2018 PROPOSAL FOR A

PAUL D. COVERDELL FELLOWS PROGRAM

IN

[department(s)]

[degree(s)]

at [NAME OF INSTITUTION]

Submitted by

Name, Title

Address

Telephone Number

E-mail

Date

**General Information**

1. Name of institution (college or university)
2. Location (city, state and/or campus of larger institution)
3. Accreditation:
	* Institution accreditation body and last year of accreditation.
	* If different from institution, degree program accreditation body and last year of accreditation

**Proposed Program**

1. School/department name
2. Complete name of degree(s) to be offered through the proposed Coverdell Fellows program
3. Number of credits required for proposed degree(s)
4. Number of semesters/years it will take a full-time student to complete this program
5. Size and demographics of your program’s student body
6. Number of Coverdell Fellowships your program will make available each year
	* All partners are required to make available at least one Coverdell Fellowship annually
7. Provide a hyperlink to the curriculum description for the proposed degree(s)
8. Why is your program seeking this partnership with the Peace Corps? (Maximum 300 words)

**Student Selection and Orientation**

1. How will prospective Fellows indicate to the admissions team that they are qualified returned Peace Corps volunteers (RPCVs) who desire to be considered for the Coverdell Fellowship?
* *Note:* To verify that applicants are successful RPCVs, Peace Corps encourages partners to request that RPCV applicants submit their official Peace Corps Description of Service along with their application.
1. How will Coverdell Fellows applicants be evaluated and selected?
2. As compared to notifications about general acceptance into the degree program, when will selected Fellows be notified that they have been awarded the Coverdell Fellowship?
3. Once selected, how will Coverdell Fellows be oriented to the requirements and expectations for their Coverdell Fellowship?

**Financial Support**

1. Outline your program’s cost for a student who is *not* receiving a Coverdell Fellowship or other financial aid:

|  |
| --- |
| **With*out* a Coverdell Fellowship** |
|  | Tuition per semester | Mandatory student fees | Total cost per year | Total estimated cost of degree |
| In-state student | $ | $ | $ | $ |
| Out-of-state student | $ | $ | $ | $ |

1. Outline the financial support to be provided to Coverdell Fellows
* Type of support to be provided (e.g., tuition discount, scholarship, out-of-state tuition waiver, federal work study, graduate/research/teaching assistantship, health insurance, free student housing, book stipend, etc.)
	+ - If you offer benefits outside of tuition or mandatory fees, please list the benefits and their financial value. You may include these figures in the final column below, listing the value of the Coverdell Fellowship.
	+ Cost of program with a Coverdell Fellowship (discount must equal at least 25% of tuition and mandatory fees for both in- and out-of-state students):

|  |
| --- |
| ***With* a Coverdell Fellowship** |
|  | Tuition per semester | Mandatory student fees | Total cost per year | Total estimated cost of degree | Total financial value of Coverdell Fellowship (including all forms of financial support) |
| In-state student | $ | $ | $ | $ | $ |
| Out-of-state student | $ | $ | $ | $ | $ |

* + Are there additional scholarships or assistantships for which Coverdell Fellows would be eligible to apply?
1. Will you waive the application fee for RPCVs applying to the proposed program?

**The Internship**

1. How will Fellows find and secure appropriate internships? Who will be involved? What role will individual Fellows play in this process?
2. At minimum, how many total hours will Fellows spend in their internships?
3. How will you monitor Fellows’ completion of their internships?
4. In rare instances, Coverdell Fellows are unable to complete the internship portion of their Fellowship due to circumstances beyond their control. How will you assure that such Fellows still accomplish the internship’s goals of supporting an impoverished or socially disadvantaged community and deepening the Fellows’ educational experience?

**Administrative Support**

1. Coverdell Fellows coordinator (faculty/staff who will act as liaison to Peace Corps and work directly with students):
	* Name and title
	* Contact information (mailing address, telephone number, and email address)
2. Please list every major responsibility related to the Fellows program that the coordinator will assume. Be sure to include:
	* Responsibilities during the prospective Fellows’ application and selection process
	* Responsibilities during Fellows’ onboarding and throughout the course of the program
	* Responsibilities in facilitating the Fellows’ internship placements and monitoring their success
	* Responsibilities in liaising with the Peace Corps
3. How (and how frequently) will the coordinator communicate with Coverdell Fellows while on campus?
4. In the event that the named coordinator goes on leave or transitions from this position, what is the name and title of the individual who will cover the coordinator’s responsibilities in the short term, and how will you select and train a permanent replacement?
5. The Memorandum of Agreement is co-signed by Peace Corps’ Director and a senior administrator at the university who has authority to sign for the whole institution. Who do you anticipate being your signatory, and what is your strategy for securing that signature should your proposal be accepted?

**Recruitment and Promotion**

1. How will your program promote the Coverdell Fellows program to prospective students?
2. How will you engage with your [local Peace Corps recruiter](http://www.peacecorps.gov/recruiters/) or Regional Recruitment Office to support your outreach activities?
3. When called upon, Coverdell Fellows are expected to lightly assist the Peace Corps in relevant recruitment or placement activities. How will you support Coverdell Fellows in meeting this expectation?

**Appendices**

* Please include one letter of support from the school’s provost, dean or department chair confirming the ability to offer the proposed scholarships.
* Please include two letters of support from community-based organizations working with impoverished and/or socially disadvantaged Americans that are interested in hosting Coverdell Fellows as interns.

**PROPOSAL CHECKLIST**

As you prepare your proposal for submission, use this checklist to assure that your proposal is as strong as possible:

* Did you answer all 30 proposal questions fully, concisely and accurately?
* Does the proposal adhere to the required format?
* Considering [other current Fellows programs](https://www.peacecorps.gov/volunteer/university-programs/graduate-school-partners/) in similar disciplines, does the proposal present a financial package that will be clear and compelling to prospective Fellows?
* Does the proposal depict a robust infrastructure for program management, with the coordinator’s responsibilities identified and the position embedded within a supportive department?
* Have you confirmed that your anticipated signatory will be willing to sign the MOA without unauthorized edits?
* Have you included a letter of support from the school’s department chair or dean confirming the capacity to offer the discussed scholarships?
* Have you included two letters of support from community-based organizations working with underserved communities in the U.S. that are interested in hosting Coverdell Fellows as interns?

Be sure not to miss the submission deadline! **5:00 p.m. (PST) on Tuesday, May 1, 2018**. One electronic copy of the proposal in PDF format must be submitted to the Peace Corps online at [this link](http://pcrmweb.peacecorps.gov/cn/aflq5/coverdellfellows) (http://pcrmweb.peacecorps.gov/cn/aflq5/coverdellfellows).