IEPS

Project Information
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Travel Approval Request

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Pre-Seminar Report

Post-Seminar
Orientation Evaluation
In-Country Activities
In-Country Experience Eval
Sources of Funding
Outreach Activities
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Post-Seminar Report

Program: GPA	Grant Start Date:
Project:	Grant End Date:
Award #:	Final Due Date:
Project Director:	Amount: $ 0
World Area:	

Current Report Information:	Start Date:	Due Date:	Amount: $0
	End Date:	Submit Date:	

Review and edit project information and contact information for the project director. To change the name, phone or email of the project director, contact your program officer for assistance.

Project Information
* Required fields

Project director:
Title:
Street: *
City: *
State: Select one
Country: * Select one
Postal code: *
Phone:
Fax:
Email:
Web address:
Home institution: * Select one
Project title: *
World area: * Select one
U.S. Dept. of ED program officer:

Save

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World Area:	

Current Report Information: Start Date: Due Date: **Amount: $0**
      End Date: Submit Date:

To add a user with permission to edit reports for this project, enter the person's first name, last name and email address. The IEPS system will email login information to each added user.

To remove a user, clear the fields and click "Save."

Additional Users
* Required fields

First Name *	Last Name *	Title	Phone	Email *

Save

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Program: GPA
Project:
Award #:
Project Director:
World Area:

Grant Start Date:
Grant End Date:
Final Due Date:
Amount: $ 0

Current Report Information: **Start Date:**   **Due Date:**   **Amount: $0**
                                    End Date: **Submit Date:**

Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling to or from the U.S.

Travel Approval Requests

- The TARs for this grant are listed below.
- To view or edit a TAR, click "Update."
- To remove a TAR, click "Delete."
- To add a TAR, click the "Add a Travel Approval Request" button.
- For travel to the U.S., only international travel costs need to be approved.
- After entering a TAR, click the "Submit to IEPS" button at the bottom of the page to submit it to IEPS.
- The IEPS system will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, the IEPS system will send you an email with additional information from your program officer.
- Once the TAR has been approved by IEPS, you will not be able to update it.
- **Note:** If no grant funding was used to support travel to or from the U.S., do not create a TAR.

The TAR must be submitted to IEPS at least 30 days prior to the traveler's departure.

Add a Travel Approval Request

Action	Name(s)	Status	Country	Type	Purpose

Program:	GPA	**Grant Start Date:**	
Project:		**Grant End Date:**	
Award #:		**Final Due Date:**	
Project Director:		**Amount:**	$ 0
World Area:			

Current Report Information:	**Start Date:**	**Due Date:**	**Amount: $0**
	End Date:	**Submit Date:**	

Enter the Travel Approval Request (TAR) information for each grant-funded participant traveling either to or from the U.S. or in-country.

Travel Approval Request
* Required fields

Group or individual: * ⊙ Group ⊙ Individual
(If there is more than one participant, elaborate in the "Purpose of travel explanation.")

Number of participant(s): * 0

Participant name(s): *
(limit 500 characters)

Travel to or from U.S.: * ⊙ To ⊙ From U.S.

Fulbright-Hays GPA funds * ⊙ In-Country ⊙ International
used for travel:

Type of participant: * Select one

Purpose of travel: * Select one

Purpose of travel explanation: * (limit 2,000 characters)
(Provide a brief explanation of the purpose of travel. If the purpose is research, show relevance to program activities. Provide a justification for the travel relating it to the scope of the work. Indicate whether this funding was in the original approved budget.)

Discipline / Field(s):
Select all that apply
Accounting
Agriculture
Anthropology
Archaeology

Country(ies): * (For travel to the U.S., select the country the participant is traveling from.)
Select one
Select one
Select one
Select one
Select one

Fulbright-Hays GPA funds * $ 0
expended:

Explanation of funds expended: * (limit 2,000 characters)
(Provide a detailed itemized breakout of the funds expended, e.g., lodging, per diem, travel. Clearly explain all expenditures.)

