days after Fellowship ends) Expense reports reconciling educational materials allowance and in-country activities allowance due (within 30 days after Fellowship ends)
August/September 2009	Final Grant Payment (electronic transfer) pending receipt of Final Report, inventories, expense reports, including reconciliations
January 2010	Post Fellowship Survey (online)

Appendix II: History of the Program

The English Teaching Fellow (ETF) Program was established in 1969 in an effort to increase American presence, raise academic standards, and provide native speakers of English trained at the M.A. level in TEFL for select Latin American binational centers. As the ETF Program grew in popularity, posts in Africa with embassy-sponsored English teaching programs began to inquire as to how they, too, might participate. The first ETF for Africa was placed at the American Center in Madagascar in the 1970s. In the 1980s, the program was extended to include universities, teacher training colleges, and other tertiary level institutions worldwide.

The English as a Foreign Language (EFL) Fellowship was initiated in 1991 with Support for Eastern European Democracy (SEED) funding as a response to the dramatic increase in the demand for English in the countries of Eastern Europe and the former Soviet Union. Funding from other sources, including the Freedom Support Act (FSA) and the Bureau of Educational and Cultural Affairs (ECA) was added in subsequent years. Between 1991 and 1996, there were as many as forty-six EFL Fellows placed annually in Eastern European countries and, later, in the Newly Independent States (NIS). These EFL Fellow professionals trained local teachers of English, developing communication skills and raising standards of English instruction. Later, the EFL Fellow Program acquired additional funds to support English language development initiatives in countries with significant Muslim populations.

Prior to October 1999, the United States Information Agency (USIA) funded the English Teaching Fellow (ETF) and the English as a Foreign Language (EFL) Fellow Programs. The USIA English Language Programs Division handled direct recruiting and administrative services for all participants. USIA managed its field operations through field offices known as the United States Information Service (USIS) at U.S. embassies abroad.

On October 1, 1999, USIA was incorporated into the U.S. Department of State and became known as the Bureau of Educational and Cultural Affairs (ECA). The ETF and EFL programs were merged in FY 2001 and renamed the English Language Fellow Program, which continues to be funded by ECA. These activities are now the responsibility of the Public Affairs Section (PAS) of U.S. embassies, which are also under the auspices of the State Department.

The English Language Fellow Program for academic year 2008-2009 is administered by Georgetown University's Center for Intercultural Education and Development (CIED). CIED is responsible for the overall program implementation including promotion and recruitment, candidate screening and nomination, and pre-departure preparation. Georgetown's Center for Language Education and Development (CLEDE) actively participates in the program by conducting outreach for EL Fellow candidates in the north-east region of the U.S. CLEDE also assists in the screening, selection and nomination process and supporting pre-departure preparation. Georgetown works in close partnership with the Department of State's Office of English Language Programs. The Office of English Language Programs works with U.S. Embassies to design programs and ensures that EL Fellows are supported during their service abroad.

Appendix III: Office of English Language Programs



The Office of English Language Programs (ECA/A/L) creates and implements high quality, targeted English language programs in specific regions and countries of the world. All programs are administered through local American Embassies or Consulates. ECA/A/L has a staff of [Regional English Language Officers \(RELOs\)](#), program specialists, and support staff based in Washington, D.C., and overseas. All RELOs hold advanced academic degrees in teaching English as a foreign language (TEFL), applied linguistics, or a related field. They have, as well, many years of experience as EFL teachers, teacher trainers, university educators, and administrators. A list of current RELO placements is immediately following this page.

ECA/A/L staff plans, conducts, promotes, and supports programs sponsored by field posts and/or Country of Assignment institutions such as Ministries of Education, universities, and American Embassy-related English language programs (such as binational centers and U.S. Embassy English teaching programs). [Activities](#) include the development of English teaching curricula, textbooks, and teacher training workshops. The Washington office staff provide academic expertise, advisory and consultative assistance, and [materials resources](#) worldwide. They also organize several [exchange programs](#) that send American academics overseas at the request of American Embassies or Consulates to conduct a wide variety of activities related to training, methodology, curriculum development, needs analysis, textbook development, program evaluation, as well as English for Specific Purposes (ESP) training.

English is the most widely taught foreign language in the world and is chosen most often as the first foreign language of study. English plays an important role in science, technology, diplomacy, international business, and other areas, which makes it a truly global language. As a result, governments worldwide are seeking ways to improve how English is taught in their countries and have requested assistance from the U.S. in supplementing the training of their English teachers. The U.S. government is working to meet these requests by promoting teacher training and curriculum and materials development programs overseas.

The Office of English Language Programs provides professional teacher training programs worldwide to enhance the quality of English programs overseas and to promote a better understanding of American language, society, history, culture, democracy, free enterprise, and the rule of law. It is only through an understanding of one another's cultures that we can establish and maintain a foundation for international cooperation and trust.

Following is a listing of Office of English Language Programs.

English Access Microscholarship Program

The English Access Microscholarship Program provides a foundation of English language skills to 14- to 18-year olds from disadvantaged sectors through after-school classes and intensive summer learning activities. Students' improved English language skills lead to better job and educational opportunities and the ability to compete for and participate in

exchanges in the U.S. Students gain insights into U.S. culture from American educational materials and an emphasis on active learning. The English Access Microscholarship Program is the first step in ECA's continuum of educational and exchange opportunities to reach talented young people around the world.

English Language Fellow Program

American English language teaching professionals participate in ten-month exchanges abroad at host country universities, ministries of education, and other institutions. EL Fellows share their expertise, engage with the community, and hone their own teaching skills. On average, 140 EL Fellows take part in the program yearly in over 80 countries.

English Language Specialist/Speaker Program

U.S. academics in Teaching of English as a Foreign Language and Applied Linguistics support short-term (2-4 week) U.S. Embassy projects abroad. Project topics may include curriculum design and evaluation, teacher training, textbook development, or English for Specific Purposes.

“E-Teacher” Scholarship Program

Five distance education courses are conducted by U.S. universities for English language teachers nominated by U.S. embassies in fields including: Teaching Critical Thinking, Assessment for EFL, Teaching English to Young Learners, English for Business, and English for Law.

Materials and English Teaching Forum

Over 80 titles of English language materials for teachers and learners are available in multiple formats: print, video, audio, and online. *English Teaching Forum*, a quarterly, peer-reviewed journal for classroom teachers, has been published since 1962. New materials include the innovative *Shaping the Way we Teach English*, a 14-part teacher-training video series we commissioned on current teaching methodologies.

Regional English Language Officers

RELOs are Foreign Service Specialist Officers who lead our English language programs in the field. They advise Public Affairs Officers and ECA, consult with foreign governments, universities and schools, provide materials, recruit participants for ECA exchanges, and work with local educators and exchanges alumni. RELOs are based in the following 18 countries; most serve neighboring countries in their region as well.

• Africa:	Dakar, Senegal; Pretoria, South Africa
• East Asia and Pacific:	Bangkok, Thailand; Beijing, China; Jakarta, Indonesia
• Europe:	Ankara, Turkey; Budapest, Hungary; Kyiv, Ukraine; Moscow, Russia
• Near East / North Africa:	Amman, Jordan; Cairo, Egypt; Manama, Bahrain; Rabat, Morocco
• South and Central Asia:	New Delhi, India; Astana, Kazakhstan
• Western Hemisphere:	Lima, Peru; Mexico City, Mexico; Santiago, Chile

Please refer to the ECA/A/L website for more information about ECA/A/L programs and to submit Fellow Highlights. The website also contains links to the *English Teaching Forum* online and other TEFL/TESOL websites and activities:

<http://englishprograms.state.gov/>

Regional English Language Officers (RELOs)

(Countries in which AY 2008-2009 EL Fellow projects are based are in bold.)

