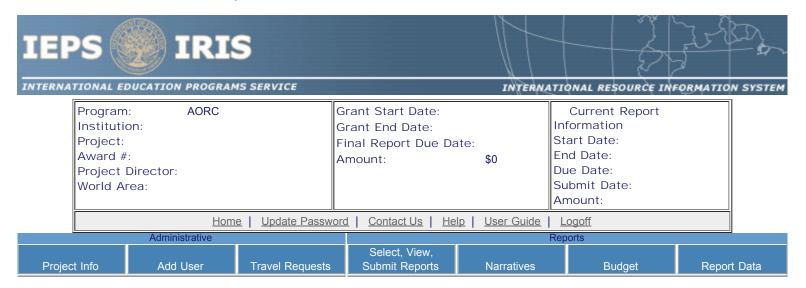
# AMERICAN OVERSEAS RESEARCH CENTERS (AORC)

CFDA NUMBER: 84.274A

IEPS REPORTING SYSTEM PROPOSED SCREENS



Please change your password to something other than your award number.

# **Update Password**

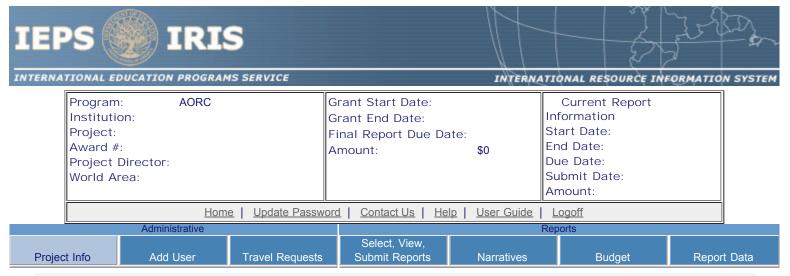
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

Current password:

New password:

Confirm password:

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# **Project Information**

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

and subject areas	s relevant to your project.
* Required fields Name: Title:	
Street:	*
Street 2:	
City:	*
State:	District of Columbia
Postal code:	
Phone:	*
Fax:	
Email: Web address:	
Home institution: Project title:	*
World area:	* South Asia
Program officer:	()
	■ Abstract
	Cut and paste your abstract from your application into the box below.  (Limit 4,000 characters and spaces)

Subject Areas \*

Please select no more than 15 items.

(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply

Area Studies

Assessment and Testing

Collaboration

Dissemination

Dissertation Research

Distance Learning

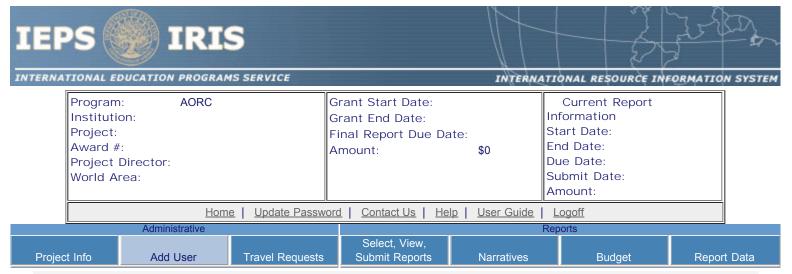
Evaluation

Foreign Language Across The Curriculum

Foreign Language Programs (Domestic)

Foreign Language Programs (Overseas)

<u>Home</u> | <u>Update Password</u> | <u>Contact Us</u> | <u>Help</u> | <u>User Guide</u> | <u>Logoff</u>



#### Additional Users

To add a user with permission to edit reports for this project, click the add a user button. The system will email login information to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IEPS staff may not add or delete users from IRIS.

