



***U.S.-Iraq Higher Education Partnerships
Program***

May 11, 2016

University of Duhok
Duhok, Iraq

Ref: Grant between International Research & Exchanges Board (IREX) and
University of Duhok, Grant Number FY16-IULP-UoDMahmood-01

Dear University of Duhok, c/o Dr. Nashwan Mahmood:

In response to Dr. Nashwan Mahmood's, Head of the Civil Engineering Department, application(s) dated November 21, 2015, International Research & Exchanges Board (hereinafter, referred to as "IREX") is pleased to award University of Duhok (hereinafter referred to as "the Grantee"), with a grant, **in kind**, consisting of the sponsored travel and lodging detailed in the attached Appendix 2, in support of its project "Toward Internationalizing Publications from the University of Duhok" for the period between May 15, 2016 and February 28, 2017.

This agreement is to support the activities of the project, according to the attached Program Description (Appendix 1), Program Budget (Appendix 2), The US Department of State Standard Terms and Conditions Overseas Federal Assistance Awards (Appendix 3), and the Workplan (Appendix 4), which details the approved activities and objectives to be completed in order to receive full funding. The final proposal, budget and standard provisions (Appendices 1, 2, 3, 4) are considered integral parts of this Agreement.

All acquisitions made by IREX on behalf of the Grantee will be in accordance with DOS procurement regulations. Any dispute under this award shall be decided by IREX Grants and Contracts Officer. IREX Grants and Contracts Officer shall furnish the sub-recipient a written copy of the decision. Decisions of the IREX Grants and Contracts Officer shall be final.

The party receiving the agreement has full responsibility for executing the project or activity being supported by the agreement and for complying with the award conditions. The party receiving the agreement has the responsibility of notifying IREX about any significant problems associated with the administrative or financial aspects of the award. All information and documents pertaining to this agreement must be made available for **three years** following the termination of this agreement.

Grantee shall adhere to the requirements of the US Department of State Standard Terms and Conditions: Overseas Federal Assistance Awards for any and all equipment/property purchased with the use of DOS funds. Further, Grantee and grant participants must be cleared of Federal Debarment before the award is made. Given that this is an **in-kind** grant, the following clauses are incorporated herein by reference and are included in Appendix 3:

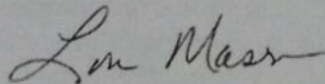
[END OF PROVISION]

Final Report: The Grantee will present the Final Project Progress Report before February 28, 2017 within fifteen days after the finalization of the last activity of the program should any delay occur during the implementation.

The Grantee will send all reports to the designated Program Coordinator, International Research & Exchanges Board, emacias@irex.org.

Please sign the original and each copy of this letter to acknowledge your receipt of this award, and return the original and all but one copy to the International Research & Exchanges Board

Sincerely,



Lori Mason
Senior Technical Officer

Annexes:


Program Description (Appendix 1),
Program Budget (Appendix 2), The US
Department of State Standard Terms
and Conditions Overseas Federal
Assistance Awards (Appendix 3),
Workplan (Appendix 4)

ACKNOWLEDGED:

By: Dr. Nashwan Shawkat Mahmood

Title: Head of Civil Engineering Department / UoD

Date: June 01, 2016

Signature : 

ANNEX ONE: PROGRAM DESCRIPTION

IREX awards the following grant, based on the application received in writing from the Beneficiary on May 11, 2016 under the name "Toward Internationalizing Publications from the University of Duhok," which describes the activities to be developed by the project. The application is considered to be an integral part of this Agreement, with the same approach and force that it would have if the complete text were included.

Project Description:

The purpose of this award is to train science faculty members at the University of Duhok to enhance the quality of research being conducted at the university. Additionally, the aim is to provide capacity-building training to faculty members that support their ability to publish high quality research. In the initial phase of the project, approximately 20 researchers from the University of Duhok will be selected through a competitive review process to take part in remote workshops led by Vanderbilt University focused on sponsored research and scholarly publication. From that group, a small group of active members with the requisite skills will be selected to engage in-depth feedback and editing of in-progress manuscripts. 4 faculty members will be selected to travel to Vanderbilt University to participate in eight structured studios on the following topics: Scholarly Leadership, Mentoring and Being Mentored, Project Management, Data Management, Research Ethics, Collaborations, and Scholarly Publication. These participants will take part in the Supporting Team Science conference at Vanderbilt University. IREX will pay Vanderbilt University directly for supplies for the Vanderbilt workshops and costs associated with training at Vanderbilt University (\$9,627). Dr. Sam Gannon's time (\$4,000) will also be paid directly by IREX to Vanderbilt. Upon their return to Iraq, participants will hold formal presentations to disseminate gains from the training at Vanderbilt University.