Africa (AF)

- **Dakar, Senegal (West Africa)**

Benin	Cote D'Ivoire	Ghana	Nigeria
Burkina-Faso	Equatorial Guinea	Guinea	Sao Tome and Principe
Cameroon	Eritrea	Guinea-Bissau	Senegal
Cape Verde, Republic of	Ethiopia	Mali	Sierra Leone
Central African Republic	Gabon	Mauritania	Togo
Chad	Gambia	Niger	

Covered by **Alice Murray**

Email: murrayam@state.gov

Office Telephone: +221-33-829-2220, ext. 3110 or 3107

RELO Assistant: **Khalil K. Ndiaye**

Email: ndiayek@state.gov

Office Telephone: +221-33-829-2392

- **Pretoria, South Africa (Southern/East Africa)**

Angola	Lesotho	Somalia
Botswana	Madagascar	South Africa, Republic of
Burundi	Malawi	Swaziland
Comoros	Mauritius	Tanzania
Congo, Democratic Republic of	Mozambique	Uganda
Congo, Republic of	Namibia	Zambia
Djibouti, Republic of	Rwanda	Zimbabwe
Kenya	Seychelles	

Covered by **Eran Williams**

Email: williamsem2@state.gov

Office Telephone: +27-12-431-4215 or 431-4208

RELO Assistant: **Francinah M. Magoro**

Email: magorofm@state.gov

Office Telephone: +27-12-431-4208

East Asia and Pacific (EAP)

- **Beijing, China**

China, People's Republic

Hong Kong

Mongolia

Covered by **Damon Anderson**

Email: andersonda2@state.gov

Office Telephone: +86-1-6532-2428, ext. 7604

RELO Assistant: **Ping Wang**

Email: wangpx1@state.gov

Office Telephone: +86-10-6532-3831, ext 7348

- **Bangkok, Thailand (East Asia)**

Burma Cambodia Laos Taiwan Thailand Vietnam

Covered by **John Scacco**
 Email: scaccoja@state.gov
 Office Telephone: +66-2-205-4493 or 205-4492
 RELO Assistant: **Phanisara Logsdon**
 Email: Phanisa@state.gov
 Office Telephone: +66-2-205-4492

- **Jakarta, Indonesia (Southeast Asia)**

Brunei Indonesia Korea Papua New Guinea Singapore
 Fiji Japan Malaysia Philippines Timor-Leste

Covered by **George Scholz (Nov. 2008)**
 Email: scholzge@state.gov
 Office Telephone: +62-21-3435-9528
 RELO Assistant: **Kun Herrini**
 Email: relojkt1@cbn.net.id
 Office Telephone: +62-21-352-0622

Europe and Eurasia (EUR)

- **Ankara, Turkey (Country Specific)**

Turkey

Covered by **Craig Dicker**
 Email: dickercl@state.gov
 Office Telephone: +90-312-455-5555, ext. 7438 or 7347
 RELO Assistant: **Aycan Yaman**
 Email: yamana@state.gov
 Office Telephone: +312-455-5555, est. 7347

- **Budapest, Hungary (Central/Eastern/Western Europe)**

Albania	Estonia	Macedonia	Slovak Republic
Bosnia and Herzegovina	Hungary	Montenegro	Slovenia
Bulgaria	Kosovo	Poland	
Croatia	Latvia	Romania	
Czech Republic	Lithuania	Serbia	

Covered by **Lisa Harshbarger (September 2008)**
 Email: harshbargerLK2@state.gov
 Office Telephone: +36-1-475-4565
 RELO Assistant: **Gergo Santha**
 Email: santhag@state.gov
 Office Telephone: +36-1-475-4238

- **Kyiv, Ukraine (Caucasus)**

Armenia Azerbaijan Belarus, Republic of Georgia Moldova Ukraine

Covered by **Thomas Santos**

Email: santostw@state.gov

Office Telephone: +380-44-490-4125 or 490-4145

RELO Assistant: **Lilia Shylo**

Email: shylolp@state.gov

Office Telephone: +380-44-490-4068

- **Moscow, Russia (Country Specific)**

Russia

Covered by **David Fay**

Email: faydg@state.gov

Office Telephone: +7-495-728-5861 or 728-4562

RELO Assistant: **Elena N. Lubnina**

Email: lubninaen@state.gov

Office Telephone: +7-495-728-5000, ext 5078

Near East and North Africa (NEA)

- **Amman, Jordan (Levant)**

Iraq Israel Jordan Lebanon Syria West Bank/Gaza

Covered by **Rick Rosenberg**

Email: rosenbergrp@state.gov

Office Telephone: +962-6-590-6533 or 590-6514

RELO Assistant: **Salwa Rihani**

Email: rihanis@state.gov

Office Telephone: +962-6-590-6514

- **Cairo, Egypt**

Egypt Saudi Arabia Sudan (AF) Yemen

Covered by **Robert Lindsey**

Email: lindseyrl@state.gov

Office Telephone: 20-2-797 3653 or 797-2861

RELO Assistant: **Suzette Zaki**

Email: zakisf@state.gov

Office Telephone: +202-2797-286

- **Manama, Bahrain (Gulf)**

Bahrain Kuwait, State of Oman, State of Qatar United Arab Emirates

Covered by **Fife MacDuff**

Email: fife-macduffrt@state.gov

Office Telephone: +973-17-242913 or 242726

RELO Assistant: **Vacant**

Appendix IV: Georgetown University's Role in Administering the Program

The Center for Intercultural Education and Development at Georgetown University is the administering organization for the English Language Fellow Program. Georgetown University is a major international research and teaching university that embodies its founding principles of fellowship, international understanding, service to others, and social justice in the diversity of its students, faculty, and staff. The Center for Intercultural Education and Development (CIED), established in 1981 to support Georgetown's commitment to service and education worldwide, is a major provider of international education and technical assistance programs in Latin America, Europe, the Middle East, the Caribbean, and Asia.

For over 40 years Georgetown University's Center for Language Education and Development (CLED), through its Division of English as a Foreign Language (DEFL) and Division of Special Programs, has been providing direct English Language Training (ELT) services; EFL teacher training on campus and abroad; standardized English proficiency test development for USAID and for Georgetown use in its on- and off-campus programs; curriculum development training and design for universities and organizations in the U.S. and abroad; and impact studies of English language training programs and Fellowship programs both in the U.S. and abroad.

Partnering with Georgetown University are five Regional Recruitment Centers that ensure nationwide representation and communication with applicants and alumni:

1. Alamo Community College District (ACCD), TX
2. California State Polytechnic University-Pomona (Cal Poly-Pomona), CA
3. Fox Valley Technical College (FVTC), WI
4. Hillsborough Community College, FL
5. University of Washington, WA

Appendix V: EL Fellow Emergency and Medical Fact Sheet

EL Fellows are **REQUIRED** to read their Fellow Program Handbook and familiarize themselves with Fellow Program medical and emergency policies and procedures. The Fellow Program Handbook provides basic procedures that educate EL Fellows on how to react to and appropriately manage emergencies or health crises and what steps to take. An EL Fellow must **NOT** wait until an emergency occurs or there is a need to call PAS or GU before reading the Fellow Handbook.

The Fellow Program Handbook, the Fellow and Senior Fellow Terms and Conditions, and the ASPE Health Benefit Plan booklet (*Your ASPE Guide to Health Care Coverage*) are all sources of information for EL Fellows. All EL Fellows receive a copy of each of these documents.

