

DATED MATERIAL - OPEN IMMEDIATELY

Closing Date: February XX, 2010

Fiscal Year 2010

***Grant Application
for the***

LANGUAGE RESOURCE CENTERS PROGRAM

CFDA No. 84.229A



**International Education Programs Service
U.S. Department of Education
Washington, DC 20202**

OMB No. 1840-XXXX
Expiration Date: (to be assigned)

**LANGUAGE RESOURCE CENTER PROGRAM
TABLE OF CONTENTS**

Dear Applicant Letter..... 2-3

Competition Highlights..... 4

Introduction & Overview..... 5

Supplemental Information..... 6-7

e-Application Submission Procedures & Tips for Applicants..... 8-11

Closing Date Notice..... 12-29

Statute 30-33

Program Regulations..... 34-41

Frequently Asked Questions..... 42-43

Supplemental Application Instructions..... 44-47

SF424 and Instructions (Application for Federal Assistance)..... 48-53

ED Form 524 and Instructions (Budget Information)..... 54-56

Assurances - Non-Construction Programs..... 57-58

Certifications Regarding Lobbying; Debarment, Suspension and Other
Responsibility Matters; and Drug-Free Workplace Requirements..... 59-60

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion -- Lower Tier Covered Transactions..... 61

Disclosure of Lobbying Activities..... 62

SF-LLL and Instructions (Disclosure of Lobbying Activities)..... 63

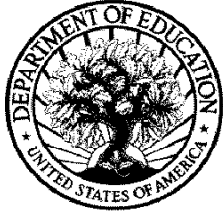
The General Education Provisions Act (GEPA) 64

The Government Performance and Results Act (GPRA)..... 65-66

Application Transmittal Instructions..... 67-68

Paperwork Burden Statement..... 69

Application Checklist..... 70



UNITED STATES DEPARTMENT OF EDUCATION

Dear Applicant:

Thank you for your interest in applying for a grant in the fiscal year (FY) 2010 competition for new awards under the Language Resource Centers (LRC) program. The LRC program provides grants to institutions of higher education to establish, strengthen, and operate centers that serve as resources for improving the nation's capacity for teaching and learning foreign languages.

In this competition, the Department requires applicants to submit grant applications electronically, using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system. You may access the system through the e-Grants portal page at: <http://e-grants.ed.gov>

This application booklet contains complete information about how to submit your application electronically or by mail or hand delivery, if you qualify for an exception to the electronic submission requirement.

For information about the invitational and competitive preference priorities for the LRC Program, refer to the Federal Register Notice Inviting Applications for New Awards for FY 2010

The Notice Inviting Applications for New Awards published in the Federal Register is the official document that contains the guidance for preparing a LRC 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 Cynthia Dudzinski at cynthia.dudzinski@ed.gov or by phone at (202) 502-7589.

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 each applicant's plan of evaluation. Applicants must clearly state the performance goals for their projects and the performance indicators for the project. The evaluation plan should include clear information about the methodology that will be employed, the validity of the methodology, and the appropriate controls that 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 led by an individual or entity other than the project director or materials developers. The evaluation plan should follow the development of the project and provide benchmarks for the measurement of progress throughout the grant award period. Where appropriate, attempt to link program outcomes to specific activities or materials. You should respond to all aspects of the questions in the Supplemental Application Instructions of the application regarding the development of your evaluation activity.

I appreciate your interest in LRC program and look forward to receiving your application.

Sincerely,

Alan J. Schiff
Acting Deputy Assistant Secretary
Higher Education Programs

COMPETITION HIGHLIGHTS

1. Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system.

Please go to <http://e-grants.ed.gov/egWelcome.asp> for help with the e-Application and click on the e-Application link in the upper left corner of the screen. Also, refer to the procedures and tips for applicants found in this application booklet.

2. In the FY 2010 competition, the Department is particularly interested in applications that meet the following priorities.

Competitive Preference Priorities: *To be announced later*

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.

3. 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.
4. Please note that you must submit your application by 4:30:00 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.
5. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register notice inviting applications for new awards for FY 2009 and qualify for one of the exceptions to the electronic submission requirement.
6. All applicants are required to adhere to the 50-page limit for the Program Narrative portion of the application. The Federal Register notice contains the specific standards for preparing the Program Narrative.
7. All attachments must be in .DOC, .RTF, or .PDF format. Other types of files will not be accepted.

