

GROUP PROJECTS ABROAD (GPA)
LANGUAGE DIRECTOR

CFDA NUMBER: 84.021

***IEPS REPORTING SYSTEM PROPOSED
SCREENS***

Program: GPA (Language Director)	Grant Start Date:	Current Report Information
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Welcome to the International Resource Information System (IRIS)

Your report is due on 06/29/2010.

To enter your report, click any button on the menu bar or click [Select, View, Submit Reports](#) to display a summary of your report due and submission dates.

Right now, you see only one menu bar. If you click on the [Pre-Seminar](#) or [Post-Seminar](#) option on the menu bar, a second menu bar will display below it. This second menu bar shows the screens associated with the Pre-Seminar and Post-Seminar sections of the report.

- To access a screen, click on the option in the menu bar and the screen will display.
- Click on the buttons on the right side of the menu bar to update project information, add users, or enter an international travel approval request (TAR). You should click the [Pre-Seminar](#) option to add your participants before you enter a TAR.
- You may navigate through the screens by clicking the "Save and Continue" button or by clicking another button on the menu bar.
- When you're done entering your report, click on the [Select, View, Submit Report](#) button to submit your report to IEPS.
- The Project Director is responsible for this report. He or she may add additional users by clicking [Add User](#).
- Only the Project Director can submit reports in IRIS.

If you have questions, click the [Contact Us](#) link to send a question to the help desk.

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

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Phone: (202) 502-7700



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View/Submit
Report

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.

* 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: * Russia/Eastern Europe

Program officer: ()

■ 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
- Foreign Language Programs (Overseas)
- Less Commonly Taught Languages (LCTL)
- Overseas Opportunities
- Summer Opportunities
- Assessment and Testing
- Collaboration
- Dissemination
- Dissertation Research

Select all that apply
Area Studies
Foreign Language Programs (Overseas)
Less Commonly Taught Languages (LCTL)
Overseas Opportunities
Summer Opportunities
Assessment and Testing
Collaboration
Dissemination
Dissertation Research

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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 your participants. You can have more than one participant on a TAR. You should create one TAR for each travel itinerary.

- 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 to or 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
Update Delete Print		Not Submitted			2009	08/21/09-05/28/10		

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

Submit a Travel Approval Request (TAR) for your participants.

*** Required fields**

Group or individual:

* Group Individual

(If there is more than one participant, elaborate in the "Purpose of travel explanation.")

Number of participant(s):

*

Participant name(s):

*

(limit 500 characters)

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.

Country(ies):

* Select one

Select one

Select one

Select one

Select one

Fulbright-Hays GPA funds expended * \$
for travel:

Which FY funds are being used:

* 2009

Explanation of Fulbright-Hays GPA funds expended: (limit 2,000 characters)

Provide a detailed itemization of Fulbright-Hays GPA funds to be expended, e.g., lodging, per diem, travel.

Departure date: * (mm/dd/yyyy)

Return date: * (mm/dd/yyyy)

Comments: (limit 1,000 characters)

■ Participant's Departure Itinerary (Required for international travel)
Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
--------------------------------	-----------	--------------------------	------------------------------	---------	---------------------	------------------------------

■ Participant's Return Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
--------------------------------	-----------	--------------------------	------------------------------	---------	---------------------	------------------------------

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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.
- 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 enter data for a report other than the current one, select the 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
	Fall Year 1 (Report Data/Budget)	2008	12/31/2008	04/01/2008	11/30/2008	\$340,000	06/25/2009	Submitted
	Spring Year 1 (Narratives/Budget)	2008	04/30/2009	12/01/2008	03/31/2009	\$340,000		Budget
	Fall Year 2 (Report Data/Budget)	2009	12/31/2009	04/01/2009	11/30/2009	\$343,400		Current Report
	Spring Year 2 (Narratives/Budget)	2009	04/30/2010	12/01/2009	03/31/2010	\$343,400		Budget
	Fall Year 3 (Report Data/Budget)	2010	12/31/2010	04/01/2010	11/30/2010	\$0		
	Spring Year 3 (Narratives/Budget)	2010	04/30/2011	12/01/2010	03/31/2011	\$0		Budget
	Final Year 4	2011	06/30/2012	04/01/2011	03/31/2012	\$0		

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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.

