U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8510

Fiscal Year 2008

APPLICATION FOR GRANTS
UNDER THE
FULBRIGHT-HAYS GROUP PROJECTS
ABROAD PROGRAM
(CFDA NUMBER: 84.021A)

Form Approved
OMB No. ???? - ????, Exp. Date: ??/??/????

CLOSING DATE: TBA

Table of Contents

Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Group Projects Abroad (GPA) program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

The GPA program supports short-term study abroad opportunities for faculty and teachers to strengthen area studies, and for upperclassmen and graduate students to improve foreign languages.

In the FY 2008 competition, there are two competitive preference priorities for this program. The U.S. Department of Education (Department) strongly encourages all applicants to address the relevant competitive preference priorities. For additional information about the competitive preference priorities, refer to the Federal Register notice inviting applications for new awards for FY 2008.

This letter highlights a few items in the Fiscal Year (FY) 2008 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the GPA Program is accessible at the U.S. Department of Education (Department) Web site at:

http://www.ed.gov/programs/iegpsgpa/index.html

Please be sure to thoroughly review the entire application booklet for information concerning the GPA Program. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines absolute, invitational, and competitive priorities as well as other program and competition details.

The Department of Education is requiring that applications for FY 2008 grants under the GPA Program be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early. A more thorough discussion is included in the application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

We also urge you to consider the following three extremely important administrative factors if you are planning to apply for this program:

1. We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.

2. We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection. The application submission process must be complete prior to the deadline for transmittal of applications.

3. In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

After you electronically submit your application, <u>you will first receive an e-mail from Grants.gov</u> acknowledging the date and time at which your application was received. You will receive a <u>second e-mail from Grants.gov</u> that will state that your application has been validated OR that your application was rejected with errors. If your application is validated, you will <u>receive a third e-mail</u> from the Department of Education with an assigned PR/Award number, which is an ED-specified identifying number that is unique to your application. **This third confirmation by e-mail, with a PR/Award number assigned, is the e-mail that verifies that your application was submitted on time by the closing date.   This may take several days.**

For information (including dates and times) about how to submit your application electronically please refer to the official Notice Inviting Applications for New Awards for FY 2008 published in the <u>Federal Register</u>.

You are reminded that the document published in the <u>Federal Register</u> (the Closing Date notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

A program officer is available to provide technical assistance if you have any questions after reviewing the application. Please refer to the introduction that follows for the names and telephone numbers of the contact persons.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

Thomas C. Dawson III
Deputy Assistant Secretary
Higher Education Programs

Competition Highlights

1. **GPA applications submitted for FY 2008 must be submitted electronically using Grants.gov**. You are urged to acquaint yourself with the requirements of Grants.gov early as the <u>registration procedures may require 5 or more days to complete</u>. A more thorough discussion is included later in this application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

2. It is important to know that the Grants.gov site works differently than the Department's e-Application system, used in past competitions.

    Grants.gov does not allow applicants to "un-submit" applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest "date/time received" validation.

3. Please note the following program priorities:

    a. <u>Absolute</u>: We consider only applications that meet this priority. This priority is: a group project must focus on one or more of the following geographic regions of the world: Africa, East Asia, South Asia, Southeast Asia and the Pacific, the Western Hemisphere (Central and South America, Mexico, and the Caribbean), East Central Europe and Eurasia, and the Near East.

    b. <u>**Invitational**</u>**: Please note that there will be no invitational priority this year for undergraduate study abroad projects.**

    c. <u>Competitive Preference Priorities (2)</u>:

        i. <u>Competitive Preference Priority I</u>: An additional five (5) points will be awarded to an application that meets this priority. This priority is: applications that propose projects in the countries in which the following critical languages are spoken: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.

        ii. <u>Competitive Preference Priority II</u>: An additional five (5) points will be awarded to an application that meets this priority. This priority is: short-term seminars that develop and improve foreign language and area studies at elementary and secondary schools.

Please note that these priorities are explained in detail in the Notice Inviting Applications contained in this application package. You are urged to fully review the Notice Inviting Applications carefully before preparing your application.

4. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30pm EST. Late applications will not be accepted. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

5. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register notice inviting applications for new awards for FY 2008 and qualify for one of the (rare) exceptions to the electronic submission requirement.

6. All applicants are required to adhere to the 40-page limit for the Project Narrative portion of the application.

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) You must provide the DUNS number that was used when your organization registered with the Central Contractor Registry (CCR).

Please go to http://www.grants.gov/ForApplicants for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage http://www.grants.gov. Also, refer to the procedures and tips for applicants found in this application booklet.

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Supplemental Information

General Information

The following information supplements the information provided in the "Dear Applicant" letter and the Notice. Please refer to individual Project Type descriptions for additional information.

A.   Eligible Applicants

- Institutions of higher education;
- State departments of education;
- Private nonprofit educational organizations; and
- Consortia of institutions, departments, and organizations.

B.   Eligible GPA Project Participants

An individual is eligible to participate in a GPA project if s/he is:

- A citizen, national, or permanent resident of the United States; and
- Currently employed full-time in a U.S. school system, institution of higher education, Local Education Agency or State Education Agency (not applicable to students);

    And, at least one of the following:

- A teacher in an elementary or secondary school (please see note below);
- A faculty member who teaches modern foreign languages or area studies;
- An experienced education administrator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies at the elementary, secondary, or postsecondary levels;
- A graduate student or junior or senior in an institution of higher education, who is a prospective teacher in the areas of social sciences, humanities and foreign languages. The student should meet the provisions set by his or her local and state education agencies; or
- For the Advanced Overseas Intensive Language Training project, the participating student, other than those planning a teaching career, should be planning to apply their language skills and knowledge of countries vital to the United States national security in fields outside teaching, including government, the professions, or international development.

(Note: All GPA participants must be educators or students who fulfill the criteria above and the selection criteria set by their respective projects and are currently teaching and/or studying in the fields of humanities, social sciences, foreign languages, and/or area studies. Area studies is defined as a program of comprehensive study of the aspects of a society or societies including the study of their geography, history, culture, economy, politics, international relations, or languages. If an educator or student is working in a variety of subject areas, s/he must spend the majority of his/her time working with eligible subjects.)

C.   Criteria for Funding

All applications for grants under the GPA program will be evaluated using the selection criteria listed in the program regulations (34 CFR 664).

D.   Length of New Award

Applicants may apply for a maximum grant performance period up to twelve months in duration for short-term projects and four years for Advanced Overseas Intensive Language Training projects.

E.   Financial Provisions

The grant <u>does not</u> provide funds for project-related expenses within the United States. Grant funds may be used only for the following:

- A maintenance stipend of fifty percent of the amount established in the U.S. Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas"; http://www.state.gov/m/a/als/prdm/c16476.htm
- Round-trip international travel;
- A local travel allowance for necessary project-related travel within the host country;
- Purchase of project-related artifacts, books, and other teaching materials in the country of study;
- Rent for instructional facilities in the country of study;
- Clerical and professional services performed by resident instructional personnel in the country of study; and
- Other expenses in the country of study for the project's success and approved in advance by the U.S. Department of Education.

Indirect costs are <u>not</u> allowed under this grant.

A two-three day pre-departure orientation should be included in the project design. However, please note that as a U.S.-based-activity, related costs will not be paid for using GPA grant funds.

The U.S. Department of Education encourages cost sharing by the participants and their affiliated institutions, school districts, or organizations to cover the expenses within the U.S., and to make up the difference between the grant and the costs of the activities abroad.

F.   Evaluation of Applications for Awards

A three-member panel of non-federal evaluators reviews each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

G.   Selection of Grantees

The Secretary will select an application for funding in rank order, based on the application's total score for the selection criteria and competitive priority points. If there are insufficient funds to fund all applications with the same total score, the Secretary will choose among the

tied applications. Please note that once Departmental approval has taken place for recommended applications, approval must also be obtained from the J. William Fulbright Foreign Scholarship Board.

