

**U.S. DEPARTMENT OF EDUCATION**  
Office of Postsecondary Education

WASHINGTON, D.C.

20006-8521



**Fiscal Year 2008**  
**APPLICATION FOR GRANTS**  
**UNDER THE**  
**INTERNATIONAL RESEARCH AND STUDIES**  
**PROGRAM: (03) INSTRUCTIONAL MATERIALS**  
**(CFDA NUMBER: 84.017A)**

Form Approved

OMB No. 1840-0795 Expires 8/31/2010

**CLOSING DATE:** \_\_\_\_\_

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Dear Applicant:

Thank you for your interest in applying for a grant in the fiscal year (FY) 2008 competition for new awards under the International Research and Studies (IRS) program. The IRS program provides grants to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields.

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

Also, in this competition, the Department requires applicants to submit grant applications on Grants.gov, an Internet-based electronic system. A detailed description of this Internet-based system is included in this application package. We urge you to acquaint yourself with the Grants.gov system early. Grants.gov is accessible through its portal page at:

<http://www.grants.gov>

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

- 1.) We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.
- 2.) We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection. The application submission process must be complete prior to the deadline for transmittal of applications.
- 3.) In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

After you electronically submit your application, 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 that your application was submitted on time by the closing date. This may take several days.**

Information about the IRS program is accessible on the International Education Programs Service Web site at:

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

The Notice Inviting Applications for New Awards published in the Federal Register is the official document describing the requirements for submitting an IRS grant application. You should not rely upon any information that is inconsistent with the guidance contained in the official document. If you have any questions or require additional information, please contact Ed McDermott at [ed.mcdermott@ed.gov](mailto:ed.mcdermott@ed.gov) or by phone at (202) 502-7636.

We encourage applicants to review the “Competition Highlights” found in the application package for an overview of important items.

Finally, I would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the each application's plan of evaluation. Applicants must clearly state their individual project goals and the performance indicators for the project. The evaluation plan should include clear information about the methodology that will be employed, the validity of that methodology, and the appropriate controls which will be included in the evaluation plan. The evaluation plan should also include a description of the strategies that will be utilized to ensure that the evaluation plan will be independent in nature and lead by an individual or entity other than the project director or material developers. The evaluation plan should follow the development of the project and provide benchmarks for the measurement of progress throughout the grant award period. The evaluation should also, where appropriate, attempt to link program outcomes to specific activities or materials. You should respond to all aspects of the question in the Technical Review Form of this application regarding the development of your evaluation activity.

I appreciate your interest in the International Research and Studies program and look forward to receiving your application.

Sincerely,

Samuel D. Eisen  
Acting Director  
International Education Programs Service

## COMPETITION HIGHLIGHTS

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

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

3. In the FY 2008 competition, the Department is particularly interested in applications that meet the following program priorities:

Competitive Preference Priorities (2):

- i. Competitive Preference Priority 1 (Instructional Materials Applications):
  - (a) The development of specialized instructional materials for use by students and teachers in foreign language and international studies that are focused on one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families; or
  - (b) The development of tools, technologies and materials to assess foreign language competency or fluency in one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.
- ii. Competitive Preference Priority 2 (Research, Surveys and Studies Applications):
  - (a) The evaluation of instructional materials and foreign language assessments, including those instructional materials and assessments produced with funds from Title VI of the Higher Education Act of 1965, as amended, and published in print or electronic media, to determine their efficacy in improving teaching and learning in one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families; or
  - (b) The update, expansion, or consolidation of existing foreign language and international studies web-based databases and the evaluation of the materials that are disseminated through those databases, including user comments.

Responding to a competitive preference priority in your application is worth up to an additional five points. Applicants are expected to address only one competitive preference priority in each application, but regardless of how many priorities are addressed, no more than five points total can be awarded to a single application.

**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 should include information about the proposed project, the project methodology and the final product of the grant. 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.

**Please note that applicants are responsible for ensuring that applications are submitted through the correct program schedule number. Applications for Research, Surveys and Studies must be submitted through 84.017A-(1), and Instructional Materials through 84.017A-(3). Please make a note of the program schedule number before submitting your application.**

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 30-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).

For help with Grants.gov , please go to <http://www.grants.gov/ForApplicants> and click on “help” at the top of the screen. Also, refer to the “Submission Procedures and Tips for Applicants” found on page nine 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 guidelines contained within the official document.

## **INTRODUCTION**

### **INTERNATIONAL RESEARCH AND STUDIES PROGRAM**

#### **AUTHORIZATION**

Title VI, Part A, sections 601 and 605 of the Higher Education Opportunity Act of 2008.

#### **PROGRAM REGULATIONS**

Education Department General Administrative Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 82, 85, 86, 97, 98, and 99. The regulations for this program in 34 CFR parts 655 and 660.

#### **PURPOSE**

To improve and strengthen instruction in modern foreign languages, area studies, and other international fields.

#### **ELIGIBLE APPLICANTS**

Public and private agencies, organizations, institutions, and individuals.

