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

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
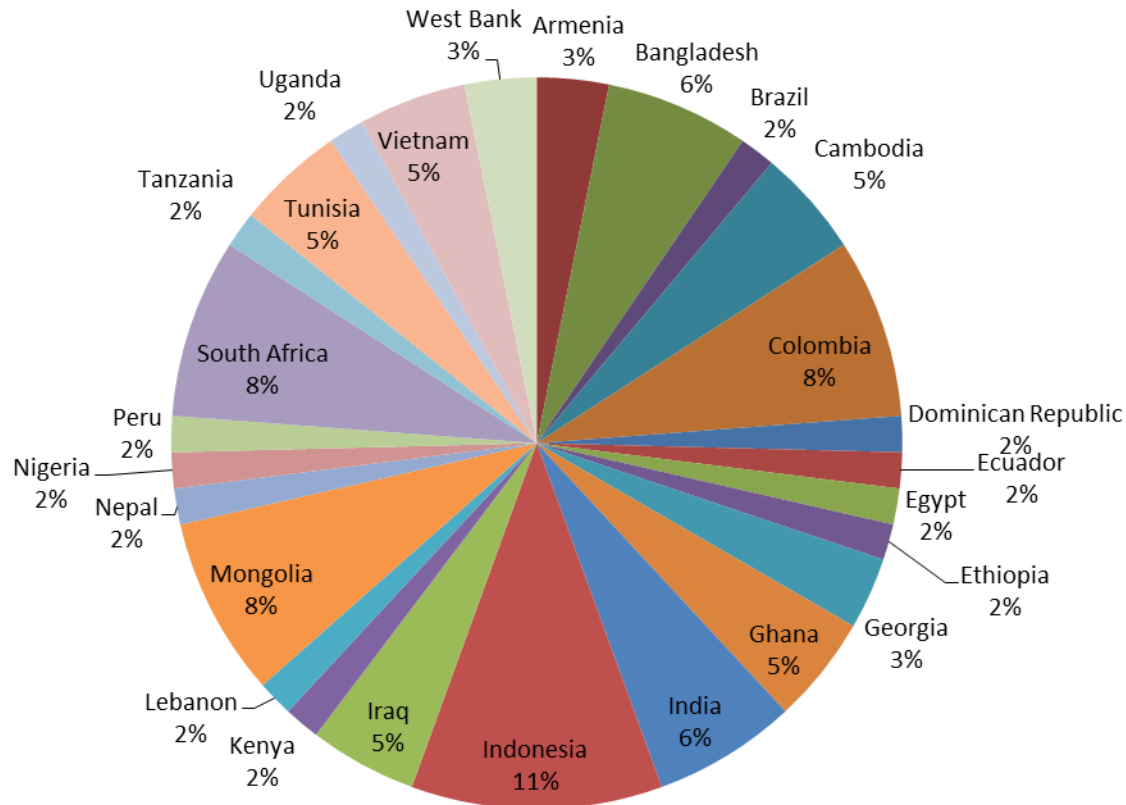
Travel to the U.S. and Visas

- 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 required documents to obtain and forms to fill out → **START EARLY**