H.   Applicant Funding

The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Maximum Award" section of the <u>Notice</u>. The Department will not fund any application at an amount exceeding the applicable maximum award level.

I.   Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new GPA grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified. Notification generally occurs in the month of April.

J.   Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants.

**Please note that all applicants (successful and unsuccessful) will receive copies of evaluators' scores and comments for reference purposes.

K.   Restrictions on Participants

- Individuals may be awarded a total of 4 lifetime short-term awards (2 months or less). Short-term awards would include Fulbright-Hays Group Projects Abroad, Fulbright-Hays Seminars Abroad, Japan Fulbright Memorial Fund, etc.
- Short-term award recipients become eligible every two years. (A Seminars 2006 participant could receive a Group Projects Abroad 2008 award and vice versa. A 2005 Japan Fulbright Memorial Fund participant could receive a Seminars 2007 award. A Seminars 2004 participant could receive a Seminars 2006 award, etc.)
- Individuals who are not currently employed full-time are not eligible.
- Individuals who do not meet the GPA program's eligibility criteria listed in this application package are not eligible.

N.   Restriction on Non-Participants

Spouses, other family members, and friends, who have not been selected to participate in this project according to the selection criteria stated in the approved application, are not permitted to join the group at any point during the program.

O.   Performance Reports

All GPA grantees must submit project performance reports using the International Resource Information System (IRIS) electronic reporting system. If you wish to view the performance report currently required, visit the IEPS Web site at

http://www.ed.gov/programs/iegpsgpa/performance.html. Please be advised that the report is for informational purposes only, and does not reflect the actual reporting instrument that you will use, should you receive a FY 2008 grant award. The performance report will assist IEPS staff in determining whether or not the GPA project is making substantial progress toward meeting the approved project objectives and whether or not a continuation award (if applicable) is in the best interest of the federal government. Project Directors will be responsible for overall project reports as well as entering project participant information into the system and ensuring that participants complete and submit individual reports.

The IRIS reporting instrument includes sections for grantees to input data and information that respond to the Government Performance and Results Act (GPRA) to assess overall program performance.

P.   Resources for Proposal Development

National Resource Centers (NRCs) are funded by the U.S. Department of Education and serve the general purpose of training specialists in modern foreign languages and area or international studies. Most NRC institutions have outreach coordinators whose general purpose is to disseminate information and assist other institutions and individuals with accessing needed information and resources. Institutions interested in submitting proposals to the GPA program are encouraged to contact NRCs and their outreach coordinators for assistance in accessing suitable resources for proposal and program development. Additional information can be found at the NRC program website at: http://www.ed.gov/programs/iegpsnrc/index.html.

Q.   Contact Persons

For program-related questions and assistance, please contact:

Program Officers:	Lungching Chiao and Michelle Guilfoil
Address:	International Education Programs Service (IEPS)
	U.S. Department of Education
	1990 K Street, N.W., 6th Floor, Room 6098/6089
	Washington, DC 20006-8521
Telephone:	(202) 502-7624/7625
Fax:	(202) 502-7860
E-mail Address:	lungching.chiao@ed.gov, michelle.guilfoil@ed.gov

For technical and Grants.gov-related questions and assistance, please contact:

Grants.gov Support Desk
Telephone:	(800)-518-4726
Hours:	Monday – Friday, 7am-9pm EST

R. Project Type Descriptions

<u>Fulbright-Hays Group Projects Abroad Program</u>
<u>Project Type 1: Short-Term Seminar Project</u>

<u>Time Frame:</u>
- four week or longer program in host country
- grant for maximum of 12 month period

<u>Key Personnel Type & Number:</u>
- one Project Director (with GPA funds)
- either one Curriculum Specialist or Scholar Escort (with GPA funds ONLY IF necessary for specific project AND qualifications are well justified in proposal)
- if any other Key Personnel are necessary, they must be paid for with cost share funds

<u>Participant Type & Number:</u> Minimum group size is 12 participants plus Project Director, but can be much larger. All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:
- teachers in elementary or secondary schools;
- faculty members at institutions of higher education;
- experienced education administrators responsible for planning, conducting, or supervising programs at the elementary, secondary, or postsecondary level; and/or
- graduate students, or juniors or seniors in institutions of higher education, who are prospective teachers in the areas mentioned above.

<u>Allowable Costs:</u> Please refer to "Financial Provisions" section of Supplemental Information.

<u>Program Features:</u>
- designed to help integrate international studies into an institution's or school system's general curriculum;
- focuses on a particular aspect of area study, such as, for example, the culture of the area or a portion of the culture; and
- focus of project theme and participant teaching and curriculum should be on arts, humanities, social sciences, foreign languages and/or area studies.

Fulbright-Hays Group Projects Abroad Program
Project Type 2: Curriculum Development Project

Time Frame:
- four to eight week program in host country
- grant for maximum of 12 month period

Key Personnel Type & Number:
- one Project Director (with GPA funds)
- either one Curriculum Specialist or Scholar Escort (with GPA funds ONLY IF necessary for specific project AND qualifications are well justified in proposal)
- if any other Key Personnel are necessary, they must be paid for with cost share funds

Participant Type & Number: Minimum group size is 12 participants plus Project Director, but can be much larger. All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:
- teachers in elementary or secondary schools;
- faculty members at institutions of higher education;
- experienced education administrators responsible for planning, conducting, or supervising programs at the elementary, secondary, or postsecondary level; and/or
- graduate students, or juniors or seniors in institutions of higher education, who are prospective teachers in the areas mentioned above.

Allowable Costs: Please refer to "Financial Provisions" section of Supplemental Information.

Program Features:
- provide the opportunity to acquire resource materials for curriculum development in modern foreign language and area studies; and
- must provide for the systematic use and dissemination in the United States of the acquired materials.
- resource materials include artifacts, books, documents, educational films, museum reproductions, recordings, and other instructional material.

Fulbright-Hays Group Projects Abroad Program
Project Type 3: Group Research or Study Project

Time Frame:
- three to twelve month program in host country
- grant for maximum of 12 month period

Key Personnel Type & Number:
- one Project Director (with GPA funds)
- if any other Key Personnel are necessary, they must be paid for with cost share funds

Participant Type & Number: Minimum group size is 3 participants including the Project Director, but could include many more. All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies.

A prerequisite to participating in this type of project is that participants: (1) must possess the necessary language proficiency to conduct the research or study; (2) must possess disciplinary competence in their area of research; and (3) shall have completed at least one semester of intensive language training and one course in area studies relevant to the project.

The group may include:
- faculty members at institutions of higher education;
- graduate students, or juniors or seniors in institutions of higher education, who are prospective teachers in the areas mentioned above.

Allowable Costs: Please refer to "Financial Provisions" section of Supplemental Information.

Program Features:
- designed to undertake research or study in a foreign country

<u>Fulbright-Hays Group Projects Abroad Program</u>
Project Type 4: Advanced Overseas Intensive Language Training Project

Time Frame:
- project activities may be carried out during a full year, an academic year, a semester, a trimester, a quarter, or a summer in host country (8 weeks minimum)
- grant for four year period

Key Personnel Type & Number:
- one overall Project Director (with GPA funds)
- a second Key Personnel may be allowed (with GPA funds ONLY IF necessary for specific project AND qualifications are well justified in proposal)
- if any other Key Personnel are necessary, they must be paid for with cost share funds

Participant Type & Number: Minimum group size is 12 participants plus Project Director, but can be much larger. All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies.

A prerequisite to participating in this type of project is that participants must have successfully completed at least two academic years of training in the language to be studied.

