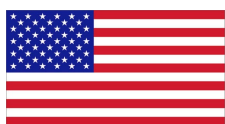


2021 Global Teacher Grants

How-to-Guide

The Global Teacher Grants (GTGs) provide teacher exchange program alumni from around the world with the resources to serve their classrooms, schools, and communities.

The 2021 Global Teacher Grant program is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA), with funding provided by the U.S. Government and administered by IREX.



About this guide

This guide was created to assist alumni in developing their proposals for the 2021 Global Teacher Grants. This guide is divided into four sections.

Section 1: Developing Your Grant Idea

This section provides information for you to think about as you develop your grant idea.

Section 2: Completing the Application

This section guides you through each component of Part 2 'Project Information' of the online application and provides helpful tips and examples on what each section should include.

Part 1 'Application Information' of the online application requests general information about yourself, your exchange program, your school, etc.

Part 2 'Project Information' requests more detailed information about your proposed project such as statement of need, project goals and objectives, and monitoring and evaluation criteria.

Section 3: Navigating and Submitting to OAS

This section provides information about submitting your application to IREX through the Online Application System (OAS).

Section 4: Additional Resources and Information

This section provides general information about eligibility requirements and other Global Teacher Grants specifics.

The GTG application is online. To begin a new application, visit:

<https://fulbright.irex.org>

Section 1: Developing Your Grant Idea

Successful grant writing involves comprehensive planning and preparation. You will need to research, plan, write, organize, and create a budget.

Brainstorming Your Project Idea

Begin by brainstorming what type of project you would like to implement. Projects must be designed to support education in your school/community. To help you brainstorm ideas, consider the following questions:

- *What did you learn on your teacher exchange program? Can you teach this skill, strategy, or concept to others?*
- *What are educators, administrators, or other stakeholders interested in? What can you offer them?*
- *What makes your students eager to learn? Could you do something with them outside of class?*
- *What does your school already do to improve education? What needs to be supplemented?*
- *What resources are already available to you? Can you use them to leverage the impact of your project?*

Focusing Your Project Idea

It is very important that your project has a specific and narrow focus. It is not possible to change everything you would like to all at once. Try to pick one idea to develop. Use this template to focus your idea:

- *I am focusing on _____ (topic) because I want to address _____ (issue) in order to _____ (purpose).*

Section 2: Completing the Application

As you fill out your application, you may think of new ideas. Refer to your specific and narrow focus developed in Section 1. Ask yourself: *Does this fit within the scope of my project?*

I. General Project Information

Provide information about your project such as its title, amount contributed to it by cost share*, and a short description about it. When writing your project description, think about your project's focus very concisely. This description should be no more than three to four sentences.

*Any project cost that is given as a donation or on a voluntary basis from another source that will not be covered by GTG funds.

II. Statement of Need

Write a strong argument about why your project should be funded. Keeping in mind your projects specific and narrow focus, be realistic about the needs that you are addressing and the impact that your project can have.

III. Project Goal and Objectives

Clearly and concisely define your project's overall goal, objectives, and beneficiaries. Explain who and how many direct and indirect beneficiaries that your program may reach. If possible, include details such as what school(s) or district(s) they come from, the ratio of male/female beneficiaries, etc. Be as specific as possible!

IV. Applicant's Role and Responsibilities

Describe your roles and responsibilities and those of whoever will be assisting you with the project's implementation. Consider the activities needed to be accomplished to reach each phase of your project. Then, determine who will be responsible for each activity and write a brief description on what exactly they will be responsible for.

V. Activities and Timeline

For each activity in each phase your project, provide dates (specific dates or range of dates in mm/yyyy format) of when they will occur accompanied by a brief description.

VI. Budget Plan

Create your budget in U.S. dollars by including all costs needed to fulfill all aspects of your project. Write notes to explain any assumptions and details about the costs. Be sure to compare quotes from different vendors to ensure you accurately plan your budget and get the best prices. Add all your costs up and doublecheck your calculations! Though you may plan your budget your own way, you must use the online application to submit it.

VII. Monitoring and Evaluation

Explain how you will evaluate and assess the qualitative and quantitative impact of your project. Use a variety of methods such as surveys, focus groups, informal discussions, etc. to provide richer feedback.