#### **ACTIVITIES FUNDED UNDER THIS PROGRAM**

Research and studies that contribute to achieving the purpose of the legislation. Such research and studies may include:

#### **ACTIVITIES FUNDED UNDER THIS PROGRAM**

An applicant may apply for funds to carry out any of the following types of activities:

- (a) Studies and surveys to determine the need for increased or improved instruction in--
  - (1) Modern foreign languages; and
  - (2) Area studies and other international fields needed to provide full understanding of the places in which those languages are commonly used.
- (b) Research and studies--
  - (1) On more effective methods of instruction and achieving competency in modern foreign languages, area studies, or other international fields;
  - (2) To evaluate competency in those foreign languages, area studies, or other international fields; or
  - (3) On the application of performance tests and standards across all areas of foreign language instruction and classroom use.
- (c) The development and publication of specialized materials--
  - (1) For use by students and teachers of modern foreign languages, area studies, and other international fields; and
  - (2) For use in--
    - (i) Providing such instruction and evaluation; or
    - (ii) Training individuals to provide such instruction and evaluation.
- (d) Research, surveys, studies, or the development of instructional materials that serve to enhance international understanding.



- (e) Other research or material development projects that further the purposes of the International Education Program authorized by part A of Title VI of the HEOA.
- (f) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEOA by governmental, educational, and private-sector organizations, and other studies assessing the outcomes and effectiveness of supported programs.
- (g) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education.
- (h) Evaluations of the extent to which programs assisted under title VI of the HEOA that address national needs would not otherwise be offered.
- (i) Studies and surveys of the uses of technology in foreign language, area studies, and international studies programs.
- (j) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques through the education community, including elementary and secondary schools.
- (k) Evaluation of the extent to which programs assisted under this title reflect diverse views and generate debate on world regions and international affairs, as described in the grantee's application.
- (l) The systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of this part.
- (m) Support for programs or activities to make data collected, analyzed, or disseminated under this section publicly available and easy to understand.

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## SUPPLEMENTAL INFORMATION

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

**1. Estimated Funding and Project Period**

- Estimated Available Funds: \$1,642,000
- Estimated Range of Awards: \$50,000 - \$200,000 per year.
- Estimated Average Size of Awards: \$117,000.
- Estimated Number of Awards: 14.
- Project Period for New Awards: Up to 36 months

The U.S. Department of Education is not bound by these estimates.

**2. Applicant Funding**

The Department is often unable to award the full amount of funds requested.

**3. Appendices to Applications**

Please limit the appendices to the following:

- i. Curricula vitae of key personnel and other persons who are vital to the proposed project.
- ii. Supplemental project information
- iii. Letters of Support

**NOTE:** These appendices must be attached to the “Other Attachments Form” in the Grants.gov application package.

**4. Evaluation of Applicants for Awards**

A three-member panel of non-federal reviewers evaluates each application. Each reviewer assigns points for each selection criterion and prepares evaluation comments.

**5. Selection Criteria**

The selection criteria in 34 CFR sections 655.31, 660.31, 660.32, and 660.33 are used to evaluate applications. The selection criteria and maximum possible points are included in the Notice.

**6. Notice to Successful Applicants**

The Department’s Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new IRS 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.

**7. Notice to Unsuccessful Applicants**

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

**8. Annual Performance Report Requirements**

If you receive a FY 2008 new grant award, you will be required to submit annual and final performance reports during the four-year funding cycle using the IEPS Reporting System. This online system collects narratives and data about funded projects, to enable program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. If you wish to view the performance report currently required, visit the IEPS Web site at <http://www.ed.gov/programs/iegpsirs/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.

**9. Contact Information.**

**For IRS program-related questions and assistance, please contact:**

Program Officer: Ed McDermott  
Address: International Education Programs Service  
U.S. Department of Education  
1990 K Street, N.W., Room 6083  
Washington, D.C. 20006-8521  
Telephone: (202) 502-7636  
Fax: (202) 502-7860  
E-mail Address: ed.mcdermott@ed.gov

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

Support Desk: Grants.gov Support Desk  
Telephone: (800) 518-4726  
Hours: Monday – Friday, 7:00 A.M. – 9:00 P.M. Eastern Time

**U.S. DEPARTMENT OF EDUCATION  
GRANTS.GOV SUBMISSION PROCEDURES  
AND TIPS FOR APPLICANTS**

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
  
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).**

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: [http://www.grants.gov/help/submit\\_application\\_faqs.jsp#10](http://www.grants.gov/help/submit_application_faqs.jsp#10). For more detailed information on why an application may be rejected, you can review Application Error Tips <http://www.grants.gov/section910/ApplicationErrorTips.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status

of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### **Submission Problems – What should you do?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp).

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30 p.m., unless you follow the procedures in the Federal Register notice and 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. (See the Federal Register notice for detailed instructions.)

### **Helpful Hints When Working with Grants.gov**

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 logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp) for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov [http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp).

### **Dial-Up Internet Connections**

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### **MAC Users**

If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users [http://www.grants.gov/resources/download\\_software.jsp#non\\_window](http://www.grants.gov/resources/download_software.jsp#non_window). Also, to view white paper for Macintosh users published by Pure Edge go to the following link:

<http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf>, and/or contact Grants.gov Customer Support (<http://www.grants.gov/contactus/contactus.jsp>) for more information. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

**ATTENTION – Microsoft Vista and Word Users**

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

## **GRANTS.GOV REGISTRATION INSTRUCTIONS FOR ORGANIZATIONS AND INSTITUTIONS**

The Grants.gov registration process involves three basic steps:

1. Register your organization
  - Obtain a D-U-N-S Number (see below for instructions)
  - Register with the Central Contractor Registry (see below for instructions)
2. Register yourself as an Authorized Organization Representative (AOR)
  - Obtain a username and password from the Grants.gov credential provider (<https://apply.grants.gov/OrcRegister>)
  - Register with Grants.gov (<https://apply.grants.gov/GrantsgovRegister>)
3. Get authorized as an AOR by your organization
  - Receive approval from your organization's E-Business POC (see CCR instructions below for details)
  - If you are both the E-Business POC and an AOR, you should authorize your own AOR request

For more information, go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

Note: If you are a grant applicant who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to <http://www.grants.gov/assets/IndividualRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

### **D-U-N-S NUMBER INSTRUCTIONS**

To successfully submit an application using Grants.gov, you must provide your organization's D-U-N-S Number. A D-U-N-S Number is a unique nine-digit number issued by D&B, a global information services provider, that identifies your organization and is used by the Federal government to track how Federal money is distributed. Most large organizations, libraries, colleges, and research universities already have D-U-N-S numbers. Ask your grant administrator or chief financial officer to provide your organization's D-U-N-S Number.