The group may include:
- teachers in elementary or secondary schools;
- faculty members at institutions of higher education;
- experienced education administrators responsible for planning, conducting, or supervising programs at the elementary, secondary, or postsecondary level;
- graduate students, or juniors or seniors in institutions of higher education, who are prospective teachers in the areas mentioned above; and/or
- graduate students, or juniors or seniors in institutions of higher education, who plan to apply their language skills and knowledge of countries vital to the United States national security in fields outside teaching, including government, the professions, or international development.

Allowable Costs: Please refer to "Financial Provisions" section of Supplemental Information.

Program Features:
- designed to take advantage of the opportunities present in the foreign country that are not present in the United States when providing intensive advanced foreign language training;
- language training must be given at the advanced level, i.e., at the level equivalent to that provided to students who have successfully completed two academic years of language training;
- the language to be studied must be indigenous to the host country; and
- maximum use must be made of local institutions and personnel.

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DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fulbright-Hays Group Projects Abroad Program

Notice inviting applications for new awards for fiscal year (FY) 2008.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.021A

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER]

Deadline for Transmittal of Applications: September 28, 2007.

Deadline for Intergovernmental Review: November 28, 2007.

Eligible Applicants: (1) Institutions of higher education, (2) State departments of education, (3) private nonprofit educational organizations, and (4) consortia of these entities.

Estimated Available Funds: The Administration has requested $4,263,000 for new awards for this program for FY 2008. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: $50,000 - $90,000 for short-term projects; $50,000 - $375,000 for the advanced overseas language projects.

Estimated Average Size of Awards: $74,000 for short-term projects and $104,000 for the advanced overseas intensive language projects.

Maximum Award: We will reject any short-term application that proposes a budget exceeding $90,000 for a single budget period of 12 months. We will reject any advanced overseas intensive language application that proposes a budget exceeding $375,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 45.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 12 months for short-term projects and up to 48 months for the advanced overseas intensive language projects.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays Group Projects Abroad (GPA) Program supports overseas projects in training, research, and curriculum development in modern foreign languages and area studies for groups of teachers, students, and faculty engaged in a common endeavor. Projects may include short-term seminars, curriculum development, or group research or study. This competition will support advanced overseas intensive language projects. These projects support advanced language students to study languages overseas.

<u>Priorities</u>: In accordance with 34 CFR 75.105(b)(2)(ii), these priorities are from the regulations for this program (34 CFR 664.32).

<u>Absolute Priority</u>: For FY 2008 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Specific geographic regions of the world: A group project funded under this priority must focus on one or more of the following geographic regions of the world: Africa, East Asia, South Asia, Southeast Asia and the Pacific, the Western Hemisphere (Central and South America, Mexico, and the Caribbean), East Central Europe and Eurasia, and the Near East.

Within this absolute priority, we are establishing the following competitive preference and invitational priorities.

<u>Competitive Preference Priority I</u>: For FY 2008 this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), 664.30(b), and 664.31(g) we award an additional five (5) points to an application that meets this priority.

This priority is:

Applications that propose short-term projects abroad and advanced overseas intensive language programs in the countries in which the following critical languages are spoken: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.

Competitive Preference Priority II: For FY 2008 this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), 664.30(b), and 664.31(g) we award an additional five (5) points to a short-term abroad application, depending on how well the application meets this priority.

This priority is:

Short-term seminars that develop and improve foreign language and area studies at elementary and secondary schools.

Program Authority: 22 U.S.C. 2452.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

(b) The regulations for this program in 34 CFR part 664.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants. As part of its FY 2008 budget request, the Administration proposed to continue to allow funds to be used to support the participation of individuals who plan to apply their language skills and knowledge of countries vital to the United States national security in fields outside teaching, including government, the professions, or international development. Therefore, institutions may propose projects for visits and study in foreign countries by individuals in these fields, in addition to those planning a teaching career. However, authority to use funds

for participants outside of the field of teaching depends on final Congressional action. Applicants will be given an opportunity to amend their applications if such authority is not provided.

Estimated Available Funds: The Administration has requested $4,263,000 for this program for FY 2008. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: $50,000 - $90,000 for short-term projects; $50,000 - $375,000 for the advanced overseas intensive language projects.

Estimated Average Size of Awards: $74,000 for short-term abroad projects and $104,000 for the advanced overseas intensive language projects.

Maximum Award: We will reject any application that proposes a budget exceeding $90,000 for a single budget period of 12 months. We will reject any advanced overseas intensive language application that proposes a budget exceeding $375,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 45.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 12 months for short-term abroad projects and up to 48 months for the advanced overseas intensive language projects.

III. Eligibility Information

1. Eligible Applicants: (1) Institutions of higher education, (2) State departments of education, (3) private nonprofit educational organizations, and (4) consortia of these entities.

2. Cost Sharing or Matching: This program does not involve cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Dr. Lungching Chiao or Ms. Michelle Guilfoil, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8521. Telephone: (202) 502-7624 or (202) 502-7625 or by e-mail: lungching.chiao@ed.gov or michelle.guilfoil@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you

must submit, are in the application package and instructions for this program.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the section of the narrative that addresses the selection criteria to the equivalent of no more than 40 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be outside of the 1" margin.

- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs may be single spaced. Charts, tables, figures, and graphs in the application narrative count toward the page limit.

- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10-point font in charts, tables, figures, and graphs.

- Use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will be rejected.

- The page limit does not apply to Part I, the Application for Federal Assistance face sheet (SF 424); the supplemental information form required by the Department of Education; Part

II, the budget information summary form (ED Form 524); and Part

IV, the assurances and certifications. The page limit also does

not apply to a table of contents. If you include any

attachments or appendices not specifically requested, these

items will be counted as part of the Program Narrative (Part

III) for purposes of the page limit requirement. You must

include your complete response to the selection criteria in the

program narrative.

We will reject your application if-

• You apply these standards and exceed the page limit;

or

    • You apply other standards and exceed the

equivalent of the page limit.

    3. Submission Dates and Times:

Applications Available: (INSERT DATE OF PUBLICATION IN THE FEDERAL

REGISTER).

Deadline for Transmittal of Applications: September 28, 2007

    Applications for grants under this program must be submitted

electronically using the Grants.gov Apply site (Grants.gov). For

information (including dates and times) about how to submit your

application electronically or by mail or hand delivery if you qualify

for an exception to the electronic submission requirement, please

refer to Section IV. 6. Other Submission Requirements in this notice.

    Individuals with disabilities who need an accommodation or

auxiliary aid in connection with the application process should

contact the person listed under <u>For Further Information Contact</u> in section VII of this notice.

We do not consider an application that does not comply with the deadline requirements.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. <u>Funding Restrictions</u>: We reference the regulations outlining funding restrictions in the <u>Applicable Regulations</u> section of this notice.

6. <u>Other Submission Requirements</u>: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. <u>Electronic Submission of Applications</u>. Applications for grants under the Fulbright-Hays, Group Projects Abroad Program — CFDA Number 84.021A must be submitted electronically using the Grants.gov Apply site at: http://www.grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one

of the exceptions to the electronic submission requirement <u>and</u>

submit, no later than two weeks before the application deadline date,

a written statement to the Department that you qualify for one of

these exceptions. Further information regarding calculation of the

date that is two weeks before the application deadline date is

provided later in this section under <u>Exception to Electronic</u>

<u>Submission Requirement</u>.

You may access the electronic grant application for the Group

Projects Abroad Program at: http://www.grants.gov. You must search

for the downloadable application package for this program by the CFDA

number. Do not include the CFDA number's alpha suffix in your

search.

Please note the following:

- When you enter the Grants.gov site, you will find information
  about submitting an application electronically through the
  site, as well as the hours of operation.