Project justification:

- Currently, the percentage of articles published by University of Duhok in internationally recognized journals is low compared to neighboring countries. Training on research and publishing articles is needed for science faculty members at the University of Duhok to be able to more effectively meet the requirements of international journals and publications.

Description of project objective:

- Develop research skills of science faculty members and PhD students at the University of Duhok and enhance the quality of manuscripts produced by University of Duhok science faculty members to better situate them to publish in relevant journals and publications

Beneficiaries:

Direct beneficiaries:

- 20 science faculty members would benefit from remote workshops focused on sponsored research and scholarly publication
- 5 faculty members and/or PhD students will receive tailored feedback on manuscripts they write
- 4 faculty members and/or PhD students will travel to the United States to take part in further research and publishing capacity-building training
- After faculty members return from Vanderbilt University, they will work to disseminate what was learned to members of science departments

Detailed Reporting Requirements:

- **Mid-Program Report:** By 31 August, 2016 the Grantee will submit a mid-program report, highlighting what was accomplished, and the successes and challenges. The Grantee will also include the agendas and other materials from the online and in person trainings held in September.
- **Final Report:** The Grantee will present the Final Project Progress Report by February 28, 2017 or within fifteen days after the finalization of the last activity of the program should any delay occur during the implementation. The Final Report should include the agendas and other materials from the online and in person trainings held between April and February and original and materials used for dissemination at the University of Duhok.

The Grantee will send all reports to the designated Program Coordinator, International Research & Exchanges Board, emacias@irex.org.

Coordination/Special Instructions:

Full award funding based on meeting objectives according to submitted Workplan, which details the approved activities and objectives to be completed during the period between May 11, 2016 and February 28, 2017. The Grantee will not be eligible to receive full funding if activities are not completed according to the Workplan.

