

determine whether an entity is an eligible participant of a qualified cost sharing arrangement and whether each eligible participant is sharing the costs and benefits of intangible development on an arm's length basis. INTL-401-88 relates to the pricing of transfers of tangible property, intangible property, or services between related parties to ensure that taxpayers clearly reflect income and to prevent the avoidance of taxes with respect to such transactions.

**Affected Public:** Business or other for-profit organizations.

**Estimated Number of Respondents:** 1,000.

**Estimated Time Per Respondent:** 7 hours, 51 minutes.

**Estimated Total Annual Burden Hours:** 7,850.

The following paragraph applies to all of the collections of information covered by this notice:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid OMB control number.

Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. 6103.

**Request for Comments:** Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval. All comments will become a matter of public record. Comments are invited on: (a) Whether the collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology; and (e) estimates of capital or start-up costs and costs of operation, maintenance, and purchase of services to provide information.

Approved: February 13, 1997.

Garrick R. Shear,

IRS Reports Clearance Officer.

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## UNITED STATES INFORMATION AGENCY

### Fulbright Teacher Exchange Program Orientation

**ACTION:** Notice—Request for Proposals.

The Office of Academic Programs of the United States Information Agency's Bureau of Educational and Cultural Affairs announces an open competition for an assistance award. Public and private non-profit organizations, with a minimum of four years of experience in successfully administering orientation programs, and meeting the provisions described in IRS regulation 26 CFR 1.501(c) may apply to develop and administer August 1997 orientation activities in Washington DC. for approximately 500 foreign and U.S. teachers and dependents participating in the Fulbright Teacher Exchange Program. The activities prepare participants in the program to teach in the educational system of another country. The programming specifically strives: (a) To provide the U.S. teachers with opportunities to meet face to face with their foreign exchange partners to discuss the details of their individual exchange assignments; (b) to provide participants with an understanding of the educational systems in which they will be teaching; and (c) to provide teachers with practical guidance on living in their countries of destination, with particular references to cross-cultural differences.

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries \* \* \*; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations \* \* \* and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and other countries of the world." (The funding authority for the program cited above is provided through the Fulbright-Hays Act.)

Programs and projects must conform with Agency requirements and guidelines outlined in the Solicitation Package. USIA projects and programs are subject to the availability of funds.

**ANNOUNCEMENT TITLE AND NUMBER:** All communications with USIA concerning

this announcement should refer to the above title and reference number E/ASX-97-02.

**DEADLINE FOR PROPOSALS:** All copies must be received at the U.S. Information Agency by 5 p.m. Washington, DC time on *Thursday, April 3, 1997*. Faxed documents will not be accepted, nor will documents postmarked April 3, 1997, but received at a later date. It is the responsibility of each applicant to ensure that proposals are received by the above deadline. Grants should begin on or above May 15, 1997 and run through April 30, 1998.

**FOR FURTHER INFORMATION CONTACT:** Ms. Ilo-Mai Harding, Teacher Exchange Branch, E/ASX, room 349, 301 4th Street, SW., Washington, DC 20547, telephone: (202) 619-4556, fax: (202) 401-1433, Internet: IHARDING@USIA.GOV to request a Solicitation Package containing more detailed award criteria, required application forms, and standard guidelines for preparing proposals, including specific criteria for preparation of the proposal budget.

**TO DOWNLOAD A SOLICITATION PACKAGE VIA INTERNET:** The entire Solicitation Package may be downloaded from USIA's website at <http://www.usia.gov> or from the Internet Gopher at <gopher://gopher.usia.gov>. Under the heading "International Exchanges/Training," select "Request for Proposals (RFPs)." Please read "About the Following RFPs" before downloading.

Please specify USIA Program Officer Ilo-Mai Harding on all inquiries and correspondences. Interested applicants should read the complete Federal Register announcement before sending inquiries or submitting proposals. Once the RFP deadline has passed, Agency staff may not discuss this competition in any way with applicants until the Bureau proposal review process has been completed.

**SUBMISSIONS:** Applicants must follow all instructions given in the Solicitation Package. The original and 10 copies of the application should be sent to: U.S. Information Agency, Ref.: E/ASX-02, Office of Grants Management, E/XE, Room 326, 301 4th Street, SW., Washington, DC, 20547.

### Diversity Guidelines

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-



economic status, and physical challenges. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into the total proposal.

#### **SUPPLEMENTARY INFORMATION:**

Overview: August Orientation Workshop

Approximately 500 U.S. and foreign exchange teachers and their dependents from approximately 25 countries will attend an orientation workshop in Washington, DC, from August 4 to 8. Names and numbers of participants will be provided in May/June after completion of the educator matching process. (There will be approximately 135 U.S. teachers, 165 foreign teachers and 200 family members.)