Comments: (limit 1,500 characters and spaces)

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

\$

*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.

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Maintain Participants

The participant records are listed below.

- To add a participant, click the "Add Participant" button.
- To view or edit a participant, click "Update."
- To remove a participant, click "Delete."
- To send an email notification, check the "Notify" box for all participants that you would like to notify and click the "Notify Participants" button.
- To view a participant's report, click "View."
- To view all of the participant's report together, click "View all Participant Reports"

* Enter due date for participant reports in IRIS: e.g. 01/01/2001

Action	Notify	Name	Email	Submit Date	Notified?	View Report
Update Delete					No	View

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Add / Update a Participant

Enter the following information about each participant, **including project administrators**.

* Required fields

Participant name:

*

First name

Last name

Institutional Email:

*

Other Email:

*

Institution or Employer:

*

Select one

Other:

(If institution not in dropdown)

Street address:

*

City:

*

State:

Select one

Country:

*

Select one

Postal code:

Participant/Administrator type:

*

Select one

Time frame of Training:

*

Select one

City of Study:

*

Country of Study:

*

Select all that apply

- United States of America
- Afghanistan
- Albania
- Algeria

Language of Study:

*

Select all that apply

- Georgian
- Persian
- Russian

Has the individual previously participated in a Fulbright-Hays Seminars or Group Projects Abroad project? *

Yes No

If so, for what year(s) and country(ies)?

Program Name

(e.g. CASA1, RLASP, ETC)

■ **Oral Proficiency Scores**

Did the participant take a standardized language test before or after the fellowship? * Yes No

If so, name of standardized test:

Select the score received.

Pre-fellowship score: Select one

Post-fellowship score: Select one

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Instructors

To add an instructor for Pre/Post student evaluations, click the add an instructor button.

To update an instructor, click the Update link under Action

To remove an instructor, click the Delete link under Action

Action	Name	Email	Participant(s)		
Update Delete			Participant Name	Pre-Eval	Post-Eval

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Add an Instructor

* Required fields

Instructor name: *

First name

Last name

Email: *

Instructor Participant(s) * Select all that apply

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Project Overview

Enter the following information about the Fulbright-Hays Group Projects Abroad grant.

*** Required fields**

Use the fields below to upload attachment files with the itinerary, key personnel in host country, participant selection criteria and publicity materials. The files must be in one of the following formats: Word, PowerPoint, Excel, Adobe PDF or HTML. The first four fields must contain valid file names. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.

The following file is uploaded for this report: [Selection Criteria.Fall.AY 2009.doc](#)

Pre Departure Orientation Agenda: * no file selected

The following file is uploaded for this report: [Russia Brochure.pdf](#)

Host Country Itinerary: * no file selected

The following file is uploaded for this report: [Key Personnel Fall.AY.09.doc](#)

Key personnel in host country: * no file selected

Project type: * Advanced Overseas Intensive Language Training

Focus of project: * Foreign language Area studies

Language and Country Selection Instructions: Select an item or multiple items from the left and click the ADD button marked as >>. Your selected languages or countries will appear in the selection box to the right.

Language(s):	* Master List of Languages		Selected Languages
	Abron	Add	Georgian
	Achinese (Achenese)	Language(s)	Persian
	Acholi		Russian
	Afar		
	Afrikaans	Remove	
	Aja-Gbe	Language(s)	
	Akan		
	Akkadian		
	Albanian		
Allemannisch			
	* Master List of Countries		Selected Countries
		Add	

Country(ies):	United States of America		Georgia
	Afghanistan	Country(s)	Russia
	Albania		Tajikistan
	Algeria		
	American Samoa		
	Andorra	Remove	
	Angola	Country(s)	
	Anguilla		
	Antigua and Barbuda		
	Argentina		

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Pre-Departure Preparation and Orientation Evaluation

Evaluate the pre-departure and / or the in-country orientation. Describe any exemplary activities and note areas for improvement. Include the following categories, if applicable:

- Language instruction;
- Delivery of the information in the orientation, including pacing and appropriateness;
- Cultural sensitivity of program coordinators;
- Adequacy of preparation to make participants feel comfortable and ready to travel; and
- Overall preparation for the orientation.