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 & OVERVIEW

AUTHORIZATION

Title VI, Part A, sections 601 and 603 of the Higher Education Act of 1965 as amended.

PROGRAM REGULATIONS

Education Department General Administrative Regulations (EDGAR) 34 CFR parts Parts 74, 75, 77, 79, 80, 81, 82, 85, 86, 97, 98, and 99. The regulations for this program in 34 CFR parts 655 and 669.

PURPOSE

The Language Resource Centers Program makes awards for the purpose of establishing, strengthening, and operating centers that serve as resources for improving the nation's capacity for teaching and learning foreign languages effectively.

ELIGIBLE APPLICANTS

An institution of higher education or a combination of institutions of higher education is eligible to receive an award under this part.

ACTIVITIES FUNDED UNDER THIS PROGRAM

Centers funded under this part must carry out activities to improve the teaching and learning of foreign languages. These activities must include effective dissemination efforts, whenever appropriate, and may include—

- a) The conduct and dissemination of research on new and improved methods for teaching foreign languages, including the use of advanced educational technology;
- b) The development and dissemination of new materials for teaching foreign languages, to reflect the results of research on effective teaching strategies;
- c) The development, application, and dissemination of performance testing that is appropriate for use in an educational setting to be used as a standard and comparable measurement of skill levels in foreign languages;
- d) The training of teachers in the administration and interpretation of foreign language performance tests, the use of effective teaching strategies, and the use of new technologies;
- e) A significant focus on the teaching and learning needs of the less commonly taught languages, including an assessment of the strategic needs of the United States, the determination of ways to meet those needs nationally, and the publication and dissemination of instructional materials in the less commonly taught languages;
- f) The development and dissemination of materials designed to serve as a resource for foreign language teachers at the elementary and secondary school levels; and
- g) The operation of intensive summer language institutes to train advanced foreign language students, to provide professional development, and to improve language instruction through preservice and inservice language training for teachers.

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the “Dear Applicant” letter and the [Notice](#).

- **Estimated Funding and Project Period**
 - Estimated Available Funds: \$5,025,000
 - Estimated Range of Awards: \$300,000 - \$380,000
 - Estimated Average Size of Awards: \$335,000 per year
 - Estimated Number of Awards: 15
 - Project Period for New Awards: Up to 48 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:

- a. The curricula vitae of key personnel and professional staff directly involved in the applicant’s program
- b. A timeline of project activities that demonstrate the development of project activities throughout the duration of the grant
- c. Letters of support
- d. A table of objectives that will guide project activities for the FY 2010-2013 performance period.

4. Selection Criteria

The selection criteria in 34 CFR sections 655.31 and 669.21 are used to evaluate applications. The selection criteria and maximum possible points are included in the [Notice](#).

5. Notice to Successful Applicants

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

6. Notice to Unsuccessful Applicants

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

7. Annual Performance Report Requirements

If you receive a FY 2010 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 2009 grant award.

The performance period state date is August 15, 2010.

8. Contact Information.

For LRC program-related questions and assistance, please contact:

Program Officer: Cynthia Dudzinski
Address: International Education Programs Services
U.S. Department of Education
1990 K Street, N.W., Room 6077
Washington, D.C. 20006-8521
Telephone: (202) 502-7589
Fax: (202) 502-7859
E-mail Address: cynthia.dudzinski@ed.gov

For e-Application-related questions and assistance, please contact:

Support Desk: edcaps.user@ed.gov
Telephone: 1-888-336-8930
Hours: Monday – Friday, 8:00 A.M. – 6:00 P.M. Eastern Time

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

e-Application Submission Procedures and Tips for Applicants

<http://e-grants.ed.gov>

To facilitate your use of e-Application, this document includes important application preparation and 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. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.


Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - Add Application Package to your Start Page. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - Begin the Application. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - Fill out Forms. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - Upload File(s) for Narrative Responses. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - Verify Information/Print Application. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 - Submit your Application. Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page). Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

Other Submission Tips

- 1) **SUBMIT EARLY - We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.
- 2) 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 4:30:00 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.)

- 3) **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.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password-protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these

conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation, which is anywhere from 2 to 8 MB, and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

4000-01-U
DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Language Resource Centers Program

Notice inviting applications for new awards for fiscal year
(FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number:
84.229A.