Departure date: * _____ (mm/dd/yyyy)

Return date: * [_____] (mm/dd/yyyy)

Comments: (limit 1,000 characters)

[text area]

■ Participant's Departure Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

■ Participant's Return Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

Save and Add Another TAR	Save and Return to List	**Submit to IEPS**

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Project Director:			Amount:	$ 0
World Area:				

Current Report Information:	Start Date:	Due Date:	Amount: $0
	End Date:	Submit Date:	

Participant Administration

- To view / edit a participant's record, click "Update."
- To remove a participant's record, click "Delete."
- To add a participant, click the "Add a Participant" button.
- To send an email notification to participants, check the "Notify" box and click the "Notify Participants" button. Participants must have their spam filters set to allow email from iepsHelpdesk@cbmiweb.com.

Notify Participants   Add a Participant

Action	Notify	Name	Email	Submitted	Notified	View Report

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Project Director:	**Amount:** $ 0
World Area:	

Current Report Information:	**Start Date:**	**Due Date:**	**Amount: $0**
	End Date:	**Submit Date:**	

Enter the following information about each participant, **including project administrators**.

Add a Participant

* Required fields

Participant name: * [   ] [   ]
                        First name   Last name

Email: * [   ]

Position title: * [   ]

Institution or Employer: * [Select one ▼]

Other: [   ]
(If institution not in dropdown)

Street address: * [   ]

City: * [   ]

State: [Select one ▼]

Country: [Select one ▼]

Postal code: [   ]

Participant type: * [Select one ▼]

Specialty: * [Select one ▼]

Has the individual previously participated in a Fulbright-Hays Seminars or Group Projects Abroad project? *

    ⊙ Yes ⊙ No

If so, for what year(s) and country(ies)? [   ]

[Save and New Entry] [Save and Return to List]

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Project Director:	**Amount:** $ 0
World Area:	

Current Report Information:	**Start Date:**	**Due Date:**	**Amount: $0**
	End Date:	**Submit Date:**	

Enter the following information about the Fulbright-Hays Group Projects Abroad grant.

Project Overview

* Required fields

Use the fields below to upload attachment files with the itinerary, key personnel in host country, selection criteria and publicity materials. The files must be in one of the following formats: Word, PowerPoint, Excel, Adobe PDF or HTML. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.

Itinerary: * [   ] Browse...

Please include international flight and travel information in the itinerary.

Key personnel in host country: * [   ] Browse...

Selection criteria: * [   ] Browse...

Publicity materials: * [   ] Browse...

Project type: * [Select one ▼]

Focus of project: * ⊝ Foreign language   ⊝ Area studies

Language(s):
```
Select all that apply
Abron
Achinese (Achenese)
Acholi
Afar
Afrikaans
```
(for multiple selections, hold down "ctrl" or "apple" key and click)

Country(ies): *
```
Select all that apply
Afghanistan
Albania
Algeria
American Samoa
Andorra
```
(for multiple selections, hold down "ctrl" or "apple" key and click)

[Save]   [Save and Continue]

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Project Director:	Amount: $ 0
World Area:	

Current Report Information: Start Date: Due Date: Amount: $0
End Date: Submit Date:

Evaluate the pre-departure orientation. Describe any exemplary activities and note areas for improvement. Include the following categories, if applicable:

- Language instruction;
- Delivery of the information in the orientation, including pacing and appropriateness;
- Cultural sensitivity of program coordinators;
- Adequacy of preparation to make participants feel comfortable and ready to travel; and
- Overall preparation for the orientation.

Pre-Departure Preparation and Orientation Evaluation

Exemplary activities: (limit 4000 characters)

Areas for improvement: (limit 4000 characters)

Save   Save and Continue

IEPS

Program: GPA	**Grant Start Date:**
Project:	**Grant End Date:**
Award #:	**Final Due Date:**
Project Director:	**Amount:** $ 0
World Area:	

Current Report Information: Start Date: Due Date: Amount: $0
End Date: Submit Date:

Indicate the number of each of the following in-country activities conducted. Explain any differences between the proposed and the actual activities.

