

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8510



Fiscal Year 2008

**APPLICATION FOR GRANTS
UNDER THE
UNDERGRADUATE INTERNATIONAL
STUDIES AND FOREIGN LANGUAGE
PROGRAM
(CFDA NUMBER: 84.016A)**

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

CLOSING DATE: TBA

Table of Contents

	Page
<u>PROGRAM SPECIFIC INSTRUCTIONS AND FORMS</u>	
Dear Applicant Letter	4
Competition Highlights	6
Introduction to Program	8
Supplemental Information.....	10
Federal Register Notice Inviting Applications for New Awards for Fiscal Year (FY) 2008.....	13
Authorizing Legislation	36
Code of Federal Regulations.....	39
Governmental Performance and Results Act (GPRA) and Performance Indicator for the UISFL Program.....	50
Instructions for Completing the UISFL Application Package	52
Instructions for Program Narrative.....	53
Instructions for Budget Summary Form & Itemized Line Item Budget.....	56
Application Checklist.....	58
Burden Statement.....	59
<u>STANDARD INSTRUCTIONS AND FORMS</u>	
Grants.gov Submission Procedures and Tips for Applicants.....	61
Grants.gov Registration Instructions for Organization.....	64
Application Transmittal Instructions.....	66
Intergovernmental Review, State Single Point of Contact.....	69
General Education Provisions Act (GEPA) Section 427.....	70

Instructions for Standard Forms.....71
Instructions for Department of Education Supplemental Information for SF 424.....73
Definitions for Department of Education Supplemental Information for SF 424.....74
Instructions for ED 524.....77
Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities.....79
Survey Instructions for Ensuring Equal Opportunity for Applicants.....81

FORMS (found on Grants.gov).....82
Application for Federal Assistance (SF 424).....83
Supplemental Information Required for Department of Education.....87
Assurances – Non-Construction Programs (SF 424B).....88
U. S. Department of Education Budget Information Non-Construction Programs
 Section A – Budget Summary (ED 524).....90
 Section B – Budget Summary Non-Federal Funds (ED 524).....91
Grants.Gov Lobbying Form.....92
Survey on Ensuring Equal Opportunity for Applicants.....93
SF-LLL, Disclosure of Lobbying Activities.....94

Dear Applicant:

Thank you for your interest in applying for a grant under the Title VI Undergraduate International Studies and Foreign Language (UISFL) 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 UISFL program provides grants to institutions of higher education, combinations of institutions of higher education, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to strengthen and improve undergraduate instruction in international studies and foreign languages.

In the FY 2008 competition, there are two competitive preference priorities and one invitational priority for this program. The U.S. Department of Education (Department) strongly encourages all applicants to give consideration to these priorities. For additional information about the two competitive preference priorities and the invitational priority, 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 UISFL program is accessible at the U.S. Department of Education (Department) Web site at:

<http://www.ed.gov/programs/iegpsugisf/index.html>

Please be sure to thoroughly review the entire application booklet for information concerning the UISFL program. Applicants should pay particular attention to the section entitled “Competition Highlights” that outlines 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 UISFL 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 to 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.
- 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, you will first receive an e-mail from Grants.gov acknowledging the date and time at which your application was received. 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 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 Federal Register.

You are reminded that the document published in the Federal Register (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 name and telephone number of the contact person.

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. **UISFL 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 registration procedures may require 5 or more days to complete. 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. In the FY 2008 competition, the Department is particularly interested in applications that meet the following program priorities:

Competitive Preference Priority 1: In accordance with 34 CFR 75.105(b)(2)(ii), the competitive preference priority 1 is from the regulations for this program (34 CFR 658.35). Under 34 CFR 75.105(c)(2)(i), we award an additional five (5) points to an application that meets this priority. This priority is:

Applications that: (a) Require entering students to have successfully completed at least two years of secondary school foreign language instructions; (b) require each graduating student to earn two years of postsecondary credit in a foreign language or have demonstrated equivalent competence in the foreign language; or (c) in the case of a two-year degree granting institution, offer two years of postsecondary credit in a foreign language.

Competitive Preference Priority 2: (Competitive Preference Priority 2 is from the final priorities for discretionary grant programs, published in the Federal Register on October 12, 2006). Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets this priority. This priority is:

Projects that support activities to enable students to achieve proficiency or advanced proficiency or to develop programs in one or more of the following less commonly taught languages: Arabic, Chinese, Korean, Japanese, Russian, and languages in the Indic, Iranian, and Turkic language families.

Invitational Priority: Under 34 CFR.105(c)(1) we do not give an application that meets this priority a competitive or absolute preference over other applications. This priority is:

Applications that propose projects that provide in-service training for K-12 teachers in foreign languages and international studies and that strengthen instruction in foreign languages and international studies in teacher education programs.

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

4. The project abstract is limited to one page, single-spaced. The abstract must be uploaded into the ED abstract form.
5. Please note that you must submit your application by 4:30 p.m. (Washington, D.C. time) on or before the application deadline date. 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.
6. 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 exceptions to the electronic submission requirement.
7. All applicants are required to adhere to the 40-page limit for the Program Narrative portion of the application. The Federal Register notice contains the specific standards for preparing the Program Narrative.
8. All attachments must be in .DOC, .RTF, or .PDF format. Other types of files will not be accepted.

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, refer to the procedures and tips for applicants found on page 61 of 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.

INTRODUCTION

UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

AUTHORIZATION

Title VI A of the Higher Education Act of 1965.