Dates:

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

Deadline for Transmittal of Applications: INSERT DATE 60
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Language Resource Centers (LRC)
program provides grants to institutions of higher education
to establish, strengthen and operate centers that serve as
resources for improving the nation's capacity for teaching
and learning foreign languages.

Priorities: Under this competition we are particularly
interested in applications that address the following
priorities.

Competitive Preference Priorities: TO BE ANNOUNCED

Invitational Priority: TO BE ANNOUNCED

Program Authority: 20 U.S.C. 1123.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 85, 86, 97, 98, and 99; and (b) The regulations for this program in 34 CFR parts 655 and 669.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$5,025,000 for new awards under this program for FY 2010.

The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: \$300,000 - \$380,000.

Estimated Average Size of Awards: \$335,000 per year.

Estimated Number of Awards: 15.

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

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: An institution of higher education or consortia of institutions of higher education.

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: Cynthia Dudzinski, U.S. Department of Education, 1990 K Street, NW., room 6077, Washington, DC 20006-8521. Telephone: (202) 502-7589 or by e-mail: cynthia.dudzinski@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 may obtain a copy of the application package in an alternative format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

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 narrative

to the equivalent of no more than 50 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.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions. However, you may single space all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract, the resumes, the timeline of project activities, the letters of support, or the appendices. However, the page limit does apply to all of the application narrative section.

We will reject your application if you exceed the page limit; or if you apply standards other than those listed above.

3. Submission Dates and Times:

Applications Available: INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER

Deadline for Transmittal of Applications: INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER.

Applications for grants under this competition must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system. For information (including dates and times) about how to submit your application electronically or by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements

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 of 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 of this notice.

6. Other Submission Requirements: Applications for grants under this competition 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 Language Resource Centers program CFDA Number 84.229A must be submitted electronically using e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: <http://e-grants.ed.gov>.

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.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The e-Application system will not accept an application for this program [competition] after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time, for maintenance. Any

modifications to these hours are posted on the e-Grants Web site.

- 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 the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified above or submit a password protected file, we will not review that material.

- Your electronic application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the ED 424 to the Application Control Center after following these steps:

- (1) Print ED 424 from e-Application.

- (2) The applicant's Authorizing Representative must sign this form.

- (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the ED 424.

- (4) Fax the signed ED 424 to the Application Control Center at (202) 245-6272.

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

Application Deadline Date Extension in Case of e-Application

System Unavailability: If you are prevented from electronically submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

- (1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If the system is down and therefore the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of the Department's e-Application 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 e-Application system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Department's e-Application 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: Cynthia Dudzinski, U.S. Department of Education, 1990 K Street, NW., room 6077, 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 following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.229A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

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

- (1) A legibly dated U.S. Postal Service postmark,
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,
- (3) A dated shipping label, invoice, or receipt from a commercial carrier, or
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S.

Postal Service.

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.229A)
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 4 of the ED 424 the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

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

V. Application Review Information

Selection Criteria: The selection criteria for this program are from 34 CFR sections 655.31 and 669.21 are as follows:

Plan of Operation (15 points); Quality of Key Personnel (10 points); Adequacy of Resources (5 points); Need and Potential Impact (20 points); Likelihood of Achieving Results (10 points); Description of Final Form of Results (10 points); Evaluation Plan (20 points); Budget and Cost Effectiveness (10 points); and Priorities, if applicable (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 of this notice.

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

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary in 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).

You are required to use the International Resource

Information System (IRIS) electronic reporting system to submit annual and final performance reports. You can view the LRC program performance report screens at the following site: <http://iris.ed.gov/iris/pdfs/LRC.pdf>.

4. Performance Measures: The performance measures for evaluating the overall effectiveness of the Language Resource Centers program are: number of outreach activities that are adopted or disseminated within a year divided by the total number of LRC outreach activities conducted in the current reporting period; percentage of LRC projects judged to be successful by the program officer, based on a review of information provided in annual performance reports; and, cost per high quality, successfully completed LRC project.

VII. Agency Contact

For Further Information Contact: Cynthia Dudzinski, U.S. Department of Education, 1990 K Street, NW., room 6077, Washington, DC 20006-8521. Telephone: (202) 502-7589 or by e-mail: cynthia.dudzinski@ed.gov.

