

Step-by-Step Guide for Developing an Associate Award

A. The Design Process

1. **Mission/Regional Bureau notifies the Project** of their interest in developing an Associate award.
2. **In consultation with the Project**, the Mission/Regional Bureau can decide how to proceed next. It is recommended that the Project do an assessment trip to the country at this point in time. Please skip to the Award Process if an assessment trip is not done.
3. **Mission/Regional Bureau sends Scope of Work** for the assessment trip to the Project. Working with the Mission, the Project will refine SOW for trip. The Mission will take responsibility for financing the assessment trip. The Mission may wish to discuss options for financing the trip with CTO/W.
4. **The Project carries out the Assessment.** In consultation with the Mission CTO, the Project team produces a detailed ‘Assessment and Design Document’ as a final product of the assessment trip.

B. The Award Process

1. **Mission/Regional Bureau expresses interest** to the Leader CTO based in Washington (CTO/W) through email. The email should be no more than one page and should indicate the following specific parameters for the program that the Mission/Regional Bureau is interested in developing:
 - Area of activity, background of host country, type of involvement (grant or cooperative agreement)
 - Ballpark figure for funds available and approximate time period for length of award
2. **The CTO/W approves** the activity based on whether the parameters outlined by the Mission fit within the broader scope of work of the Leader Award. Clearance will be given through email.
3. **The Mission Contracting Officer issues** a request for application to the Project to develop the Associate Award. CIB 99-10 requires that this request cover the same parameters as outlined for the email in Step 1 of section B.
4. **The Project responds** to the request by submitting an Associate Award application. The costs of preparing this document will be financed by the Project’s non-sponsored funds and/or corporate funds of its partners as appropriate. The application will include the following documents: a detailed Program Description, a detailed budget (see Attachment 1), and “Affirmation of Certifications” (see Attachment 2).
5. **Mission CTO and the Project work together** to finalize the Program Description for the time period of the Associate. **The Mission Contracts Officer works with the Project** to negotiate the budget.
6. **Mission finalizes decision** to utilize the Associate Award mechanism. **The Mission Contracting Officer issues** an Associate Cooperative Agreement/Grant to the Leader organization of the Project when the Mission and the Project are in agreement on the Program Description, the budget and any anticipated substantial involvement.