Program regulations are in 34 CFR Parts 655 and 658.

PURPOSE

To assist institutions of higher education, combinations of such institutions, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages.

ELIGIBLE APPLICANTS

Institutions of higher education, combinations of institutions of higher education, partnerships between nonprofit educational organizations and institutions of higher education, and nonprofit agencies and organizations, including professional and scholarly associations

PROGRAM DESCRIPTION / ACTIVITIES FUNDED UNDER THIS PROGRAM

Applicants should use Federal funds to primarily revise and update curricula and to develop additional faculty expertise.

AUTHORIZED ACTIVITIES.- Eligible activities to be conducted under this section **may** include,

- (1) development of a global studies/international studies program which is interdisciplinary in design;
- (2) development of a program which focuses on issues or topics, such as international business or international health;
- (3) development of an area studies program and its languages;
- (4) creation of innovative curricula which combines the teaching of international studies with professional or pre-professional studies, such as engineering;
- (5) research for and development of specialized teaching materials, including language materials; i.e. Business Chinese;
- (6) establishment of internship/study abroad opportunities for faculty and students in domestic and overseas settings.

EXPECTED FUNDING LEVELS

Amounts are anticipated only; the U. S. Department of Education is not bound by the estimates given below.

- Total amount available for FY 2008: \$4,320,250
- Approximately \$2,428,065 is expected to support 30 non-competing continuation awards.
- Approximately \$1,892,185 is expected to be available to support 24 new awards.
(Average size new award: \$78,840 single IHE; \$110,000 consortia/association/organization)
- Funding range for each budget year:
 - single institutions (for up to two years): \$50,000 to \$90,000
 - consortia/organizations/associations (for up to three years): \$80,000- \$140,000

and competitive priority points

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the “Dear Applicant” letter and the Notice.

BUDGET INFORMATION

Applicants should budget \$1800 per person of Federal funds to attend the annual meeting of Title VI project directors each budget year.

Single institutions can receive up to two (2) years of support, while consortia and nonprofit organizations/associations and partnerships between institutions of higher education and organizations and associations can receive up to three (3) years of support.

NON-FEDERAL SHARE (or Matching Requirements) – the grantee’s required matching funds may be obtained in either of the following ways:

- (a) private sector cash equal to 1/3 of the total project budget; or
- (b) a combination of institutional and non-institutional cash or in-kind amounts equal to ½ (50%) of the total project budget.

*SPECIAL RULE – The Secretary may waive or reduce the required non-Federal share for institutions that-

- (A) are eligible to receive assistance under part A or part B of title III or under title V of the Higher Education Act of 1965, as amended; and
- (B) have submitted a grant application under the Undergraduate International Studies and Foreign Language program.

** An applicant that meets the Special Rule must include a letter signed by the institution’s authorizing representative certifying the institution meets the Special Rule.

II. APPENDICES TO APPLICATION

Please limit to supporting documentation, such as letters of support; one-to-two page vitas of key personnel, i.e. project director (s), faculty participants, consultants, and evaluators.

III. 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 Notice. The Department will not fund any application at an amount exceeding the applicable maximum funding level.

IV. 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.

V. 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.

VI. NOTICE TO SUCCESSFUL APPLICANTS

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new UISFL Program 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.

VII. 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.

VIII. PERFORMANCE REPORTS

All UISFL 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/iegpsugisf/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 UISFL project is making substantial progress toward meeting the approved project objectives and whether or not a continuation award is in the best interest of the federal government. Project Directors will be responsible for overall project 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.

IX. 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 with accessing needed information and resources. Institutions interested in submitting proposals to the UISFL 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>.

X. CONTACT INFORMATION

For program-related questions and assistance, please contact:

Program Officer: Christine Corey
Address: International Education Programs Service (IEPS)
U.S. Department of Education
1990 K Street, N.W., Room 6069
Washington, D.C. 20006-8521
Telephone: (202) 502-7629
Fax: (202) 502-7859/7860
E-mail Address: christine.corey@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-9 pm EST

[C](#)

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Undergraduate International Studies and Foreign Language
Program

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

Catalog of Federal Domestic Assistance (CFDA) Number:

84.016A

Dates:

Applications Available: October 11, 2007.

Deadline for Transmittal of Applications: November 15,
2007.

Deadline for Intergovernmental Review: January 14, 2008.

Eligible Applicants: (1) Institutions of higher education (IHEs); (2) combinations of IHEs; (3) partnerships between nonprofit educational organizations and IHEs; and (4) public and private nonprofit agencies and organizations, including professional and scholarly associations.

Estimated Available Funds: The Administration has requested \$1,892,185 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:

Single Institution: \$50,000 - \$90,000.

Consortia/Organization/Associations: \$80,000 - \$140,000.

Estimated Average Size of Awards:

Single Institution: \$78,840.

Consortia/Organization/Associations: \$110,000.

Maximum Award: We will reject any application that proposes a budget exceeding \$90,000 for a single budget period of 12 months for a single institution application and \$140,000 for a single budget period of 12 months for a consortia/organization/association application. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 24.

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

Project Period:

Single Institution: Up to 24 months.

Consortia/Organization/Associations: Up to 36 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Undergraduate International Studies and Foreign Language (UISFL) Program provides grants to strengthen and improve undergraduate instruction in international studies and foreign languages.