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

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible 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 of 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.

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.

Delegation of Authority: The Secretary of Education has delegated authority to Daniel T. Madzelan, Director, Forecasting and Policy Analysis for the Office of Postsecondary Education, to perform the functions and duties of the Assistant Secretary for Postsecondary Education.

Dated:

Daniel T. Madzelan,
Director,
Forecasting and Policy Analysis.

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. 603. LANGUAGE RESOURCE CENTERS.

(a) LANGUAGE RESOURCE CENTERS AUTHORIZED- The Secretary is authorized to make grants to and enter into contracts with institutions of higher education, or combinations of such institutions, for the purpose of establishing, strengthening, and operating a small number of national language resource and training centers, which shall serve as resources to improve the capacity to teach and learn foreign languages effectively.

(b) AUTHORIZED ACTIVITIES- The activities carried out by the centers described in subsection (a)--

(1) shall include effective dissemination efforts, whenever appropriate; and

(2) may include--

(A) the conduct and dissemination of research on new and improved teaching methods, including the use of advanced educational technology;

(B) the development and dissemination of new teaching materials reflecting the use of such research in effective teaching strategies;

(C) the development, application, and dissemination of performance testing appropriate to an educational setting for use as a standard and comparable measurement of skill levels in all languages;

(D) the training of teachers in the administration and interpretation of performance tests, the use of effective teaching strategies, and the use of new technologies;

(E) a significant focus on the teaching and learning needs of the less commonly taught languages, including an assessment of the strategic needs of the United States, the determination of ways to meet those needs nationally, and the publication and dissemination of instructional materials in the less commonly taught languages;

(F) the development and dissemination of materials designed to serve as a resource for foreign language teachers at the elementary and secondary school levels; and

(G) the operation of intensive summer language institutes to train advanced foreign language students, to provide professional development, and to improve language instruction through preservice and inservice language training for teachers.

(c) CONDITIONS FOR GRANTS- Grants under this section shall be made on such conditions as the Secretary determines to be necessary to carry out the provisions of this section.

TITLE VI—INTERNATIONAL EDUCATION PROGRAMS

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

Section 601 (20 U.S.C. 1121) is amended—

(1) in the section heading, by striking “**AND PURPOSES**” and inserting “**; PURPOSES; CONSULTATION; SURVEY**”;

(2) in subsection (a)(3), by striking “post-Cold War”;

(3) in subsection (b)(1)(D), by inserting “, including through linkages with overseas institutions” before the semicolon; and

(4) by adding at the end the following:

“(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. 603. LANGUAGE RESOURCE CENTERS.

Section 603(c) (20 U.S.C. 1123(c)) is amended by inserting “reflect the purposes of this part and” after “shall”.

PART 655—INTERNATIONAL EDUCATION PROGRAMS—GENERAL PROVISIONS

Subpart A—General

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

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

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

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

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

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

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

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

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

Authority: 20 U.S.C 1121–1130b, unless otherwise noted.

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

Subpart A—General

§ 655.1 Which programs do these regulations govern?

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

- (a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);
- (b) The Language Resource Centers Program (section 603);
- (c) The Undergraduate International Studies and Foreign Language Program (section 604);
- (d) The International Research and Studies Program (section 605); and
- (e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121–1130b)

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

§ 655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
 - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) 34 CFR part 75 (Direct Grant Programs).
 - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).
 - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
 - (5) 34 CFR part 82 (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 655; and
- (c) As appropriate, the regulations in—
 - (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
 - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);

- (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
- (4) 34 CFR part 660 (International Research and Studies Program);
- (5) 34 CFR part 661 (Business and International Education Program); and
- (6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121–1127; 1221e–3)
 [47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

§ 655.4 What definitions apply to the International Education Programs?

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

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

(Authority: 20 U.S.C. 1121–1127)

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

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

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

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

(Authority: 20 U.S.C. 1121–1127, and 1141)
 [47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

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

§ 655.10 What kinds of projects does the Secretary assist?

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

(Authority: 20 U.S.C. 1121–1127)

[74 FR 35072, July 17, 2009]

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

§ 655.30 How does the Secretary evaluate an application?