If an EL Fellow has additional questions after reading the Fellow Program Handbook and/or the ASPE benefits plan booklet, s/he should contact GU representatives. If an illness or medical emergency occurs, EL Fellows should first contact Seven Corners, and then PAS. If additional clarification is needed, EL Fellows should contact GU and, if needed, GU will contact ECA. Fellows should contact Seven Corners only regarding service coverage, claims, and other paperwork.

PAS **MUST** provide EL Fellows during the In-Country Arrival Orientation with an updated list of reputable in-country health providers and facilities and should inform EL Fellows where services are provided in English at these facilities and offices. Any EL Fellow who does not receive an updated listing of health providers from PAS must notify GU immediately, and GU will contact ECA immediately. EL Fellows should avoid non-approved medical clinics and physicians. The Department of State cannot verify the medical qualifications and certifications of physicians and clinics outside the United States, but U.S. Embassies are able to identify reputable medical clinics and officials in the cities where the U.S. Embassies are located. In some places, medical diplomas and credentials can easily be purchased without the necessary training, supervision, and established academic standards. As a result, EL Fellows may be misdiagnosed and subjected to treatment that is potentially harmful or even fatal. PAS and EL Fellows should communicate to host institutions the steps to be taken in the event of an emergency situation and/or the incapacitation of the EL Fellow. Such preparations are essential, given that EL Fellows are not automatically entitled access to U.S. Embassy health units.

Should a medical emergency arise, EL Fellows need to be prepared to pay for any services rendered at the time these services are provided. The ASPE Health Benefit Plan will later reimburse the Fellow, subject to the limitations described in the ASPE booklet *Your ASPE Guide to Health Care Coverage*. EL Fellows should refer to their ASPE booklet regarding the services that are covered and reimbursement procedures, filing, etc., or call Seven Corners at 317-818-2867

(collect) or at 1-800-461- 0430 (24-hour hotline), or send an email with questions to aspeinfo@sevencorners.com.

Health References for EL Fellow Procedures

EL Fellows must reference the Program Handbook AY 2008-09 regarding all Fellow Program procedures, including medical. The Fellow and Senior Fellow “Terms and Conditions” (sections 6.1 & 2; 8.4; 9.1 & 2; and 10.2) are additional resources.

What is ASPE?

ASPE (Accident and Sickness Program for Exchanges) is the name of ECA’s supplemental health benefit plan. Seven Corners, Inc. manages and underwrites this health benefit program, and is responsible for publishing the ASPE booklet *Your ASPE Guide to Health Care Coverage*. Seven Corners is located at P.O. Box 3724, Carmel, IN 46082-3724.

ASPE Health Care Identification Cards

EL Fellows enrolled in the ASPE health benefit plan will receive an identification card to be used as proof of health care coverage. The cards are issued to EL Fellows and are revised each year. Please note that the (1-800) telephone numbers listed on the card will most likely NOT work or will not be applicable from overseas and should be disregarded. EL Fellows should inform GU via email or telephone each time they become seriously ill, seek medical care, or undergo emergency treatment.

When Overseas

When EL Fellows are **OUTSIDE** the United States, they should call Seven Corners directly at 317-818-2867 (collect) and specifically request “**Department of State**” or explain that they are **Grantees of a Department of State program overseas**. Seven Corners manages plans for various U.S. agencies and other institutions, and the initial telephone agent directing the telephone calls may not be familiar with GU or the Fellow Program. The ASPE booklet and forms are also accessible online at www.usdos.sevencorners.com Please note that Seven Corners’ business hours are Monday-Friday, from 8:00 a.m. to 5:00 p.m. eastern standard time only.

Appendix VI: Emergency and Medical Procedures for EL Fellows

1. What to Do in the Event of Illness

- PAS should provide EL Fellows with a current list of health care providers/medical clinics both in the capital where PAS is located and in the town/city where the EL Fellow resides, if not in the capital.
- EL Fellows should access **only** those health care providers/medical clinics referred by PAS.

2. Medical Emergency Evacuation Procedures:

- EL Fellows should review the Fellow Handbook and the “Terms and Conditions” to familiarize themselves with the necessary procedures **BEFORE** a crisis occurs.
- EL Fellows or their counterparts should contact Seven Corners and PAS immediately during emergency situations.
- The EL Fellow must contact Seven Corners regarding medical evacuation authorization. **Seven Corners will determine whether the EL Fellow’s health condition is so severe that it requires a level of care not available in the Country of Assignment, or is clearly life threatening.** The EL Fellow or, if unable, PAS/RELO or a competent medical authority (local physician or a U.S. Embassy-approved medical officer) should **contact Seven Corners at 317-818-2867 (COLLECT) or 1-800-461-0430 (24-hour hotline), or via email at aspeinfo@sevencorners.com** to explain the need for medical care and why it cannot be provided in the EL Fellow’s Country of Assignment. Seven Corners will contact DOS (PAS) to assist in transporting the EL Fellow to the closest, most suitable medical facility.

3. Non-Emergency Medical Evacuation Procedures

- In the event of a non-emergency evacuation, EL Fellows must contact Seven Corners and PAS and then follow direct guidance provided by Seven Corners.

4. Filing Claims

- EL Fellows should refer to the ASPE booklet *Your ASPE Guide to Health Care Coverage* or the “ASPE Health Benefits and Information” website www.usdos.sevencorners.com regarding service coverage, claims, and/or paperwork questions and procedures.

5. EL Fellow Business-Related Travel to Other Countries

- EL Fellows must obtain permission from the host institution and PAS/RELO for travel authorization to another country for business purposes.
- PAS/RELO must notify ECA and GU before departure of the EL Fellow for health benefits purposes; otherwise, the EL Fellow will **NOT** be covered by ASPE in the event of sickness or an emergency.

- EL Fellows are **NOT** covered by ASPE during personal travel **OUTSIDE** their Country of Assignment. They **ARE** covered by ASPE during personal travels **INSIDE** their Country of Assignment.

6. Evacuation of EL Fellow Dependents:

- EL Fellows are fully responsible for the welfare of any accompanying dependents.
“In the event a dependent (i.e., spouse and/or child) joins the Grantee during the period of his/her Grant, the Grantee is fully responsible for the dependent. Under no circumstances will ECA or PAS/RELO or GU assume any financial responsibility to cover expenses for dependent travel, living, schooling, health insurance, etc.” (T&C 10.2)

Appendix VII: Emergency and Medical Procedures Fact Sheet for PAS and RELOs

This fact sheet summarizes the key medical and emergency procedures to follow in such situations and is **NOT** meant to replace the Fellow Program Handbook or “Terms and Conditions,” but to serve as a convenient reference when needed by PAS and RELOs. The Fellow Program Handbook (Pages 20-22, Appendix V and VI), the Fellow and Senior Fellow “Terms and Conditions” (sections 6.1 & 2; 8.4; 9.1 & 2; 10.2), and the ASPE booklet *Your ASPE Guide to Health Care Coverage* are all Program sources of information for PAS, RELOs, and EL Fellows. Do **NOT** wait until an emergency occurs to read the Fellow Program Handbook or “Terms and Conditions.”

Please contact ECA Program Officers **Catherine Williamson** or **Paulette Estep** if PAS or RELOs have any questions. In the event of an illness or medical emergency, EL Fellows are to first contact Seven Corners, then PAS; and if additional clarification is needed, GU and ECA. EL Fellows have been informed they are to be prepared to pay for any services rendered at the time these services are provided. ASPE health benefits program will later reimburse the EL Fellow, subject to the limitations described in the ASPE booklet. EL Fellows may refer to their ASPE booklet or contact Seven Corners at 1-800-461-0430. EL Fellows should contact Seven Corners only regarding service coverage, claims, and other paperwork.