* Required fields

Exemplary activities: * (limit 4,000 characters and spaces)

Areas for improvement: * (limit 4,000 characters and spaces)

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In-Country Activities

Please indicate which of the following are required features of the GPA Intensive Language Program: (Check all that apply)

Activity	Check all that apply
Classroom instruction	
Independent project	
Field trips	
Market shopping	
Structured interactions with schools / institutions	
Listening and video work	
Giving oral presentation	
Attending social / cultural events and activities	
Watching television, movies, DVDs, or video tapes	
Study club	
Individual tutoring	
Lectures (other than classroom)	
Technology	
Peer tutoring	
Other (please specify)	

Please indicate which of the following types of technologies are used for instructional purposes as part of the GPA Intensive Language Program: (Check all that apply)

Activity	Check all that apply
Moodles	
Wikis	

Podcasts	
Web-based courses	
Blogs	
Other (please specify)	

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In-Country Experience Evaluation

Evaluate the in-country experience. Describe any exemplary activities and note areas for improvement. Include the following categories, if applicable:

- Condition of housing facilities;
- Quality of food and dining services;
- Condition of meeting facilities;
- Quality of host country faculty and teachers;
- Quality of other host country counterparts;
- Quality and value of interaction with other program participants;
- Quality of service provided by host country administering agencies;
- Time scheduling and itinerary;
- Pacing of itinerary; and
- Ability to meet the special needs of participants.

* Required Fields

Exemplary activities: * (limit 4,000 characters and spaces)

Areas for improvement: * (limit 4,000 characters and spaces)

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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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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

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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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

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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 [here](#).

Required field

(limit 4,000 characters and spaces)

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GPA Priorities for 2008 - 2011

Competitive Preference Priority I: For FY 2008 this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), and 664.31(g) we award an additional five (5) points to an application that meets this priority.

This priority is:

Applications that propose short-term projects abroad and advanced overseas intensive language programs in the countries in which the following critical languages are spoken: Arabic, Chinese, Japanese, Korean, Russian, as well as the Indic, Iranian, and Turkic language families.

Competitive Preference Priority II: For FY 2008, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), and 664.31(g) we award an additional five (5) points to a short-term project abroad application, that meets this priority.

This priority is:

Short-term seminars that develop and improve foreign language and area studies at elementary and secondary schools.

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Fall Budget

For each category, enter the amount of Title VI GPA funds and matching funds expended during the current reporting period. Report on expenditures from 12/01/2008 through 03/31/2009. 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 GPA 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	\$ %	\$ %
Amount of carryover Expended	\$	
Total funds expended	\$	
Amount to be carried over to next year	\$	

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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Spring Budget

For each category, enter the amount of Fulbright-Hays GPA funds expended during the current reporting period. Report on expenditures from 04/01/2009 through 11/30/2009. Totals will be automatically calculated.

* Required fields

Budget Category	Fulbright-Hays GPA 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: - : / \ * ? " < > |).

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(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 GPA funds and matching funds expended during the current reporting period. Report on expenditures from 04/01/2011 through 03/31/2012. 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. Click the link to download the [SF 269 - Financial Status Report Long Form](#). You must complete and submit this form via fax or hard copy to your program officer as part of your final performance report.

Budget Category	Title VI GPA 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	\$ %	\$ %

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: - : / \ * ? " < > |).

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■ Project Identification

Project Director:
 Title:
 Address:
 Phone:
 Fax:
 Email:
 Web address:
 Home institution:
 Project title: GPA
 World area:
 IEPS contact:

Subject areas:

Area Studies
 Foreign Language Programs (Overseas)
 Less Commonly Taught Languages (LCTL)
 Overseas Opportunities
 Summer Opportunities

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

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