If your organization does not have a D-U-N-S Number, you can obtain one at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form ([http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)). You will need to provide the following information:

- Legal name
- Tradestyle, doing business as (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing address (if separate)
- Telephone number
- Contact name
- SIC code (Line of Business)
- Number of employees at your location

- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Obtaining a DUNS Number places your organization on D&B's marketing list, which is sold to other companies. You can request not to be added to this list during your application.

Live help from D&B is available Monday-Friday, 8 a.m. – 5 p.m. (EST) at 1-888-814-1435.

## **CENTRAL CONTRACTOR REGISTRATION (CCR) INSTRUCTIONS**

The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and electronic payment processes. Check to see if your organization is already registered at the CCR website (<http://www.bpn.gov/ccring/scripts/search.asp>).

If your organization is already registered, take note of who is listed as your E-Business Point of Contact (E-Business POC). This person will be responsible for authorizing who within your organization is able to submit applications using Grants.gov.

If your organization is not already registered, you can register using the CCR website (<https://www.bpn.gov/ccr/scripts/indexnew.asp>) or by phone (1-888-227-2423). When your organization registers with CCR, you will need to designate an E-Business Point of Contact (POC). This designee authorizes individuals to submit grant applications on behalf of the organization. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.

The E-Business POC will be notified by e-mail when individuals from their organization register with Grants.gov. This registration is a request to be designated as an Authorized Organization Representative (AOR). To assign AOR rights, E-Business POCs need to log into Grants.gov ([http://www.grants.gov/applicants/e\\_biz.jsp](http://www.grants.gov/applicants/e_biz.jsp)) using the organization's D-U-N-S Number and MPIN. Grants.gov will send the AOR a confirmation e-mail when this process has been completed.

**Please note that your CCR registration must be renewed once a year.** You can check your registration status using the CCR search page (<http://www.bpn.gov/ccring/scripts/search.asp>).

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page (<http://www.ccr.gov/FAQ.asp>) or contact the CCR Help Desk at 1-888-227-2423.



## **GRANTS.GOV REGISTRATION INSTRUCTIONS FOR INDIVIDUALS**

An individual submits grant applications on his/her own behalf, not representing an organization, institution or government. Individual applicants are only eligible for grants that are open to individuals and that have already been published on the Grants.gov website.

Individual registration is a one-time process and can take up to one day to complete. You must complete two steps, as described below:

1. Register with the Credential Provider.
2. Register with Grants.gov.

**Please note that if you register as an individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is only open to organizations.**

### **REGISTER WITH THE CREDENTIAL PROVIDER**

To safeguard the security of electronic information, Grants.gov uses a Credential Provider to allow applicants to create a secured user name and password. The Credential Provider for Grants.gov is Operational Research Consultants (ORC). Remember to write down your user name and password, which you will need to complete your registration and to submit your application.

1. Go to <https://apply.grants.gov/IndCPRegister>.
2. Enter the Funding Opportunity Number for your desired grant competition. (To find a Funding Opportunity Number, search for the competition using the Grants.gov search page: [http://www.grants.gov/applicants/search\\_opportunities.jsp](http://www.grants.gov/applicants/search_opportunities.jsp).)
3. Click "Register."
4. Click the red "User ID" button.
5. Type in requested information, and click "Submit."
6. Create a user name and password, and click "Submit."
7. You should receive a message stating that, "Your User ID has been successfully registered in the eAuthentication database."

### **REGISTER WITH GRANTS.GOV**

After you have created your user name and password, you need to create a profile at Grants.gov.

1. Go to <https://apply.grants.gov/GrantsgovRegister>.
2. Type in your user name and password, and click "Register."
3. Choose "Individual."
4. Type in requested information, and click "Submit." (The DUNS# field will be filled in automatically. Do not type anything in this field.)

5. You should receive a message stating that, "You have successfully registered with Grants.gov."

## **APPLICATION TRANSMITTAL INSTRUCTIONS**

**ATTENTION ELECTRONIC APPLICANTS:** Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

**This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.**

**According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application by mail, commercial carrier or by hand delivery.**

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

### **Applications Submitted Electronically**

**You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by 4:30 p.m. (Washington, D.C. time) on or before the deadline date.**

If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgement when we receive your application.

For more information on using Grants.gov, please refer to the "Notice Inviting Applications" that was published in the Federal Register or visit <http://www.grants.gov>.

### **Applications Delivered by Mail**

You must mail the original and two copies of your application on or before the application deadline date to:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.017A)  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4260**

You must show one of the following as proof of mailing:

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

If you mail an 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

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to potential disruption to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Postal Service; U.S. Postal Service Express Mail; or a courier service to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Delivered by Mail”, then follow the instructions for “Applications Delivered by Hand”.