- Applications received by Grants.gov are time and date
  stamped. Your application must be fully uploaded and
  submitted, and must be date/time stamped by the Grants.gov
  system no later than 4:30 p.m., Washington, DC time, on the
  application deadline date. Except as otherwise noted in this
  section, we will not consider your application if it is
  date/time stamped by the Grants.gov system later than 4:30
  p.m., Washington, DC time, on the application deadline date.
  When we retrieve your application from Grants.gov, we will

notify you if we are rejecting your application because it

was date/time stamped by the Grants.gov system after 4:30

p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will

  vary depending on a variety of factors including the size of

  the application and the speed of your Internet connection.

  Therefore, we strongly recommend that you do not wait until

  the application deadline date to begin the submission process

  through Grants.gov.

- You should review and follow the Education Submission

  Procedures for submitting an application through Grants.gov

  that are included in the application package for this program

  to ensure that you submit your application in a timely manner

  to the Grants.gov system. You can also find the Education

  Submission Procedures pertaining to Grants.gov at: http://e-

  Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf

- To submit your application via Grants.gov, you must complete

  all the steps in the Grants.gov registration process (see

  http://http://www.grants.gov/applicants/get_registered.jsp).

  These steps include (1) registering your organization, (2)

  registering yourself as an Authorized Organization

  Representative (AOR), and (3) getting authorized as an AOR by

  your organization. Details on these steps are outlined in

  the Grants.gov 3-Step Registration Guide (see

  http://www.grants.gov/section910/Grants.govRegistrationBrochu

re.pdf). You also must provide on your application the same

D-U-N-S Number used with this registration. Please note that

the registration process may take five or more business days

to complete, and you must have completed all registration

steps to allow you to successfully submit an application via

Grants.gov.

You will not receive additional point value because you submit your

application in electronic format, nor will we penalize you if you

qualify for an exception to the electronic submission requirement, as

described elsewhere in this section, and submit your application in

paper format.

- You must submit all documents electronically including all

  information typically included on the Application for

  Federal Assistance (SF 424), Budget Information--Non-

  Construction Programs (ED 524), and all necessary

  assurances and certifications. You must attach any

  narrative sections of your application as files in a .DOC

  (document), .RTF (rich text), or .PDF (Portable Document)

  format. If you upload a file type other than the three

  file types specified above or submit a password protected

  file, we will not review that material.

- Your electronic application must comply with any page limit

  requirements described in this notice.

- After you electronically submit your application, you will

  receive an automatic acknowledgment from Grants.gov that

contains a Grants.gov tracking number. You will receive a
second e-mail from Grants.gov that will state that your
application has been validated OR that your application was
rejected with errors. If your application is validated, you
will receive a third e-mail from the Department of Education
with an assigned PR/Award number, which is an Ed-specified
identifying number that is unique to your application. This
third confirmation by e-mail, with a PR/Award number
assigned, is the e-mail that verifies that your application
was submitted on time by the closing date. This may take
several days.

- We may request that you provide us original signatures on
forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with
the Grants.gov System: If you are prevented from electronically
submitting your application on the application deadline date because
of technical problems with the Grants.gov system, we will grant you
an extension until 4:30 p.m., Washington, DC time, the following
business day to enable you to transmit your application
electronically, or by hand delivery. You also may mail your
application by following the mailing instructions as described
elsewhere in this notice. If you submit an application after 4:30
p.m., Washington, DC time, on the deadline date, please contact
either of the persons listed elsewhere in this notice under For
Further Information Contact, and provide an explanation of the

technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number (if available). We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: Extensions referred to in this section apply only to the unavailability of or technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next

business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Lungching Chiao, U.S. Department of Education, 1990 K Street, NW., 6th Floor, Washington, DC 20006-8521. FAX: (202) 502-7860.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. <u>Submission of Paper Applications by Mail</u>.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

<u>By mail through the U.S. Postal Service</u>:

```
U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.021A)
400 Maryland Avenue, SW.
Washington, DC  20202-4260
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or

<u>By mail through a commercial carrier</u>:

    U.S. Department of Education
    Application Control Center – Stop 4260
    Attention: (CFDA Number 84.021A)
    7100 Old Landover Road
    Landover, MD 20785-1506

    Regardless of which address you use, you must show proof of mailing consisting of one of the following:

    (1) A legibly dated U.S. Postal Service postmark,

    (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,

    (3) A dated shipping label, invoice, or receipt from a commercial carrier, or

    (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

    If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

    (1) A private metered postmark, or

    (2)   A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

<u>Note</u>: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

    c. <u>Submission of Paper Applications by Hand Delivery</u>.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

```
U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.021A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC  20202-4260
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The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

(1) You must indicate on the envelope and — if not provided by the Department — in Item 11 of the Application for Federal Education Assistance (SF 424) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

(2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. General: For Fiscal Year 2008 applications for the short-term projects are divided into seven categories based on the world area focus of their projects, as described in the absolute priority listed in this notice. Language and area studies experts in seven discrete world area-based panels will review each application. Each panel reviews, scores, and ranks its applications separately from the applications assigned to the other world area panels. However, all applications will be ranked from the highest to the lowest score for funding purposes. For the advanced overseas intensive language projects, the applications will be reviewed by one panel and a rank order from highest to the lowest score will be used for funding purposes.

2. <u>Selection Criteria</u>: The selection criteria for this program are from 34 CFR 664.31 and are as follows: (a) plan of operation (20 points), (b) quality of key personnel (10 points), (c) budget and cost effectiveness (10 points), (d) evaluation plan (20 points), (e) adequacy of resources (5 points), (f) impact of the project on the development of the study of modern foreign languages and area studies in American education (15 points), (g) relevance to the institution's educational goals and relationship to program development (5 points), (h) need for overseas experiences to achieve project objectives and the effectiveness with which relevant host country resources will be utilized (10 points), and (i) the extent to which the proposed project addresses the competitive preference priorities (5 points each).

VI. Award Administration Information

1. <u>Award Notices</u>: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. <u>Administrative and National Policy Requirements</u>: We identify administrative and national policy requirements in the application package and reference these and other requirements in the <u>Applicable Regulations</u> section of this notice.

We reference the regulations outlining the terms and conditions of an award in the <u>Applicable Regulations</u> section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. <u>Reporting</u>: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. Grantees are required to use the electronic data instrument <u>International Resource Information System</u> (IRIS) system to complete the final report.

4. <u>Performance Measures</u>: Under the Government Performance and Results Act of 1993 (GPRA), the objective for the GPA program is to

provide overseas training opportunities in area studies and foreign languages for faculty, teachers and students in areas of the world where less commonly taught languages are spoken.

The Department will use the following measure to evaluate the success of the program in meeting this objective.

GPA Performance Measure: Percent of projects reported and validated as high-quality or successfully completed. The information provided by grantees in their performance reports submitted via the electronic International Resource Information System will be the source of data for this measure.

VII. Agency Contacts

For Further Information Contact: Dr. Lungching Chiao or Ms. Michelle Guilfoil, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8521. Telephone: (202) 502-7624 or (202) 502-7625 or by e-mail: lungching.chiao@ed.gov or michelle.guilfoil@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

VIII.   Other Information

<u>Electronic Access to This Document</u>: You may view this document, as well as all other documents of this Department published in the <u>Federal Register</u>, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

<u>Note</u>: The official version of this document is the document published in the <u>Federal Register</u>. Free Internet access to the official edition of the <u>Federal Register</u> and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

_____
James F. Manning,
<u>Delegated the Authority of</u>
<u>Assistant Secretary for</u>
<u>Postsecondary Education</u>.

Authorizing Legislation

Mutual Educational and Cultural Exchange Act of 1961

UNITED STATES CODE
TITLE 22: CHAPTER 33
MUTUAL EDUCATIONAL AND CULTURAL EXCHANGE PROGRAM

Sec. 2451. - Congressional statement of purpose

The purpose of this chapter is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world.

