



USAID
FROM THE AMERICAN PEOPLE

THE NATIONAL

Administrative and Financial Management of Your PEER Grant

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THE NATIONAL ACADEMIES
Advisers to the Nation on Science, Engineering, and Medicine

National Academy of Sciences
National Academy of Engineering
Institute of Medicine
National Research Council

National Academy of Sciences (NAS)

... an honorific society of distinguished scholars engaged in scientific and engineering research, dedicated to the furtherance of science and technology and to their use for the general welfare.

1863 NAS Act of Incorporation

...to "investigate, examine, experiment, and report upon any subject of science or art" whenever called upon to do so by any department of the government...



Role of the National Academies

- Member of the PEER steering committee
- Implementing the PEER program on behalf of USAID in cooperation with eight U.S. Government-supported agencies



Smithsonian
Institution



Working with NAS Staff

We are here to help you
make your project a success!

- Finances
- Reporting
 - Travel
 - Visas

Financial Matters

- Keep records of all spending on your PEER project, including **receipts** to document purchases of equipment, supplies, travel, salaries and student stipends
- **Equipment or service of more than \$5,000:** you must get bids from **three** vendors and document them
- You are **not** allowed to cover the expenses of your USG-sponsored partner using PEER funds
- Financial trainings may be organized for most PEER financial officers

Reporting

- Four **brief quarterly reports**, due each year on January 15, April 15, July 15, and October 15
- One annual technical report (detailed)
- One annual financial report
- Following year's funds will not be disbursed before we receive, review, and accept your annual reports
- Updates and **pictures** are always welcome