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

- (a) The general criteria in §655.31; and
- (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121–1127)

[64 FR 7739, Feb. 16, 1999]

§ 655.31 What general selection criteria does the Secretary use?

(a) *Plan of operation.*

- (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.
- (2) The Secretary looks for information that shows—
 - (i) High quality in the design of the project;
 - (ii) An effective plan of management that ensures proper and efficient administration of the project;
 - (iii) A clear description of how the objectives of the project relate to the purpose of the program;
 - (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
 - (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—
 - (A) Members of racial or ethnic minority groups;
 - (B) Women; and
 - (C) Handicapped persons.

(b) *Quality of key personnel.*

- (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.
- (2) The Secretary looks for information that shows—
 - (i) The qualifications of the project director (if one is to be used);
 - (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
 - (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
- (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(c) *Budget and cost effectiveness.*

- (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
- (2) The Secretary looks for information that shows—
 - (i) The budget for the project is adequate to support the project activities; and
 - (ii) Costs are reasonable in relation to the objectives of the project.

(d) *Evaluation plan.*

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

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

(e) *Adequacy of resources.*

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

(2) The Secretary looks for information that shows—

(i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121–1127)

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

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

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

[58 FR 32575, June 10, 1993]

[Code of Federal Regulations]
[Title 34, Volume 3]
[Revised as of July 1, 2008]
[CITE: 34CFR669]

TITLE 34--EDUCATION

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

PART 669—LANGUAGE RESOURCE CENTERS PROGRAM

Subpart A—General

[§ 669.1 What is the Language Resource Centers Program?](#)

[§ 669.2 Who is eligible to receive assistance under this program?](#)

[§ 669.3 What activities may the Secretary fund?](#)

[§ 669.4 What regulations apply?](#)

[§ 669.5 What definitions apply?](#)

Subpart B [Reserved]

Subpart C—How Does the Secretary Make a Grant?

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

[§ 669.21 What selection criteria does the Secretary use?](#)

[§ 669.22 What priorities may the Secretary establish?](#)

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

[§ 669.30 What are allowable equipment costs?](#)

Authority: 20 U.S.C. 1123, unless otherwise noted.

Source: 55 FR 2773, Jan. 26, 1990, unless otherwise noted.

Subpart A—General

§ 669.1 What is the Language Resource Centers Program?

The Language Resource Centers Program makes awards, through grants or contracts, for the purpose of establishing, strengthening, and operating centers that serve as resources for improving the nation's capacity for teaching and learning foreign languages effectively.

(Authority: 20 U.S.C. 1123)

§ 669.2 Who is eligible to receive assistance under this program?

An institution of higher education or a combination of institutions of higher education is eligible to receive an award under this part.

(Authority: 20 U.S.C. 1123)

§ 669.3 What activities may the Secretary fund?

Centers funded under this part must carry out activities to improve the teaching and learning of foreign languages. These activities must include effective dissemination efforts, whenever appropriate, and may include—

- (a) The conduct and dissemination of research on new and improved methods for teaching foreign languages, including the use of advanced educational technology;
- (b) The development and dissemination of new materials for teaching foreign languages, to reflect the results of research on effective teaching strategies;
- (c) The development, application, and dissemination of performance testing that is appropriate for use in an educational setting to be used as a standard and comparable measurement of skill levels in foreign languages;
- (d) The training of teachers in the administration and interpretation of foreign language performance tests, the use of effective teaching strategies, and the use of new technologies;
- (e) A significant focus on the teaching and learning needs of the less commonly taught languages, including an assessment of the strategic needs of the United States, the determination of ways to meet those needs nationally, and the publication and dissemination of instructional materials in the less commonly taught languages;
- (f) The development and dissemination of materials designed to serve as a resource for foreign language teachers at the elementary and secondary school levels; and
- (g) The operation of intensive summer language institutes to train advanced foreign language students, to provide professional development, and to improve language instruction through preservice and inservice language training for teachers.

(Authority: 20 U.S.C. 1123)

[64 FR 7741, Feb. 16, 1999]

§ 669.4 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 669.

(Authority: 20 U.S.C. 1123)

[58 FR 32577, June 10, 1993]

§ 669.5 What definitions apply?

The following definitions apply to this part:

- (a) The definitions in 34 CFR 655.4.
- (b) “Language Resource Center” means a coordinated concentration of educational research and training resources for improving the nation’s capacity to teach and learn foreign languages.