In-Country Activities

Category	Total Number
Lectures	
Site visits	
Cultural activities	
Hours of free time	
Contacts with host-country counterparts	
Group debriefings	
Language sessions	

Explain any differences between the activities which were actually carried out and the proposed itinerary.
(limit 500 characters)

[Save]   [Save and Continue]

IEPS

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Award #:			Final Due Date:
Project Director:			Amount:	$ 0
World Area:			

| Current Report Information: | Start Date: | Due Date: | Amount: $0 |
| | End Date: | Submit Date: | |

Pre-Seminar (sidebar)

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Evaluate the in-country experience. Describe any exemplary activities and note areas for improvement. Include the following categories, if applicable:

- Condition of housing facilities;
- Quality of food and dining services;
- Condition of meeting facilities;
- Quality of host country faculty and teachers;
- Quality of other host country counterparts;
- Quality and value of interaction with other program participants;
- Quality of service provided by host country administering agencies;
- Time scheduling and itinerary;
- Pacing of itinerary; and
- Ability to meet the special needs of participants.

In-Country Experience Evaluation

Exemplary activities: (limit 4,000 characters)

Areas for improvement: (limit 4,000 characters)

Save   Save and Continue

Program: GPA	**Grant Start Date:**
Project:	**Grant End Date:**
Award #:	**Final Due Date:**
Project Director:	**Amount:** $ 0
World Area:	

Current Report Information:	**Start Date:**	**Due Date:**	**Amount: $0**
	End Date:	**Submit Date:**	

Provide the following information about the funding support for the project. Totals will be automatically calculated.

Sources of Funding

* Required fields

Was the Fulbright-Hays GPA funding adequate to complete the project as planned? *

◯ Yes ◯ No

■ **Federal Funding**

Did the project receive federal funding in addition to the Fulbright-Hays GPA grant? * ◯ Yes ◯ No

Total amount of other federal funding: $ _____

Source of other federal funding: _____

■ **Non-Federal Funding**

Did the project receive non-federal funding? * ◯ Yes ◯ No

Participant cost-sharing per person: $ _____

Total participant cost-sharing: $ _____

School district cost-sharing: $ _____

Institution cost-sharing: $ _____

Non-profit organization(s) cost-sharing: $ _____

Total non-federal funding: $ _____

Total amount of all federal and non-federal funding: $ _____

[Save]   [Save and Continue]

Program: GPA
Project:
Award #:
Project Director:
World Area:

Grant Start Date:
Grant End Date:
Final Due Date:
Amount: $ 0

Current Report Information: **Start Date:** **Due Date:** **Amount: $0**
End Date: **Submit Date:**

Enter information for each outreach activity completed or planned as a result of your participation in the program. Include activities such as conference presentations, teacher workshops, media interviews and articles.

Outreach Activities

* Required fields

Type of activity: * [Select One ▼]

Title of activity: * [   ]

Target audience: * [Select all that apply
Business
Business executives ▲▼]
(for multiple selections, hold down the "ctrl" or "apple" key and click)

State: [Select one ▼]

Country: * [Select one ▼]

Is this a completed or planned activity? * ◯ Completed ◯ Planned

Total attendance: [   ]

Comments: (limit 1,000 characters)
[   ]

[Save and New Entry]   [Save and Return to List]

Program: GPA	Grant Start Date:
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End Date: Submit Date:

For each category, enter the amount of Title VI GPA funds expended during the grant period. Totals will be automatically calculated.

Budget

Budget Category	Title VI GPA Funds Spent in the Current Reporting Period
Personnel	$
Fringe Benefits	$
Travel	$
Equipment	$
Supplies	$
Contractual	$
Other	$
Total Direct Costs	$
Total Indirect Costs (may not exceed 8% of direct costs)	$
Total Budget	$

Comments: (limit 1,000 characters)

Budget attachment: Excel spreadsheet only. Attach a spreadsheet with detailed budget information.

Browse...

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

Save   Save and Continue

IEPS

Program:	GPA		Grant Start Date:	
Project:			Grant End Date:	
Award #:			Final Due Date:	
Project Director:			Amount:	$ 0
World Area:				

Current Report Information:	Start Date:	Due Date:	Amount: $0
	End Date:	Submit Date:	

Describe any activities that took place during the current reporting period which address the invitational priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the relevant invitational priorities, click here.

Invitational Priorities

Required field

(limit 4,000 characters)

Save   Save and Continue

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To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

Update Password

Current password:

New password:

Confirm password:

Update