It is vital during the In-Country Arrival Orientation that PAS provide Fellows an updated list of reputable in-country health providers and facilities, informing EL Fellows where services are provided in English at these facilities and offices. EL Fellows should avoid non-approved medical clinics and physicians. The Department of State cannot verify the medical qualifications and credentials of physicians and clinics outside the United States, but the U.S. Embassies are able to identify reputable medical clinics and officials in the cities where the U.S. Embassies are located. In some places, medical diplomas and credentials can easily be purchased without the necessary training, supervision, and established academic standards. As a result, EL Fellows may be misdiagnosed and subjected to treatment that is potentially harmful or even fatal. PAS and EL Fellows should communicate to host institutions steps to be taken in the event of an emergency situation and the incapacitation of the EL Fellow. Such preparations are essential given that EL Fellows are not automatically entitled access to U.S. Embassy health units.

What is ASPE?

ASPE (Accident and Sickness Program for Exchanges) is the name of ECA’s supplemental health coverage program, which is managed by Seven Corners, the underwriter of this health benefits program, which is also responsible for publishing the ASPE booklet *Your ASPE Guide to Health Care Coverage*. ASPE is a self-funded health benefits program. The booklet is produced by ECA. Seven Corners

is located at P.O. Box 3724, Carmel, IN 46082-3724 and the telephone is 1-800-461-0430.

ASPE Health Care Cards

ASPE health care cards are distributed to EL Fellows and are revised each year. Please note that the (1-800) telephone numbers will mostly likely NOT work or will not be applicable from overseas and should be disregarded. An EL Fellow must inform GU via email or telephone each time s/he falls seriously ill, seeks medical care, or undergoes emergency treatment.

Contact Persons in ECA/EX/S, ECA/A/L, and GU

PAS and RELOs may contact **Cindy Malecki** at maleckica@state.gov. For 24 hour access, PAS and RELOs should call the duty officer, and the duty officer will then call Cindy Malecki. PAOs and RELOs may also reach Cindy Malecki via her 24-hour cell phone number during emergencies at (202) 744-5343. In addition, PAS, RELOs, and EL Fellows may contact the Office of English Language Programs Staff: Catherine Williamson (williamsoncj@state.gov) and Paulette Estep (EstepPJ@state.gov). The GU Staff are:

David Gifford
Program Director

Telephone: 202-687-1837
giffordd@georgetown.edu

Magdalena Potocka
Program Manager

Telephone: 202-687-6339
potockam@georgetown.edu

Faith Jarmon
Project Officer

Telephone: 202-687-2608
fkj2@georgetown.edu

Erin Kelley
Project Officer

Telephone: 202-687-2068
ekk27@georgetown.edu

Please note that there are no 24-hour contact numbers at GU. If there is a dire emergency, please contact the ECA duty officer to reach the Program staff at home Eastern Standard Time only.

1. What to Do in the Event of Illness:

- PAS should provide EL Fellows with a current list of health care providers/medical clinics both in the capital where PAS is located and in the town/city where the Fellow resides if the EL Fellow does not reside in the capital.
- EL Fellows should access **only** those health care providers/medical clinics referred by PAS.

2. Medical Evacuation Procedures:

- EL Fellows or their counterparts should contact Seven Corners and PAS immediately during emergency situations.
- If the EL Fellow is unable, PAS/RELO or a competent medical authority (local physician or a U.S. Embassy-approved medical officer) should contact Seven Corners at 317-818-2867 (COLLECT) or 1-800-461-0430 (24-hour hotline), or via email at aspeinfo@sevencorners.com to explain the need for medical care and why it cannot be provided in the EL Fellow's Country of

Assignment. Upon authorization of medical evacuation Seven Corners in conjunction with PAS will make travel arrangements.

- If an emergency occurs after business hours or during the holidays when the U.S. Embassy is closed, EL Fellows should contact the Embassy Duty Officer. The EL Fellow, PAS and the host institution should designate in advance the EL Fellow's counterpart or another colleague as an emergency contact who will notify Seven Corners and PAS immediately of any emergency, in the event the EL Fellow becomes unable or incapacitated.

3. Non-Emergency Medical Evacuation Procedures:

- In the event of a non-emergency evacuation, EL Fellows must contact Seven Corners and PAS, and then follow direct guidance provided by Seven Corners.

4. EL Fellow Business-Related Travel to Other Countries:

- EL Fellows must obtain permission from the host institution and PAS for travel authorization to another country for business purposes.
- PAS must notify ECA and GU before departure of the EL Fellow for health benefits purposes otherwise the EL Fellow will **NOT** be covered by ASPE in the event of sickness or an emergency.
- EL Fellows are **NOT** covered by ASPE during personal travel **OUTSIDE** their Country of Assignment. They **ARE** covered by ASPE during personal travels **INSIDE** their Country of Assignment.

5. Evacuation of EL Fellow Dependents:

- EL Fellows are fully responsible for the welfare of any accompanying dependents.
"Under no circumstances will ECA or PAS/RELO or GU assume any financial responsibility to cover expenses for dependent travel, living, schooling, health insurance, etc." (T&C10.2)

6. Filing Claims:

- EL Fellows should refer to the ASPE booklet *Your ASPE Guide to Health Care Coverage* or the "ASPE Health Benefits and Information" website www.usdos.sevencorners.com regarding service coverage, claims, and/or paperwork questions and procedures.

Appendix VIII: Tax Information

ECA AND GU DO NOT PROVIDE TAX ADVICE.
PLEASE SEE INFORMATION SOURCES BELOW.

Tax requirements and procedures require diligence in keeping track of receipts and records throughout the Fellowship. This diligence will pay off when filing taxes. It is the responsibility of each EL Fellow to determine his/her income tax liability with the Internal Revenue Service. The Program recommends a visit to the IRS web site for tax information: <http://www.irs.ustreas.gov>.

EL Fellows are “grantees” of the English Language Fellow Program. They are not employees of Georgetown University, the U.S. Government, the Department of State, or their host institution(s). The IRS considers Fellows to be “Fellowship recipients.”

As a condition of acceptance, the Fellowship grant includes a service requirement, such as teaching, developing and implementing workshops and seminars, advising others, writing curriculum, etc. Consequently, GU is required to process the Fellowship grant as payment for services. Payments for this service are reported to the Fellow and the IRS on IRS Form 1099-MISC (Miscellaneous Income), box 7, “non employee compensation” and are taxable. See IRS publication 970 “Tax Benefits for Education” for more information (<http://www.irs.gov/publications/p970/index.html>)

Georgetown University DOES NOT issue W-2 forms to EL Fellows. Instead, EL Fellows will receive **1099 Miscellaneous Income** forms in January or February 2009, and January or February 2010, reflecting taxable income from grant money they have received from GU (via check or electronic transfer) during the previous calendar year.

The following allocations from the grant are included on the 1099 Miscellaneous Income form:

- Stipend
- Living Allowance (if applicable)
- Settling-In Costs (if applicable)
- Shipping Allowance
- Pre-Departure Expense Allowance
- DC Pre-Departure Orientation Travel Costs (if applicable)
- Dependent’s Allowance (if applicable).

Upon acceptance of a grant, each EL Fellow must complete a **W-9** form (Request for Taxpayer Identification Number and Certification) to enable GU to report taxable income to the IRS and generate the 1099-MISC form. It is the EL Fellow’s responsibility to ensure that his/her address information is valid and current for each calendar year. If his/her address changes, s/he must complete and file a new W-9

form with GU by December 31 of the tax year. Again, EL Fellows are encouraged to maintain good records and keep receipts for expenses related to the Fellowship.

