Grantee: [Grant Number][Grantee Institution]
Report: [Year] Annual Report
Annual Report Cover Sheet

1. **PR/Award No.:**
2. **Program**:
   [FIPSE Program Name]
3. **Institutional Name & Address**:
   [Grantee Institution]
   [City, State]
4. **Project Title:**

5. **Project Director / Contact Person:**
   Name:
   Title:
   Address:

   Phone:
   Fax:
   Email:
6. **Performance Reporting Period:**

7. **Current Budget Period:**
8. **Authorized Representative:**

   Name:
   Title:
   Phone:

I. Project Description

Project Title:

Abstract:

Online References: [project Web site if available]

Subject Categories:

Contacts
: [All project contacts here]

Name:	Project Director
Title:	
Address:	
Tel.:	
Fax:	

E-mail:

II. Budget Summary

Project Funds Awarded by FIPSE

Expense	(1)Current Budget	(2)Expenditures	(3)Obligations & Projected Expenditures	(4)Estimated Balance
A. Administrative Costs				
1. Salaries				$0
2. Benefits				$0
3. Travel				$0
4. Equipment				$0
5. Materials				$0
6. Consultants & Contracts				$0
7. Other				$0
B. Language Stipends (EC-U.S., U.S.-Brazil, U.S.-Russia projects only)				$0
C. Mobility Stipends (EC-U.S., U.S.-Brazil, North American, U.S.-Russia projects only)				$0

D. Indirect Costs			$0
Total	$0	$0	$0	$0

Project Cost Share Totals Provided by Institution (and Partners if applicable)

Expense	(1)Current Budget	(2)Expenditures	(3)Obligations & Projected Expenditures	(4)Estimated Balance
Total Cost Share				$0

Budget Narrative:

III. Mobility [To be completed for 84.116J, M, N, or S; not used for 84.116B]

Student mobility is one of the key objectives of FIPSE International Consortia Programs. For this reason, as the lead US partner, you should work closely with your US and foreign partner institutions to verify the number of students who studied abroad, where they studied, the duration and cost of their stay, plus the number of students who participated in the program but did not study abroad.

Please enter the totals for U.S. and Brazil student and faculty mobility in the current reporting year. Complete all columns and rows. Enter "0" as necessary. Do not leave any cells blank.

Student mobility from U.S. to [Country]:

U.S. to [Country]	*[Country Name] Lead* [Institution]	*[Country Name] Partner* [Institution]	Total U.S. students sent
U.S. Lead [Institution]			0
U.S. Partner [Institution]			0
Total	0	0	0

1. Total number of U.S. students in current year _
2. Total number of U.S. students since the beginning of the project, including current year _
3. Average duration of study abroad for U.S. students _
4. Average stipend for U.S. students in US$ _
5. Total number of U.S. students who participated in current year but did not study in [Country] _

6. Total number of U.S. students who participated since the beginning of the project, including current year, but did not study in [Country] _

Student mobility from [Country] to U.S.:

	U.S. Lead	U.S. Partner	
[Country] to U.S.	[Institution]	[Institution]	Total [Country] students sent
[Country] Lead [Institution]			0
[Country] Partner [Institution]			0
Total	0	0	0

1. Total number of [Country] students in current year _
2. Total number of [Country] students since the beginning of the project, including current year _
3. Average duration of study abroad for [Country] students _
4. Average stipend for [Country] students in US$ _
5. Total number of [Country] students who participated in current year but did not study in U.S. _
6. Total number of [Country] students who participated since the beginning of the project, including current year, but did not study in U.S. _

Faculty Mobility:

1. Total number of U.S. faculty to [Country] in current year _
2. Total number of U.S. faculty to [Country] since the beginning of the project, including current year _
3. Total number of U.S. faculty who participated in current year but did not travel to [Country] _
4. Total number of U.S. faculty who participated since the beginning of the project, including current year, but did not travel to [Country] _
5. Total number of [Country] faculty to U.S. in current year _
6. Total number of [Country] faculty to U.S. since the beginning of the project, including current year _
7. Total number of [Country] faculty who participated in current year but did not travel to U.S. _
8. Total number of [Country] faculty who participated since the beginning of the project, including current year, but did not travel to U.S. _

IV (a). Performance Information [To be completed for 84.116J, M, N, or S only; not used for 84.116B]

In your report narrative, please make sure you answer all of the following questions.If any questions do not apply to your project, enter "N/A" for text answers and "0" for numeric answers. In each text box, leave a space between paragraphs.