(Authority: 20 U.S.C. 1123)

Subpart B [Reserved]

Subpart C—How Does the Secretary Make a Grant?

§ 669.20 How does the Secretary evaluate an application?

The Secretary evaluates an application for an award on the basis of the criteria contained in §§669.21 and 669.22. 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. 1123)

[70 FR 13377, Mar. 21, 2005]

§ 669.21 What selection criteria does the Secretary use?

The Secretary evaluates an application on the basis of the criteria in this section.

(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))

(f) *Need and potential impact.* The Secretary reviews each application to determine—

(1) The extent to which the proposed materials or activities are needed in the foreign languages on which the project focuses;

(2) The extent to which the proposed materials may be used throughout the United States; and

(3) The extent to which the proposed work or activity may contribute significantly to strengthening, expanding, or improving programs of foreign language study in the United States.

(g) *Likelihood of achieving results.* The Secretary reviews each application to determine—

(1) The quality of the outlined methods and procedures for preparing the materials; and

(2) The extent to which plans for carrying out activities are practicable and can be expected to produce the anticipated results.

(h) *Description of final form of results.* The Secretary reviews each application to determine the degree of specificity and the appropriateness of the description of the expected results from the project.

(i) *Priorities.* If, under the provisions of §669.22, the application notice specifies priorities for this program, the Secretary determines the degrees to which the priorities are served.

(Approved by the Office of Management and Budget under control number 1840–0608)

(Authority: 20 U.S.C. 1123)

[55 FR 2773, Jan. 26, 1990, as amended at 58 FR 32577, June 10, 1993; 70 FR 13377, Mar. 21, 2005]

§ 669.22 What priorities may the Secretary establish?

(a) The Secretary may each year select funding priorities from among the following:

(1) Categories of allowable activities described in §669.3.

(2) Specific foreign languages for study or materials development.

(3) Levels of education, for example, elementary, secondary, postsecondary, or teacher education.

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

(Authority: 20 U.S.C. 1123)

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

§ 669.30 What are allowable equipment costs?

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

(Authority: 20 U.S.C. 1123)

FREQUENTLY ASKED QUESTIONS

Q: Our center has received an LRC grant in the past. Is it appropriate to refer to this in our application?

A: Yes, however, International Education Programs Service (IEPS) strongly suggests that you refrain from referring to your proposal as an application for "renewal" of your grant. A new competition for grant awards is held every four years. In selecting applications for funding, no preference is given to applicants who have received LRC grants in the past.

Q: What techniques does the U.S. Department of Education (US/ED) consider helpful for presenting the application narrative and other important information?

A: In presenting the application narrative (your responses to the selection criteria), we encourage you to follow the order of the selection criteria as listed in the "Instructions for the Project Narrative" section in the application booklet. Additional useful techniques include – using cross-references in the budget and appendices, providing an acronyms list, and using tables and graphs to present information effectively.

Q: What criteria do the reviewers use when scoring an application?

A: Three peer reviewers score each application using the selection criteria in 34 CFR 655.31 and 669.21. The selection criteria are explained further in the section, "Instructions for the Project Narrative." The peer reviewers will evaluate each application using the specific guidelines, the program statute and regulations, as well as any priorities as indicated in the application. The review panels provide written comments and scores to support their judgments about the quality, significance, and impact of the proposed project.

Q: What happens to my application if US/ED finds it to be ineligible?

A: It is not evaluated. Section 75.216 of EDGAR prohibits US/ED from evaluating an application if it does not meet the program eligibility criteria or does not otherwise comply with application requirements. If ineligible, a copy of the application is returned to the applicant with a letter explaining why it was not evaluated.

Q: Should references, footnotes, endnotes, or the bibliography be included in the narrative? How long should they be?

A: References, footnotes, endnotes and the bibliography will certainly strengthen an application. However, they will be considered part of the application narrative, and subject to the page limit restrictions. Please check the Closing Date Notice for more information regarding the narrative page limit.

Q: Do the provisions of the "Fly America Act" apply to this program?

A: Yes. International travel budget estimates ought to be based on jet economy high season rates on U.S. Flag carriers where available.

Q: How will funding continuation decisions be made?