EL Fellows may also want to refer to IRS publication No. 54, "Tax Guide for U.S. Citizens and Resident Aliens Abroad" for additional information. It is available at: <http://www.irs.gov/publications/p54/index.html>. The phone number for the IRS Forms Distribution Center is (800) 829-3676. General information and publications are available on the IRS website: <http://www.irs.gov/sitemap/index.html>.

EL Fellows should consult an accountant before filing an income tax report to the IRS. While GU cannot claim authoritative knowledge of tax laws, the following may be relevant: EL Fellows *may* qualify for *bona fide* or physical presence status and lay claim to foreign earned income exclusions. EL Fellows are expected to establish, on their own or with an accountant, their qualifications for either *bona fide* or physical presence tests of overseas residence. The signed acknowledgement that EL Fellows are not employees of Georgetown University, the U.S. Government, the State Department, or the host institution(s) may further support claims of such status.

**GU DOES NOT MAKE WITHHOLDING DEDUCTIONS FROM STIPEND AMOUNTS
PAID TO EL FELLOWS.**

Appendix IX: Report Templates

All EL Fellows and Senior Fellows are to use the report templates that follow to file the Preliminary Report, Mid Year Report, and Final Report.

ENGLISH LANGUAGE FELLOW PROGRAM PRELIMINARY REPORT

Must be submitted to GU at elfreports@georgetown.edu, as well as to PAS and RELO within 30 days of arrival at the host institution

EL Fellow Name:
Host City and Country:
Host Institution(s):

- I. *EL Fellow Contact Information in Country of Assignment*
 - a. Street Address:
 - b. Mailing Address (if different from address above):
 - c. Phone Number:
 - i. Cell:
 - ii. Home:
 - iii. Work:
 - d. Email Address:
- II. *Host Institution information*
 - a. Street Address:
 - b. Name of Counterpart at Host Institution:
 - c. Counterpart's title/position at Host Institution:
- III. *Pre-Departure Preparation and Pre-Departure Orientation (PDO)*

Please reflect on the pre-departure process, including the PDO and their effectiveness in preparing you for your Fellowship. Is there any additional information you would have liked to see included?
- IV. *Post Arrival Orientation at the U.S. Embassy in the Country of Assignment*

Please reflect on how this orientation was conducted and how useful it was for you. Did the orientation provide you with the specific information you needed about your host city and project? Were you given a security briefing?
- V. *Host Institution*

Are you currently at your host institution and have you been introduced to the people you will be working with? Did you receive clear instructions as to

what is expected of you? Do you feel that the environment will be conducive to carrying out your Fellowship duties over the next ten months?

VI. *Class and Work Schedule*

Provide a weekly schedule of your classes and/or work assignments.

ENGLISH LANGUAGE FELLOW PROGRAM MID-YEAR REPORT

Must be submitted to GU at elfreports@georgetown.edu, as well as to PAS and RELO by January 15 (off-cycle Fellows follow schedule outlined in their Terms and Conditions)

EL Fellow Name:
Host City and Country:
Host Institution(s):

I. Brief Summary of Fellowship Duties

Please provide a brief summary of Fellowship duties and responsibilities you have had up to this point.

II. Overview of Host Institution(s)

Please provide a brief overview of your host institution's English language needs that you have been able to observe. Include a description of your students (e.g., their age range, social status, English skill level, motivation for taking your classes, etc.).

III. Project Information

- a. Number of students/trainees you have taught so far:
- b. Number of workshops and/or special activities you have conducted so far (if applicable):
- c. Number of students/trainees who have attended those workshops/activities so far (if applicable):
- d. List of courses you have taught so far:

IV. Special Projects to Date

Please provide a description of any special projects you have done outside your Fellowship (if applicable). This can include workshops, presentations, conferences, etc.

V. Professional Achievements to Date

- a. Teacher development:
- b. Curriculum and/or materials development:
- c. ESP:
- d. Other:

VI. *Program Impact*

Based on your experiences so far, please reflect on how you will be able to make an impact at your host institution and within the larger EFL community in your host city and/or country for the remainder of your Fellowship.

VII. *Program Activities*

Please discuss how you have been utilizing your Program Activities Allowance (PAA); include information on how you plan to use PAA during the remainder of your Fellowship.

VIII. *Materials*

Which core books (if applicable) and educational materials have you purchased thus far? Please list on a separate inventory grid and include with your Mid-Year Report. Describe their effectiveness in your work context.

IX. *Challenges*

Please describe the challenges you have encountered to this point and state how you have addressed them.

X. *Program Support to Date*

- a. Communications with GU:
- b. Liaison with PAS:
- c. Communications with RELO:
- d. Relations with host institution:

ENGLISH LANGUAGE FELLOW PROGRAM FINAL REPORT

A Minimum of 10 pages must be submitted to GU at elfreports@georgetown.edu, as well as to PAS and RELO within 30 days from the end of the Fellow grant

EL Fellow Name:
Host City and Country:
Host Institution(s):

I. Overview of Fellowship Duties

Please provide an overview of your accomplishments over the course of your Fellowship.

II. Project Information

- a. Number of students/trainees you have taught:
- b. Number of workshops and/or special activities you have conducted (if applicable):
- c. Number of students/trainees who have attended those workshops/activities (if applicable):
- d. List of courses you have taught:

III. Special Projects

Please provide a description of any special projects you have done outside your Fellowship (if applicable). This can include workshops, presentations, conferences, etc.

IV. Professional Achievements

- a. Teacher development:
- b. Curriculum and/or materials development:
- c. ESP:
- d. Other:

V. Program Impact

Please describe the impact of your Program on:

- a. Your host institution(s):
- b. Greater EFL community in your area:
- c. Your own professional and personal growth:

NOTE: you may want to illustrate your responses with short anecdotes demonstrating impact and importance of your EL Fellow Program; visuals and photos are also welcome.

VI. Program Activities

Please discuss how you have utilized your Program Activities Allowance

(PAA). If any material goods have been purchased, please list them on a separate inventory grid and include with your Final Report.

VII. Materials

Which core books (if applicable) and educational materials have you purchased throughout the course of your Fellowship? Please list on a separate inventory grid and include with your Final Report. Describe their effectiveness in your work context.

VIII. Challenges

Please describe the challenges you have encountered throughout your Fellowship and state how you addressed them. What information and/or advice do you wish you had prior to the start of your Fellowship?

IX. Program Support

- a. Communications with GU:
- b. Liaison with PAS:
- c. Communications with RELO:
- b. Relations with host institution:

X. Materials Inventory

When donating Program materials, equipment, and core textbooks (if applicable), at the time of the transfer, EL Fellows must obtain written acknowledgement from the recipient of the donation. Use the ELFP form Receipt of Donated Materials, Equipment, and Textbooks, which is provided for this purpose. Submit the form(s) together with the Expense Log.



ELF Program Receipt of Donated Materials

ELFP RECEIPT OF DONATED MATERIALS, EQUIPMENT, AND TEXTBOOKS PLEASE CHECK: <input type="checkbox"/> Core Textbooks Allowance <input type="checkbox"/> Educational Materials Allowance <input type="checkbox"/> Program Activities Allowance		NO.
RECIPIENT: ADDRESS: CITY: COUNTRY:	E L FELLOW: ADDRESS: CITY: COUNTRY:	
DATE	DESCRIPTION / INVENTORY	INITIAL OF RECIPIENT

When to Use: When donating Program materials, equipment, and core textbooks (if applicable) to a host institution, American Corners, library, or resource center.