Sec. 2452. - Authorization of activities

(a) Grants or contracts for educational or cultural exchanges; participation in international fairs and expositions abroad

The Director of the United States Information Agency is authorized, when he considers that it would strengthen international cooperative relations, to provide, by grant, contract, or otherwise, for -

> (1) educational exchanges,

>> (i) by financing studies, research, instruction, and other educational activities -

>>> (A) of or for American citizens and nationals in foreign countries, and

>>> (B) of or for citizens and nationals of foreign countries in American schools and institutions of learning located in or outside the United States;

>>> and

>> (ii) by financing visits and interchanges between the United States and other countries of students, trainees, teachers, instructors, and professors;

> (2) cultural exchanges, by financing -

(i) visits and interchanges between the United States and other countries of leaders, experts in fields of specialized knowledge or skill, and other influential or distinguished persons;

(ii) tours in countries abroad by creative and performing artists and athletes from the United States, individually and in groups, representing any field of the arts, sports, or any other form of cultural attainment;

(iii) United States representation in international artistic, dramatic, musical, sports, and other cultural festivals, competitions, meetings, and like exhibitions and assemblies;

(iv) participation by groups and individuals from other countries in nonprofit activities in the United States similar to those described in subparagraphs (ii) and (iii) of this paragraph, when the Director of the United States Information Agency determines that such participation is in the national interest. [1]

(3) United States participation in international fairs and expositions abroad, including trade and industrial fairs and other public or private demonstrations of United States economic accomplishments and cultural attainments.

(b) Other exchanges

In furtherance of the purposes of this chapter, the President is further authorized to provide for -

(1) interchanges between the United States and other countries of handicrafts, scientific, technical, and scholarly books, books of literature, periodicals, and Government publications, and the reproduction and translation of such writings, and the preparation, distribution, and interchange of other educational and research materials, including laboratory and technical equipment for education and research;

(2) establishing and operating in the United States and abroad centers for cultural and technical interchanges to promote better relations and understanding between the United States and other nations through cooperative study, training, and research;

(3) assistance in the establishment, expansion, maintenance, and operation of schools and institutions of learning abroad, founded, operated, or sponsored by citizens or nonprofit institutions of the United States, including such schools and institutions serving as demonstration centers for methods and practices employed in the United States;

(4) fostering and supporting American studies in foreign countries through professorships, lectureships, institutes, seminars, and courses in such subjects as American history, government, economics, language and literature, and other subjects related to American civilization and culture, including financing the attendance at such studies by persons from other countries;

(5) promoting and supporting medical, scientific, cultural, and educational research and development;

(6) promoting modern foreign language training and area studies in United States schools, colleges, and universities by supporting visits and study in foreign countries by teachers and prospective teachers in such schools, colleges, and universities for the purpose of improving their skill in languages and their knowledge of the culture of the people of those countries, and by financing visits by teachers from those countries to the United States for the purpose of participating in foreign language training and area studies in United States schools, colleges, and universities;

(7) United States representation at international nongovernmental educational, scientific, and technical meetings;

(8) participation by groups and individuals from other countries in educational, scientific, and technical meetings held under American auspices in or outside the United States;

(9) encouraging independent research into the problems of educational and cultural exchange;

(10) promoting studies, research, instruction, and other educational activities of citizens and nationals of foreign countries in American schools, colleges, and universities located in the United States by making available to citizens and nationals of less developed friendly foreign countries for exchange for currencies of their respective countries (other than excess foreign currencies), at United States embassies, United States dollars in such amounts as may be necessary to enable such foreign citizens or nationals who are coming temporarily to the United States as students, trainees, teachers, instructors, or professors to meet expenses of the kind described in section 2454(e)(1) of this title;

(11) interchanges and visits between the United States and other countries of scientists, scholars, leaders, and other experts in the fields of environmental science and environmental management; and

(12) promoting respect for and guarantees of religious freedom abroad by interchanges and visits between the United States and other nations of religious leaders, scholars, and religious and legal experts in the field of religious freedom.

Code of Federal Regulations

Subpart A—General

§ 664.1   What is the Fulbright-Hays Group Projects Abroad Program?

(a) The Fulbright-Hays Group Projects Abroad Program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for teachers, students, and faculty to study in foreign countries.
(b) Under the program, the Secretary awards grants to eligible institutions, departments, and organizations to conduct overseas group projects in research, training, and curriculum development.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.2   Who is eligible to apply for assistance under the Fulbright-Hays Group Projects Abroad Program?

The following are eligible to apply for assistance under this part:
(a) Institutions of higher education;
(b) State departments of education;
(c) Private non-profit educational organizations; and
(d) Consortia of institutions, departments, and organizations described in paragraphs (a), (b), or (c) of this section.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.3   Who is eligible to participate in projects funded under the Fulbright-Hays Group Projects Abroad Program?

An individual is eligible to participate in a Fulbright-Hays Group Projects Abroad, if the individual—(a)(1) Is a citizen or national of the United States; or
(2) Is a permanent resident of the United States; and
(b)(1) Is a faculty member who teaches modern foreign languages or area studies in an institution of higher education;
(2) Is a teacher in an elementary or secondary school;
(3) Is an experienced education administrator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies at the elementary, secondary, or postsecondary level; or
(4) Is a graduate student, or a junior or senior in an institution of higher education, who plans a teaching career in modern foreign languages or area studies.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.4   What regulations apply to the Fulbright-Hays Group Projects Abroad Program?

The following regulations apply to this program:
(a) The regulations in this part 664; and
(b) The Education Department General Administrative Regulations (EDGAR) (34 CFR parts 74, 75, 77, 80, 81, 82, 85, and 86).
(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1), 2456(a)(2))

§ 664.5   What definitions apply to the Fulbright-Hays Group Projects Abroad Program?

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:
Applicant
Application
Award
EDGAR
Equipment
Facilities

Grant
Grantee
Nonprofit
Project
Private
Public
Secretary
State
State educational agency
Supplies
(Authority: 22 U.S.C. 2452(b)(6))

(b) *Definitions that apply to this program:* The following definitions apply to the Fulbright-Hays Group Projects Abroad Program:

Area studies means a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

Binational commission means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international organization, to carry out functions in connection with the program covered by this part.

Institution of higher education means an educational institution in any State that—

(1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;

(2) Is legally authorized within such State to provide a program of education beyond secondary education;

(3) Provides an educational program for which it awards a bachelor's degree or provides not less than a two-year program which is acceptable for full credit toward such a degree;

(4) Is a public or other nonprofit institution; and

(5) Is accredited by a nationally recognized accrediting agency or association.

J. William Fulbright Foreign Scholarship Board means the presidentially appointed board that is responsible for supervision of the program covered by this part.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

Subpart B—What Kinds of Projects Does the Secretary Assist Under This Program?

§ 664.10   What kinds of projects does the Secretary assist?

The Secretary assists projects designed to develop or improve programs in modern foreign language or area studies at the elementary, secondary, or postsecondary level by supporting overseas projects in research, training, and curriculum development by groups of individuals engaged in a common endeavor. Projects may include, as described in §§664.11 through 664.14, short-term seminars, curriculum development teams, group research or study, and advanced intensive language programs.

(Authority: 22 U.S.C. 2452(b)(6))

§ 664.11   What is a short-term seminar project?

A short-term seminar project is—

(a) Designed to help integrate international studies into an institution's or school system's general curriculum; and

(b) Normally four to six weeks in length and focuses on a particular aspect of area study, such as, for example, the culture of the area or a portion of the culture.