### **Applications Delivered by Commercial Carrier**

If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail”, then follow the instructions under the appropriate delivery method.

You must mail the original and two copies of your application on or before the application deadline date to:

**U.S. Department of Education  
Application Control Center – Stop 4260  
Attention: CFDA # (84.017A)  
7100 Old Landover Road  
Landover, MD 20785-1506**

### **Applications Delivered by Hand**

You or your courier must hand deliver the original and two copies of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date to the following address:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA Number – 84.017A  
550 12<sup>th</sup> Street, SW  
Potomac Center Plaza – Room 7067  
Washington, D.C. 20202-4260**

### **Application Control Center Hours of Operation**

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) except Saturdays, Sundays, and Federal holidays.

### **Grant Application Receipt from the Application Control Center**

If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you.

If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

### **Late Applications**

If your application is late, we will notify you that we will not consider the application.

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

International Research and Studies Program

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

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.017A.

Dates:

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

Deadline for Transmittal of Applications: [INSERT DATE 45 DAYS  
AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The International Research and Studies  
Program provides grants to conduct research and studies to  
improve and strengthen instruction in modern foreign languages,  
area studies, and other international fields.

Priorities: In accordance with 34 CFR 75.105(b)(2)(ii), these  
priorities are from the regulations for this program (34 CFR  
660.10, 660.34).

Competitive Preference Priorities: For FY 2008 these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2) (i) we award up to an additional five points to an application, depending on how well the application meets these priorities.

Competitive Preference Priority 1--Instructional Materials Applications

This priority is:

(a) The development of specialized instructional materials for use by students and teachers in foreign language and international studies that are focused on one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families; or

(b) The development of tools, technologies and materials to assess foreign language competency or fluency in one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.

Competitive Preference Priority 2--Research, Surveys and Studies Applications

This priority is:

(a) The evaluation of instructional materials and foreign language assessments, including those instructional materials and assessments produced with funds from Title VI of the Higher

Education Act of 1965, as amended, and published in print or electronic media, to determine their efficacy in improving teaching and learning in one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families; or

(b) The update, expansion, or consolidation of existing foreign language and international studies web-based databases and the evaluation of the materials that are disseminated through those databases, including user comments.

Note: You will receive up to an additional five points for responding to a competitive preference priority in your application. Applicants are expected to address only one competitive preference priority in each application, but regardless of how many priorities are addressed, no more than five points in total can be awarded to a single application.

Program Authority: 20 U.S.C. 1125.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for this program in 34 CFR parts 655 and 660.

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

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$1,642,000



Estimated Range of Awards: \$50,000 - \$200,000 per year.

Estimated Average Size of Awards: \$117,000.

Estimated Number of Awards: 14.

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

Project Period: Up to 36 months.

### III. Eligibility Information

1. Eligible Applicants: Public and private agencies, organizations, institutions, and individuals.

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

### IV. Application and Submission Information

1. Address to Request Application Package: Mr. Ed McDermott, U.S. Department of Education, 1990 K Street, NW., suite 6082, Washington, DC 20006-8521. Telephone: (202) 502-7636 or by e-mail: ed.mcdermott@ed.gov

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

Individuals with disabilities can 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 for this program. The International Research and Studies program has two schedules. Research, surveys, and studies applicants must use the application package for 84.017A-1. Instructional materials applicants must use the application package for 84.017A-3. 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 application narrative to the equivalent of no more than 30 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, figures, and graphs. These items may be single spaced. Charts, tables, figures, and graphs in the application narrative count toward the page limit.

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

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any

other font (including Times Roman and Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the Application for Federal Assistance (SF 424); the supplemental information form required by the Department of Education; Part II, the budget information summary form (ED Form 524); or Part IV, the assurances and certifications. The page limit also does not apply to a table of contents. If, however, you include any attachments or appendices not specifically requested, these items will be counted as part of your 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 exceed the page limit; or if you apply other standards and exceed the equivalent of the page limit.

### 3. Submission Dates and Times:

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

Deadline for Transmittal of Applications: [INSERT DATE 45 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

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 in paper format 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.

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

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 in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section in 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 International Research and Studies Program, CFDA Number 84.017A, must be submitted

electronically using the Governmentwide 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 International Research and Studies 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 (e.g., search for 84.017, not 84.017A).

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 date and

time stamped. Your application must be fully uploaded and submitted and must be date and 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 and 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 and 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 steps in the Grants.gov registration process (see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (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 submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- 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 you typically provide on the following forms: Application for Federal Assistance (SF 424), the

Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- 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 in this paragraph 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 from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application 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 experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

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 described elsewhere in this notice.

If you submit an application after 4:30 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII in this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. 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: The extensions to which we refer 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 application 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: Ed McDermott, U.S. Department of Education, 1990 K Street, NW., suite 6082, Washington, DC 20006-8521. FAX: (202) 502-7860.

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

b. 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 84.017A)  
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 84.017A)  
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.

(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.

(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 84.017A)  
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 SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification 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

Selection Criteria: The selection criteria for this program are from 34 CFR sections 655.31, 660.31, 660.32, and 660.33 and are as follows:

For instructional materials--

Need for the project (10 points); Potential for the use of materials in other programs (5 points); Account of related materials (10 points); Likelihood of achieving results (10 points); Expected contribution to other programs (5 points); Plan of operation (10 points); Quality of key personnel (5 points); Budget and cost effectiveness (5 points); Evaluation plan (15 points); Adequacy of resources (5 points); Description of final form of materials (5 points); and Provisions for pretesting and revision (15 points).

