



FLO
U.S. DEPARTMENT OF STATE
Advocacy Programs Services

FAMILY MEMBER EMPLOYMENT

Instructions for the Professional Development Fellowship (PDF) Application Form

Fellowship Activity Period: August 1, 2018- July 31, 2019

Please read these instructions carefully and in their entirety.
Applications that are incomplete, late, or contain ineligible expenses will not be considered.
Applications are due to FLO, by email, no later than 11:59pm ET on May 1, 2018.

Eligibility Requirements

- Applicants must be the spouse or partner of a direct-hire U.S. government employee (sponsor) assigned to and residing at an overseas post under Chief of Mission authority during the fellowship period. "Partner" for the purpose of this announcement includes same-sex and opposite-sex domestic partners who may or may not be on orders. Applicants must be accompanying their sponsor to post. Spouses and partners of those employees assigned to unaccompanied posts are eligible to apply only if they are residing overseas during the fellowship period.
- PDF selectees must reside overseas during the 2018-2019 PDF period. If selectees temporarily return to the United States they may continue their PDF as long as the timeframe does not exceed one month. If the period in the U.S. exceeds one month, the selectee will need to inform FLO as PDF activities must be executed while overseas. PDF activities cannot take place while the recipient is in transition between posts.
- Spouses and partners of those employees on domestic assignments on TDY in the U.S. for more than one month, in training in the U.S., or who are on unaccompanied tours but are residing in the U.S. during the fellowship period are **not** eligible to apply.
- Applicants who have received a previous PDF and who meet the eligibility requirements may reapply. However, applicants who have received fellowships for the two preceding consecutive program periods must wait one program period before reapplying.

Instructions

Section 1: Personal Data

- Fill in each blank.
- If you received more than one PDF in the past, indicate each PDF period and describe how you used each award. (For example, “For the PDF I received in 2016-2017, I...,” “For the PDF I received in 2013-2014, I...”)
- Accurately list the dates of your assignment that fall within the PDF period. PDF activities must be completed while you are living overseas. You may continue with your activities if you go **directly** from one overseas post to another during the fellowship period.

Section 2: Proposal Description

- A. Project Type
 - Select the topic that best describes your project proposal. If more than one applies, choose “other” and explain in your synopsis.
- B. Proposal Synopsis
 - Use your own words to provide a clear and concise description of your project proposal.
- C. Background
 - Clearly describe and detail your professional background, especially as it applies to your project proposal.
 - Describe your current situation as it relates to challenges in pursuing your professional goals.
 - Do not cut and paste your resume or CV into the space.

Section 3: Detailed Description

- Include only project activities that will take place during the PDF period of August 1, 2018-July 31, 2019.
- Clearly describe and explain your proposal in as much detail as possible in the space provided, including names of courses and providers.
- Address any of the “Selection Criteria” listed in the *Program Guidelines* (linked below) that apply to you. Show what you hope to accomplish and how it links to your overall professional development plan.
- Your proposal can contain multiple activities, but they must all support the same professional development plan (e.g., education coursework and a certification in Teaching English as a Second Language could support the same project proposal, but a fitness class and a recertification in dental implants would not.)
- Remember that you are competing against other spouses and partners assigned to your regional bureau and many will face the same hardship factors.
- In the chart, provide the name of the provider and links to the project activity and cost. Check that the links work correctly.

Section 4: Budget

- The following are **ineligible** expenses and should **not** be included in your budget: membership fees, subscriptions, travel, transportation, lodging, per diem, child care, hardware, salaries, start up business costs such as assessments, test kits, or materials, equipment, and tools used to make goods.
- Only list expenses that occur during the PDF period of August 1, 2018-July 31, 2019.

- If you are on OpenNet or any other network that does not allow Java scripts, you will need to manually calculate the costs.
- If the provider has not yet published updated costs for the PDF period, the most recently published costs may be used for an estimate until the updated costs become available. List the amount in U.S. dollars and round up to the nearest dollar. If the expenses for your project are in a foreign currency, use the exchange rate at www.oanda.com/currency/converter to estimate the cost in U.S. dollars.
- **Important:** The maximum allowable PDF is \$2,500. The minimum amount is \$1,000. The applicant is responsible for 25% of the cost; therefore, the minimum reimbursable request is \$1,334.

Section 5: Completion

- In a few sentences describe your future plans if you are awarded a PDF.
- Save your application as LastNameFirstInitial (e.g., Jane Doe = DoeJ.pdf)
- Email your application to FLOAskPDF2018-2019@state.gov no later than May 1, 2018 (11:59pm ET).
- Applications received by the deadline will be acknowledged by email. Response time will vary depending on the volume of applications. Notification of receipt may take up to three weeks after the deadline.
- You will not receive an email acknowledgment if your application is received after the deadline.

RESOURCES

- [FLO PDF Webpage](#)
- [PDF Program Guidelines](#)
- [PDF Webinar](#)
- [PDF FAQs](#)
- Questions: FLOAskPDF2018-2019@state.gov

Paperwork Reduction Act Statement

Public reporting burden for this collection of information is estimated to average 2.75 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Family Liaison Office, 2201 C Street NW, Room 1239, Washington, DC 20520.

Privacy Act Statement

AUTHORITIES: The information is sought pursuant to 22 U.S.C § 4026(b) (Establishment of the Family Liaison Office), 22 U.S.C. § 2651a (Organization of the Department of State), and 22 U.S.C. § 3921 (Management of the Foreign Service).

PURPOSE: The information solicited on this form will be used to award Professional Development Fellowships to Eligible Family Members and Members of the Household of employees of U.S. foreign affairs agencies to support them in their effort to maintain, enhance and develop their professional skills while overseas.

ROUTINE USES: Uses for the system can be found in the System of Records Notice, State-31, Human Resources Records.

DISCLOSURE: Providing this information is voluntary. However, failure to provide the information requested on this form may affect the applicant's eligibility to participate in the PDF program.