To update a user, click the Update link under Action To remove a user, click the Delete link under Action

Action	Name	Email	Title
Update   Delete			

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#### Add a User

\* Required fields

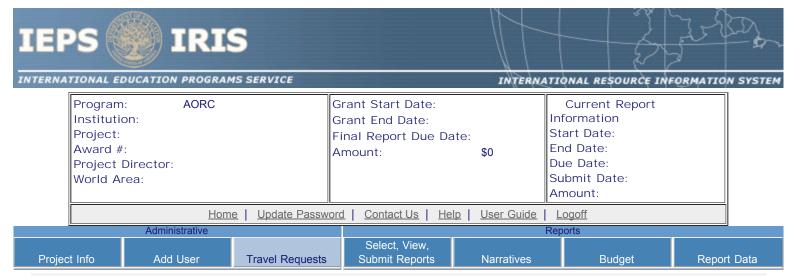
User name:

First name Last name

Email: \*

Title \* Select one

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# International Travel Approval Request

Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.

- To add a TAR, click the "Add a Travel Approval Request" button.
- · Your TARs are listed below.
- To view or edit a TAR, click "Update."
- To remove a TAR, click "Delete."
- After entering a TAR, click the "Submit to IEPS" button at the bottom of the page to submit it to IEPS.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Once the TAR has been approved by IEPS, it can be updated and resubmitted to IEPS for your program officer to reapprove.
- Note: If no grant funding was used to support travel from the U.S., do not create a TAR.

The TAR must be submitted to IEPS at least 30 days prior to the traveler's departure.

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
		<u> </u>	Home   Update Passwo	ord   Contact Us   He	elp   User Guid	de   Logoff		
	International Education Programs Service U.S. Department of Education Office of Postsecondary Education 1990 K Street, N.W., Washington, DC 20006-8521 Phone: (202) 502-7700							

# International Travel Approval Request - Submit 30 days in advance of travel

Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.

#### \* Required fields

Participant name:

Type of participant: \* Select one

Required for Student selection: Did the Program Officer approve the Student's Overseas

Program Request? Yes No

Purpose of travel: \* Select one

Travel Justification: \* (limit 2,000 characters)

Provide travel justification that is directly related to the approved project scope. Indicate whether this funding was in the approved budget.

Discipline / Field: Select

Country(ies): \* Select one

Select one
Select one

Select one

Title VI AORC funds expended for travel: \* \$ Max \$1,000

Which FY funds are being used: \* 2007

Explanation of Title VI AORC funds expended: (limit 2,000 characters)

Provide a detailed itemization of Title VI AORC funds to be expended, e.g., lodging, per diem, travel.

Departure date: \* (mm/dd/yyyy)

IEPS - International Resource Information System (IRIS) Return date: (mm/dd/yyyy) Comments: (limit 1,000 characters) Participant's Departure Itinerary (Required for international travel) Please include connecting flights. Departure Date From State **Arrival Date** Airline and Flight (mm/dd/yyyy) From City or Country (mm/dd/yyyy) To City To State or Country Number Participant's Return Itinerary Departure Date From State **Arrival Date** Airline and Flight

(mm/dd/yyyy) From City or Country (mm/dd/yyyy) To City To State or Country Number

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International Education Programs Service U.S. Department of Education Office of Postsecondary Education 1990 K Street, N.W., Washington, DC 20006-8521

Phone: (202) 502-7700

## Report Schedule

Information on the reports for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.
- To view or submit a report, click the "View / Submit Report" button.
- · After viewing the report, project directors may click the "Submit Report" button to submit it to IEPS.
- To begin entering your report data now, click the "Select Report" option for your fall report and click the "Enter Report Information" button.
- You may also view reports from previous grants for your program, institution, and world area.

This column lists the screens for each report. Links are only available for the current report.