VIII. Sustainability

List how your project's impact will continue in post-grant period. To support sustainability, consider the following:

- *Engage others through interdisciplinary projects to show your projects value to all disciplines.*
- *Build on an existing need in a way that promotes long-term engagement.*
- *If funding is used to buy resources, organize activities to give everyone a chance to work with the materials and see how they can be used to enhance educational outcomes.*
- *Offer no-cost post grant period activities that build on the work done in the initial project period.*

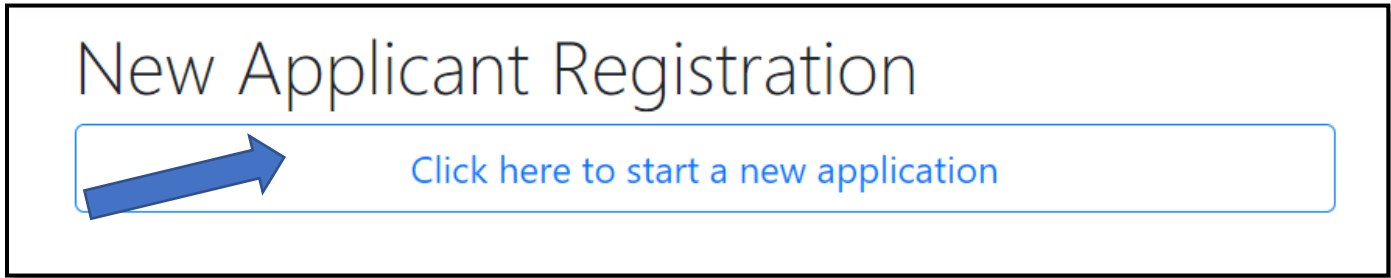
IX. Additional Documents

Upload additional documents that confirm and support information about you and your proposal.


- Applicant's Curriculum Vitae (CVs)/Resumes – **REQUIRED (1-2 pages)**
Highlight educational and professional experiences and only work experience relevant to your project.
- Letters of Support from Cost Share(s) – **REQUIRED IF APPLICABLE**
A letter of support from cost share stating what they are supplying and the monetary value in U.S. dollars.
- Any Other Related Materials - **OPTIONAL**
Such as a detailed agenda outlining proposed events with details like topics covered, who presented, etc.

Section 3: Navigating and Submitting to OAS

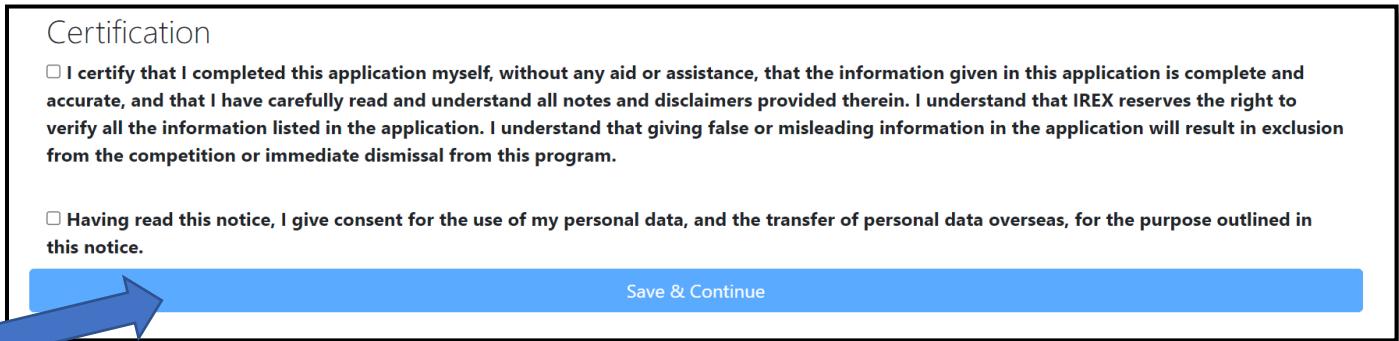
1. Register as a new applicant.