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

Bar chart showing # of PEER grantees visiting U.S. on J-1 visa: 2012 ≈ 6, 2013 = 25, 2014 ≈ 63.
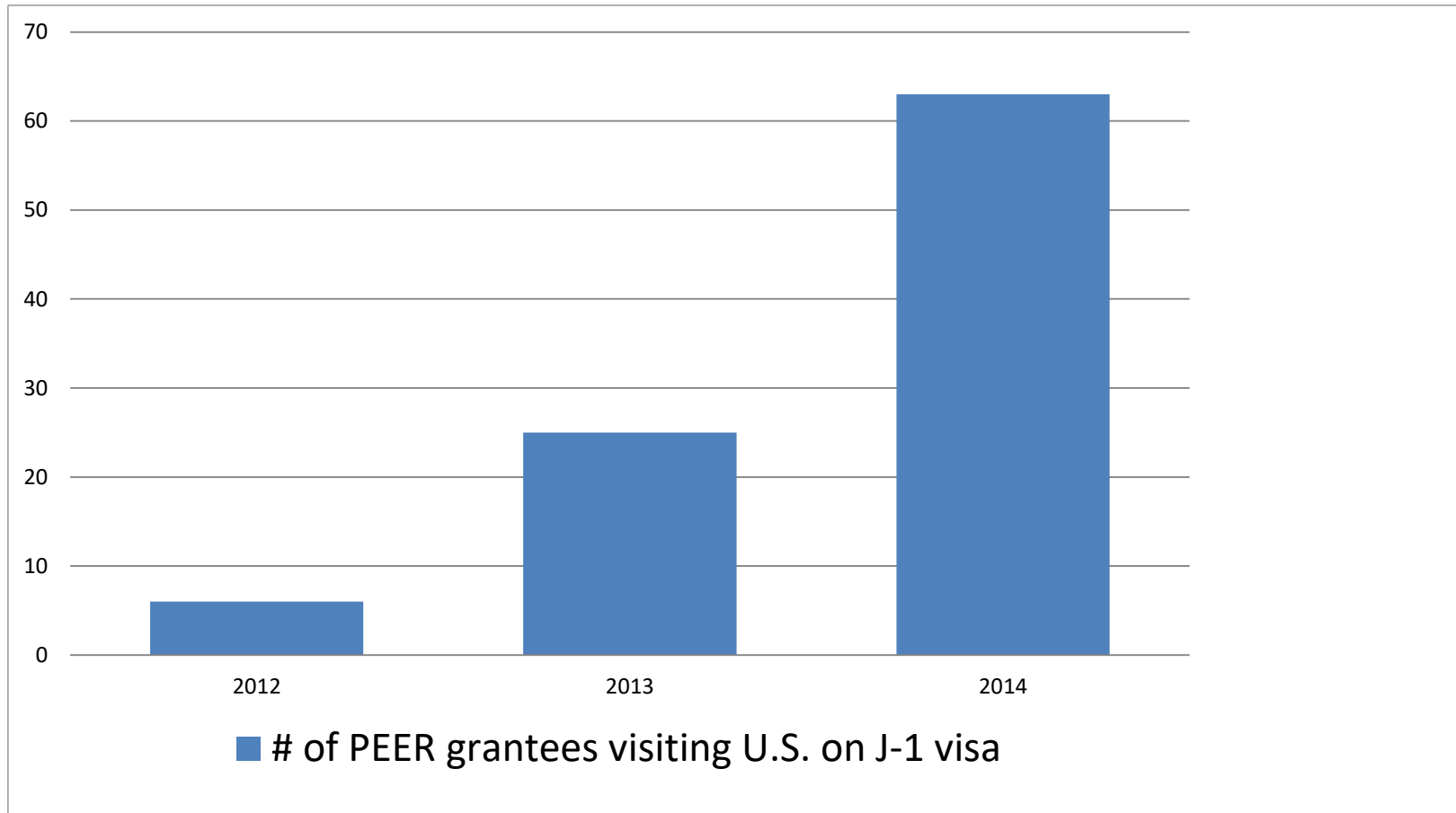
2014 PEER Grantees Visiting U.S. : Distribution by Country of Origin (2014)

Travel to the U.S. and Visa Categories

Travel on USAID - sponsored J-1 visa

(single entry)

- PEER funds **will be** used for U.S. travel AND
- Traveler <u>is not</u> receiving PEER salary

J-1 visa required even if traveler already has a valid (B-1) visa

Travel on B-1 visa or other

U.S. host-sponsored visa

- Traveler <u>is</u> receiving PEER salary OR
- Traveler is <u>not</u> receiving PEER salary, bur PEER funds <u>will not</u> be used for U.S. travel

Travel with B-1 Visa

B-1 visa is obtained by traveler independently

Flight itinerary 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 and Conditions of Sponsorship

Process is time sensitive and will take 2-3 months

DS-2019* form required for visa interview scheduling

NAS & USAID are closely involved in the process, (no visa application fees)

Single entry visa with strict arrival and departure monitoring

2-year home residency requirement

J-1 Visa Conditions of Sponsorship

2-Year Home Residency Requirement:

1. **Two-year Home Residency Requirement:** I understand that I must depart the U.S. within three calendar days (seven calendar days for long-term programs) after the last technical or practical U.S.-based activity of my program, unless circumstances preclude departure and the USAID Responsible Officer or Alternate Responsible Officer approves the exception in writing. I understand that I must return to my home country immediately upon departure from the U.S. I understand that I must fulfill the two-year home residency requirement of the J-1 Visa, unless USAID has approved an exception to the Agency's J-1 visa requirement (see 2. below). *[The two year home residency requirement does not preclude me from traveling to the U.S. during such period under another non-immigrant visa such as B-1/B-2 if the travel is approved by a U.S. Consul. Instead it means that I will not be eligible for certain types of non-immigrant visas (e.g., H-1 or L-1) or for legal permanent residence in the U.S. until I have spent a total of 24 months in my home country].* I will not attempt to change my non-immigrant status while in the U.S. I understand that marriage to a U.S. citizen, the birth of a U.S. citizen child, an offer of employment, change of sponsorship, passage of years, or time spent in another country, will not change my responsibility to return home upon completion of this USAID program.
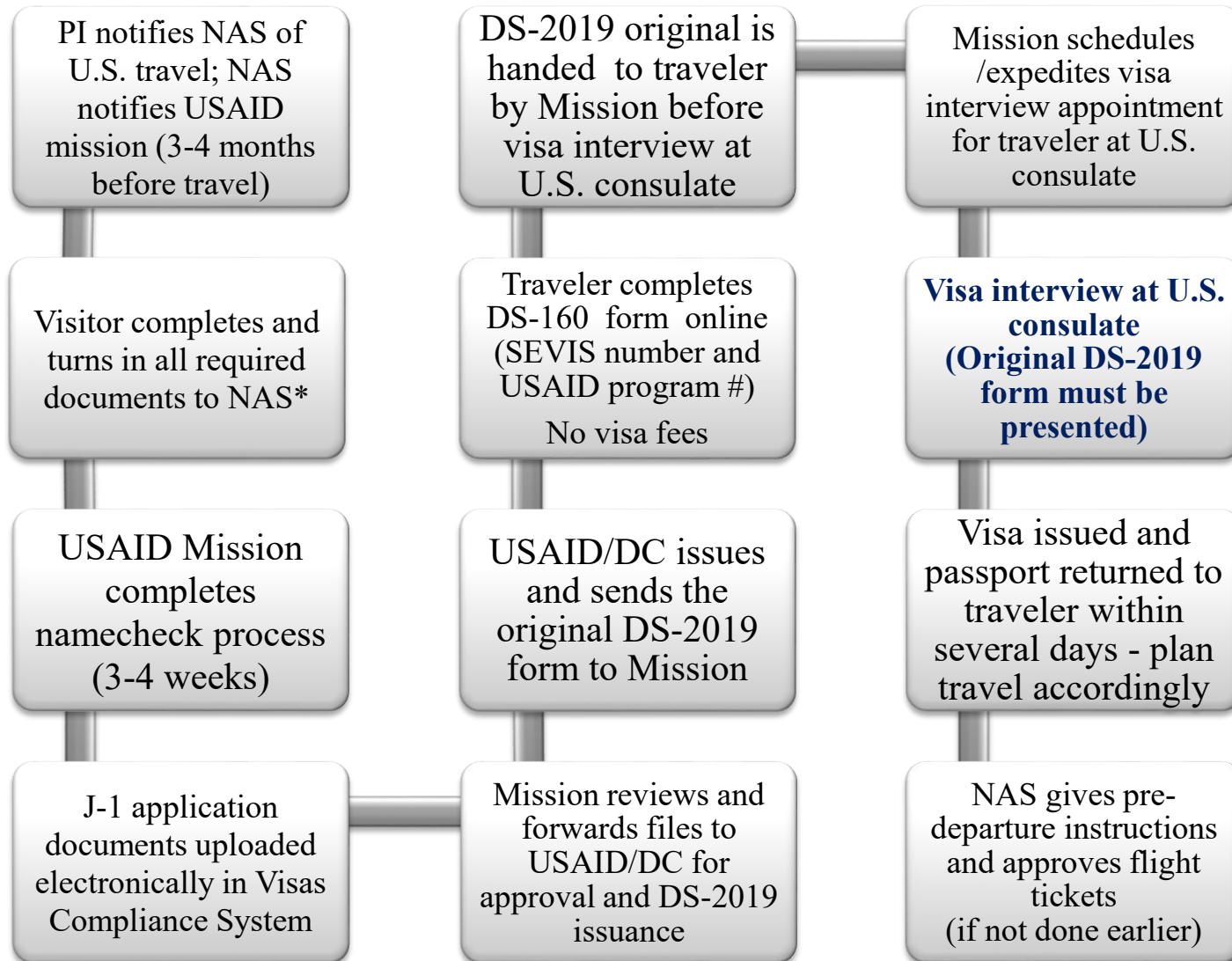
Translation: traveler may continue traveling to the U.S. under non-immigrant visas (B-1, J-1, F-1), but cannot apply for a "green card" (a Permanent Resident Card), or come to the U.S. on a work visa (H-1 or L-1) until after they have met the two-year home residency requirement.

Reason: USAID wants exchange program investment to pay off.

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

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

USAID-Sponsored J-1 Visa Application Process

PI notifies NAS of U.S. travel; NAS notifies USAID mission (3-4 months before travel)

Visitor completes and turns in all required documents to NAS*

USAID Mission completes namecheck process (3-4 weeks)

J-1 application documents uploaded electronically in Visas Compliance System

DS-2019 original is handed to traveler by Mission before visa interview at U.S. consulate

Traveler completes DS-160 form online (SEVIS number and USAID program #)
No visa fees

USAID/DC issues and sends the original DS-2019 form to Mission

Mission reviews and forwards files to USAID/DC for approval and DS-2019 issuance

Mission schedules /expedites visa interview appointment for traveler at U.S. consulate

Visa interview at U.S. consulate (Original DS-2019 form must be presented)

Visa issued and passport returned to traveler within several days - plan travel accordingly

NAS gives pre-departure instructions and approves flight tickets (if not done earlier)

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

Traveler and (or) U.S. host must notify NAS of timely arrival on the day of arrival in U.S. – <u>no later than within 3 days of program start date</u>

Traveler must email NAS copy of arrival record (I-94 form) accessible online upon arrival at
https://i94.cbp.dhs.gov/I94/request.html
I-94 is uploaded in the visa system by NAS

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

Upon return home, traveler must
- email to NAS copies of passport pages with country reentry stamps;
- email 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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