Participating countries arrange for non-U.S. teachers to arrive at the U.S. orientation site. Flights carrying non-U.S. teachers and their families should arrive on August 4, 1997 in the Washington, DC area. Arrangements should be made by the recipient institution for the U.S. teachers and their families to arrive at the orientation on August 5, which is a rest day by foreign teachers. (The recipient institution must require U.S. teachers to make their own travel arrangements to the orientation site, on a reimbursable basis). The workshop itself will take place August 6-7. Departure will be scheduled for August 8.

**Purpose:** The purpose of the August orientation workshop is to provide U.S. and foreign teachers and their spouses and dependents with a wide range of briefings and discussions to assist them in preparing to function effectively in host schools and communities here and abroad. Partners meet face to face and share important information about their workplace and other particulars concerning their individual exchanges. The workshop should focus on the teachers' need to understand education in the host country, the professional and personal aspects of the exchange, and the many aspects of adjustment to living abroad, including cross-cultural orientation. The workshop should also address the anticipated needs and concerns of spouses and children so that they are able to optimally benefit from the exchange year abroad.

**Agenda:** An equivalent of one day should be set aside for the U.S. teachers and their families, as well as exchange

partners and their families, to discuss their individual exchanges one-on-one.

Sessions for foreign teachers and spouses should include:

- (1) Overview of the U.S. education system, highlighting contemporary issues affecting U.S. education;
- (2) In-depth briefings on administrative procedures and instructional practices of the U.S. education system, by subject and level;
- (3) Briefings, with information and materials, on techniques of teaching modern foreign languages and English as a second language for the foreign teachers assigned such classes in the United States;
- (4) Information and materials on living in different regions of the United States, including educational practices, local laws, customs and culture;
- (5) Discussion about cultural and ethnic diversity within the U.S. and cross-cultural issues relative to living and working here;
- (6) Presentations by a wide variety of individuals who represent diverse backgrounds and life experiences;
- (7) Administrative matters.

Sessions for U.S. teachers and spouses should include:

- (1) In-depth discussions by country, and in some cases by level, on education in participating countries, as appropriate;
- (2) Briefing, with information and materials, on techniques of teaching English as a foreign language and other relevant subjects for U.S. teachers assigned such classes abroad;
- (3) Tips on living abroad, by country;
- (4) Discussion about cross-cultural issues relative to living and working abroad;
- (5) Administrative matters.

#### **Additional Activities**

In developing the program agenda, cooperating institution may wish to provide additional activities designed to strengthen teachers' and dependents' abilities to function in a foreign setting. Time constraints should be considered. Sessions must not interfere with the counterpart (one-on-one) discussions between partners. Possibilities might include sessions on cross-cultural communication and understanding, and visits to embassies, consulates, and cultural gatherings. It may also be possible to schedule sessions on August 6 when all foreign teachers are present and most U.S. teachers will have arrived by the afternoon.

#### **Speakers**

Cooperating institution is to identify and invite speakers and panelists to cover all sessions, but must demonstrate

its ability and willingness to draw on its own resources to identify such individuals, as well as other resources beyond the organization. This includes universities in the area, consulting groups, embassy personnel or other experts. Speakers may include USIA specialists, staff from foreign counterpart agencies, university faculty, international and intercultural specialists, foreign consular and embassy officials, recent former exchange teachers, foreign teachers currently on exchange in the United States, and others. USIA must approve speaker/panelist selections. During the sessions set aside for administrative matters, USIA staff will specifically designate Agency specialists and staff from foreign counterpart agencies to serve as resource people and speakers. The cooperating institution may also be asked to call on these people to assist with other orientation sessions.

#### **Services**

In addition to developing the agenda and securing speakers, the cooperating institution will provide the following services in consultation with USIA program officers:

- (1) Arrange economical on-site housing preferably in University dormitories for teachers and their dependents; dependents will range from infants to adults. (USIA program officers will provide specific information as to the numbers, sex and age of orientation participants);
- (2) Arrange for on-site housing, as needed, for U.S. Government personnel, selected panelists, speakers, and staff of USIA's foreign counterpart agencies;
- (3) Arrange for three meals per day on-site for participants;
- (4) Arrange on-site day care and educational and recreational activities for spouses and children during time when exchange teachers are in sessions; arrange supervised care for children six months to eighteen years to permit teachers and their spouses to attend jointly scheduled activities; (in order to cut costs, child care should not be provided during optional activities and all meals);
- (5) Reimburse U.S. teachers for one-way transportation, (air/bus/train/car/airport transfer), on an as-needed basis, from their homes to the orientation; the Agency estimates these costs will average \$250 per teacher; (if a round trip super saver is less expensive than an economy one-way fare, the teacher may be reimbursed the former);
- (6) Reimburse selected speakers, panelists and others for travel costs and pay honoraria, where required, up to \$300;