1a Were there any institutional or key personnel changes that occurred in the past year?

( ) Yes
( ) No

1b If you answered "Yes" to question 1a, please explain:

2. By the end of the first year the consortium is required to submit to the separate funding authorities copies of formal agreements signed by all partner institutions with respect to (a) academic credit transfer and recognition, and (b) student tuition and fees. Please indicate whether or not these agreements have been sent to your program officer by checking the appropriate box:

(a) Academic credit transfer and recognition

( ) Yes   ( ) No (please explain)

(b) Student tuition and fees

( ) Yes   ( ) No (please explain)

3. As stated in the application guidelines, all consortia must develop written plans in important administrative areas. In your report, briefly describe what progress has been made on each of the following areas:

3a **Financial commitment to the project.** Describe how the implementation of your project has been supported by all institutions involved in the project (including faculty, staff and administrators). What plans are in place at this point to ensure financial sustainability beyond the federal grant period?

3b **Student recruitment and selection.** What progress has been made in the area of student recruitment? How are students being selected for study abroad? What is the level of interest in the program (approximate number of inquiries, number of applicants to the program)?

3c **Student language preparation.** Explain how you have integrated language learning into your project. How are students being prepared to function in a foreign language? What assessments are being used to judge the level of proficiency in the language of the host country? How do you intend to measure progress in language learning after students finish your program?

3d **Faculty and curricular development.** What progress has been made in developing the curriculum for your consortium? What setbacks or hurdles have you experienced? What new courses or programs have been planned as a result of this grant?

4. Please describe briefly progress you have made in developing your evaluation plan. Have you started to collect evaluation data?

5. Discuss the reason for any setbacks or hurdles your consortium has experienced.

6. Please explain how your project is improving the quality of teaching and student learning.

7 Did you include a separate evaluation report for this project year?

( ) Yes
( ) No

8   If you answered "No", please explain when you expect to submit this document.

9   How many institutions or organizations were involved at the beginning of the project, including the grantee?

Total: _

10   Have any additional institutions or organizations become involved in the project since the beginning of the grant?

( ) Yes
( ) No

If you answered "No" to question 10, please go to question 12.

11   How many additional institutions or organizations have become involved in the project since the beginning of the grant?

Additional number: _

12   Have any institutions expressed interest in materials or other results of the project?

( ) Yes
( ) No

If you answered "No" to question 12, please go to question 14.

13   How many institutions or organizations have expressed interest in materials or other results of the project?

Total: _

14   Did your project receive or involve any of the following since the beginning of the grant? (check all that apply)

( ) On-going costs included in operating budget
( ) New courses officially approved (but not yet described in catalog)
( ) New programs officially approved (but not yet described in catalog)
( ) New courses described in institutional catalog
( ) New programs described in institutional catalog
( ) Changes in curriculum

( ) Changes in the approaches to teaching
( ) Changes in written institutional policies or procedures
( ) New courses offered for credit
( ) Additional faculty FTE added to operating budget through non-FIPSE funds
( ) Additional staff FTE added to operating budget through non-FIPSE funds
( ) Not applicable
( ) Other (Please write in other)

15 Has your project received any additional funding (external or internal) since the beginning of the project?

( ) Yes
( ) No

If you answered "No" to question 15, please go to question 17.

16 What kind of additional funding has it received? (check all that apply)

( ) Additional in-kind contribution
( ) Additional institutional funding
( ) Additional federal funding
( ) Additional state funding
( ) Additional funding from for-profit firm
( ) Additional funding from private foundation
( ) Other (Please write in other)

17 Has your project received any press coverage since the beginning of the project?

( ) Yes
( ) No

If you answered "No" to question 17, please go to question 19.