For research, surveys and studies--

Need for the project (10 points); Usefulness of expected results (10 points); Development of new knowledge (10 points); Formulation of problems and knowledge of related research (10 points); Specificity of statement of procedures (5 points); Adequacy of methodology and scope of project (10 points); Plan of operation (10 points); Quality of key personnel (10 points); Budget and cost effectiveness (5 points); Evaluation plan (15 points); and Adequacy of resources (5 points).

## 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 notify you informally, also.

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 in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in 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 directed by the Secretary under 34 CFR 75.118. Grantees are required to use the electronic data instrument International Resource Information System (IRIS) to complete the final report. Electronically formatted instructional materials such as CDs, DVDs, videos, computer diskettes and books produced by the grantee as part of the grant approved activities are also acceptable as final reports. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the objective for the International Research and Studies (IRS) program is to conduct research and support the development of materials in less commonly taught languages and area studies to inform international education.

The Department will use the following measures to evaluate the program's success in meeting this objective.

IRS Performance Measure 1: Number of outreach activities initiated by IRS projects that are adopted or further disseminated within a year, divided by the total number of IRS projects conducted in the current year.

IRS Performance Measure 2: Percent of IRS 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) performance reporting tool will be the source of data for these measures.

#### VII. Agency Contact

For Further Information Contact: Ed McDermott, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., suite 6082, Washington, DC 20006-8521. Telephone: (202) 502-7636 or by e-mail: [ed.mcdermott@ed.gov](mailto:ed.mcdermott@ed.gov)



If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

#### VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII in this notice.

Electronic Access to This Document: You can 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](http://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](http://www.gpoaccess.gov/nara/index.html)

Dated: \_

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Diane Auer Jones,  
Assistant Secretary  
for Postsecondary Education.

## **TITLE VI – INTERNATIONAL EDUCATION PROGRAMS**

### **SEC. 601. INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.**

Part A of title VI (20 U.S.C. 1121) is amended to read as follows:

#### **PART A--INTERNATIONAL AND FOREIGN LANGUAGE STUDIES**

##### **SEC. 601. FINDINGS;; PURPOSES; CONSULTATION; SURVEY.**

(a) FINDINGS- Congress finds as follows:

- (1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.
- (2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.
- (3) Dramatic changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.
- (4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--
  - (A) producing graduates with international and foreign language expertise and knowledge; and
  - (B) research regarding such expertise and knowledge.
- (5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

(b) PURPOSES- The purposes of this part are--

- (1) (A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;
- (B) to develop a pool of international experts to meet national needs;
- (C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;
- (D) to promote access to research and training overseas, including through linkages with overseas institutions; and
- (E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;

- (2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and
- (3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

(c) CONSULTATION. -

- (1) IN GENERAL. – The Secretary shall, prior to requesting applications for funding under this title during each grant cycle, consult with and receive recommendations regarding national need for expertise in foreign languages and world regions from the head officials of a wide range of Federal agencies.
- (2) CONSIDERING RECOMMENDATIONS; PROVIDING INFORMATION. The Secretary –
  - (A) may take into account the recommendations described in paragraph (1) ; and
  - (B) shall-
    - (i) provide information collected under paragraph (1) when requesting applications for funding under this title; and
    - (ii) make available to applicants a list of areas identified as areas of national need.

(d) SURVEY. – The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this title to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.

**SEC. 605. RESEARCH; STUDIES; ANNUAL REPORT**

- (a) AUTHORIZED ACTIVITIES- The Secretary may, directly or through grants or contracts, conduct research and studies that contribute to achieving the purposes of this part. Such research and studies may include-
  - (1) studies and surveys to determine needs for increased or improved instruction in foreign language, area studies, or other international fields, including the demand for foreign language, area, and other international specialists in government, education, and the private sector;
  - (2) studies and surveys to assess the utilization of graduates of programs supported under this title by governmental, educational, and private sector organizations and other studies assessing the outcomes and effectiveness of programs so supported;
  - (3) evaluation of the extent to which programs assisted under this title that address national needs would not otherwise be offered;
  - (4) comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;

- (5) research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;
  - (6) the development and publication of specialized materials for use in foreign language, area studies, and other international fields, or for training foreign language, area, and other international specialists;
  - (7) studies and surveys of the uses of technology in foreign language, area studies, and international studies programs;
  - (8) studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the education community, including elementary and secondary schools;
  - (9) the application of performance tests and standards across all areas of foreign language instruction and classroom use;
  - (10) evaluation of the extent to which programs assisted under this title reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs as described in the grantee's application;
  - (11) the systematic collection, analysis, and dissemination of data that contribute to achieving the purpose of this part; and
  - (12) support for programs or activities to make data collected, analyzed, or disseminated under the section publicly available and easy to understand.
- (b) ANNUAL REPORT- The Secretary shall prepare, publish, and announce an annual report listing the books and research materials produced with assistance under this section.

[Code of Federal Regulations]  
[Title 34, Volume 3]  
[Revised as of July 1, 2007]  
[CITE: 34CFR665]

## **TITLE 34--EDUCATION**

### **CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION**

#### **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**

###### **Sec. 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 Opportunity Act of 2008);

(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; 64CFR 7739, Feb. 16, 1999]

**Sec. 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]

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

(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 Opportunity Act of 2008.