Priorities: This notice contains two competitive preference priorities and one invitational priority. In accordance with 34 CFR 75.105(b)(2)(ii), Competitive Preference Priority 1 is from the regulations for this program (34 CFR 658.35). Competitive Preference Priority 2 is from the notice of final priorities for discretionary grant programs, published in the Federal Register on October 11, 2007.

Competitive Preference Priority 1: For FY 2008 this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i) we award an additional five points to an application that meets this priority.

This priority is:

Applications that: (a) require entering students to have successfully completed at least two years of secondary school foreign language instruction; (b) require each graduating student to earn two years of postsecondary credit in a foreign language or have demonstrated equivalent competence in the foreign language; or (c) in the case of a two-year degree granting institution, offer two years of postsecondary credit in a foreign language.

Competitive Preference Priority 2: For FY 2008 this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i) we award five points to an application that meets this priority.

This priority is:

Projects that support activities to enable students to achieve proficiency or advanced proficiency or to develop programs in one or more of the following less commonly taught languages: Arabic, Chinese, Korean, Japanese, Russian, and languages in the Indic, Iranian, and Turkic language families.

Invitational Priority: Under 34 CFR.105 (c)(1) we do not give an application that meets this priority a competitive or absolute preference over other applications.

This priority is:

Applications that propose projects that provide in-service training for K - 12 teachers in foreign languages and international studies and that strengthen instruction in foreign languages and international studies in teacher education programs.

Program Authority: 20 U.S.C. 1124.

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

regulations in 34 CFR parts 655 and 658. (c) The notice of final priorities for discretionary grant programs, published in the Federal Register on October 12, 2006.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$1,892,185 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:

Single Institution: \$50,000 - \$90,000.

Consortia/Organization/Associations: \$80,000 - \$140,000.

Estimated Average Size of Awards:

Single Institution: \$78,840.

Consortia/Organization/Associations: \$110,000.

Maximum Award: We will reject any application that proposes a budget exceeding \$90,000 for a single budget period of 12 months for a single institution application and \$140,000 for a single budget period of 12 months for a

consortia/organization/association application. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 24.

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

Project Period:

Single Institutions: Up to 24 months.

Consortia/Organization/Associations: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: (1) IHEs; (2) combinations of IHEs; (3) partnerships between nonprofit educational organizations and IHEs; and (4) public and private nonprofit agencies and organizations, including professional and scholarly associations.

2. Cost Sharing or Matching: This program has a matching requirement under title VI, part A, section 604(a) (3) of the Higher Education Act of 1965, as amended, 20 U.S.C. 1124(a)(3) (HEA), and the regulations for this program in 34 CFR 658.41. UISFL Program grantees must provide matching funds in either of the following ways: (a) cash contributions from private sector corporations or foundations equal to one-third of the total project costs;

or (b) a combination of institutional and non-institutional cash or in-kind contributions including State and private sector corporation or foundation contributions, equal to one-half of the total project costs. The Secretary may waive or reduce the required matching share for institutions that are eligible to receive assistance under part A or part B of title III or under title V of the HEA.

IV. Application and Submission Information

1. Address to Request Application Package: Christine Corey, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW, room 6069, Washington, DC 20006-8521. Telephone: (202) 502-7629 or by e-mail: christine.corey@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-point (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: October 11, 2007

Deadline for Transmittal of Applications: November 15, 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 For Further Information Contact 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. Funding Restrictions: We reference the regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: 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. Electronic Submission of Applications.

Applications for grants under the Undergraduate International Studies and Foreign Language Program – CFDA Number 84.016A - 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 and 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 Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Undergraduate International Studies and Foreign Language 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.govRegistrationBrochure.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. The Department will retrieve your application from Grants.gov and send you a second confirmation by e-mail that will include a PR/Award number (an ED-specified identifying number unique to your application).
- 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: Christine Corey, U.S. Department of Education, 1990 K Street, NW., 6th Floor, Washington, DC 20006-8521. FAX: (202) 502-7859.

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

b. Submission of Paper Applications by Mail.

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:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.016A)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center - Stop 4260
Attention: (CFDA Number 84.016A)
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.

Note: 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. Submission of Paper Applications by Hand Delivery.

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 84.016A)

550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

General: For Fiscal Year 2008 applications are randomly divided into seven groupings. Language and area studies experts organized into seven panels of three will review each application. Each panel reviews, scores, and

ranks its applications separately from the applications assigned to the other panels. However, all applications will be ranked from the highest to the lowest score for funding purposes.

Selection Criteria: The selection criteria for this program are from 34 CFR 658.31 through 658.34. The following criteria are used to evaluate all applications: (a) plan of operation (15 points); (b) quality of key personnel (10 points); (c) budget and cost effectiveness (10 points); (d) adequacy of resources (5 points); (e) evaluation plan (20 points). The following additional criteria are applied to applications submitted by an IHE or a combination of IHEs: (a) commitment to international studies (10 points); (b) elements of the proposed international studies program (10 points); and (c) need for and prospective results of the proposed program (10 points). The following additional criterion is applied to applications from organizations and associations: need for and potential impact of the proposed project in improving international studies and the study of modern foreign languages at the undergraduate level (30 points), (f) competitive priorities (5 points each).

VI. Award Administration Information

1. Award Notices: 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. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations 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. Reporting: 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. The applicant is required to

use the electronic data instrument International Resource Information System (IRIS) to complete the annual and final reports.

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the objective for the UISFL 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.