Appendix 2. Budget

| IRAQ HIGHER EDUCATION PARTNERSHIPS | | | | | |
|---|----------|----------------------------|----------------------------------|-----------------------------------|--------------------|
| 2015 SMALL GRANTS | | | | | |
| BUDGET FORM | | | | | |
| Project Name: | | | | | |
| Notes: -Please reference the Application Instructions related to Allowable and Non-Allowable Expenses -All costs must be incorporated under one of the official subgrant cost categories in bold in this spreadsheet: Travel, Supplies, Contractual, and Other Direct Costs. -Subgrantees may add as many new rows as necessary to accommodate all projected expenses -White-colored cells are to be used by subgrantees to enter new expenses. Totals in grey cells are calculated formulas and should not be hard-keyed into this spreadsheet. -Cost share items should not be included in the totals of columns G, but only inputted into Cost Share column F. -Verify expenses and totals by researching prices online. For example, Google hotel, flights, and ground transportation costs so budgeted amounts are as accurate as possible | | | | | |
| Item/Description | Quantity | Unit Price - U.S. currency | Requested Amount - U.S. currency | Cost Share Amount - U.S. currency | Total Program Cost |
| Project Expenses | | | | | |
| A. TRAVEL <i>Covered Under In-Kind</i> | | | | | |
| 1. Airfare to/from Nashville (Participants) | 5 | \$ 3,000.00 | \$15,000.00 | | |
| 2. Per Diem (Participants) 9 days at \$59 | 5 | \$ 531.00 | \$ 2,655.00 | | |
| 3. Hotel in Nashville (Participants) 9 nights at \$145 | 5 | \$ 1,305.00 | \$ 6,525.00 | | |
| 4. Ground Transportation to/from Duhok (in-country workshop) | 5 | \$ 60.00 | \$ 300.00 | | |
| 5. Ground Transportation to/from Duhok (for visas interviews) | 5 | \$ 60.00 | \$ 300.00 | | |
| 6. Ground Transportation in Nashville | 5 | \$ 100.00 | \$ 500.00 | | |
| 7. Non-immigrant visa application fee \$160 per person | 5 | \$ 160.00 | \$ 800.00 | | |
| 8. J Visa SEVIS Fee (I-901) \$180 per person | 5 | \$ 180.00 | \$ 900.00 | | |
| 9. Baggage fee \$25 per person | 5 | \$ 25.00 | \$ 125.00 | | |
| 10. Health Insurance Est. \$140 per person | 5 | \$ 140.00 | \$ 700.00 | | |
| Subtotal Travel | | | \$27,805.00 | \$ - | \$27,805.00 |
| B. SUPPLIES <i>Direct Invoice to IREX</i> | | | | | |
| 1. Material costs (Virtual Workshops) | 1 | \$ 250.00 | \$ 250.00 | | |
| 2. Material costs (Studios) | 8 | \$ 500.00 | \$ 4,000.00 | | |
| 3. Catered Lunches for Participants and Faculty (Studios) | 96 | \$ 12.00 | \$ 1,152.00 | | |
| 4. Welcome Dinner for Participants and Selected Faculty | 25 | \$ 12.00 | \$ 300.00 | | |
| 5. Farewell Dinner for Participants and Selected Faculty | 25 | \$ 12.00 | \$ 300.00 | | |
| 6. Vanderbilt Institute for Digital Learning (virtual workshops) | 1 | \$ 3,000.00 | \$ 3,000.00 | | |
| 7. Supporting Team Science Conference | 5 | \$ 125.00 | \$ 625.00 | | |
| Subtotal Supplies | | | \$ 9,627.00 | \$ - | \$ 9,627.00 |
| C. CONTRACTUAL <i>Direct Invoice to IREX</i> | | | | | |
| 1. Virtual Workshops (Gannon) | 1 | \$ 4,000.00 | \$ 4,000.00 | | |
| Subtotal Contractual | | | \$ 4,000.00 | \$ - | \$ 3,500.00 |
| D. OTHER DIRECT COSTS | | | | | |
| Subtotal Other Direct Costs | | | \$ - | \$ - | \$ - |
| TOTAL DIRECT COSTS | | | \$41,432.00 | \$ - | \$40,932.00 |
| TOTAL PROJECT COST | | | \$41,432.00 | \$ - | \$40,932.00 |

Appendix 3. DoS Terms and Conditions. See attached.

Appendix 4. Workplan. See below.