Institution of higher education means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Opportunity Act of 2008, 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 Opportunity Act of 2008, 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?**

#### **Sec. 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?**

#### **Sec. 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 Sec. 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]

#### **Sec. 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)

**Sec. 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]  
[Title 34, Volume 3]  
[Revised as of July 1, 2007]  
[CITE: 34CFR660]

## **TITLE 34--EDUCATION**

### **CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION**

#### **PART 660—THE INTERNATIONAL RESEARCH AND STUDIES PROGRAM**

##### **SUBPART A—GENERAL**

- § 660.1 What is the International Research and Studies Program?
- § 660.2 Who is eligible to apply for grants under this program?
- § 660.3 What regulations apply?
- § 660.4 What definitions apply to the International Research and Studies Program?

##### **SUBPART B—WHAT KINDS OF PROJECTS DOES THE SECRETARY ASSIST UNDER THIS PROGRAM?**

- § 660.10 What activities does the Secretary assist?

##### **SUBPART C [RESERVED]**

##### **SUBPART D—HOW DOES THE SECRETARY MAKE A GRANT?**

- § 660.30 How does the Secretary evaluate an application?
- § 660.31 What selection criteria does the Secretary use for all applications for a grant?
- § 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?
- § 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?
- § 660.34 What priorities may the Secretary establish?

##### **SUBPART E—WHAT CONDITIONS MUST BE MET BY A GRANTEE?**

- § 660.40 What are the limitations on allowable costs?

Authority: 20 U.S.C. 1125, unless otherwise noted.

Source: 47 FR 14124, Apr. 1, 1982, unless otherwise noted.

#### **Subpart A—General**

##### **§ 660.1 What is the International Research and Studies Program?**

The Secretary may, directly or through grants or contracts, conduct research and studies which contribute to the purposes of the International Education Program authorized by part A of title VI of the Higher Education Opportunity Act of 2008, (HEOA). The research and studies may include, but are not limited to—

(a) Studies and surveys to determine needs for increased or improved instruction in modern foreign languages, area studies, or other international fields, including the demand for foreign language, area, and other international specialists in government, education, and the private sector;

- (b) Research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;
- (c) Research on applying performance tests and standards across all areas of foreign language instruction and classroom use;
- (d) Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists;
- (e) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEOA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs;
- (f) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;
- (g) Evaluations of the extent to which programs assisted under title VI of the HEOA that address national needs would not otherwise be offered;
- (h) Studies and surveys of the use of technologies in foreign language, area studies, and international studies programs; and
- (i) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the educational community, including elementary and secondary schools.
- (k) Evaluation of the extent to which programs assisted under this title reflect diverse views and generate debate on world regions and international affairs, as described in the grantee's application.
- (l) The systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of this part.
- (m) Support for programs or activities to make data collected, analyzed, or disseminated under this section publicly available and easy to understand.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 64 FR 7740, Feb. 16, 1999]

### **§ 660.2 Who is eligible to apply for grants under this program?**

Public and private agencies, organizations, and institutions, and individuals are eligible to apply for grants under this part.

(Authority: 20 U.S.C. 1125)

### **§ 660.3 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 660.

(Authority: 20 U.S.C. 1121–1125)

[58 FR 32577, June 10, 1993]

#### **§ 660.4 What definitions apply to the International Research and Studies Program?**

The definitions in 34 CFR 655.4 apply to this program.

(Authority: U.S.C. 1121–1127)

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

##### **§ 660.10 What activities does the Secretary assist?**

An applicant may apply for funds to carry out any of the following types of activities:

(a) Studies and surveys to determine the need for increased or improved instruction in—

(1) Modern foreign languages; and

(2) Area studies and other international fields needed to provide full understanding of the places in which those languages are commonly used.

(b) Research and studies—

(1) On more effective methods of instruction and achieving competency in modern foreign languages, area studies, or other international fields;

(2) To evaluate competency in those foreign languages, area studies, or other international fields; or

(3) On the application of performance tests and standards across all areas of foreign language instruction and classroom use.

(c) The development and publication of specialized materials—

(1) For use by students and teachers of modern foreign languages, area studies, and other international fields; and

(2) For use in—

(i) Providing such instruction and evaluation; or

(ii) Training individuals to provide such instruction and evaluation.

(d) Research, surveys, studies, or the development of instructional materials that serve to enhance international understanding.

(e) Other research or material development projects that further the purposes of the International Education Program authorized by part A of title VI of the HEOA.

(f) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEOA by governmental, educational, and private-sector organizations, and other studies assessing the outcomes and effectiveness of supported programs.

(g) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education.

(h) Evaluations of the extent to which programs assisted under title VI of the HEOA that address national needs would not otherwise be offered.

(i) Studies and surveys of the uses of technology in foreign language, area studies, and international studies programs.

(j) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques through the education community, including elementary and secondary schools.

(k) Evaluation of the extent to which programs assisted under this title reflect diverse views and generate debate on world regions and international affairs, as described in the grantee's application.

(l) The systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of this part.