What to Do:

1. Inventory all materials intended for one institution on one form
2. Use a separate form for each institution
3. Indicate the source of funding for the materials, equipment, books
4. Be certain your list and funding source conform with your Expense Log entry
5. Cite the contact, institution, address, etc.
6. Cite your name and address
7. Secure written acknowledgement from the contact (initials)
8. Provide the date of the transfer
9. Submit the form(s) together with your Expense Log(s)

Appendix X: Expense Report Guidelines

A valid Expense Report for the English Language Fellow Program consists of an **Expense Log**, a **Receipt Form**, and **original receipts**. The Expense Log and Receipt Form are available for download on the Program's Yahoo Group listserv. EL Fellows are required to submit Expense Reports to GU for the following purposes:

1. To Reconcile Three (3) Specific Allowances (not reported as income on EL Fellows' 1099 MISC forms):
 - The Educational Materials Allowance (\$500 for Fellows; \$1,000 for Senior Fellows)
 - The Program Activities Allowance-PAA (\$1,500-\$10,000)
 - The Core Books Allowance (\$200 for Fellows only)
2. To Claim Reimbursement of Expenses (not included in Fellowship payments):
 - In-Country Arrival Orientation Allowance (not to exceed \$800)
 - Pre-departure Supplemental Allowance (up to \$200)

To reconcile allowances (item 1 above) and claim reimbursements (item 2 above), EL Fellows must submit to GU (1) an **Expense Log** listing all expenses, and (2) **original receipts** for every purchase, each attached to a separate **Receipt Form**.

Note: Receipts for food expenses are not required. Instead, EL Fellows can claim the allowable **Meals and Incidental Expenses (M&IE)** rate for the country and city in which applicable expenses are incurred. **To calculate the applicable M&IE rate:**

Step 1: Go to the DOS website:

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

Step 2: Identify the country and city for which you are claiming expenses and verify the M&IE rate.

Step 3: Cross reference this rate with Appendix B at:

http://aoprals.state.gov/content.asp?content_id=114&menu_id=81 EL Fellows can only claim *per diem* for food, not incidentals. Appendix B provides information on how much EL Fellows can claim for each meal (breakfast, lunch, and dinner). According to Federal Travel Regulations, EL Fellows can claim only 75% of the meal allowance on the first and last days of travel.

See example that follows:

Example:

- For Tirana, Albania the daily M&IE rate is \$75.
- Appendix B shows the \$75 daily rate broken down as follows: \$11 for breakfast, \$19 for lunch and \$30 for dinner (the remaining \$15 of the total \$75 daily amount is for incidentals, which Fellows cannot claim).
- For a full day in Tirana, one can claim up to a total of \$60. For the first and/or last day in Tirana, one can claim up to \$45.

3. To Reconcile Allowances:

- EL Fellows must submit a separate Expense Log for each allowance listed in items 1 and 2. Each allowance requires a unique reconciliation on a separate Expense Log.
- Each expense must be listed on the Expense Log, including the *per diem* that is claimed.
- Each receipt must be attached to a separate Receipt Form. GU will not accept receipts that are not attached to a Receipt Form, or multiple receipts on the same form. Only in cases where there are multiple receipts for the same expense (e.g., taxi rides, photocopies, etc.) can receipts be attached to the same form and the total added up.
- EL Fellows can claim only those items allowable for each allowance. GU may ask EL Fellows to confirm that they did not purchase alcohol or that additional fees were not added (due to an accompanying dependent) on hotel receipts that are printed in languages GU can not translate. Ensure that the receipts are for allowable expenses and cover the Fellow only.
- EL Fellows must monitor how much they have reconciled and submitted to GU. While GU keeps detailed reconciliation records, GU will not provide totals unless the EL Fellow requests this information.
- EL Fellows need not reconcile all allowances at one time. They may submit multiple Expense Logs throughout the Fellowship, reconciling expenses as they occur. EL Fellows should strive to reconcile most, if not all allowances prior to the end of the Fellowship.
- EL Fellows must indicate on the Expense Log the intended recipient of all donated materials, equipment, and core textbooks (if applicable) purchased with the Program Activities Allowance, Educational Materials Allowance, and Core Books Allowance upon conclusion of the Fellowship (such as host institution, American Corners, libraries, resource centers).

4. To Claim Reimbursement of Expenses:

- EL Fellows may be reimbursed up to \$800 for expenses incurred while attending the In-Country Arrival Orientation. This orientation can take place either immediately after the Fellow's arrival in country or at a later date.
- To be reimbursed for In-Country Arrival Orientation expenses, EL Fellows must submit to GU (1) an Expense Log listing all expenses, and (2) original receipts. EL Fellows may also claim a meal *per diem*. (See Point 2 above for instructions on calculating this item.)
- Allowable expenses for the In-Country Arrival Orientation are as follows:
 - Round-trip travel to the orientation from the host city to the post city;
 - Hotel accommodations for the duration of the orientation;
 - Meals – using the applicable M&IE rate;

- Local transportation; and
- Phone calls and internet access for Program related business.
- Unallowable Expenses are as follows:
 - Alcoholic beverages and gifts;
 - Entertainment expenses;
 - Laundry, room service, mini-bar;
 - Meals for spouse and/or children; and
 - Phone calls and internet access for personal use.

5. Receipts and Credit Card Statements:

- For reconciliations and reimbursements, EL Fellows must submit original receipts. Scanned and/or faxed copies are accepted only in the event that an Expense Log is lost in the mail.
- GU understands that receipts are not always easily obtained. If a receipt for a cash transaction is not granted, or is lost, list the expense on the Expense Log and complete a corresponding Receipt Form indicating a receipt is missing. Explain on the Receipt Form why an original receipt cannot be provided. GU will not approve an estimated receipt for purchases made over the course of weeks or months, such as internet bills, taxi rides, etc. Each taxi ride, internet bill, etc., must be recorded. EL Fellows may be asked to substantiate purchases by submitting an email or written statement from a U.S. Embassy employee confirming the purchase.
- If a receipt for a purchase made with a personal credit/debit card is lost, the EL Fellow may submit a photocopy of the corresponding credit/debit card statement as an alternative for the missing receipt. If this course is taken, the EL Fellow must also submit, along with the credit/debit card statement, an itemized list of what was purchased. Only information relevant to the specific purchase and the amount charged are required in such cases. If concerned with privacy, blacken out the credit card number, billing address, and irrelevant purchases.
- For **cash** purchases, EL Fellows must provide corresponding exchange office receipts. In lieu of these, EL Fellows may go online to www.oanda.com and print a copy of the relevant exchange rate to submit with an Expense Log. This is not necessary if the purchase is made with a credit/debit card and the EL Fellow can submit a copy of the corresponding credit/debit card statement.
- For purchases that are made on behalf of the EL Fellow using a family member or friend's credit card, the EL Fellow must obtain a written statement or email from the individual verifying that s/he did indeed make the purchase and that s/he was reimbursed for that purchase by the EL Fellow.

6. Timeline for Filing Expense Logs:

- EL Fellows must submit Expense Logs for In-Country Arrival Orientation expenses within 60 days of arriving in country. GU will not accept late Expense Logs without appropriate explanation after this deadline.
- There is no deadline for submitting reconciliation Expense Logs for Educational Materials Allowance, Program Activities Allowance, and Core Books Allowance. However, the EL Fellow's final stipend payment will not be issued until s/he has reconciled all allowances in their entirety. If an EL

Fellow is unable to reconcile the entire amount of the allowances, s/he must refund the outstanding balance to GU by check payable to Georgetown University.

- All EL Fellow Expense Logs are audited. If required documents are missing, GU will notify the EL Fellow by email requesting them. When everything is in order, GU will either reconcile an allowance or issue an electronic payment to the EL Fellow's bank account as a reimbursement.
- Although there is no deadline for reconciliations, GU requests that EL Fellows submit Expense Logs on an on-going basis; GU will process them as they are received. For a timely receipt of the final payment, do not wait until the end of the Fellowship to submit Expense Logs.
- GU will accept an emailed copy of the Expense Log for back-up purposes. However, nothing will be done until original receipts arrive via regular mail.