(Authority: 22 U.S.C. 2452(b)(6))

§ 664.12   What is a curriculum development project?

(a) A curriculum development project—

(1) Is designed to permit faculty and administrators in institutions of higher education and elementary and secondary schools, and administrators in State departments of education the opportunity to spend generally from four to eight weeks in a foreign country acquiring resource materials for curriculum development in modern foreign language and area studies; and

(2) Must provide for the systematic use and dissemination in the United States of the acquired materials.

(b) For the purpose of this section, resource materials include artifacts, books, documents, educational films, museum reproductions, recordings, and other instructional material.

(Authority: 22 U.S.C. 2452(b)(6))

§ 664.13   What is a group research or study project?

(a)(1) A group research or study project is designed to permit a group of faculty of an institution of higher education and graduate and undergraduate students to undertake research or study in a foreign country.

(2) The period of research or study in a foreign country is generally from three to twelve months.

(b) As a prerequisite to participating in a research or training project, participants—

(1) Must possess the requisite language proficiency to conduct the research or study, and disciplinary competence in their area of research; and
(2) In a project of a semester or longer, shall have completed, at a minimum, one semester of intensive language training and one course in area studies relevant to the projects.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.14   What is an advanced overseas intensive language training project?

 (a)(1) An advanced overseas intensive language project is designed to take advantage of the opportunities present in the foreign country that are not present in the United States when providing intensive advanced foreign language training.
(2) Project activities may be carried out during a full year, an academic year, a semester, a trimester, a quarter, or a summer.
(3) Generally, language training must be given at the advanced level, i.e., at the level equivalent to that provided to students who have successfully completed two academic years of language training.
(4) The language to be studied must be indigenous to the host country and maximum use must be made of local institutions and personnel.
(b) Generally, participants in projects under this program must have successfully completed at least two academic years of training in the language to be studied.
(Authority: 22 U.S.C. 2452(b)(6))

Subpart C—How Does the Secretary Make a Grant?

§ 664.30   How does the Secretary evaluate an application?

 (a) The Secretary evaluates an application for a Group Project Abroad on the basis of the criteria in §664.31. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in theFederal Register.
(b) All selections by the Secretary are subject to review and final approval by the J. William Fulbright Foreign Scholarship Board.
(c) The Secretary does not recommend a project to the J. William Fulbright Foreign Scholarship Board if the applicant proposes to carry it out in a country in which the United States does not have diplomatic representation.
(Authority: 22 U.S.C. 2452(b)(6), 2456)
[63 FR 46366, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

§ 664.31   What selection criteria does the Secretary use?

The Secretary uses the criteria in this section to evaluate applications for the purpose of recommending to the J. William Fulbright Foreign Scholarship Board Group Projects Abroad for funding under this part.
(a) *Plan of operation.* (1) The Secretary reviews each application for information to determine the quality of the plan of operation for the project.
(2) The Secretary looks for information that shows—
(i) High quality in the design of the project;
(ii) An effective plan of management that insures proper and efficient administration of the project;
(iii) A clear description of how the objectives of the project relate to the purpose of the program;
(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
(v) A clear description of how the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age, or handicapping condition.
(b) *Quality of key personnel.* (1) The Secretary reviews each application for information to determine the quality of key personnel the applicant plans to use on the project.
(2) The Secretary looks for information that shows—
(i) The qualifications of the project director;
(ii) The qualifications of each of the other key personnel to be used in the project;
(iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section will commit to the project; and
(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or handicapping condition.
(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training in fields related to the objectives of the project as well as other information that the applicant provides.
(c) *Budget and cost effectiveness.* (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
(2) The Secretary looks for information that shows—
(i) The budget for the project is adequate to support the project activities; and
(ii) Costs are reasonable in relation to the objectives of the project.
(d) *Evaluation plan.* (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows that the methods of evaluation are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(e) *Adequacy of resources.* (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows that the facilities, equipment, and supplies that the applicant plans to use are adequate.

(f) *Specific program criteria.* (1) In addition to the general selection criteria contained in this section, the Secretary reviews each application for information that shows that the project meets the specific program criteria.

(2) The Secretary looks for information that shows—

(i) The potential impact of the project on the development of the study of modern foreign languages and area studies in American education.

(ii) The project's relevance to the applicant's educational goals and its relationship to its program development in modern foreign languages and area studies.

(iii) The extent to which direct experience abroad is necessary to achieve the project's objectives and the effectiveness with which relevant host country resources will be utilized.

(g) *Priorities.* The Secretary looks for information that shows the extent to which the project addresses program priorities in the field of modern foreign languages and area studies for that year.

(Approved by the Office of Management and Budget under control number 1840–0068)

(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))

[63 FR 46366, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

§ 664.32   What priorities may the Secretary establish?

(a) The Secretary may establish for each funding competition one or more of the following priorities:

(1) Categories of projects described in §664.10.

(2) Specific languages, topics, countries or geographic regions of the world; for example, Chinese and Arabic, Curriculum Development in Multicultural Education and Transitions from Planned Economies to Market Economies, Brazil and Nigeria, Middle East and South Asia.

(3) Levels of education; for example, elementary and secondary, postsecondary, or postgraduate.

(b) The Secretary announces any priorities in the application notice published in theFederal Register.

(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))

§ 664.33   What costs does the Secretary pay?

(a) The Secretary pays only part of the cost of a project funded under this part. Other than travel costs, the Secretary does not pay any of the costs for project-related expenses within the United States.

(b) The Secretary pays the cost of the following—

(1) A maintenance stipend related to the cost of living in the host country or countries;

(2) Round-trip international travel;

(3) A local travel allowance for necessary project-related transportation within the country of study, exclusive of the purchase of transportation equipment;

(4) Purchase of project-related artifacts, books, and other teaching materials in the country of study;

(5) Rent for instructional facilities in the country of study;

(6) Clerical and professional services performed by resident instructional personnel in the country of study; and

(7) Other expenses in the country of study, if necessary for the project's success and approved in advance by the Secretary.

(c) The Secretary may pay—

(1) Emergency medical expenses not covered by a participant's health and accident insurance; and

(2) The costs of preparing and transporting the remains of a participant who dies during the term of a project to his or her former home.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

Subpart D—What Conditions Must Be Met by a Grantee?

§ 664.40   Can participation in a Fulbright-Hays Group Projects Abroad be terminated?

(a) Participation may be terminated only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.

(b) The Secretary may recommend a termination of participation on the basis of failure by the grantee to ensure that participants adhere to the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.

(Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

> *Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by the No Child Left Behind Act.*
> *Goal 2: Encourage more rigorous and advanced coursework to improve the academic performance of our middle and high school students.*
> *Goal 3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3.

What is the Performance Indicator for the Fulbright-Hays Group Projects Abroad Program?

> The objective of the GPA program is to meet the nation's security and economic needs through the development of a national capacity in foreign languages, and area and international studies. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective.

GPA Performance Measures:

   a.   The difference between the average language competency of the Fulbright-Hays Group Projects Abroad program recipients at the end of their period of instruction and their average competency at the beginning of the period.

   b.   Percentage of GPA projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

The information provided by grantees in their performance reports submitted via the electronic International Resource Information System (IRIS) will be the source of data for this measure.

Instructions for Completing
The GPA Application Package

The GPA application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

> **Part I:**   **424 Forms**
>
> Application for Federal Assistance – (SF 424)
> Department of Education Supplemental Information Form for SF 424

*Note: Applicants must complete the SF 424 form first because the information you provide here is automatically inserted into other sections of the Grants.gov application package.

> **Part II:**   **524 Forms**
>
> Department of Education Budget Summary Form – (ED 524)
> Sections A & B

*Note: Section C – Budget Narrative should be included in the Budget Narrative Attachment Form, located in Part III.