(m) Support for programs or activities to make data collected, analyzed, or disseminated under this section publicly available and easy to understand.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 52 FR 28424, July 29, 1987; 58 FR 32577, June 10, 1993; 64 FR 7740, Feb. 16, 1999]

## **SUBPART C [RESERVED]**

### **Subpart D—How Does the Secretary Make a Grant?**

#### **§ 660.30 How does the Secretary evaluate an application?**

(a) The Secretary evaluates an application for a research project, a study, or a survey on the basis of the criteria in §§660.31 and 660.32. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) The Secretary evaluates an application for the development of specialized instructional materials on the basis of the criteria in §§660.31 and 660.33. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(Authority: 20 U.S.C. 1125)

[70 FR 13375, Mar. 21, 2005]

#### **§ 660.31 What selection criteria does the Secretary use for all applications for a grant?**

The Secretary evaluates an application for a project under this program on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

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

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

#### **§ 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?**

In addition to the criteria referred to in §660.31, the Secretary evaluates an application for a research project, study, or survey on the basis of the criteria in this section.

(a) Need for the project. The Secretary reviews each application for information that shows—

(1) A need for the proposed project in the field of study on which the project focuses; and

(2) That the proposed project will provide information about the present and future needs of the United States for study in foreign language and other international fields.

(b) Usefulness of expected results. The Secretary reviews each application for information that shows the extent to which the results of the proposed project are likely to be used by other research projects or programs with similar objectives.

(c) Development of new knowledge. The Secretary reviews each application for information that shows that the extent to which the proposed project is likely to develop new knowledge that will contribute to the purposes of the International Education Program authorized by part A of title VI of the HEOA.

(d) Formulation of problems and knowledge of related research. The Secretary reviews each application for information that shows that problems, questions, or hypotheses to be dealt with by the applicant—

(1) Are well formulated; and

(2) Reflect adequate knowledge of related research.

(e) Specificity of statement of procedures. The Secretary reviews each application for the specificity and completeness of the statement of procedures to be followed, including a discussion of such components as sampling techniques, controls, data to be gathered, and statistical and other analyses to be undertaken.

(f) Adequacy of methodology and scope of project. The Secretary reviews each application for information that shows—

(1) The adequacy of the proposed teaching, testing, and research methodology; and

(2) The size, scope, and duration of the proposed project.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

### **§ 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?**

In addition to the criteria referred to in §660.31, the Secretary evaluates an application to develop specialized instructional materials on the basis of the criteria in this section.

(a) Need for the project. The Secretary reviews each application for information that shows that—

(1) The proposed materials are needed in the educational field of study on which the project focuses; and

(2) The language or languages, the area, region, or country, or the issues or studies for which the materials are to be developed, are of sufficient priority and significance to the national interest to warrant financial support by the Federal Government.

(b) Potential for the use of materials in other programs. The Secretary reviews each application for information that shows the extent to which the proposed materials may be used elsewhere in the United States.

(c) Account of related materials. The Secretary reviews each application for information that shows that—

- (1) All existing related or similar materials have been accounted for and the critical commentary on their adequacy is appropriate and accurate; and
- (2) The proposed materials will not duplicate any existing adequate materials.
- (d) Likelihood of achieving results. The Secretary reviews each application for information that shows that the outlined methods and procedures for preparing the materials are practicable and can be expected to produce the anticipated results.
- (e) Expected contribution to other programs. The Secretary reviews each application for information that shows the extent to which the proposed work may contribute significantly to strengthening, expanding, or improving programs of foreign language studies, area studies, or international studies in the United States.
- (f) Description of final form of materials. The Secretary reviews each application for information that shows a high degree of specificity in the description of the contents and final form of the proposed materials.
- (g) Provisions for pretesting and revision. The Secretary reviews each application for information that shows that adequate provision has been made for—
  - (1) Pretesting the proposed materials; and
  - (2) If necessary, revising the proposed materials before publication.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

#### § 660.34 What priorities may the Secretary establish?

- (a) The Secretary may each year select for funding from among the following priorities:
  - (1) Categories of eligible projects described in §660.10.
  - (2) Specific languages or regions for study or materials development; for example, the Near or Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa or Latin America, or the languages of those regions.
  - (3) Topics of research and studies; for example, language acquisition processes, methodology of foreign language instruction, foreign language performance testing, or assessments of resources and needs.
  - (4) Levels of education; for example, elementary, secondary, postsecondary or university-level education, or teacher education.
- (b) The Secretary announces any priorities in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1126)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993]

#### **Subpart E—What Conditions Must Be Met by a Grantee?**

##### **§ 660.40 What are the limitations on allowable costs?**

Funds awarded under this part may not be used for the training of students and teachers.

(Authority: 20 U.S.C. 1125)



## GENERAL EDUCATION PROVISIONS ACT (GEPA)

### SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age*.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

#### **NOTES:**

- **Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**
- **Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from [Grants.gov](https://www.grants.gov).**

## Government Performance and Results Act (GPRA)

### What is GPRA?

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

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

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

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

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

### What is the Performance Indicator for the International Research and Studies Program?

The IRS Program supports surveys, studies, and instructional materials development to improve and strengthen instruction in modern foreign languages, area studies, and other international fields to provide full understanding of the places in which the foreign languages are commonly used. 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.

#### IRS Performance Measures:

- a. Cost per successful outcome: the federal cost per successful IRS Program project
- b. Percentage of IRS program projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.
- c. Number of outreach activities that are adopted or disseminated within a year, divided by the total number of IRS outreach activities conducted in the current reporting period.

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 IRS Application Package

The IRS 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 – (SF424)  
Department of Education Supplemental Information Form for SF424

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

**Part II: 524 Forms**

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

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

**Part III:            Program Narrative**

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

The Department of Education Abstract Form is where you attach your project abstract.

The Project Narrative Attachment Form includes the narrative section addressing the program selection criteria that will be used to evaluate applications submitted for this competition - this section has a strict page limit of 30 pages.