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Status
	Spring Year 1 (Narratives/Budget)	2007	04/01/2008	10/01/2007	03/01/2008	\$60,511		Current Report Screens for this report Objectives and Accomplishments Collaboration Activities Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 1 (Report Data/Budget)	2007	11/30/2008	10/01/2007	09/30/2008	\$0		Center Information Center Contacts Researcher Profiles Center Activities/Services Publications Sources of U.S. Funding Budget
	Spring Year 2 (Narratives/Budget)	2008	04/01/2009	10/01/2008	03/01/2009	\$77,504		Objectives and Accomplishments Collaboration Activities Adjustments to Project Exemplary Activities Evaluation Priorities Budget

Fall Year 2 (Report Data/Budget)	2008	11/30/2009	10/01/2008	09/30/2009	\$0	Center Information Center Contacts Researcher Profiles Center Activities/Services Publications Sources of U.S. Funding Budget
Spring Year 3 (Narratives/Budget)	2009	04/01/2010	10/01/2009	03/01/2010	\$77,504	Objectives and Accomplishments Collaboration Activities Adjustments to Project Exemplary Activities Evaluation Priorities Budget
Fall Year 3 (Report Data/Budget)	2009	11/30/2010	10/01/2009	09/30/2010	\$0	Center Information Center Contacts Researcher Profiles Center Activities/Services Publications Sources of U.S. Funding Budget
Final Year 4 (Narratives/Budget/Report Data)	2010	12/29/2011	10/01/2010	09/30/2011	\$0	Objectives and Accomplishments Collaboration Activities Adjustments to Project Exemplary Activities Center Information Evaluation Priorities Center Contacts Researcher Profiles Center Activities/Services Publications Sources of U.S. Funding Budget

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### **Time Extension**

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IEPS about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

\*Please provide a justification for the one-time time extension.

Co	Comments: (limit 1,500 characters and spaces)	

\*Enter the amount of funds to be used during the time extension

\$ 0

\*Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Submit Request

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U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700



# Objectives and Accomplishments

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

#### Required field

(limit 5,000 characters and spaces)

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#### Collaboration Activities

Describe collaboration activities conducted with other Title VI or Fulbright-Hays program grantees during the current reporting period. Elaborate on the purpose of the activity, the impact on the constituents, and why it was an effective collaboration.

#### Required field

(limit 4,000 characters and spaces)

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# Adjustments to Project

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

#### Required field

(limit 5,000 characters and spaces)

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# Exemplary Activities (2)

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

#### Required field

(limit 5,000 characters and spaces)

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#### Evaluation

Describe project-related evaluation activities that have taken place during the current reporting period.

#### Required field

(limit 5,000 characters and spaces)

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents.)

no file selected

no file selected

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#### Priorities

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click <u>here.</u>

#### Required field

(limit 4,000 characters and spaces)

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AORC Priorities for 2007 - 2010

#### **Invitational Priority 1**

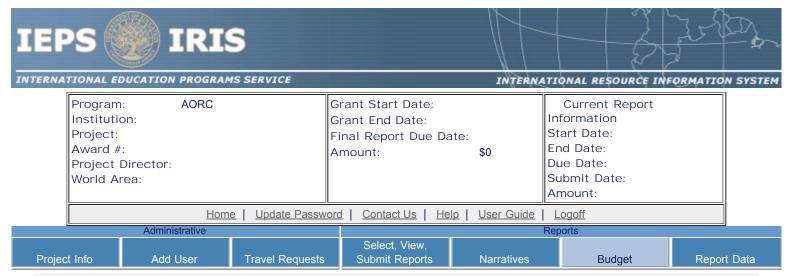
Projects that propose to establish new or to maintain existing overseas immersion language study programs to enhance advanced language training to students, faculty, and postgraduate researchers.

#### **Invitational Priority 2**

Applications that propose to establish new or to maintain existing centers in countries where the following critical languages are spoken: Arabic, Chinese, Japanese, Korean, and Russian, as well as the Indic, Iranian, and Turkic language families.

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U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700



# Spring Budget

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 10/01/2007 through 03/01/2008. Totals will be automatically calculated.