> **Part III:**   **Program Narrative**
>
> ED Abstract Narrative Attachment Form
> Project Narrative Attachment Form
> Other Attachments Form
> Budget Narrative Attachment Form

The ED Abstract Narrative Attachment Form is where applicants will attach the program abstract. Please indicate clearly on the abstract which GPA Project Type you are applying for.

The Project Narrative Attachment Form will include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition – this section has a strict page limit of 40 pages.

The Other Attachments Form is where applicants attach proposal appendices. Each applicant must provide in this section the following: a detailed preliminary pre-departure orientation and overseas program itinerary, curriculum vitas of key personnel, letters of support, and examples of evaluation materials.

The Budget Narrative Attachment Form is where you would attach a detailed line item budget and any supplemental budget information.

*All attachments must be in .DOC, .RTF, or .PDF format. Other types of files will not be accepted.

> **Part IV:**   **Assurances, Certifications, and Survey Forms**
>
> GEPA Section 427 Requirement
> Assurances - Non-Construction Programs (SF 424B)
> Grants.gov Lobbying Form (formerly ED Form 80-0013)
> Survey on Ensuring Equal Opportunity for Applicants

Applicants will attach the program narrative to the Project Narrative Attachment Form.

Formatting

> A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

Include a Table of Contents. Please note that the Project Narrative Attachment Form is limited to **40 pages**. This section will include the discussion of the selection criteria. The abstract, required forms, other narrative attachments, <u>requested</u> appendices, assurances and certifications will not count against your 40-page limit.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the <u>Federal Register</u> notice (<u>Notice</u>), program statute, and program regulations for specific guidance and requirements. Please note that applications will be evaluated according to the specific selection criteria specified in the <u>Notice</u> and this package.

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 664 of the GPA program regulations as identified in this application (see "Authorizing Legislation and Regulations"). The Program Narrative should provide, in detail, the information that addresses each selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis in the <u>Notice</u>.

To facilitate the review of applications, please provide responses to each of the following selection criteria in the order listed below.

In addition to the guidance listed in the Federal Register Notice and program regulations, the following assertions may assist applicants in addressing each of the selection criteria:

1. <u>Plan of Operation</u> (20 points)
    - Describe how the objectives of the project are related to the purposes of the GPA program and how those objectives will be accomplished.
    - In the project design, which generally consists of three phrases (pre-departure phase, overseas phase, and post seminar phase), describe how each of the phases will be carried out.
    - If necessary, a proposed detailed itinerary for the overseas phase may be uploaded in the appendices section.

- How will the management plan effectively link all project phases and efficiently operate among all project parties?

- Explain the ways resources and personnel will be used to achieve the objectives of the project.

- Provide a clear description of how the project will provide equal access and treatment for eligible project participants without regard to race, color, national origin, gender, age, or handicapping condition.

2. Quality of Key Personnel (10 points)

- Describe the project director's qualifications including educational background, professional training and experience in the host country, administrative experience, subject area expertise, and other related qualifications. Also indicate the responsibilities and time commitment of the project director.

- Describe the other key personnel's qualifications using the guidance above which are pertinent to the project's objectives and management. Indicate each individual's title, responsibilities, and time commitment to the project.

- Describe the host country coordinator(s)' qualifications in relation to the project. Be sure to indicate titles, project responsibilities, and time commitments.

- Show, as part of the institution's non-discriminatory employment practices, how employment from underrepresented groups will be without regard to race, color, national origin, gender, age, or handicapping condition.

3. Budget and Cost Effectiveness (10 points)

- Demonstrate and justify that all costs presented in the line item budget are adequate, allowable, reasonable in today's market, and necessary to accomplish your project objectives.

- Discuss the project's cost effectiveness.

- Show the relationship between the project costs and project objectives.

4.   Evaluation Plan (20 points)

- Provide an evaluation plan that will adequately and effectively measure the project's activities and impact.

- Describe the methods of evaluation, including the kinds of data to be collected and analyzed. Will the evaluation plan provide an objective and quantifiable assessment?

- Indicate how evaluation results will be used to shape the development of the project.

- Describe or provide examples (in the appendices) of evaluation tools. Present a proposed timetable for conducting evaluations.

5. Adequacy of Resources (5 points)

- What resources will the applicant use to accomplish project objectives?

- Indicate that the facilities, supplies, and other resources (including those provided by host country partners) are adequate to carry out the activities in all phases of the project.

6. Impact of the Project on the Development of the Study of Modern Foreign Languages and Area Studies in American Education (15 points)

- What would be the potential impact of the project on the development and improvement of the study of modern foreign languages and area studies in U.S. education?
- Describe the possible long-term benefits to project participants, their students, colleagues, and communities resulting from successful completion of the grant.

7. Relevance to the Institution's Educational Goals and Relationship to Program Development (5 points)

- Explain how the proposed project will address institutional development goals.

- Describe the relationship between the project and the institution's program development in modern foreign languages and area studies.

8. Need for Overseas Experiences to Achieve Project Objectives and the Effectiveness with which Relevant Host Country Resources Will Be Utilized (10 points)
- Explain why first-hand overseas experience is necessary in order to achieve the project's objectives.
- Outline how the needs for overseas experience were identified and how these needs are addressed by the project.
- Describe the benefits to be gained through the project by meeting those needs.
- Explain how effectively the host country's resources will be utilized toward this effort.

9. Competitive Preference Priorities (2) (5 points for each priority, 10 points total)
- Describe how the project meets the competitive program priorities announced in the Notice.

Instructions for Budget Summary Form
& Itemized Line Item Budget

NOTE: Applicants to the GPA program must submit two documents: (1) a budget summary form to categorize requested funds (ED Form 524), **AND** (2) a detailed line item budget with budget narrative justification.

The budget summary is to be included on the "Department of Education Budget Summary Form – (ED Form 524)." The applicant must complete both Sections A & B.

Both the detailed line item budget AND the accompanying budget narrative justification should be included in the "Budget Narrative Attachment Form," which requests information on the applicant's financial plan for carrying out the project.

It is **suggested** that applicants organize their budgets using either three columns or categories to indicate funding streams as follows: 1) federal funds (GPA program) requested; 2) applicant and other institutional cost share funds to be provided; and 3) project participant and other cost share funds to be provided. (Please note that matching is not required for the GPA program, but is highly encouraged.) Applicants should describe how all costs support project activities.

The budget should only include costs that are allowable, reasonable and necessary for carrying out the objectives of the GPA project. Please note that federal funds under the GPA program are provided **only** for project-related expenses within the host country(ies) and **may not** be used for project-related expenses within the United States. Please consult the listing of allowable grant expenses located under Financial Provisions in the Supplemental Information section.

For the Fiscal Year 2008 competition, applicants may receive funding for up to one year for shor-term projects and four years for the Advanced Overseas Intensive Language Training projects.

For each line item, provide detailed costs (in dollars) and narrative justification to support your request. Please check all figures and combined totals and compare the line item budget figures to those used on the ED Form 524 for both Sections A & B.

Please note the following GPA program policy guidelines:

1. Personnel: GPA program policies generally allow for grant funds to be used for only one administrative person (normally the Project Director). If additional U.S.-based administrative personnel, such as a curriculum specialist or scholar escort, are necessary to achieve project objectives, they must be well justified in order to be paid for with GPA funds OR their expenses may be paid for using other sources of funding.

   Please note that the GPA program **will not** provide funding for U.S.-based salaries and fringe benefits. Under this section, the applicant may regard these expenses as part of the applicant matching contribution. If personnel costs are included here as cost share, details such as the following should be provided: position titles, specific time commitment to project for each staff person in days/months, and other relevant information.