New Applicant Registration

 [Click here to start a new application](#)


2. Click the boxes below then click **Save & Continue**.



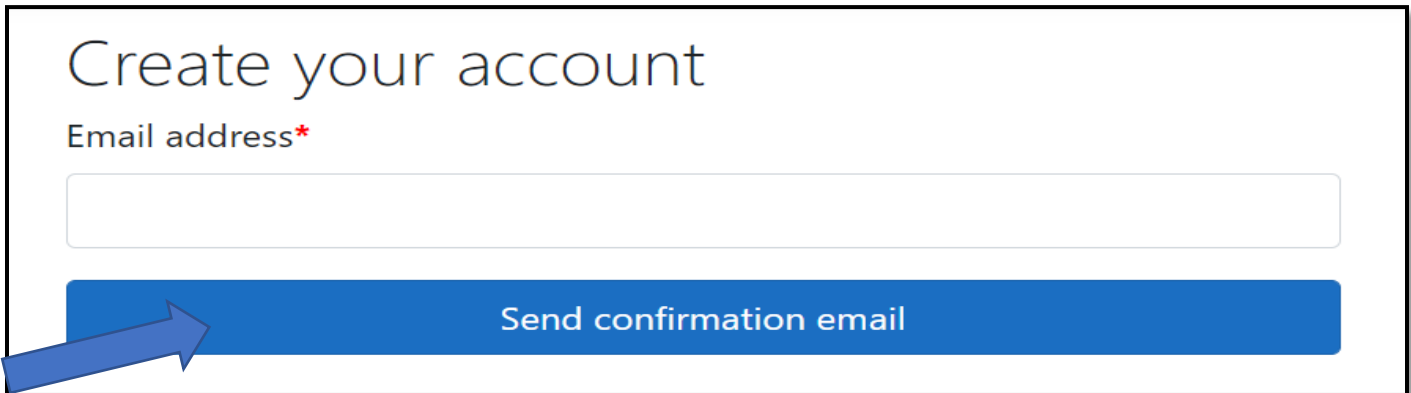
Certification

I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein. I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from this program.

Having read this notice, I give consent for the use of my personal data, and the transfer of personal data overseas, for the purpose outlined in this notice.


 [Save & Continue](#)

3. Enter your email address then click **Send confirmation email**. Open the confirmation email and click the link to set up your password. Your email address will be your username.



Create your account

Email address*

 [Send confirmation email](#)

4. Log in with your username and password.

Returning Applicants, External Reviewers, and U.S. Embassy or Fulbright Commission Sign In

Username*

Password*

Log in

5. The home page allows you to view and track all sections of your application. The status column displays the progress of each section by marking it as **In Progress**, **Complete**, or **Not Started**.

My Application

Part 1. Applicant Information

I. General Information Provide general applicant information, including name, gender, country of citizenship, and country of residence.	Completed
II. Contact Information Provide detailed phone, email, and address information.	In Progress
III. ECA Alumni Information	Not Started

6. Go through each section of the application to enter information about yourself and your project. Click **Save and Return** to go back to home page or **Save and Continue** to go to the next section.

General Information

Cancel Generate PDF Save & Return Save & Continue

First Name* TEST

Middle Name

Last Name* TEST

Gender* Male Female Non-binary Prefer to self describe


Country of Citizenship* Afghanistan

Country of Residency* United States

Cancel Generate PDF Save Save & Continue

- Once you have completed all sections, click **Download Application PDF** to save a copy of your application for your records. Then, click **Submit Application**. The screen will show a preview of your application for you to review. If all information is correct, click **Submit Application** again.

VIII. Monitoring and Evaluation	Completed
IX. Sustainability	Completed
X. Additional Documents	Completed

Generate PDF  Review & Submit Application

Generate PDF  Submit Application

- A confirmation message will appear verifying you have **submitted your application**.

My Application

Congratulations! Your application has been successfully submitted.

If you have questions about using the Online Application System, contact IREX at teacheralumni@irex.org.

Section 4: Additional Resources and Information

About the Global Teacher Grants (GTG)

The Global Teacher Grants (GTG) provides up to \$2,000 to elementary and secondary educators who are alumni of Teaching Excellence and Achievement (TEA) Program, International Leaders in Education Program, (ILEP) Teachers for Global Classrooms (TGC) Program, Fulbright Classroom Teacher Exchange (Fulbright CTE), Fulbright Distinguished Awards

in Teaching for International Teachers (Fulbright DAI) Program, Fulbright Teaching Excellence and Achievement (Fulbright TEA) Program, Fulbright Teachers for Global Classrooms (Fulbright TGC) Program, Fulbright Leaders for Global Schools (Fulbright LGS) Program, Fulbright Distinguished Awards in Teaching Short-Term (Fulbright DAST) Program, or Fulbright Distinguished Awards in Teaching Semester Research (Fulbright DA) Program. Grants are issued to support projects, materials, and activities that will improve elementary and/or secondary education in the alumna's home school and community. GTGs are sponsored annually by the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) with funding provided by the U.S. Government and administered by IREX.