18 Please indicate the kind of press coverage your project has received. (check all that apply)

( ) International media coverage
( ) National media coverage
( ) Local media coverage
( ) Institutional/organizational publication
( ) National association or trade association publication
( ) Other

19 Has your project received any awards since the beginning of the grant?

( ) Yes
( ) No

If you answered "No" to question 19, please go to question 21.

20 Please write in the name, date, source, and, if applicable, the amount of each award.

21 Please list the kinds of activities, products, and resources resulting from your project since the beginning of the grant. (check all that apply)

( ) Project-based conferences or symposia
( ) Conference presentations
( ) Course modules
( ) Project-specific Web site
( ) Textbooks
( ) Software programs
( ) Conference proceedings
( ) Books
( ) Video materials
( ) Guides and handbooks
( ) Printed course materials
( ) Web-based course materials
( ) Technical reports
( ) Journal articles
( ) CD-ROMs/DVDs
( ) Other (Please write in other)

22 Please rate the quality of FIPSE's service to you and other project staff. (telephone discussions, e-mails, advising on technical and financial issues, evaluation, Web resources)

( ) Superior
( ) Very satisfactory
( ) About average
( ) Somewhat unsatisfactory
( ) Very poor

23 Please rate your satisfaction with the FIPSE Project Directors' Meeting in helping you and your staff.

( ) Superior
( ) Very satisfactory
( ) About average
( ) Somewhat unsatisfactory
( ) Very poor
( ) Was unable to attend this year

24   Please comment on the helpfulness of FIPSE's service.

IV (b). Performance Information [To be completed for 84.116B only]

Please make sure you answer all of the following items, indicating the selected project results. These data will allow FIPSE to evaluate the Comprehensive Program, looking across many diverse projects. Please note that your project evaluation will also include project-specific measures of success. Those project-specific measures should be discussed in the Performance Narrative section of your Annual Performance Report.

If any questions do not apply to your project, enter "N/A" for text answers and "0" for numeric answers. In each text box, leave a space between paragraphs.

1a   Did you include a separate evaluation report for this project year? (Note: first year projects should attach evaluation plan)

    ○ Yes

    ○ No

1b   If you answered "No", please explain when you expect to submit this document.

2a   Was there a change in the project director this year?

    ○ Yes

    ○ No

2b   If you answered "Yes" to question 2a, please write in the name and phone number of the new project director.

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3a   Is one of the stated objectives of your project to increase access to an institution, program, field, or discipline?

    ○ Yes

    ○ No

3b   Whether it is a stated objective or not, has your project resulted in increased access to an institution, program, field, or discipline?

    ○ Yes

    ○ No

    ○ Too soon to say (annual reports only)

    ○ Not sure

If you answered "No" to question 3b, please go to question 4a.

3c   Has increased access to an institution, program, field, or discipline become a sustained activity at the end of the grant?

    ○ Yes

    ○ No

    ○ Too soon to say (annual reports only)

    ○ Not sure

4a   Is one of the stated objectives of your project to increase student retention in an institution, program, field, or discipline?

○ Yes

○ No

4b   Whether it is a stated objective or not, has your project resulted in increased student retention in an institution, program, field, or discipline?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

If you answered "No" to question 4b, please go to question 5a.

4c   Has increased student retention in an institution, program, field, or discipline become a sustained activity at the end of the grant?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

5a   Is one of the stated objectives of your project to control costs of, or produce cost savings in, higher education?

○ Yes

○ No

5b   Whether it is a stated objective or not, has your project resulted in cost control or cost savings in any way?

○ Yes

○ No

   ○ Too soon to say (annual reports only)

   ○ Not sure

If you answered "No" to question 5b, please go to question 6a.

5c   Please provide examples of the cost control or cost savings brought about by your project:

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5d   Has cost control or cost savings become a sustained activity at the end of the grant?