#### \* Required fields

Budget Category	Title VI AORC Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Fall / Final	\$
Total Direct Costs	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$
Total Budget	\$

Comments: (limit 1,000 characters and spaces)

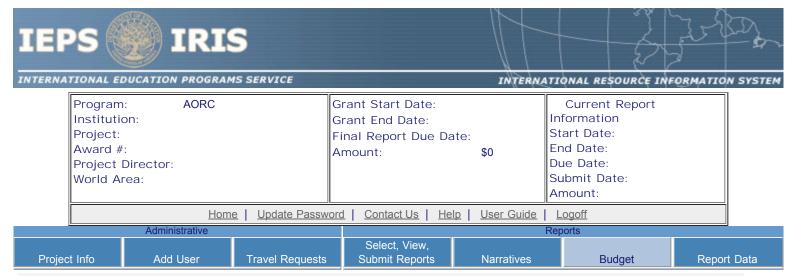
Budget attachment: \* Excel spreadsheet only. Attach a spreadsheet with the proposed budget for the next one year budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ \* ? " < > |).

#### no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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# Fall Budget

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 03/01/2008 through 09/30/2008. Totals will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Budget Category	Title VI AORC Funds Reported on the Spring Report	Matching Funds Reported on the Spring Report	Title VI AORC Funds Spent in the Spring Reporting Period (10/01/2007-03/01/2008)	Matching Funds Spent in the Spring Reporting Period	Title VI AORC Funds Spent in the Current Reporting Period (03/01/2008-09/30/2008)	Matching Funds Spent in the Current Reporting Period	Total Title VI AORC Funds Spent	Total Matching Funds
Personnel	\$0	\$0	\$	\$	\$	\$	\$	\$
Fringe Benefits	\$0	\$0	\$	\$	\$	\$	\$	\$
Travel	\$0	\$0	\$	\$	\$	\$	\$	\$
Equipment	\$0	\$0	\$	\$	\$	\$	\$	\$
Supplies	\$0	\$0	\$	\$	\$	\$	\$	\$
Contractual	\$0	\$0	\$	\$	\$	\$	\$	\$
Other	\$0	\$0	\$	\$	\$	\$	\$	\$
Total Direct Costs	\$0	\$0	\$	\$	\$	\$	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$0	\$0	\$	\$	\$	\$	\$	\$
Training Stipends	\$0	\$0	\$	\$	\$	\$	\$	\$
Total Budget	\$0	\$0	\$	\$ %	\$	\$ %	\$ %	\$ %
Carryover							\$	

IEPS - International Resource Information System (IRIS)

Comments: (limit 1,000 characters and spaces)

Budget attachment: \* Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: -: / \ \* ? " < > |).

#### no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700

# Spring Budget

For each category, enter the amount of Title VI AORC funds and matching funds expended during the current reporting period. Report on expenditures from 10/01/2008 through 03/01/2009. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project.

	Amount carried over from previous fiscal year:	\$
--	--	----

Budget Category	Title VI AORC Funds Spent in the Current Reporting Period	Matching Funds Spent in the Current Reporting Period
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$	\$
Training Stipends	\$	\$
Total Budget	\$	\$
Total Budgot	%	%
Amount of carryover Expended	\$	
Total funds expended	\$	
Amount to be carried over to next year	\$	

I II

Comments: (limit 1,000 characters and spaces)

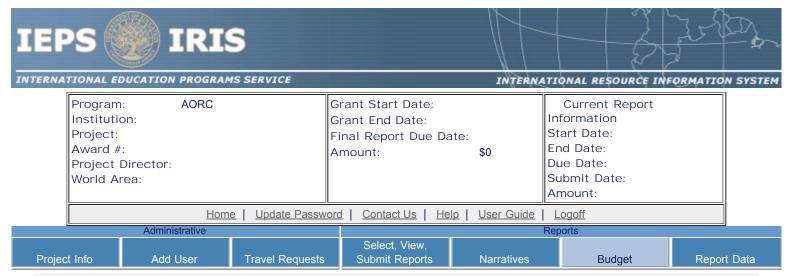
Budget attachment: \* Excel spreadsheet only. Attach a spreadsheet with the proposed budget for the next one year budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: -: / \ \* ? " < > |).

#### no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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# Final Budget

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated.

#### \* Required fields

Budget Category	Title VI AORC Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Fall / Final	\$
Total Direct Costs	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$
Total Budget	\$

Comments: (limit 1,000 characters and spaces)

Budget attachment: \* Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ \* ? " < > |).