7. Lost Expense Logs:

- GU recommends that EL Fellows make a photocopy of their Expense Logs (including all receipts) before mailing them.
- In case an Expense Log is lost in the mail, scanned copies of each document will be accepted along with an explanation of why originals cannot be provided.

8. Mail Expense Logs and Related Receipts to **Erin Kelley** at this Address:

English Language Fellow Program
CIED/Georgetown University
3300 Whitehaven St., NW
Suite 1000
Washington, D.C. 20007

08-06-08

RECEIPT FORM
Attachment to
GU/ELFP Expense Report

Local currency amount: _____

Exchange rate: _____

USD amount: _____

Expense Date: _____

TAPE ORIGINAL RECEIPT HERE
(if receipt unavailable, please explain why)

Justification:

Appendix XI: English Language Fellow Highlights

Highlights

Highlights are a way to keep ECA, PAS, and GU informed about EL Fellow activities and programs organized in-country during Fellowships. Once written and carefully proofread, highlights should be sent to the Public Affairs Section and/or the RELO and GU. PAS and/or the RELO will submit them to a database especially designed to provide the U.S. State Department offices with information about Fellow projects and activities. Pictures with suitable captions are a welcome and desirable part of Highlights.

When preparing Highlights, EL Fellows should be sure to:

- Articulate the importance and/or the goal of the event (no need to highlight 'meetings');
- Cover the topics addressed in the event;
- Mention who the audience was (general characterization -- teachers, government officials, etc.) and where and when the event took place;
- State the reaction of the audience, possible outcomes, and anticipated follow-up;
- Provide the number of participants (estimate if necessary);
- Give an appropriate title;
- Edit and proofread the Highlight; and
- Attach a picture(s) of Fellow and participants in action (desired, but optional).

Example of a past highlight as displayed in database:

Street Kids Camp in Bandung Reaches 29 Youth	
Name:	Robert Riski
Email:	riski@hotmail.com
State of Residence:	Ohio
Country(ies):	Indonesia
Host Institution(s):	Bandung Institute of Technology
Date(s):	May 5, 2007 May 6, 2007
Title:	Street Kids Camp in Bandung Reaches 29 Youth
Project Highlights:	In an act of generous collaboration, 14 Fulbright English Teaching

Assistants joined forces with 3 English Language Fellows to offer a two-day English camp May 5-6, 2007 in Bandung, West Java, Indonesia. The project was organized by ELF Robert Riski with the volunteered assistance of his colleagues. The 29 participants, ages 14 to 22, because of economic necessity, work on the streets, mostly begging for money for their musical performances. Tapping into the participants' talents, the theme of the camp was 'Creativity through English,' and it inspired participants and facilitators alike in creating self-portraits, performing an original song, and painting a mural. All of the participants enjoyed the camp immensely, and, by interacting with many English speakers, the young participants had the opportunity to improve their English language skills. The event was also a cultural exchange, breaking down barriers between Americans and Indonesians as well as between the 'haves' and the 'have-nots'. The mural will be displayed at the Bandung Institute of Technology in an effort to share the message of the camp with a wider audience.

Participants:

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Appendix XII: Frequently Asked Questions

Q. Will I have the use of the embassy's banking facilities?

A. This varies from country to country, and from embassy to embassy. You should check with your PAS to see whether or not you have banking privileges, and if so, what the procedures are. Keep in mind that the PAS may not be in the same city where you live and work, and thus it may be difficult for you to reach.

Q. Will I have pouch privileges?

A. This also varies depending on the PAS. Sometimes privileges are granted for regular mail, but again, you will need to ask your contact person at the PAS. Remember that Fellows do receive a shipping allowance.

Q. What happens in case of a war or civil unrest?

A. All U.S. Embassies have an evacuation policy that includes Fellows. The PAS is responsible for getting you out of the country should an evacuation be required. Within a week of your arrival in your Country of Assignment, you should check in at the U.S. embassy and provide your in-country address, phone number, and email address. Make any inquiries at that time as to evacuation notification and procedures.

Q. Should I sign a lease for my housing when I arrive in country?

A. Housing arrangements vary from country to country. If a lease is required, please make sure the Embassy has reviewed and approved the lease. **If possible**, try to sign an initial one-month lease so that you will have a chance to fully assess your housing situation. If you are satisfied with your accommodations, then sign a longer lease.

Q. How much leave do I get and when should I take it?

A. With prior approval from the host institution and the PAS/RELO, the Fellow may take leave during host institution breaks, between terms, or holidays, providing that the Host Institution is on break as well, and no other program-related activities are scheduled at that time. Please refer to paragraphs 4.2 and 4.3 of the 'Terms and Conditions' of the Fellow Grant for details.

Q. What happens if I can't complete work during the period covered by my grant due to illness?

A. If this happens, you must submit a medical report to your PAS and forward a copy to GU. The decision as to whether or not to continue your stipend payment will be based on the review of the medical report. The living allowance will be discontinued as of the month following your return to the United States or home base (see paragraph 8.4 of the "Terms & Conditions" of Fellow Grant).

Q. Can I extend my stay in my Country of Assignment past the end of the grant?

(See: Remaining In Country after Grant Termination or Expiration)

Appendix XIII: Web Resources

	A Quick Reference Web Guide
Absentee Voting	www.overseasvotefoundation.org/overseas/home.html www.fvap.gov/links/statelinks.html travel.state.gov/law/info/info_2964.html
Currency Converter (universal currency converter)	www.oanda.com
Country Profile (country briefs)	www.lonelyplanet.com www.cia.gov/cia/publications/factbook/index.html www.nationmaster.com
Elections Calendar /World	www.electionguide.com
Free Educational Resources	www.free.ed.gov
Listserv (Program information and communication resource)	elfp08-09@yahoo.com
Program / Georgetown University	elf.georgetown.edu
Health Services (health care & references)	www.travel.state.gov www.cdc.gov/travel www.usdos.sevencorners.com
Country of Assignment Embassy (list of foreign embassies)	www.embassy.org
International Per diem (rates for countries/cities)	www.state.gov/m/a/als/prdm
Metric Conversions (interactive - length, area, mass, temp., etc.)	www.onlineconversion.com
Office of English Language Programs	englishprograms.state.gov
Tax Reference	www.irs.gov/publications/p970/index.html
Travel Publications (various topics of interest)	travel.state.gov/travel_pubs. travel.state.gov
U.S. Embassy /PAO (U.S. Embassies info.)	usembassy.state.gov travel.state.gov/links.html

Appendix XIV: Measurements and Conversions

<u>Length Conversion Factors</u>		
To convert from	To	Multiply by
Mile (U.S. Statute)	Kilometer (Km)	1.609347
Inch (In)	Millimeter (Mm)	25.4 *
Inch (In)	Centimeter (Cm)	2.54 *
Inch (In)	Meter (M)	0.0254 *
Foot (Ft)	Meter (M)	0.3048 *
Yard (Yd)	Meter (M)	0.9144

<u>Area Conversion Factors</u>		
To convert from	To	Multiply by
Square Foot (Sq Ft)	Square Meter (Sq M)	0.09290304 E
Square Inch (Sq In)	Square Meter (Sq M)	0.00064516 E
Square Yard (Sq Yd)	Square Meter (Sq M)	0.83612736 E
Acre (Ac)	Hectare (Ha)	0.4047

<u>Volume Conversion Factors</u>		
To Convert From	To	Multiply By
Cubic Inch (Cu In)	Cubic Meter (Cu M)	0.00001639
Cubic Foot (Cu Ft)	Cubic Meter (Cu M)	0.02831685
Cubic Yard (Cu Yd)	Cubic Meter (Cu M)	0.7645549
Gallon (Gal)	Liter	4.546
Gallon (Gal)	Cubic Meter (Cu M)	0.00378541
Fluid Ounce (Fl Oz)	Milliliters (Ml)	29.57353
Fluid Ounce (Fl Oz)	Cubic Meter (Cu M)	0.00002957

<u>Temperature Conversion Factors</u>		
To Convert From	To	Multiply By
Degree Fahrenheit (F)	Degree Celsius (C)	$T_c = (T_f - 32) / 1.8$
Degree Fahrenheit (F)	Kelvin (K)	$T_k = (T_f + 459.7) / 1.8$
Kelvin (K)	Degree Celsius (C)	$T_c = T_k - 273.15$

One U.S. gallon equals 0.8327 Canadian gallons.
 One U.S. gallon of water weighs 8.34 pounds (U.S.) at 60 degrees F.
 One cubic foot of water weighs 62.4 pounds (U.S.).
 One U.S. bag of cement weighs 94 lbs.