   ○ Yes

   ○ No

   ○ Too soon to say (annual reports only)

   ○ Not sure

6a   Is one of the stated objectives of your project to train faculty or staff?

   ○ Yes

   ○ No

6b   Whether it is a stated objective or not, has your project trained faculty or staff?

   ○ Yes

   ○ No

   ○ Too soon to say (annual reports only)

   ○ Not sure

If you answered "No" to question 6b, please go to question 7a.

6c   If you answered "Yes" to question 6b, has faculty or staff training become a sustained activity at the end of the grant?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

7a   Is one of the stated objectives of your project to improve student learning?

○ Yes

○ No

7b   Whether it is a stated objective or not, has your project improved student learning?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

If you answered "No" to question 7b, please go to question 8a.

7c   Briefly explain how your project improved student learning and how you measured this improvement:

7d   Have the activities in your project that improve student learning become sustained at the end of the grant?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

8a Has your project involved the implementation of an innovative practice in postsecondary education?

○ Yes

○ No

If you answered "No" to question 8a, please go to question 9.

8b Briefly describe the innovation:

8c Will this innovative practice be sustained at the end of the grant?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

8d Have any other institutions or organizations expressed interest in using this innovative practice?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

If you answered "No" to question 8d, please go to question 9.

8e   How many institutions expressed interest in using this innovative practice
      since the beginning of the grant?

Total: [   ]

8f   Has the innovation been used at a site (campus or organization) other than at
      the grantee organization?

○ Yes

○ No

○ Too soon to say (annual reports only)

○ Not sure

If you answered "No" to question 8f, please go to question 9.

8g   How many institutions or organizations have used this innovation since the
      beginning of the grant?

Total: [   ]

9   How many institutions or organizations were involved at the beginning of
      the project, including the grantee?

Total: [   ]

10a   Have any additional institutions or organizations become involved in the
      project since the beginning of the grant?

○ Yes

○ No

If you answered "No" to question 10a, please go to question 11a.

10b   How many additional institutions have become involved in the project since
      the beginning of the grant?

Additional number: ☐

11a   Have any institutions or organizations expressed interest in materials or other results of the project?

○   Yes

○   No

If you answered "No" to question 11a, please go to question 12.

11b   How many institutions or organizations expressed interest in materials or other results of the project?

Total: ☐

12   Did your project receive or involve any of the following since the beginning of the grant? (check all that apply)

☐   On-going costs included in operating budget

☐   New courses officially approved (but not yet described in catalog)

☐   New programs officially approved (but not yet described in catalog)

☐   New courses described in institutional catalog

☐   New programs described in institutional catalog

☐   Changes in curriculum

☐   Changes in the approaches to teaching

☐   Changes in written institutional policies or procedures

☐   New courses offered for credit

☐   Additional faculty FTE added to operating budget through non-FIPSE funds

☐   Additional staff FTE added to operating budget through non-FIPSE funds

☐   Not applicable

☐   Other (Please write in other) ☐

13a   Has your project received any additional funding (external or internal) since
       the beginning of the project?

    ○ Yes

    ○ No

If you answered "No" to question 13a, please go to question 14a.

13b   What kind of additional funding has it received? (check all that apply)

    ☐ Additional in-kind contribution

    ☐ Additional institutional funding

    ☐ Additional federal funding

    ☐ Additional state funding

    ☐ Additional funding from for-profit firm

    ☐ Additional funding from private foundation

    ☐ Other (Please write in other) [＿＿＿＿＿＿＿＿]

14a   Has your project received any press coverage since the beginning of the
       project?

    ○ Yes

    ○ No

If you answered "No" to question 14a, please go to question 15a.

14b   Please indicate the kind of press coverage your project has received. (check
       all that apply)

    ☐ International media coverage

    ☐ National media coverage

    ☐ Local media coverage

    ☐ Institutional/organizational publication

    ☐ National association or trade association publication

    ☐ Other

15a   Has your project won any awards since the beginning of the grant?

    ○ Yes

    ○ No

If you answered "No" to question 15a, please go to question 16.