#### no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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#### Center Information

Select the institutional members, countries, and languages that are relevant to the Center.

#### \* Required fields

Center Members

(Any institutions already selected are displayed first.)

Institution(s):

\* Select all that apply

Abilene Christian University

Abraham Baldwin Agricultural College

Adams State College Adelphi University

Adler School of Professional Psychology

Adrian College Agnes Scott College Aims Community College Air Force Institute of Technology

Alamo Community College District Central Office

Albany State University Albertson College of Idaho

Albion College Albright College

(Albuque Technical Vocational Institute wey and click)

Other:

(limit 500 characters and spaces)

Countries

Primary: \* Select one

(Any countries already selected are displayed first.)

Additional country(ies): Select all that apply

Afghanistan Albania Algeria

American Samoa

Andorra Angola Anguilla

Antiqua and Rarhuda

Select all that apply

Afghanistan

Albania Algeria

American Samoa

Andorra Angola Anguilla

Antigua and Barbuda

Argentina

(16 mania selections, hold down the "ctrl" or "apple" key and click)

Languages

Primary: Select one

(Any languages already selected are displayed first.)

Additional language(s): Select all that apply

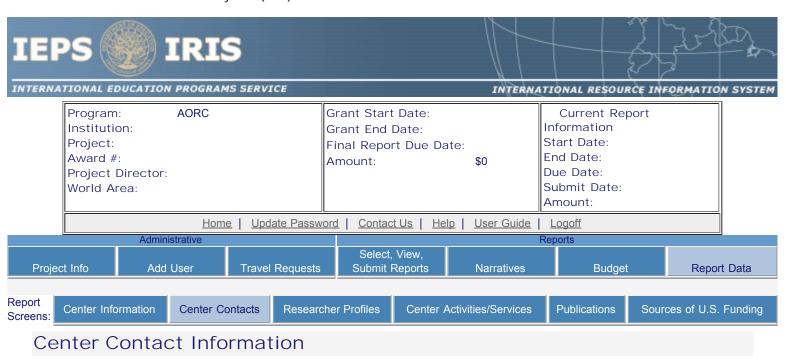
Abron

Achinese (Achenese)

Acholi Afar Afrikaans Aja-Gbe Akan Akkadian Albanian Allemannisch Alsatian Alur Amharic Anang

(fon Militiple selections, hold down the "ctrl" or "apple" key and click)

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Enter the contact information for the U.S.-based office and for the overseas Center.

#### \* Required fields

Center name: \*

Email: \*

Web site:

#### U.S. Contact Information

Street: \*

City: \*

State: \* Select one

Zip code: \*

Phone: \*

Fax:

#### Overseas Contact Information

Street: \*

City: \*

Region:

Country: \* Select one

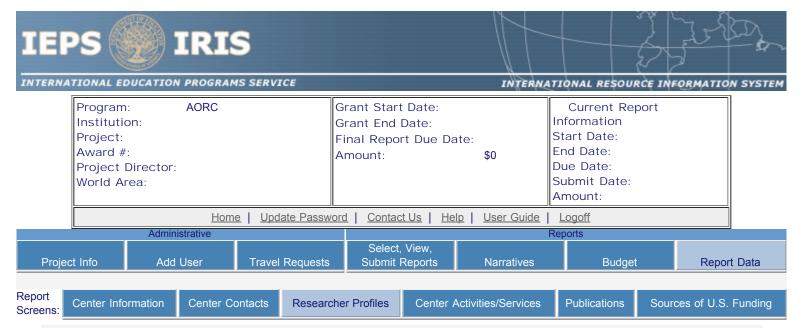
Postal code:

Phone: \*

Fax:

Comments: (limit 1,000 characters and spaces)

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#### Researcher Profiles

Create a record for each U.S. researcher, visiting U.S. scholar, or U.S. faculty member assisted by the Center during the current reporting period. Below is a list of the researchers. To view or edit a record, click "Update." To remove a record, click "Delete."