2. Fringe Benefits: Please see comments from the Personnel section above.

3. Travel: The applicant may request funds to cover project-related international and internal host country travel. Details should be included to explain the mode of transportation for which funding is requested.

   Indicate the number of persons traveling, whether they are participants or administrative personnel, where the group is traveling to, and a breakdown of the travel costs.   Transportation costs should not exceed economy class fares. All travel must be related to the project objectives and proposed activities.

   A maintenance stipend (per diem) for each group member may be requested for the overseas phase of the project. This should be based on fifty percent of the amount established in the U.S. Department of State publication, " Maximum Travel Per Diem Allowances For Foreign Areas;" http://www.state.gov/m/a/als/prdm/c16476.htm. Budgets should include details such as the number of days to be spent in each city/region.

4. Equipment: Not applicable. Leave blank.

5. Supplies: Applicants may request GPA funds to cover the purchase of project-related books, artifacts, and other teaching materials in the host country. GPA funds cannot be used to purchase materials in the U.S. An itemized list of supplies and the proposed costs for each should be provided.

6. Contractual: Contractual or consultant costs may include payments to host country instructional and administrative personnel (such as lecturers, host country administrators or organizers, clerical and professional services provided by resident host country personnel, evaluators, and language instructors.) GPA funds cannot be used to pay for U.S.-based contractors or consultants.

7. Construction: Not applicable. Leave blank.

8. Other: Other miscellaneous costs may be requested in this section. Examples may include rent for instructional facilities in the host country, communication costs, including cell phone expenses in the host country, equipment rental, admission fees for site visits, utilities, printing costs or other expenses considered vital to the project's success and based in the host country. A clear breakdown should be provided for how all costs were calculated.

9. Total Direct Costs: Provide the total direct costs requested.

10. Indirect Costs: Indirect costs are **not allowable** under the GPA program.

11. Training Stipends: Not applicable. Leave blank.

12. Total Costs: Provide the total amount that you are requesting from the GPA program. Note: This amount should also be the same as that shown as 14a on the application face sheet (SF 424).

Fulbright-Hays
Group Projects Abroad Program
FY 2008 Application Checklist

Use This Checklist While Preparing Your Application. All items listed on this checklist are required. The list is organized in the same manner that the submitted application should be organized.

Part I: 424 Forms

Application for Federal Assistance - (SF 424)

Department of Education Supplemental Information Form for the SF 424

Part II: 524 Forms

Department of Education Budget Summary Form - (ED 524) – Sections A & B

Part III: Program Narrative

Ed Abstract Narrative Attachment Form

Project Narrative Attachment Form

Other Narrative Attachment Form

Budget Narrative Attachment Form

NOTE: The "Ed Abstract Narrative Attachment Form" is where the applicant will attach the program abstract. Please indicate clearly on the abstract which GPA Project Type you are applying for. The "Project Narrative Attachment Form" should include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition – this section has a strict page limit of 40 pages. In the "Other Narrative Attachment Form", each applicant must include the following appendices: a detailed preliminary pre-departure orientation and overseas program itinerary, curriculum vitas of key personnel, letters of support, and examples of evaluation materials. The grants.gov system will allow applicants to attach as many as ten separate appendices in this section. The "Budget Narrative Attachment Form" is where the applicant will attach a detailed line item budget and any supplemental budget information.

Part IV: Assurances and Certifications

GEPA Section 427 Requirement

Assurances – Non-Construction Programs (SF 424B)

Grants.gov Lobbying Form (formerly ED Form 80-0013)

Survey on Ensuring Equal Opportunity for Applicants

Disclosure of Lobbying Activities (SF-LLL)

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-NEW**. The time required to complete this information collection is estimated to average 100 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Postsecondary Education/IEPS, U.S. Department of Education, 1990 K Street, N.W., Sixth Floor, Washington, D.C. 20006-8521.
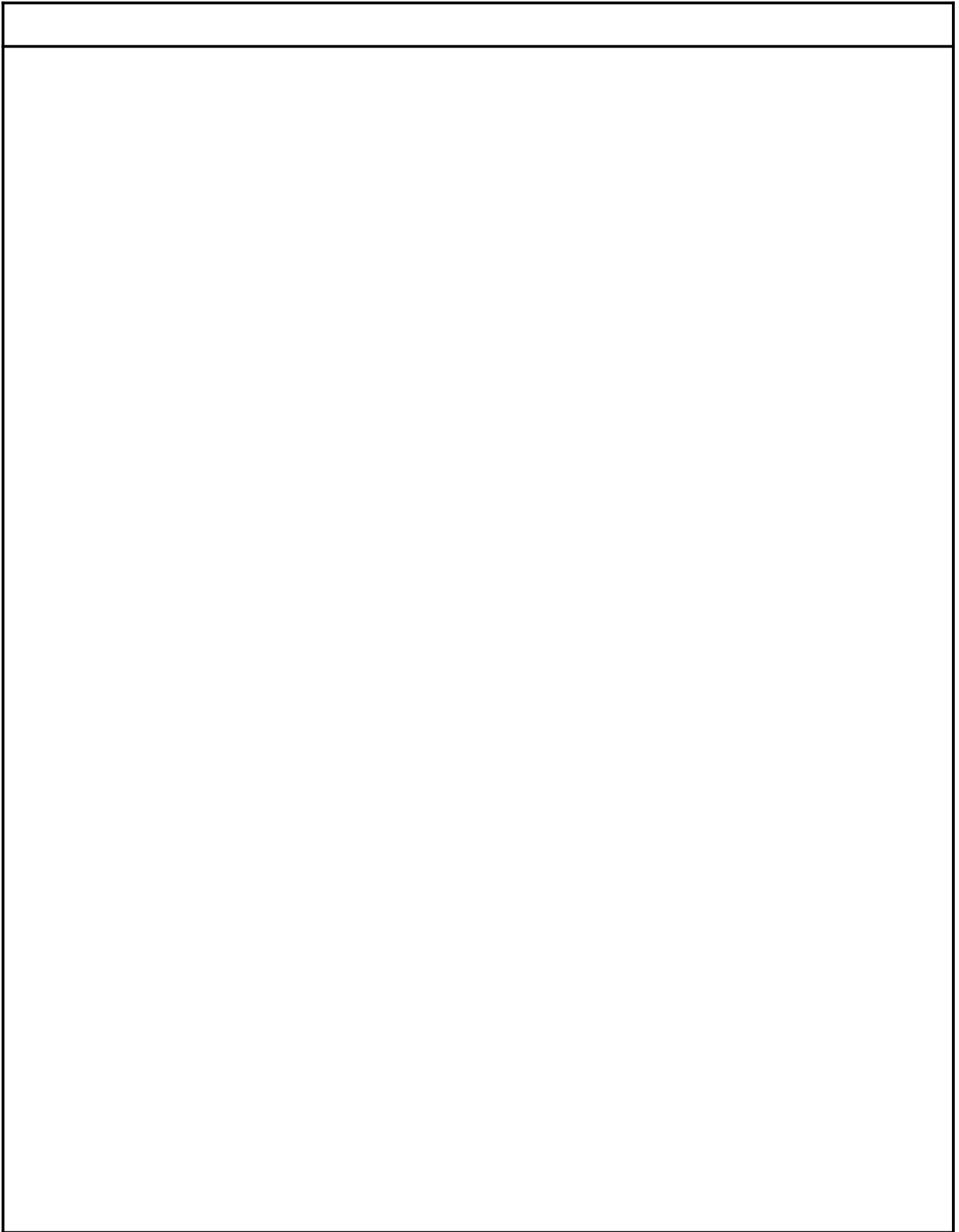
on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program

Standard Form 424B (Rev. 7-97) Back

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	UBMITTED

ED 524