15b   Please write in the name, date, source, and, if applicable, the amount of each award.

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16   Please list the kinds of activities, products, and resources resulting from your project since the beginning of the grant. (Check all that apply)

☐ Project-based conferences or symposia

☐ Conference presentations

☐ Course modules

☐ Project-specific Web site

☐ Textbooks

☐ Software programs

☐ Conference proceedings

☐ Books

☐ Video materials

☐ Guides and handbooks

☐ Printed course materials

☐ Web-based course materials

☐ Technical reports

☐ Journal articles

☐ CD-ROMs/DVDs

☐   Other (Please write in other) [   ]

17   Please rate the quality of FIPSE's service to you and other project staff. (telephone discussions, e-mails, advising on technical and financial issues, evaluation, Web resources)

     ○   Superior

     ○   Very satisfactory

     ○   About average

     ○   Somewhat unsatisfactory

     ○   Very poor

18   Please rate your satisfaction with the FIPSE Project Directors' Meeting in helping you and your staff. (Check all that apply)

     ○   Superior

     ○   Very satisfactory

     ○   About average

     ○   Somewhat unsatisfactory

     ○   Very poor

     ○   Was unable to attend this year

19   Please comment on the helpfulness of FIPSE's service.

☐   Form Completed (must be checked in order to submit report)

[Save Performance Information]

V. Performance Narrative.
[attachments in Word, Excel, or PDF]

INSTRUCTIONS FOR COMPLETING SELECTED PRECEDING SECTIONS OF THE REPORT:

Report Checklist
Grantee: [Grant Number][Institution]
Report: [Year] Annual Report

✔ indicates completed sections - all sections must be checked before the report can be submitted.

Section	Status	Update	Preview
Project Description		Update	
Budget Summary		Update	
Student and Faculty Mobility Data		Update	
Performance Information		Update	
Performance Narrative	✔	Update	Preview
Submit Complete Report		n/a	n/a

Preview Report

84.116B grantees: Recipients of discretionary grants must submit an Annual Performance Report that demonstrates that substantial progress has been made toward meeting the objectives of the project. These instructions have been designed so that the Annual Performance Report will provide FIPSE with the information it needs to determine whether recipients have made such progress, including progress related to purposes specific to the Comprehensive Program (e.g., sharing lessons learned about innovation with the larger postsecondary community).

84.116J, M, N, and S grantees: As the U.S. lead partner for your FIPSE international consortium, you are required to submit to FIPSE an Annual Performance Report which discusses progress on project goals, administrative requirements, curricular development, student mobility, and project expenditures. Governments of the collaborating countries also require annual performance reports and their guidelines are similar to FIPSE's guidelines. In replying to this annual performance report, you should work closely with your U.S. and host country partners in order to increase the accuracy of reporting.

Please complete the following sections of the Annual Performance Report:

1. <u>Project Description</u>. As part of your Annual Performance Report, you must update your database description to include this year's activities and accomplishments. The updated description will be used on our Web site.
2. <u>Budget Summary</u>. Please complete the Annual Budget Summary as part of your Annual Performance Report. Please provide a short narrative to support the budget report, indicating whether expenditures are being made as planned. If you are not expending funds at the rate expected, explain why. Identify changes to your budget resulting from modifications of project activities described above. If you expect to have unexpended funds at the end of the current budget period, please explain in the Comments section and provide an estimate of the amount. Unless notified, the balance of unexpended funds will be carried forward into the next budget period.
3. <u>Student & Faculty Mobility Data</u>. [84.116J, M, N, and S only] Please complete the Student and Faculty Mobility data as part of your Annual Performance Report.
4. <u>Performance Information</u>. Please respond to all of the items. 84.116J, M, N, and S only: As the lead US partner you must provide a report narrative detailing changes in grant administration, financial commitment, curriculum development, language study, and student recruitment.
5. <u>Performance Narrative</u>. Please provide a report narrative detailing the activities, successes, and difficulties that your project experienced during the past year. Upload your essay and electronic copies of important materials and resources developed during the time of the project, including evaluation reports, course outlines, books, media materials, and other significant products.
6. <u>Cover Sheet</u>. After you have completed the first required four sections of the report, you will be able to submit your information to FIPSE. When you click on the "Submit Report" button, a cover sheet will be generated automatically for your review, based on the information you provided.