Action Name U.S. Institution

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#### Researcher Profiles

Enter the following information for each U.S. researcher, visiting U.S. scholar, or U.S. faculty member assisted by the Center during the current reporting period.

#### \* Required fields

Researcher name:

First name Last name

Researcher type: Select one

Academic status: Select one

Discipline(s): Select one

Select one

U.S. institution or affiliation: Select one

Other:

(If institution is not in the dropdown)

Overseas activity or research:

(limit 2,000 characters and spaces)

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#### Center Activities and Facilitative Services

For the current reporting period, indicate the number of U.S. administrators, U.S. faculty members, U.S. researchers, and visiting U.S. scholars who attended the activities or received the services listed below. Also, enter information based on your Center-administered customer satisfaction survey. The percentage is automatically calculated.

#### \* Required fields

Language Program:

Conferences:

Cultural events (Art Exhibits, Museum Tours, Etc.):

Guided Tours Related to Research Project:

Lectures and seminars:

Archives/Libraries:

Lodging:

Information Technology - Computer, Internet, telephone:

Research:

Travel:

#### Customer Satisfaction Survey

The data below is based on feedback from your center administered survey.

How many scholars completed the Customer Satisfaction Survey during the current reporting period?

How many of those scholars indicated they were "Highly Satisfied" with the services the Center provided? \*

Percentage of scholars who indicated they were "Highly Satisfied" with the services the Center provided:

no file selected

Comments: (limit 1,000 characters and spaces)

Attachment: Center Survey Instrument

http://iris.ed.gov/irisomb/aorc/aorcFacilServices.cfm[9/15/2009 4:25:14 PM]

%

<u>Home</u> | <u>Update Password</u> | <u>Contact Us</u> | <u>Help</u> | <u>User Guide</u> | <u>Logoff</u>



#### **Publications and Research Presentations**

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with AORC grant funds. Note that these can also be in electronic format.

Audio, video, and podcasts:	
Authored books:	
Assessment materials:	
Book chapters:	
Conference papers/presentations:	
Curricula and textbooks:	
Edited books:	
Journal articles:	
Reports/monographs:	
Teaching cases:	
Toolkits and instructional materials:	
Working papers:	
Other: (please specify)	
	:
	:
	:

Comments: (limit 2,000 characters and spaces)

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# Sources of U.S. Funding

For each activity, if applicable, indicate funding received from private or public U.S. sources during the reporting period.

U.S. Private Source

U.S. Public Source

Total

Conferences: logistics; co-sponsorship

Conferences: professional services fees

Cultural events: exhibits; guided tours

**External Evaluation** 

Center Activity

Information Technology

Language program

Library acquisitions; special collections

Overseas Center: Facilities

Overseas Center: Staff

Publications: production and dissemination

Total

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Printer Friendly Version

#### Project Identification

Project Director:

Title: Address:

District of Columbia

Phone: Fax: Email:

Web address: Home institution: Project title: AORC

World area: IEPS contact:

Languages:

Countries:

Disciplines:

Subject areas:

Center	Informati	or

Center Members:

Countries: Languages:

Center Contact Information

Name:

Email:

Web Address:

Comments:

Before this report can be submitted, you must return to the <u>Project Information</u> screen and enter: abstract, languages, countries, disciplines, and subjects areas .

There is no information entered on the following screen(s) for this report.

Click the link to return to the screen or check the "Not Applicable" box and click the "Save" button if it does not apply. Note that you cannot check "Not Applicable" for narratives, budget or other required screens.

Screen Name

Not Applicable

**Collaboration Activities** 

Adjustments to Project

**Exemplary Activities** 

**Evaluation** 

**Center Information** 

Researcher Profiles

Center Activities/Services

**Publications** 

Sources of U.S. Funding

**Budget** 

You cannot submit the report until information is entered on each of these screens or "Not applicable" is checked.

<u>Home</u> | <u>Update Password</u> | <u>Contact Us</u> | <u>Help</u> | <u>User Guide</u> | <u>Logoff</u>