(7) Arrange for transportation for U.S. and foreign teachers, spouses and dependents to any activities or programming off-site;

(8) Arrange for transportation for:

(a) Foreign teachers (and their baggage) arriving on group or individual flights to the orientation site on the designated official arrival day and up to three days before this date;

(b) All U.S. and foreign teachers and resources (and their baggage) departing from the orientation site to major metro-area plane, bus or rail departure points on the designated official departure day only;

(9) Prepare name tags for all orientation participants, using a color-coded badge system designating exchange teachers by country as well as speakers, university personnel, and USIA staff;

(10) Prepare signs/posters to guide participants to their on-site destinations.

#### Reports

The institution will be expected to design and distribute an evaluation for the August orientation to be completed by the teachers. Such a form will cover program content, including meeting sessions, as well as logistical arrangements such as housing, food, and general meeting facilities. The form will be cleared by USIA prior to its use. Participants' evaluations should be tabulated and sent to USIA no later than four weeks after the orientation. The institution should also provide the Agency with a substantive written analysis of the orientation, with recommendations for improving future orientations (no later than ten weeks after the orientation). The Agency reserves the right to conduct an independent evaluation of the program. The institution is also required to provide a breakdown of actual cost figures for the orientation no later than ten weeks after the completion of the orientation.

*Special note:* The cooperating institution will survey the literature of appropriate subject fields to determine materials of greatest potential value to teachers. If approved by USIA, recipient institution will purchase materials (up to \$30 per teacher). The institution will also compile other materials as directed by USIA. These may include materials on U.S. education, including current trends and initiatives, materials on education in selected foreign countries, materials on cross-cultural adjustment and understanding, materials that provide guidance on living abroad, and other materials which the institution and USIA staff consider useful. The institution will provide these materials

to U.S. and foreign exchange teachers at the orientation.

Note: USIA may also request that cooperating institution arrange additional orientation and/or training, or workshop briefings for program participants and administrators, resource people, and organizers during the award period. Cooperating institution may also be asked to provide programming and other services to USIA including, but not limited to, peer committee chairpersons workshops, predeparture orientation activities, foreign and U.S. teacher debriefings, materials purchase and distribution, and the development of new program information, including materials and videos.

*Proposed Budget:* The contracted organization must submit a comprehensive line-item budget based on the specific guidance in the Solicitation Package. There must be a summary budget as well as a breakdown reflecting both the administrative budget and the program budget. For better understanding or further clarification, applicants may provide separate sub-budgets for each program component, phase, location, or activity in order to facilitate USIA decisions on funding. Administrative costs should be kept low; this will be an important factor in grant competition. Also, the ability to achieve cost-effectiveness within budget guidelines through cost-sharing will enhance competitive proposals.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

#### Review Process

USIA will acknowledge receipt of all proposals and will review them for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. Eligible proposals will be forwarded to panels of USIA officers for advisory review. All eligible proposals will be reviewed by the program office, as well as other USIA Offices, where appropriate. Proposals may also be reviewed by the Office of the General Counsel. Funding decisions are at the discretion of the USIA Associate Director for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the USIA Grants Officer. Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. Quality of the program idea: Proposals should exhibit originality, substance, precision, and relevance to Agency mission.

2. Program planning: Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

3. Ability to achieve program objectives: Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

4. Support of Diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration and program content (orientation sessions, resource materials, and choice of resources).

5. Institutional Capacity: Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.

6. Institution's Record/Ability: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Agency grants as determined by USIA's Office of Contracts. The Agency will consider the past performance of prior recipients and the demonstrated potential of new applicants.

7. Project Evaluation: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives is recommended.

8. Cost-effectiveness: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate.

9. Cost-sharing: Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

#### Notice

The terms and conditions published in this RFP are binding and may not be modified by any USIA representative. Explanatory information provided by the Agency that contradicts published language will not be binding. Issuance of the RFP does not constitute an award commitment on the part of the Government. The Agency reserves the right to reduce, revise, or increase proposal budgets in accordance with the



needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements.

#### Notification

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal USIA procedures.

Dated: February 13, 1997.

Dell Pendergrast,

*Deputy Associate Director for Educational and Cultural Affairs.*

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