The Department will use the following measures to evaluate its success in meeting this objective.

UISFL Performance Measures: (1) Percentage of critical languages addressed/covered by foreign language major, minor, or certificate programs created or enhanced; or by language courses created or enhanced; or by faculty or instructor positions created with UISFL or matching funds in the reporting period. (2) Percentage 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 (IRIS) will be the source of data for this measure.

VII. Agency Contact

For Further Information Contact: Christine Corey,
International Education Programs Service, U.S. Department of
Education, 1990 K Street, NW., room 6069, Washington, DC
20006-8521. Telephone: (202) 502-7629 or by e-mail:
christine.corey@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

Electronic Access to This Document: You may view this
document, as well as all other documents of this Department
published in the Federal Register, 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.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html

Dated:

James F. Manning,
Acting Assistant Secretary for
Postsecondary Education.

Authorizing Legislation

SEC. 604. UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS.

`(a) INCENTIVES FOR THE CREATION OF NEW PROGRAMS AND THE STRENGTHENING OF EXISTING PROGRAMS IN UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS-

`(1) AUTHORITY- The Secretary is authorized to make grants to institutions of higher education, combinations of such institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist such institutions, combinations or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages. Such grants shall be awarded to institutions, combinations or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

`(2) USE OF FUNDS- Grants made under this section may be used for Federal share of the cost of projects and activities which are an integral part of such a program, such as--

`(A) planning for the development and expansion of undergraduate programs in international studies and foreign languages;

`(B) teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--

`(i) the expansion of library and teaching resources; and

`(ii) pre-service and in-service teacher training;

`(C) expansion of opportunities for learning foreign languages, including less commonly taught languages;

`(D) programs under which foreign teachers and scholars may visit institutions as visiting faculty;

`(E) programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;

`(F) the development of undergraduate educational programs--

`(i) in locations abroad where such opportunities are not otherwise available or that serve students for whom such opportunities are not otherwise available; and

`(ii) that provide courses that are closely related to on-campus foreign language and international curricula;

`(G) the integration of new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;

- `(H) the development of model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and the integration of educational programs abroad into the curriculum of the home institution;
 - `(I) the development of programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;
 - `(J) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this subsection;
 - `(K) the conduct of summer institutes in foreign area, foreign language, and other international fields to provide faculty and curriculum development, including the integration of professional and technical education with foreign area and other international studies, and to provide foreign area and other international knowledge or skills to government personnel or private sector professionals in international activities;
 - `(L) the development of partnerships between--
 - `(i) institutions of higher education; and
 - `(ii) the private sector, government, or elementary and secondary education institutions,in order to enhance international knowledge and skills; and
 - `(M) the use of innovative technology to increase access to international education programs.
- `(3) NON-FEDERAL SHARE- The non-Federal share of the cost of the programs assisted under this subsection--
- `(A) may be provided in cash from the private sector corporations or foundations in an amount equal to one-third of the total cost of the programs assisted under this section; or
 - `(B) may be provided as an in-cash or in-kind contribution from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the programs assisted under this section.
- `(4) SPECIAL RULE- The Secretary may waive or reduce the required non-Federal share for institutions that--
- `(A) are eligible to receive assistance under part A or B of title III or under title V; and
 - `(B) have submitted a grant application under this section.
- `(5) PRIORITY- In awarding grants under this section, the Secretary shall give priority to applications from institutions of higher education, combinations or partnerships that require entering students to have successfully completed at least 2 years of secondary school foreign language instruction or that require each graduating student to earn 2 years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer 2 years of postsecondary credit in a foreign language.

`(6) GRANT CONDITIONS- Grants under this subsection shall be made on such conditions as the Secretary determines to be necessary to carry out this subsection.

`(7) APPLICATION- Each application for assistance under this subsection shall include--

`(A) evidence that the applicant has conducted extensive planning prior to submitting the application;

`(B) an assurance that the faculty and administrators of all relevant departments and programs served by the applicant are involved in ongoing collaboration with regard to achieving the stated objectives of the application;

`(C) an assurance that students at the applicant institutions, as appropriate, will have equal access to, and derive benefits from, the program assisted under this subsection; and

`(D) an assurance that each institution, combination or partnership will use the Federal assistance provided under this subsection to supplement and not supplant non-Federal funds the institution expends for programs to improve undergraduate instruction in international studies and foreign languages.

`(8) EVALUATION- The Secretary may establish requirements for program evaluations and require grant recipients to submit annual reports that evaluate the progress and performance of students participating in programs assisted under this subsection.

`(b) PROGRAMS OF NATIONAL SIGNIFICANCE- The Secretary may also award grants to public and private nonprofit agencies and organizations, including professional and scholarly associations, whenever the Secretary determines such grants will make an especially significant contribution to improving undergraduate international studies and foreign language programs.

`(c) FUNDING SUPPORT- The Secretary may use not more than 10 percent of the total amount appropriated for this part for carrying out the purposes of this section.

Code of Federal Regulations

PART 655—INTERNATIONAL EDUCATION PROGRAMS —GENERAL PROVISIONS

Subpart A—General

Sec.

[655.1](#) Which programs do these regulations govern?

[655.3](#) What regulations apply to the International Education Programs?

[655.4](#) What definitions apply to the International Education Programs?

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

[655.10](#) What kinds of projects does the Secretary assist?

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

[655.30](#) How does the Secretary evaluate an application?

[655.31](#) What general selection criteria does the Secretary use?