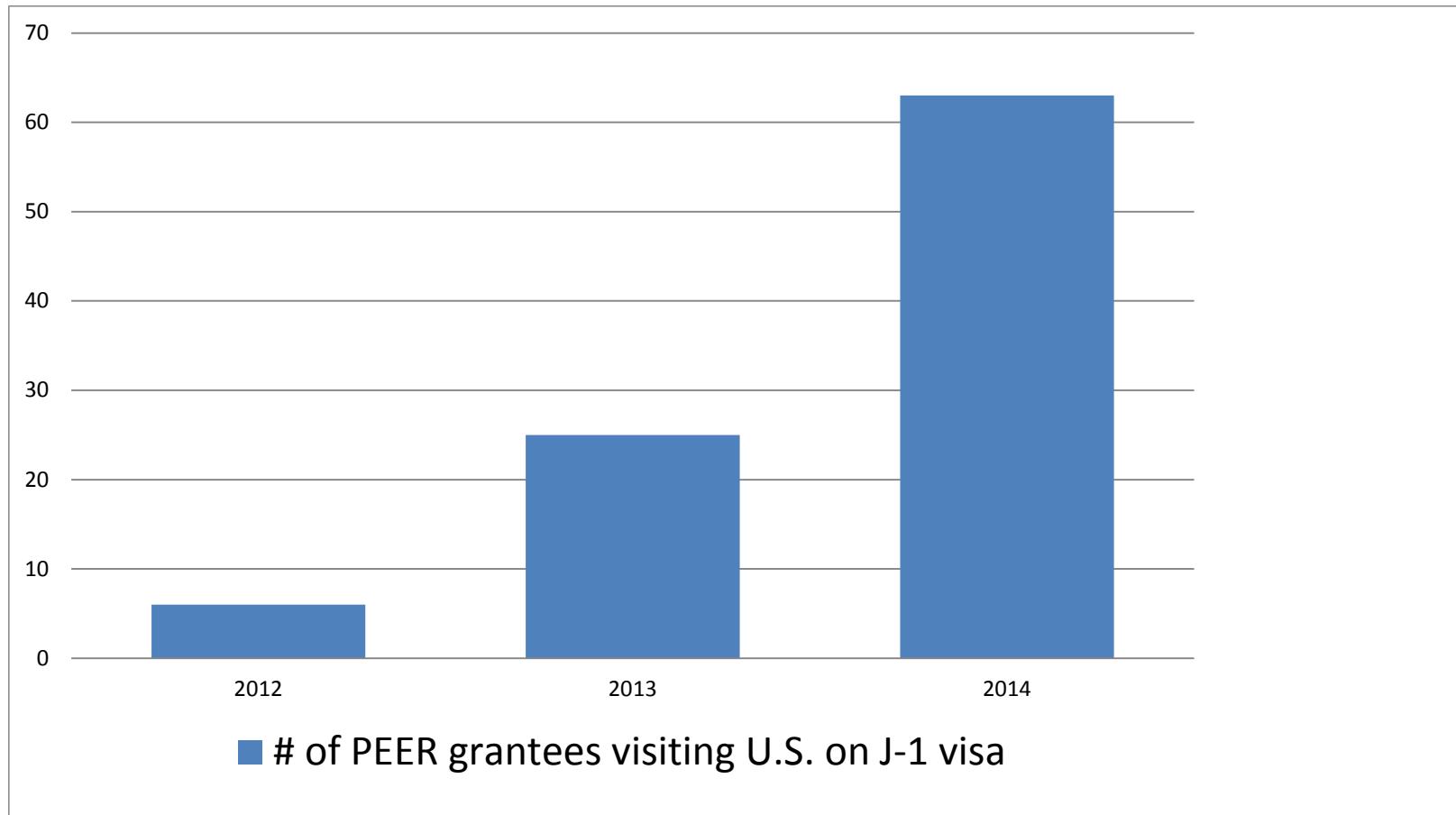
Travel

- You are required to contact your grant manager for review and approval of international flight itineraries **before** you buy your tickets using PEER funds
- Fly America Act (FAA): you must use U.S. air carriers to the maximum extent available
<http://www.gsa.gov/portal/content/103191>
- European Union carriers are allowed as well
- Failure to comply with FAA will disallow your expenses