Appendix XV: Optional Commercial Insurance

The list below provides a sampling of businesses that offer short- and long-term insurance coverage for individuals traveling abroad, either with or without dependents. The list may be helpful for EL Fellows who want (1) to secure comprehensive, primary health insurance in addition to the ASPE Health Benefit Plan provided by the English Language Fellow Program; or (2) to extend their time abroad, either before or after their grant dates when the ASPE Health Benefit Plan does not provide coverage.

ASPE Policy as Per the Terms and Conditions:

ECA shall provide the Grantee with minimal accident and sickness health benefit coverage for the duration of the Grant. This health benefit coverage, (Accident and Sickness Program for Exchanges (ASPE) Health Benefit Plan), is not all-purpose health insurance; it is subject to specific limitations. The Grantee is covered starting upon departure from the United States to the Country of Assignment, and continuing until return to the United States upon completion of the Grant Term, as follows: (T&C 6.1)

• Coverage during travel to and from the host countries, except that such coverage is valid only when the travel is directly to and from the Country of Assignment (including any allowed layover of up to 24 hours if the travel time by the most direct route exceeds 14 hours), immediately prior to and after completion of the Grant Term; (T&C 6.1a) (Emphasis added)

The United States Department of State (DOS) and Georgetown University neither endorse nor affiliate with these businesses. It is always to the EL Fellow's benefit to compare two or more companies.

ALL ABOARD BENEFITS

6162 E. Mockingbird Lane # 104
Dallas, TX 75214
Phone: 1-800-462-2322 (USA)
Fax: 214-821-6676
E-mail: info@allaboardbenefits.com
Web: <http://www.allaboardbenefits.com>

DIPLOMAT LONG TERM

3105 Broken Bow Way, Suite 100
Plano, TX 75093
Phone: 972-985-4400
Fax: 972-767-4470
E-mail: diplomatl@buyamericaninsurance.com
Web: <http://www.diplomatl.com/brochure.html>

GLOBAL INSURANCE NET

7700 N. Kendall Drive, Suite 505
Miami, Florida, 33156
Phone: 1-800-975-7363
Fax: 305-675-6134
E-mail: info@globalinsurancenet.com
Web: <http://www.globalinsurancenet.com/default.asp>

CULTURAL INSURANCE SERVICES INTERNATIONAL

River Plaza, 9 West Broad Street
Stamford, CT, 06902-3788
Phone: 1-800-303-8120
Fax: 203-399-5596
E-mail: cisiwebadmin@culturalinsurance.com
Web: <http://www.culturalinsurance.com/index.asp>

GATEWAY PLANS, THE

Seabury & Smith
1255 23rd Street, NW, Suite 300
Washington, DC 20037
Phone: 1-800-282-4495
Fax: 202-367-5076
E-mail: gateway.dc@seabury.com
Web: <http://www.gatewayplans.com>

HARBOUR GROUP, THE

P.O. Box 998
25 East Central Avenue, Suite 4
Springboro, Ohio 45066
Phone: 1-800-252-5200
Fax: 937-748-5208
E-mail: info@hginsurance.com
Web: <http://www.hginsurance.com>

HTH WORLDWIDE INSURANCE SERVICES

One Radnor Corporate Center, Suite 100
Radnor, PA 19087
Phone: 610-254-8700
Fax: 610-293-3529
E-mail: mail@highwaytohealth.com
Web: <http://www.hthworldwide.com>

INTERNATIONAL SOS-AMERICA

3600 Horizon Blvd., Suite 300
Trevose, PA 19053-6956
Phone: 1-800-523-8930
Fax: 215-942-8299
Web: <http://www.internationalsos.com>

MULTINATIONAL UNDERWRITERS

107 S. Pennsylvania Street, Suite 500
Indianapolis, IN 46204
Phone: 1-800-605-2282
Fax: 317-262-2140
E-mail: insurance@mnuui.com
Web: <http://www.mnuui.com/landing.asp?mode=lawi>

SEVEN CORNERS

303 Congressional Blvd.
Carmell, IN 46032
Phone: 877-772-6763
Fax: 317-575-9370
E-mail: infor@speacialityrisk.com
Web: <http://www.sevencorners.com>

TRAVEL INSURANCE SERVICES

Travel Insurance Services
2950 Camino Diablo, Suite 300
Walnut Creek, CA 94597-3991
Phone: 1-800-937-1387
Fax: 925-932-0442
E-mail: webinfo@travelinsure.com
Web: <http://www.travelinsure.com>

Health Insurance Finders

An online source for quick and easy health insurance-International Travel Insurance:

<http://www.healthinsurancefinders.com>

Compare Travel Insurance Policies Here:

<http://www.insuremytrip.com/>

INTERNATIONAL EDUCATIONAL EXCHANGE SERVICES (IEES)

P.O. Box 370
Ithaca, New York 14851-0370
Phone: 1-866-433-7462
Fax: 607-272-2703
E-mail: passport@foreignsure.com
Web: <http://www.foreignsure.com>

INTERNATIONAL STUDENT ORGANIZATION IN AMERICA (ISOA) , THE

250 West 49 St., Suite 806
New York, NY 10019
Phone: 1-800-244-1180
Fax: 212-262-8920
E-mail: mailbox@isoa.org
Web: <http://www.isoa.org>

NEW ENGLAND BENEFIT SERVICES

331 Broadway
Cambridge, MA 02139
Phone: 1-800-335-003
Fax: 617-945-1030
E-mail: info@nebenefitservices.com
Web: <http://www.nebenefiservices.com>

SPECIALTY RISK INTERNATIONAL, INC. (SRI)

2960 North Meridian
Indianapolis, IN 46208
Phone: 1-800-628-4664
Fax: 1-800-355-003
Web: <http://www.specialtyrisk.com>

WALLACH & COMPANY, INC.

Wallach & Company, Inc.
107 W. Federal St.
P.O. Box 480
Middleburg, VA 20018-0480
Phone: 1-800-237-6615
Fax: 540-687-3172
E-mail: info@wallach.com
Web: <http://www.wallach.com>

Expense Log

Fellow Name _____
 Country of Assignment _____
 Fellow Senior Fellow

Ex. Rate: _____ /\$1

MI + E rate _____ /per diem

TYPE

Reconciliation _____ Reimbursement: _____

Core Books Allowance Post-arrival orientation
 Educational Materials Supplementary Pre-Departure Allowance
 Program Activities Allowance Other _____
 Other _____

Credit Card Statement Attached



Receipt #	Expense date	Expense Justification	Method of Payment	Local Currency Amount	USD Amount	Recipient / Date of Transfer
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total USD:						

Signature: _____