[655.32](#) What additional factors does the Secretary consider in making grant awards?

Authority:

[20 U.S.C 1121](#)–1130b, unless otherwise noted.

Source:

47 FR 14116, Apr. 1, 1982, unless otherwise noted.

Subpart A—General

§655.1 Which programs do these regulations govern?

The regulations in this part govern the administration of the following programs in international education:

(a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);

(b) The Language Resource Centers Program (section 603);

(c) The Undergraduate International Studies and Foreign Language Program (section 604);

(d) The International Research and Studies Program (section 605); and

(e) The Business and International Education Program (section 613).

(Authority: [20 U.S.C. 1121](#)–1130b)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

§655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) [34 CFR part 74](#) (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).

(2) [34 CFR part 75](#) (Direct Grant Programs).

- (3) [34 CFR part 77](#) (Definitions that Apply to Department Regulations).
 - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
 - (5) [34 CFR part 82](#) (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (7) [34 CFR part 86](#) (Drug-Free Schools and Campuses).
 - (b) The regulations in this part 655; and
 - (c) As appropriate, the regulations in—
 - (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
 - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
 - (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
 - (4) 34 CFR part 660 (International Research and Studies Program);
 - (5) 34 CFR part 661 (Business and International Education Program); and
 - (6) 34 CFR part 669 (Language Resource Centers Program).
- (Authority: [20 U.S.C. 1121](#)–1127; 1221e–3)
[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

§655.4 What definitions apply to the International Education Programs?

- (a) *Definitions in EDGAR.* The following terms used in this part and 34 CFR parts 656, 657, 658, 660, 661, and 669 are defined in [34 CFR part 77](#):

Acquisition Applicant Application Award Budget Contract EDGAR
Equipment Facilities Fiscal year Grant Grantee Grant period Local
educational agency Nonprofit Project period Private Public Secretary State
educational agency Supplies

(Authority: [20 U.S.C. 1121](#)–1127)

- (b) *Definitions that apply to these programs:* The following definition applies to International Education Programs:

Combination of institutions of higher education means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Critical languages means each of the languages contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act, except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of title VI of the Higher Education Act of 1965, as amended.

Institution of higher education means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Act of 1965, as amended, an institution that meets the requirements of section 101(a) except that (1) it is not located in the United States, and (2) it applies for assistance under title VI of the Higher Education

Act of 1965, as amended, in consortia with institutions that meet the definitions in section 101(a).

(Authority: [20 U.S.C. 1121](#)–1127, and 1141)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

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

§655.10 What kinds of projects does the Secretary assist?

Subpart B of 34 CFR parts 656, 657, 658, 660, 661, and 669 describes the kinds of projects that the Secretary assists under the International Education Programs.

(Authority: [20 U.S.C. 1021](#)–1027)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993, 64 FR 7739, Feb. 16, 1999]

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

§655.30 How does the Secretary evaluate an application?

The Secretary evaluates an applications for International Education Programs on the basis of—

(a) The general criteria in §655.31; and

(b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: [20 U.S.C. 1121](#)–1127)

[64 FR 7739, Feb. 16, 1999]

§655.31 What general selection criteria does the Secretary use?

(a) *Plan of operation.* (1) The Secretary reviews each application for information that shows 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 ensures 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 provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—

(A) Members of racial or ethnic minority groups;

(B) Women; and

(C) Handicapped persons.

(b) *Quality of key personnel.* (1) The Secretary reviews each application for information that shows the quality of the 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 (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and

- (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
- (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 methods of evaluation that 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—
- (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.
- (Authority: [20 U.S.C. 1121](#)–1127)

§655.32 What additional factors does the Secretary consider in making grant awards?

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: [20 U.S.C. 1126\(b\)](#)).

[58 FR 32575, June 10, 1993]

Code of Federal Regulations

**U.S. DEPARTMENT OF EDUCATION
GENERAL ADMINISTRATIVE REGULATIONS
(Title 34 Of The Code Of Federal Regulations (CFR) Chapter VI (7-1-01
Edition)
Part 664 Fulbright-Hayes Group Projects Abroad Program Final Rule**

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2002]

From the U.S. Government Printing Office via GPO Access

[CITE: 34CFR658.1]

[Page 381]

TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 658--UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM--Table of Contents

Subpart A--General

Sec. 658.1 What is the Undergraduate International Studies and Foreign Language Program?

The Undergraduate International Studies and Foreign Language Program is designed to provide assistance to institutions of higher education, combinations of those institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist those institutions, combinations, or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages.

Sec. 658.2 Who is eligible to apply for assistance under this program?

The following are eligible to apply for assistance under this part:

- (a) Institutions of higher education.
- (b) Combinations of institutions of higher education.
- (c) Partnerships between nonprofit educational organizations and institutions of higher education.
- (d) Public and private nonprofit agencies and organizations, including professional and scholarly associations.

Sec. 658.3 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 658.

Sec. 658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

The definitions in 34 CFR 655.4 apply to this program.

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

Sec. 658.10 For what kinds of projects does the Secretary assist institutions of higher education?

(a) The Secretary may provide assistance to an institution of higher education, a combination of institutions of higher education, or a partnership between a nonprofit educational organization and an institution of higher education to plan, develop, and carry out a program to improve undergraduate instruction in international studies and foreign languages. Those grants must be awarded to institutions, combinations, or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

(b) The Secretary gives consideration to an applicant that proposes a program that--

- (1) Initiates new or revised courses in international or area studies;
- (2) Makes instruction in foreign languages available to students in the program; and
- (3) Takes place primarily in the United States.