I. Project Description
Grantee: [Grant Number][Grantee Institution]
Report: [Year here] Annual Report

Update Project Abstract

Enter your project title and a brief abstract in the form provided below. You may copy and paste your abstract using a word processor or text editor, or you may type in your abstract manually.

Regardless of the method you choose, your abstract should follow these guidelines:

- Each time you update your abstract, remember to discuss all major work tasks completed to date as well as current and future activities to be performed during the project period. In this way, successive updates of your abstract over time will increasingly be stated in the past tense. The final abstract written in conjunction with your final report will be worded almost entirely in the past tense.
- Your abstract should contain three to five paragraphs but be fewer than 4,000 characters in length.
- Leave two spaces between sentences and one line break between paragraphs.
- Do not use bold, italic, underlining, or any other character formatting.
- Do not use tabs or indentation.

- Do not use free-standing headers. Instead, begin the first line of the paragraph with a header, if necessary. For example, "Awards and Honors: The project director ..." or "Wanted: Volunteers to help pilot ..."
- Put acronyms in parentheses after the full name of a program or organization when first mentioned. Then use the acronym from that point forward. Example: "Developing New Leaders (DNL)." Do not use: "DNL (Developing New Leaders)." This also applies to project titles.
- For consortia or group projects, use the first paragraph to list each partner institution or organization (not units within each) and its state location, excluding the grantee institution and separating each partner with a semicolon. For example, if the grantee is Portland Community College, the first paragraph would be formatted like this: "Partners: Prince George's Community College (Maryland); American University (District of Columbia)."
- If applicable, conclude your abstract with a final paragraph leading off with the following words: "Awards and Honors: ...." Be sure to include the name and date of the award and the name of the awarding organization.

Grant Number	
Project Title	
Abstract	

Save

Performance Narrative

Grantee:
Report: [Year Here] Annual Report

Instructions

The main purpose of the Annual Performance Report is to summarize and describe the progress of your project for the current reporting period. In a narrative of no more than 10 pages, relate the activities, successes, and difficulties that your project experienced during the past year. Please use double-spacing.

Upload your essay and electronic copies of important materials and resources developed during the time of the project, including evaluation reports, course outlines, books, media materials, and other significant products. Upload the document(s) by clicking on the "Upload" button at the bottom of this screen.

Components of Your Essay

Please integrate into your essay a discussion of each of the following issues:

1. Report your progress in accomplishing the objectives of the project. For each project objective, describe project activities and outcomes since the submission of the last performance report or (if you are currently in the first budget period) since the start of the project. Include quantifiable data in your narrative when available. Discuss the reasons for any setbacks or hurdles you have experienced and describe significant changes that occurred this year (e.g., changes in project leadership, staffing patterns, strategies, activities).
2. Discuss any significant changes proposed for the coming year. Why are changes necessary? Have you experienced delays?
3. 84.116B only: Discuss how your project is improving the quality of teaching and learning within your institution.
4. 84.116B only: Describe how your project is making an impact on educational practice in other institutions. Please describe the evidence of impact: adaptation or adoption by other institutions or organizations; adaptation or adoption by other units (programs or departments) on the campus of the original reform project; growth of the original project, resulting in enlarged scale. To what extent and by what means are materials and practices developed in your project being disseminated to others?
5. How is your evaluation proceeding? What specific measurements are you developing and using to determine the progress of your project? How often do you collect evaluation data on your project? Are you experiencing any difficulties gathering data on your objectives? Are than any changes or delays from your original evaluation plan?

6. FIPSE is evaluated on the extent to which its individual projects are institutionalized and sustained after federal funding ends. Please discuss in detail how your project will be sustained over the long term.

Upload Performance Narrative   Done