Grant Instructions/Details

- Answer all components of the application in English.
- Enter all monetary values in U.S. Dollars.
- All components of the application must be included in your online application. IREX will not accept any aspect of the application by email, post, or any other method.
- Save your login information to return to and make edits to the application at any time prior to the deadline. The application does not need to be finished in one sitting.
- Awardees are required to submit a final report to IREX that documents the results of the grant, lessons learned, evaluation results, and information about any related future plans by the deadline provided in the 2021 Global Teacher Grant Terms & Conditions.

Technical Eligibility Requirements

In an effort to reflect the diversity of the United States and global society, the Bureau of Educational and Cultural Affairs programs, funding, and other activities encourage the involvement of U.S. and international applicants from traditionally underrepresented groups, including women, racial and ethnic minorities, and people with disabilities. Opportunities are open to people regardless of their race, color, national origin, sex, age, religion, geographic location, socioeconomic status, disability, sexual orientation, or gender identity. The Bureau is committed to fairness, equity, and inclusion. Global Teacher Grants is a merit-based competition open to:

- Alumni who have successfully fulfilled all program requirements, including previously awarded grant requirements, and are in good standing with the U.S. Department of State.
- Alumni who are currently working in elementary or secondary education in their country of citizenship.
- Alumni who submit a complete application form including a budget plan, timeline, CV/resume and, if applicable, letter(s) of support from cost sharing partners.

Individuals in the following circumstances are NOT eligible for the Global Teacher Grants:

- Alumni who have consecutively won two alumni grant awards funded by the U.S. Government within the last two years.
- Employees of the U.S. government or IREX.

The U.S. Department of State and IREX reserve the right to verify all the information included in the application. If there is a discrepancy or if information is found to have been falsified, the application will immediately be declared invalid and the applicant ineligible. Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee. Incomplete applications will not be considered.

Financial Provisions of Grant

Disbursement of Funds

Grant funds will be awarded in two separate payments: an 80% payment at the beginning of the grant period and a 20% payment after submission and approval of the Final Report. Grantees will be asked to supply bank information in their

Terms & Conditions form. Grantees should be able to receive grant funds via a wire transfer or direct deposit to a bank account. IREX can only send funds to the grantee.

Applicants are highly encouraged to demonstrate cost share through their ability to obtain in-kind donations (such as books, materials, rental space, volunteer time from colleagues or community members to work on your project, etc.) by outside sources, such as the applicant's school.

Approved projects may be asked to make changes to their proposed budget and technical proposal prior to the final award decision. IREX, in consultation with ECA, reserves the right to alter an applicant's budget or fund some, but not all, components of an application.

Unallowable Costs

Global Teacher Grant funds may not be used for the following:

- To supplement applicants' income or salary expenses
- To purchase gifts or alcohol
- To give donations
- To provide salaries to ECA Alumni, including the grant recipient

Equipment and Software

Grant funds may be used to purchase equipment and/or software if it is critical to your project and costs are reasonable.

International Plane Tickets

According to the Fly America Act, a U.S. government regulation, all U.S. colleagues who travel for professional collaboration as a part of an alumni grant must use a U.S. air carrier for their international travel. All international tickets purchased with ECA funds must be purchased via Fly America compliant carriers. Travel must be well-justified in your project proposal and budget plan and follow IREX's travel rules and regulations.

Taxes and Wire Fees

IREX is not responsible for bank fees incurred by the awardee. It is the awardee's responsibility to determine and pay personal income taxes, if any, that are due on this award. IREX staff are neither qualified nor allowed to answer questions regarding an individual's taxation, tax status, or fiscal identity. Awardees are encouraged to check with their personal tax accountants.

Selection Process and Criteria

Each eligible application will be read by a selection committee in Washington, D.C. Final selections will be made by the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State.

Selection committee will be looking for grant proposals that:

- Have a sustainable impact on education.
 - Is there evidence of sustainability planning that will continue to reinforce the impact of the project activities after the grant period ends?
 - Does the project's goal and objectives clearly and logically relate to each other and the statement of need?
- Meets beneficiaries' needs.
 - Does the project address the beneficiaries' needs?
 - Are details provided about the beneficiaries (age, grade, number of beneficiaries, etc.)?
- Are strong but feasible.
 - Are the project's activities well-articulated, directly reflect the goal, and are achievable within the given timeline?
- Have a clear budget plan.

- Is there logic behind the line items? Are they related to the program activities?
- Is the notes column completed? Does it provide details and insight?