(c) The program shall focus on--

- (1) International or global studies;
- (2) One or more world areas and their languages; or
- (3) Issues or topics, such as international environmental studies or international health.

Sec. 658.11 What projects and activities may a grantee conduct under this program?

The Secretary awards grants under this part to assist in carrying out projects and activities that are an integral part of a program to improve undergraduate instruction in international studies and foreign languages. These include projects such as--

- (a) Planning for the development and expansion of undergraduate programs in international studies and foreign languages;
- (b) Teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--
 - (1) Expanding library and teaching resources;
 - (2) Conducting faculty workshops, conferences, and special lectures;
 - (3) Developing and testing new curricular materials, including self-instructional materials in foreign languages, or specialized language materials dealing with a particular subject (such as health or the environment);
 - (4) Initiating new and revised courses in international studies or area studies and foreign languages; and
 - (5) Conducting pre-service and in-service teacher training;
- (c) Expanding the opportunities for learning foreign languages, including less commonly taught languages;
- (d) Providing opportunities for which foreign faculty and scholars may visit institutions as visiting faculty;
- (e) Placing U.S. faculty members in internships with international associations or with governmental or nongovernmental organizations in the U.S. or abroad to improve their understanding of international affairs;
- (f) Developing international education programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;
- (g) Developing undergraduate educational programs--
 - (1) In locations abroad where those opportunities are not otherwise available or that serve students for whom those opportunities are not otherwise available; and
 - (2) That provide courses that are closely related to on-campus foreign language and international curricula;
- (h) Integrating new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;
- (i) Developing model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and integrating educational programs abroad into the curriculum of the home institution;
- (j) Developing programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;
- (k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this part;
 - (1) Developing partnerships between--
 - (1) Institutions of higher education; and
 - (2) The private sector, government, or elementary and secondary

- education institutions in order to enhance international knowledge and skills; and
- (m) Using innovative technology to increase access to international education programs.

Sec. 658.12 For what kinds of projects does the Secretary assist associations and organizations?

The Secretary may award grants under this part to public and private nonprofit agencies and organizations including scholarly associations, that propose projects that will make an especially significant contribution to strengthening and improving undergraduate instruction in international studies and foreign languages at institutions of higher education.

Subpart D--How Does the Secretary Make a Grant?

Sec. 658.30 How does the Secretary evaluate an application?

- (a)(1) The Secretary evaluates an application from an institution of higher education or a combination of such institutions on the basis of the criteria in Secs. 658.31 and 658.32. The Secretary awards up to 85 possible points for these criteria.
- (2) Under Secs. 658.31 and 658.32 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.
- (b)(1) The Secretary evaluates an application from an agency or organization or professional or scholarly association on the basis of the criteria in Secs. 658.31 and 658.33. The Secretary awards up to 75 possible points for these criteria.
- (2) Under Secs. 658.31 and 658.33 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.
- (c) The maximum possible points for each criterion are indicated in parentheses.

Sec. 658.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria in evaluating an application for a project under this part.

- (a) Plan of operation. (15) (See 34 CFR 655.31(a))
- (b) Quality of key personnel. (10) (See 34 CFR 655.31(b))
- (c) Budget and cost effectiveness. (10) (See 34 CFR 655.31(c))
- (d) Evaluation plan. (20) (See 34 CFR 655.31(d))

Sec. 658.32 What additional criteria does the Secretary apply to institutional applications?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criteria to applications submitted by an institution of higher education or a combination of such institutions:

- (a) Commitment to international studies. (10)
 - (1) The Secretary reviews each application for information that shows the applicant's commitment to the international studies program.
 - (2) The Secretary looks for information that shows--
 - (i) The institution's current strength as measured by the number of international studies courses offered;
 - (ii) The extent to which planning for the implementation of the proposed program has involved the applicant's faculty, as well as administrators;
 - (iii) The institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources; and
 - (iv) The institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives.
- (b) Elements of the proposed international studies program. (10)
 - (1) The Secretary reviews each application for information that shows the nature of the applicant's proposed international studies program.
 - (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities will contribute to the implementation of a program in international studies and foreign languages at the applicant institution;
 - (ii) The interdisciplinary aspects of the program;
 - (iii) The number of new and revised courses with an international perspective that will be added to the institution's programs; and
 - (iv) The applicant's plans to improve or expand language instruction.
- (c) Need for and prospective results of the proposed program. (10)
 - (1) The Secretary reviews each application for information that shows the need for and the prospective results of the applicant's proposed program.
 - (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities are needed at the applicant institution;
 - (ii) The extent to which the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages at the applicant institution;
 - (iii) The likelihood that the activities initiated with Federal funds will be continued after Federal assistance is terminated; and

- (iv) The adequacy of the provisions for sharing the materials and results of the program with other institutions of higher education.

Sec. 658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criterion to applications from organizations and associations:

- (a) Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level. (30)
- (b) The Secretary reviews each application for information that shows the need for and the potential impact of the applicant's proposed projects in improving international studies and the study of modern foreign language at the undergraduate level.
 - (1) The Secretary looks for information that shows--
 - (i) The extent to which the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project will contribute to achieving results;
 - (ii) The international nature and contemporary relevance of the proposed project;
 - (iii) The extent to which the proposed project will make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level; and
 - (iv) The adequacy of the applicant's provisions for sharing the materials and results of the proposed project with the higher education community.
 - (2) [Reserved]

Sec. 658.34 What additional factors does the Secretary consider in selecting grant recipients?