| IREX Small Grants Workplan | | | | | | | | | | | | | | |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---|
| Notes: Please give adequate feedback and detail in your activities. You must include EVERY activity to be undertaken within this grant. - Subgrantees may add additional rows and sections as needed to accommodate all activities and sub-actions. - Note that the Outcomes Achieved and Outcomes to be Achieved should include outcomes rather than activities. See notes below for examples. | | | | | | | | | | | | | | |
| Anticipated Date | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 | Jan-17 | Feb-17 | RESPONSIBLE PARTY |
| Activity 1: Virtual Workshops on Sponsored Research and Scholarly Publication | | | | | | | | | | | | | | |
| Anticipated Outcomes to be achieved under Activity 1: At least 20 research faculty members and/or PhD students will understanding process, procedures, policies and important considerations in sponsored research, with an emphasis on scholarly publication. | | | | | | | | | | | | | | |
| 1.1 Announce program at University of Duhok and encourage researchers to apply. The announcement will be for selective colleges (College of Medicine, Dentistry, Pharmacy, Health Science, Nursing, Engineering, Science, Veterinary Medicine, Planning and Applied Science, and Agriculture). Only the humanities colleges will be excluded. | | X | X | | | | | | | | | | | IREX, UoD, and Dr. Nashwan |
| 1.2 Select at least 20 quality researchers to participate in the workshop phase (PhD candidates will be included). | | | | X | | | | | | | | | | Dr. Nashwan and Deans of Schools/Colleges |
| 1.3 Conduct a series of 8 virtual (online) workshops over 8 weeks for University of Duhok research faculty members and/or PhD candidates on sponsored research with an emphasis on scholarly publication. | | | | | X | X | | | | | | | | Dr. Nashwan, Dr. Gannon and Deans of Schools/Colleges |
| Anticipated Date | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 | Jan-17 | Feb-17 | RESPONSIBLE PARTY |
| Activity 2: Structured Studios in the Vanderbilt International Linkages Program | | | | | | | | | | | | | | |
| Anticipated Outcomes to be achieved under Activity 2: Further develop the capacity of five University of Duhok faculty members and/or PhD candidates through eight structured "studios" with more 20 Vanderbilt faculty members through the Vanderbilt International Linkages Program (VILP). | | | | | | | | | | | | | | |
| 2.1 Select five research faculty members and/or PhD candidates are selected through a competitive process to attend the eight capacity building studios and related activities for eight days at the VILP. | | | | | X | | | | | | | | | Dr. Gannon and Dr. Nashwan |
| 2.2 Selected research faculty members and/or PhD candidates (called Participants) submit CVs and draft manuscripts to VILP for review and for program preparations. | | | | | | | X | | | | | | | Dr. Nashwan and Participants |
| 2.3 Participants identify one research project and one targeted manuscript to focus on during their time in the VILP. | | | | | | | X | | | | | | | Dr. Nashwan and Participants |
| 2.4 Selected research faculty members and/or PhD candidates (called Participants) travel to Vanderbilt University to take part in eight structured studios on (1) Scholarly leadership, (2) Mentoring and Being Mentored, (3) Project Management, (4) Data Management, (5) Research Ethics, (6) Finding Sponsored Research Funding, (7) Scientific Collaborations, and (8) Scholarly Publication over eight days. They will also receive detailed feedback on the draft manuscripts submitted. | | | | | | | | X | | | | | | Dr. Gannon, Dr. Nashwan, Participants, Vanderbilt Faculty Members |
| 2.5 Participants attend the Supporting Team Science conference at Vanderbilt. Participants will also present a research topic at this conference. | | | | | | | | X | | | | | | |
| 2.6 Participants will use a reflective process to identify "gains" from their experiences in the VILP and develop an action plan for the next steps to prepare their manuscripts for submission to a journal. They will also develop a communication plan to share understandings gained from the VILP. | | | | | | | | X | | | | | | Dr. Gannon, Dr. Nashwan, Participants, Vanderbilt Faculty Members |
| Anticipated Date | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 | Jan-17 | Feb-17 | RESPONSIBLE PARTY |
| Activity 3: Scholarly Publication and Sharing Experiences | | | | | | | | | | | | | | |
| Anticipated Outcomes to be achieved under Activity 3: Participants will revise and refine manuscripts and submit to a scholarly journal. They will have bi-weekly Skype coaching sessions with the VILP, which will monitor their progress. Participants will also share experiences in the Vanderbilt International Linkages Program in at least three formal settings (such as a seminar). | | | | | | | | | | | | | | |
| 3.1 Participants and VILP will hold bi-weekly Skype meetings, which will include both educational presentations and review progress as needed. | | | | | | | | | X | X | X | X | | Dr. Gannon, Dr. Nashwan and Participants |
| 3.2 Participants will revise and submit manuscripts to a scholarly journal. | | | | | | | | | X | X | X | X | | Dr. Nashwan and Participants |
| 3.3 Participants share experiences in the VILP with colleagues, students and others at the University of Duhok through at least three formal presentations (including | | | | | | | | | X | X | X | X | | Dr. Nashwan and Participants |
| 3.3 University of Duhok and VILP submit final program report to IREX. | | | | | | | | | | | | | X | Dr. Gannon and Dr. Nashwan |
| TOTAL ANTICIPATED OUTCOMES BY PROJECT END DATE: At least 20 research faculty members and/or PhD candidates have increased understanding of sponsored research and scholarly publication; five research faculty members and/or PhD candidates augment both technical skills and understanding of the role of faculty leadership in sponsored research; participants gain new capacities in preparing manuscripts for submission, but also complete at least one manuscript and submit it for publication; and the broader University of Duhok community is enriched by participants' experiences through improved teaching and scholarship, increased status for the University of Duhok and the formal presentations from participants. | | | | | | | | | | | | | | |