A: Annual performance reports will be submitted in lieu of formal continuation requests. Continuation funding will be contingent upon demonstration of substantial progress toward the completion of the project activities in the annual performance report. Instructions for completing performance reports will be forwarded to successful grantees shortly after the grant awards have been determined.

Q: If an applicant experiences technical difficulties or has questions regarding the e-Application system, whom does he or she contact for assistance?

A: Contact the e-Grants Help Desk at 1-888-336-8930. US/ED program officers are not able to answer technical questions about e-Application.

Q: When will selections be announced?

A: The awards are scheduled to be announced in June.

Q: If an applicant has programmatic questions, whom should he or she contact?

A: He or she should contact US/ED program officer Cynthia Dudzinski at cynthia.dudzinski@ed.gov or via telephone (202) 502-7589.

SUPPLEMENTAL APPLICATION INSTRUCTIONS

ABSTRACT & PROJECT NARRATIVE:

- Provide an abstract of no more than one page describing your program's background, resources, goals, purpose, intended audiences and any special features. Please attach this document under "Abstract Attachment"
- The project narrative must be limited to **50 pages** and should adhere to the following format:

A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions; however, you may single space all text in charts, tables, figures, and graphs.

Applicants may **only** use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. **An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.** Applicants must use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract, the resumes, the timeline of project activities, the letters of support, or the appendices. However, the page limit does apply to all of the application narrative section.

- Before preparing the Program Narrative, applicants should also 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, please construct the narrative in the order of the selection criteria provided below. Be sure to address the components in each of the categories, as the reviewers will be using these guidelines to score the applications.

1. PLAN OF OPERATION (15 points)

Does the application demonstrate –

- a. High quality in the design of the project?
- b. An effective plan of management that ensures proper and efficient administration of the project?
- c. A clear description of how the objectives of the project relate to the purpose of the program?
- d. The way the applicant plans to use its resources and personnel to achieve each objective?
- e. 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—
 - i. Members of racial or ethnic minority groups;
 - ii. Women;
 - iii. Handicapped persons

2. QUALITY OF KEY PERSONNEL (10 points)

Does the application demonstrate the quality of the key personnel the applicant plans to use on the project?

- a. What are the qualifications of the project director (if one is to be used)?
- b. What are the qualifications of each of the other key personnel to be used in the project?
 - i. In the case of faculty – what are the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students?
- c. How much time does each of the mentioned key personnel plan to commit to the project?
- d. To what extent does the applicant, as part of its nondiscriminatory employment practices, encourage 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?
- e. Do the qualifications of the proposed key personnel include evidence of past experience and training in fields related to the objectives of the project, as well as other information that the applicant provides?

3. ADEQUACY OF RESOURCES (5 points)

Does the application demonstrate that the applicant plans to devote adequate resources to the project?

- a. Other than libraries, are the facilities that the applicant plans to use adequate (language laboratories, museums, etc.)?
- b. Are the equipment and supplies that the applicant plans to use adequate?

4. NEED AND POTENTIAL IMPACT (20 points)

- a. To what extent are the proposed materials or activities needed in the foreign language(s) on which the project focuses?

- b. To what extent may the proposed materials be used throughout the United States?
 - c. To what extent may the proposed work or activity contribute significantly to strengthening, expanding, or improving programs of foreign language study in the United States?
5. **LIKELIHOOD OF ACHIEVING RESULTS (10 points)**
- a. What is the quality of the outlined methods and procedures for preparing the materials?
 - b. To what extent are the plans for carrying out activities practicable, and can they be expected to produce the anticipated results?
6. **DESCRIPTION OF FINAL FORM OF RESULTS (10 points)**
- a. What is the degree of specificity and the appropriateness of the description of the expected results from the project?
7. **EVALUATION PLAN (20 points)**
- a. What is the quality of the evaluation plan for the project?
 - b. Does the plan have methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable?
8. **BUDGET AND COST EFFECTIVENESS (10 points)**
- a. Is the budget for the project adequate to support the project activities?
 - b. Are costs reasonable in relation to the objectives of the project?
9. **PRIORITIES – if applicable (5 points)**

BUDGET:

- In addition to the forms provided, applications must include detailed line-item budgets for each year of the grant.
- Cross references, including references to the narrative and appendices, may be used when relevant.
- Equipment costs may not exceed 15% of the grant amount.
- No cost-sharing is required. **Applicants are not required to fill out Section B of the ED 524 form, but if they do, and cite institutional commitment, then the grantee and its host institution will be held to that commitment.**
- Indirect costs may not exceed 8% of the total direct costs.