In addition to applying the selection criteria in, as appropriate Secs. 658.31, 658.32, and 658.33, the Secretary, to the extent practicable and consistent with the criterion of excellence, seeks to encourage diversity by ensuring that a variety of types of projects and institutions receive funding.

Sec. 658.35 What priority does the Secretary give?

- (a) The Secretary gives priority to applications from institutions of higher education or combinations of these institutions that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each

graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer two years of postsecondary credit in a foreign language.

- (b) The Secretary announces the number of points to be awarded under this priority in the application notice published in the Federal Register.

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 658.40 What are the limitations on allowable costs?

Equipment costs may not exceed five percent of the grant amount.

Sec. 658.41 What are the cost-sharing requirements?

- (a) The grantee's share may be derived from cash contributions from private sector corporations or foundations in the amount of one-third of the total cost of the project.
- (b) The grantee's share may be derived from cash or in-kind contributions from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the project.
- (c) In-kind contributions means property or services that benefit a grant-supported project or program and that are contributed by non-Federal third parties without charge to the grantee.
- (d) The Secretary may waive or reduce the required non-Federal share for institutions that--
 - (1) Are eligible to receive assistance under part A or B of title III or under title V of the Higher Education Act of 1965, as amended; and
 - (2) Have submitted a grant application under this part.

(Authority: 20 U.S.C. 1124 and 3474; OMB Circular A-110)

[58 FR 32577, June 10, 1993, as amended at 64 FR 7740, Feb. 16, 1999]

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 Undergraduate International Studies and Foreign Language Program?

The objective of the UISFL 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.

UISFL Performance Measures:

- a. Percentage of critical languages addressed/covered by foreign language major, minor, or certificate programs created or enhanced; or by language courses created or enhanced; or by faculty or instructor positions created with Undergraduate International Studies and Foreign Language or matching funds in the reporting period.
- b. Percentage of UISFL 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 UISFL Application Package

The UISFL 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 Program Narrative Attachment Form, located in Part III.

Part III: Program Narrative

ED Abstract Form
Project Narrative Attachment Form
Budget Narrative Attachment Form
Other Attachments Form

The ED Abstract Form is where you would attach your program abstract.

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

The Other Attachments Form is where you would attach proposal appendices. Examples may include curriculum vitas of key personnel, letters of support, examples of evaluation or assessment instruments, etc

*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

Disclosure of Lobbying Activities (SF-LLL)

INSTRUCTIONS FOR PROGRAM NARRATIVE

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 all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use of the following fonts: *Times New Roman, Courier, Courier New or Arial*, **only**. 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 Program Narrative Attachment Form is limited to **40 pages**. This section will include the discussion of the selection criteria. The page limit does not apply to the cover sheet; the budget section, including the itemized budget and narrative justification; the assurances and certifications; the one-page, single-space abstract; or the appendices.

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

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 655 and 658 of the UISFL 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 Notice.

To facilitate the review of the application, provide responses to each of the following selection criteria in the following order:

1. Plan of Operation (Maximum 15 points)
 - a. Describe how the design of the project shows high quality.
 - b. Describe how effective the plan of operation is and to what extent it will ensure proper and efficient administration.
 - c. Describe to what extent the objectives of the project relate to the purpose of the program.
 - d. Describe the ways resources and personnel will be used to achieve the objectives of the project.

- e. Explain how the applicant will provide equal access and treatment to members of racial and ethnic minorities, women, handicapped persons, and the elderly.
2. Quality of Key Personnel (Maximum 10 points)
 - a. Describe the project director (s) education, experience and other qualifications. Indicate the required time commitment of the project director (s). Include any evidence of past experience and training in fields related to the objectives of the project, as well as other relevant information such as administrative, geographic area, and subject area expertise.
 - b. Describe the other key personnel's education, experience and other qualifications. Indicate the required time commitment and include evidence of relevant experience as discussed above.
 - c. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g. members of racial and ethnic minority groups, women, handicapped persons, and the elderly) will be encouraged.
 3. Budget and Cost Effectiveness (Maximum 10 points)
 - a. Demonstrate how the budget supports the project activities by providing a detailed breakout for each year for which Federal funding is requested.
 - b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.
 4. Adequacy of Resources (Maximum 5 points)
 - a. Show that the facilities, equipment, supplies and other resources, including where appropriate, library and language facilities, are adequate to carry out the activities of the project.
 5. Plan of Evaluation (Maximum 20 Points)
 - a. Provide a plan for evaluating the effectiveness of the project.
 - b. Indicate the criteria to be used to evaluate the results of the project.
 - c. Describe the methods of evaluation. Describe the kinds of data to be collected and analyzed. Will this provide an evaluation that is objective and quantifiable? Indicate how evaluation results will be used to shape the development of the project.
 - d. Describe or provide examples (in the appendices) of evaluation tools. Present a proposed timetable for conducting evaluations.
 6. Commitment to International Studies (Maximum 10 Points)
 - a. Show current strengths as measured by the number of international studies courses offered.
 - b. Explain how faculty and administrators have been involved in the planning for the implementation of the proposed program.

- c. Describe the institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources.
 - d. Show level of institutional commitment as demonstrated by the use of institutional funds to support program objectives.