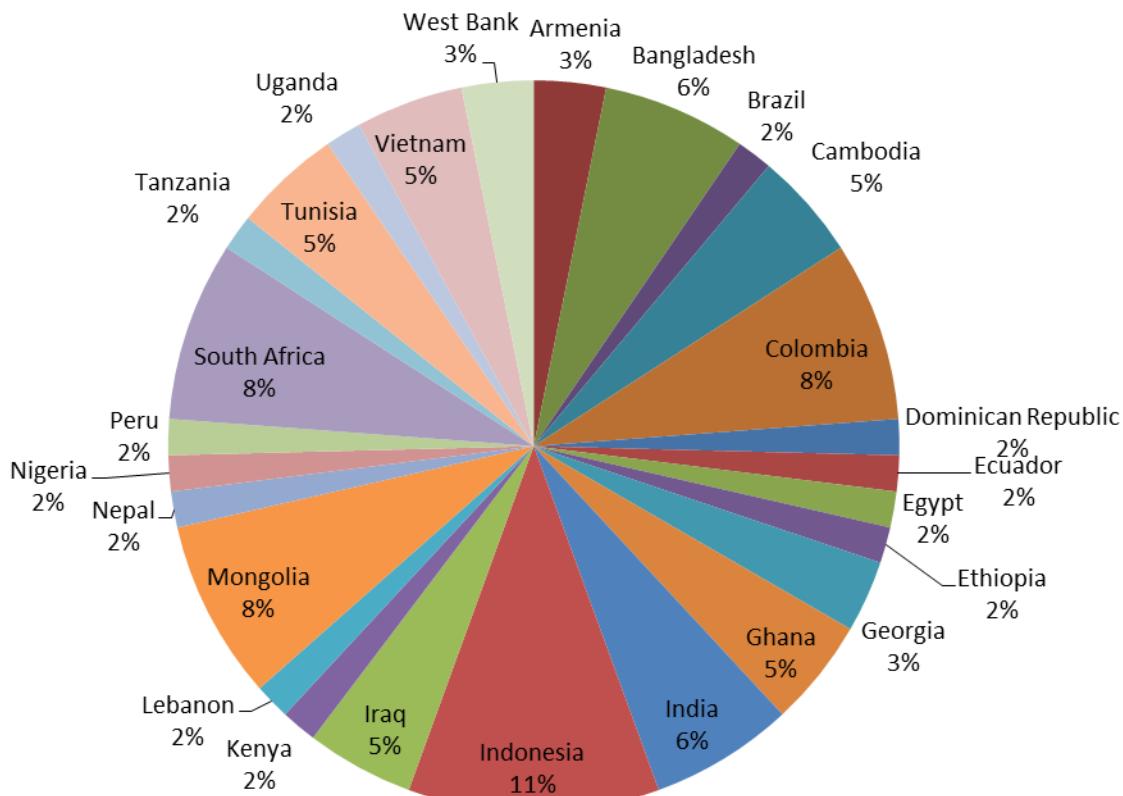
Travel to the U.S. and Visas

- Notify your NAS grant manager at least **3-4 months** in advance of any visit plans to determine the type of visa process required
- Finalize the **name(s)** of the visitor(s), the **dates** and **purpose** of the visit(s)
- It is a lengthy process, with a number of required documents to obtain and forms to fill out → **START EARLY**

PEER Grantees on J-1 Visas (2012-2014)



2014 PEER Grantees Visiting U.S. : Distribution by Country of Origin (2014)



Travel to the U.S. and Visa Categories

PEER funds **will be**
used for U.S. travel
AND
Traveler is not
receiving PEER salary
J-1 visa

- **USAID-sponsored J-1
visa process** (even if
traveler has valid B1
visa)

PEER funds **will not**
be used for U.S.
travel
OR
Traveler **is receiving**
PEER salary

- B-1 visa or US host-
sponsored visa

Travel with B-1 Visa

B-1 visa is obtained by traveler independently

Must comply with Fly America Act or Open Skies Agreement IF PEER funds will be used for travel

Report trip results in the next PEER project quarterly report

USAID-Sponsored J-1 Visa Application Process

NAS & USAID are closely involved in time-sensitive process

DS-2019* form issued by USAID

Single entry visa with strict arrival and departure monitoring

J-1 Visa Conditions of Sponsorship

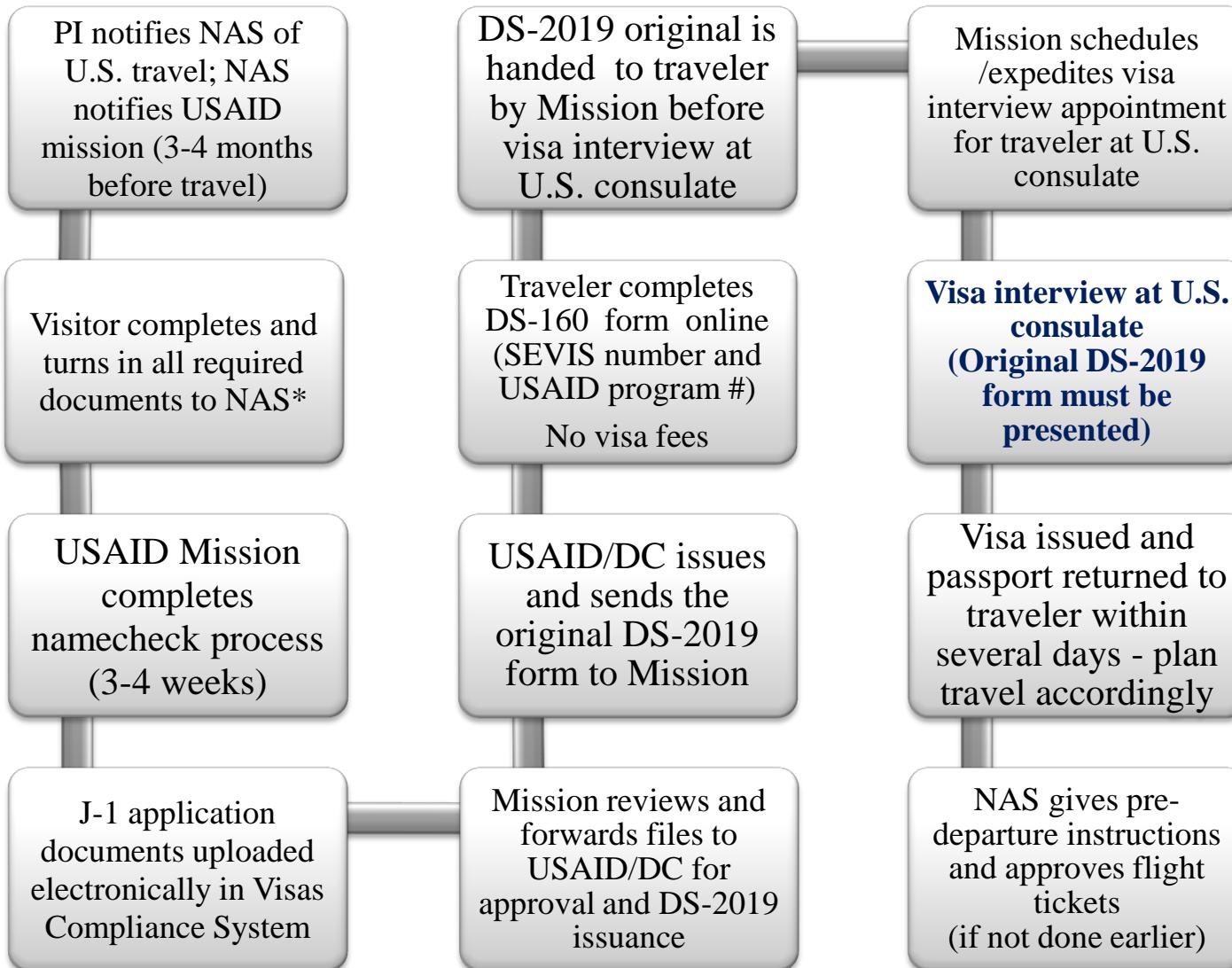
2-Year Home Residency Requirement:

Traveler may continue traveling to the U.S. under non-immigrant visas (B-1, J-1, F-1), but cannot apply for a "green card" (a Permanent Resident Card), or come to the U.S. on a work visa (H-1 or L-1) until after they have met the two-year home residency requirement.

Required J-1 Visa Application Documentation for DS-2019 Issuance by USAID

- Clear passport and national ID copies
- Biographical data form (a1380-1)
- Conditions of Sponsorship form (a1381-6)(2 year home residency requirement)
- Police clearance or criminal history report (to be obtained by applicant *in certain countries*)
- Name check (completed by USAID mission – can take up to 6 weeks)
- Narcotics offences and drug trafficking certification (Peru, Colombia)*in certain countries only*
- Stakeholder compact form (to be signed by traveler and his/her employer)
- Medical exam form (a1382-1) (required for U.S. visits of 30 days or longer, mandatory regardless of length of visit in Colombia)
- Official invitation letter from U.S. host
- Recommendation letter from employer confirming employment upon return
- Proof of English proficiency (invitation letter, TOEFL, University Degree certificate)
- Detailed estimated trip budget (international travel cost, participant cost, non USAID funds to be used, if any (use per diem guidance)
- Health and Accident (HAC) Insurance (provided by NAS)
- Individual Taxpayer Identification Number application form W-7 (ITIN)

USAID-Sponsored J-1 Visa Application Process



U.S. Arrival and Departure Procedure for J-1 Visa Travelers

**Traveler must notify NAS
of timely arrival on the
day of arrival in U.S. – no
later than within 3 days of
program start date**

**Upon arrival traveler must
send to NAS a copy of arrival
record (I-94 form)
<https://i94.cbp.dhs.gov/I94/request.html>
Traveler must notify NAS of
any address changes**

**On the day of departure
from U.S. traveler (or U.S.
host) must confirm departure
prior to boarding the plane –
no later than within 3 days of
program end date**

Upon return home, traveler must

- Forward to NAS copies of
passport pages with country
reentry stamps;**
- Send updated U.S. trip cost
summary. U.S. program report
and photos are welcome!**

Don't Forget...

- **Inclusiveness:** please make every effort to ensure that women and junior participants are included in your projects to the maximum extent possible
- **Publicity:** you are strongly encouraged to help spread the word about your PEER activities
- **Branding:** include the **USAID logo** on major equipment items, Web sites, and written materials for public distribution produced with PEER funds

When do you reach out to us?

- Reporting
- International travel
- U.S. visas
- Major changes to your approved proposal
(extensions, reallocations of more than 10% of the total budget between categories, workplan changes)
- Problems with your USG-sponsored partner
- Problems with your institution (getting funds...)

Questions?

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