APPENDICES TO BE INCLUDED (must be submitted as ONE document):

- The curricula vitae of key personnel and professional staff directly involved in the applicant's program

- A timeline of project activities that demonstrate the development of project activities throughout the duration of the grant
 - The timeline reflects all proposed program development activities to be funded during the four-year grant period. The timeline represents activities that contribute to strengthening of the overall program. The timeline must not exceed four pages.
 - Cross-reference pages in the narrative, when appropriate. Identify activities that are new, continuing, or ending during the four-year cycle. Demonstrate how costs will be picked up by the institution(s). Use color or shading to illustrate program development, cost sharing, and other strategies for institutionalizing the activities. If colors are used please ensure that all copies have color.
 - If applying as a consortium, clearly identify the institutions conducting the activity(ies).

- Letters of support
- A table of objectives that will guide project activities for the FY 2010-2013 performance period:
 - IEPS is requesting these objectives to assist with our review of the performance reports that you will be submitting in IRIS. In addition to the status information and data that you report, the objectives will provide a helpful context for assessing progress.
 - Helpful hints for developing objectives:
 - Objectives must be clear.
 - Objectives should not have too many parameters.
 - Objectives should define the outcome (effect or benefit) to be realized.
 - Objectives should be time-phased and measurable

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 Language Resource Center program?

Language Resource Centers (LRCs) provide grants for establishing, strengthening, and operating centers that serve as resources for improving the nation's capacity for teaching and learning foreign languages through teacher training, research, materials development, and dissemination projects.

LRC Performance Measures:

- a. Number of outreach activities that are adopted or disseminated within a year, divided by the total number of LRC outreach activities conducted in the current reporting period

- b. Percentage of Language Resource Centers projects judged to be successful by the program officer, based on a review of information provided in annual performance
- c. Efficiency measure: cost per high-quality, successfully-completed Language Resource Centers project.

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.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

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 (This is required for all applications—unless the applicant secures an official exception—see Closing Date Notice Section IV Item 7.b)

You must submit your grant application through the Internet using the software provided on the e-Applications Web site (<http://e-grants.ed.gov>) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via Department’s e-Application system, you will receive an automatic acknowledgement when we receive your application.

For more information on using e-Applications, please refer to the “Notice Inviting Applications” that was published in the Federal Register or visit <http://e-grants.ed.gov>.

Applications Delivered by Mail (Electronic submission is required for all applications—unless the applicant secures an official exception)

This is allowed—only when you have secured an official exception from the electronic submission requirements [see Closing Date Notice Section IV Item 7.b for more details].

Submission of Paper Applications by Mail:

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, 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 *[fill in number, including suffix letter, if any]*)
LBJ Basement Level 1
400 Maryland Avenue, SW

Washington, DC 20202-4260

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.

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 *[fill in number, including suffix letter, if any]*)
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 4:30:00 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.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is 1840-XXXX. The time required to complete this information collection is estimated to average 80 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** International Education and Graduate Programs Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5331.

Applicant Checklist

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

- ___ Application for Federal Assistance (SF424)
 - Be sure that the institution's correct DUNS number is entered on form SF 424 (item 8c on the SF 424 form)
 - Include the original signature of the applicant's authorizing official
- ___ Department of Education Supplemental Information for SF424
- ___ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)
 - Indirect cost rate information is provided in the comment section of ED524
 - ED 524 B is optional – it is not required (see “Supplemental Application Instructions” section for more information)
- ___ Detailed line-item budgets (costs and descriptions) for each year of the grant
- ___ Abstract (1 page)
- ___ Project Narrative
- Note: Have you addressed all application requirements including selection criteria, priorities, and recent regulatory changes to the program?
- ___ Budget Narrative
- ___ Assurances and Certifications
 - ___ Assurances for Non-Construction Programs (SF424B)
 - ___ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
 - ___ Certification Regarding Lobbying (ED 80-0013)
 - ___ Survey on Ensuring Equal Opportunity for Applicants (if applicable for this program; refer to instructions)
- ___ Appendices (4): Curricula Vitae, Timeline, Letters of Support, Table of Objectives