- 7. Elements of the Proposed International Studies Program (Applicable only to institutional applicants) (Maximum 10 Points)
 - a. Describe how the proposed activities contribute to the implementation of a program in international studies and foreign languages.
 - b. Show how adequate and appropriate the interdisciplinary aspects of the program are.
 - c. Demonstrate how the number of new and revised courses will be adequate to meet programmatic needs.
 - d. Explain how adequate the plans are for improving and expanding language instruction.

- 8. Need for and Prospective Results of the Proposed Program (Applicable only to institutional applicants) (Maximum 10 Points)
 - a. Explain how the proposed activities are needed.
 - b. Explain how the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages.

- 9. Need for and Potential Impact of the Proposed Program in Improving International Studies and the Study of Modern Foreign Languages at the Undergraduate Level. (Applicable only to organizations and associations) (Maximum 30 Points)
 - a. Explain how the Federal funds will contribute to achieving results.
 - b. Explain how the proposed project makes an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level.
 - c. Demonstrate how the proposed project will have a major regional and national impact on undergraduate education.
 - d. Demonstrate how adequate the provisions are for sharing the materials and the results of the proposed project with the higher education community.

- 10. Competition Program Priorities (Maximum 10 Points)

- 10.

Instructions for Budget Summary Form & Itemized Line Item Budget

NOTE: Applicants to the UISFL program must submit (1) a budget information form to categorize requested funds (ED Form 524, Sections A & B), **AND** (2) a detailed line item budget with budget narrative justification.

The budget summary is to be included on the “Budget Information – Non-Construction Programs (ED Form 524).” The applicant must complete both Sections A & B.

Both the detailed line item budget AND the accompanying budget narrative for each year funding is requested should be included in “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 two columns or categories to indicate funding streams as follows: 1) federal funds (UISFL program) requested; 2) applicant and other institutional cost share funds to be provided. (Please note that matching is required unless applicant meets the SPECIAL RULE.) Applicants should describe how all costs support project activities.

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

Among the costs that may be supported with grant funds are:

1. **Personnel**: Enter only the project personnel salaries and wages. [Fees and expenses for consultants should be included on line 8 – “Other”.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff member. A breakdown of project personnel should include: position titles; specific time commitments to project for each staff person in days/months or in percentage, and other relevant information.
2. **Fringe Benefits**: Enter the amount of fringe benefits. The institution’s normal fringe benefit contribution may be charged to the program. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the institution’s normal fringe benefit contribution exceeds 20 percent of salaries.
3. **Travel**: Provide the costs for project personnel. [Consultants’ travel should be included on line 8 – “Other”.] Indicate the number of people traveling, whether

they are faculty or administrative personnel, where the group is traveling to, and a breakdown of the travel costs. Transportation costs should not exceed economy class airfare. For automobile mileage, the established institution rate should be used. Per diem at the established institution rate is permitted when an individual is away from home overnight on official project business (see OMB Circular A-21, J.48.c - Commercial Air Travel). Foreign travel can be authorized under the grant. Please include in your travel budget funds to travel to the annual UISFL project directors' meeting. Allowable expenses regarding this meeting includes, airfare and ground transportation, hotels, conference fees, meals and incidentals.

***No UISFL funds can be used to support student travel.**

4. Equipment: Indicate the cost of equipment -- non-expendable personal property such as a computer or a DVD, which has a usefulness of greater than one year. Equipment costs may not exceed five (5%) percent of the grant amount requested.
5. Supplies: UISFL funds can cover the purchase of books, artifacts, and other teaching materials. An itemized list of supplies and the proposed costs for each should be provided.
6. Contractual: Not applicable. Leave blank.
7. Construction: Not applicable. Leave blank.
8. Other: Other miscellaneous costs may be requested in this section. Examples may include the costs/fees for consultants and consultants' travel, rental of instructional facilities, equipment rental, communication costs, and printing costs. A clear breakdown should be provided for how all costs were calculated.

Evaluators and Consultants: If the project proposes to use outside evaluators and consultants, provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional policies.

9. Total Direct Costs: Provide the total direct costs requested.
10. Indirect Costs: Provide the amount of indirect costs that you propose to charge against the grant.

Remember: Indirect costs are limited to eight percent (8%) of the total direct cost base for both institutional request and match.

11. Training Stipends: Not applicable. Leave blank.
12. Total Costs: Provide the total you are requesting from the UISFL program.

Undergraduate International Studies and Foreign Language 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 Form

Project Narrative Attachment Form

Other Attachments Form

Budget Narrative Attachment Form

NOTE: The “Ed Abstract Form” is where you would attach your program abstract. 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. The “Other Attachments Form” should include appendices such as curriculum vitas of key personnel, letters of support, examples of evaluation materials, etc. The “Budget Narrative Attachment Form” is where you would 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)

NOTE: The State Applicant Identifier 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).

NOTE: The State Applicant Identifier 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).

Instructions for ED 524

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 1890-0004. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S.

Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

--	--	--	--	--

NOTE: The State Applicant Identifier 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).

Do not use anything smaller than a 12-point font.

Identification of need Potential Institutional Impact

--

ENROLLMENT DATA

Number of students enrolled by ethnic group	Ethnic Groups	

--	--

2. PERCENTAGE OF MINORITY ENROLLMENT

$$\frac{\text{_____}}{\text{_____}} \times 100 =$$



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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	UBMITTED

ED 524