The Budget Narrative Attachment Form is where you attach a detailed line item budget and any supplemental budget information. The budget should demonstrate and justify that all costs are reasonable and necessary to accomplish the proposed project activities. Include a description of the activities in the budget that respond to the announced competitive preference priority.

The Other Attachments Form is where you attach appendices, including: curricula vitae of key personnel, position descriptions for proposed personnel for the project, timeline, and **Certification of Eligibility** (ED80-0016) – *(form required for persons applying as individuals only)*.

Applicants should copy and paste the **Certification of Eligibility** form from the document (see page 74) into Microsoft Word and save the new documents (separate files) as either a .DOC (document) .RTF (rich text) or .PDF (Portable Document) file in portrait format. This form can be found in the "INSTRUCTIONS FOR STANDARD FORMS" section of the application package. DO NOT MODIFY OR CHANGE THE CONTENTS IN ANY WAY. To sign this document, please simply type in the name of the Principal Investigator. Once the forms have been

completed, the applicant must attach the document as a separate files to the “Other Attachments Form” in the Grants.gov system

**NOTE:** Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.

*\*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 Project Narrative

Applicants will attach the project narrative to the **Project Narrative Attachment Form**.

Please note that the project narrative is limited to **30 pages**. This section includes the applicant's responses to the selection criteria specified in the Notice and in this package.

### 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 one 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.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, Competition Highlights, the Federal Register notice (Notice), and program statute 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 Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR). Please see "Selection Criteria" in the Federal Register Notice.

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

#### **1. NEED FOR THE PROJECT (10 points)**

- a) Is there a need for the proposed material(s) in the educational area to be served?
- b) Are the (i) language(s); (ii) region or country; or, (iii) the issues or studies, for the study of which the materials are to be developed, of sufficient priority for, and of, potential significance to the national interest to warrant support at this time?

#### **2. POTENTIAL FOR THE USE OF MATERIALS IN PROGRAM TO OTHERS (5 points)**

- a) Will the proposed materials have a good potential for being utilized by appropriate educational programs in other institutions in the United States?

#### **3. ACCOUNT OF RELATED MATERIALS (10 points)**

- a) Have all the existing, similar materials (for the study of the language(s), region or country, or issue in question) been cited and accounted?
- b) Is there a critical commentary on the adequacy of such similar materials and is this commentary accurate?
- c) Will the proposed material(s) duplicate other materials already in existence or already in progress?

#### **4. LIKELIHOOD OF ACHIEVING RESULTS (10 points)**

- a) Are the objectives, which the proposed material(s) are to serve, clearly defined?
- b) Are the outlined methods and procedures for preparing the material(s) practicable and can they be expected to produce the anticipated results?
- c) Does the application reflect a sufficient degree of knowledge in the pertinent areas to assure a successful completion of the project (e.g., for language materials: modern language pedagogy, modern linguistics theory; for area studies and related materials history, political and social structure, economics, etc.)?

#### **5. EXPECTED CONTRIBUTION TO OTHER PROGRAMS (5 points)**

- a) Will the proposed materials contribute significantly to strengthening, expanding, or improving instructional programs concerned with the language(s), area(s), or international studies in the United States?

#### **6. PLAN OF OPERATION (10 points)**

- a) Does the design of the project show high quality?
- b) Is the plan of management effective? Will it ensure proper and effective administration?
- c) Is there a clear description of how the objectives of the project relate to the purpose of the Section 605 International Research and Studies program?
- d) Is the way in which the applicant plans to use its resources and personnel to achieve the project objectives appropriate and adequate?
- e) To what extent will the applicant provide equal access treatment for eligible members of racial and ethnic minorities, women, handicapped persons, and the elderly?

#### **7. QUALITY OF PERSONNEL (5 points)**

- a) Is there evidence of professional competence to direct this project on the part of the project director or principal investigator?
- b) Is there evidence of the qualifications of the other key personnel, if any, to participate in the project?
- c) Is the amount of time that the key person(s) plan to commit to the project appropriate to the project's need?
- d) To what extent does the applicant, as part of its non-discriminatory employment practices, encourage applications for employment from members of groups that have

been traditionally underrepresented, such as members of ethnic minorities, women, handicapped persons, and the elderly?

#### **8. BUDGET AND COST EFFECTIVENESS (5 points)**

- a) Is the proposed budget adequate to support the proposed project activities?
- b) Are the costs reasonable in relation to the anticipated product (or objectives) of the project?

#### **9. EVALUATION PLAN (15 points)**

- a) Does the application include a plan for evaluating periodically the work accomplished under the project?
- b) Is there a realistic time schedule for accomplishing the work?

#### **10. ADEQUACY OF RESOURCES (5 points)**

- a) Does the applicant have adequate facilities to conduct the project?
- b) Are the equipment and supplies which the applicant plans to use adequate?

#### **11. DESCRIPTION OF FINAL FORMAT (5 points)**

- a) Are the contents and final form of the projected material(s) sufficiently well described?

#### **12. PROVISIONS FOR PRETESTING AND REVISION (15 points)**

- a) Has sufficient provision been made for pre-testing the material(s) (with students and/or in the classroom) for possible revision before general dissemination or publication?

#### **13. COMPETITIVE PREFERENCE PRIORITY 1 (award up to 5 points)**

- (a) The development of specialized instructional materials for use by students and teachers in foreign language and international studies that are focused on one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families; or
- (b) The development of tools, technologies and materials to assess foreign language competency or fluency in one or more of the following critical language areas: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.

