

**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 |
| Institution:                     | Grant End Date:        | Start Date:                |
| Project:                         | Final Report Due Date: | End Date:                  |
| Award #:                         | Amount: \$0            | Due Date:                  |
| Project Director:                |                        | Submit Date:               |
| World Area:                      |                        | Amount:                    |

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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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|  |                        |                            |
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| Project:   | Final Report Due Date: | End Date:                  |
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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 |
|---|------|-------|-------|
| <a href="#">Update</a>   <a href="#">Delete</a> |      |       |       |
|   |      |       |       |

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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 |
|--|---------|---------------|----------------|---------------|----------|-------------------|---------|---------|
| <a href="#">Update</a>   <a href="#">Delete</a><br><a href="#">Print</a> |         | 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: \*

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): \*

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

Which FY funds are being used: \*

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<br>(mm/dd/yyyy) | From City | From State or Country | Arrival Date<br>(mm/dd/yyyy) | To City | To State or Country | Airline and Flight Number |
|--------------------------------|-----------|-----------------------|------------------------------|---------|---------------------|---------------------------|
|--------------------------------|-----------|-----------------------|------------------------------|---------|---------------------|---------------------------|

■ Participant's Return Itinerary

| Departure Date<br>(mm/dd/yyyy) | From City | From State or Country | Arrival Date<br>(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<br>(Report Data/Budget)  | 2008 | 12/31/2008 | 04/01/2008 | 11/30/2008 | \$340,000 | 06/25/2009  | Submitted      |
|               | Spring Year 1<br>(Narratives/Budget) | 2008 | 04/30/2009 | 12/01/2008 | 03/31/2009 | \$340,000 |             | Budget         |
|               | Fall Year 2<br>(Report Data/Budget)  | 2009 | 12/31/2009 | 04/01/2009 | 11/30/2009 | \$343,400 |             | Current Report |
|               | Spring Year 2<br>(Narratives/Budget) | 2009 | 04/30/2010 | 12/01/2009 | 03/31/2010 | \$343,400 |             | Budget         |
|               | Fall Year 3<br>(Report Data/Budget)  | 2010 | 12/31/2010 | 04/01/2010 | 11/30/2010 | \$0       |             |                |
|               | Spring Year 3<br>(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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|--|--|--|
| <b>Program:</b><br><b>Institution:</b><br><b>Project:</b><br><b>Award #:</b><br><b>Project Director:</b><br><b>World Area:</b> |  |  |
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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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| Project Director: |                        | Submit Date:               |
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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          |
|---|--------|------|-------|-------------|-----------|----------------------|
| <a href="#">Update</a>   <a href="#">Delete</a> |        |      |       |             | No        | <a href="#">View</a> |

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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**

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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)   |          |           |
|---|------|-------|------------------|----------|-----------|
| <a href="#">Update</a>   <a href="#">Delete</a> |      |       | 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 |            |
|               | Afghanistan              | Country(s) |
|               | Albania                  | Georgia    |
|               | Algeria                  | Russia     |
|               | American Samoa           | Tajikistan |
|               | 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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|                      |                        |                       |                            |                    |                                |                        |                      |            |            |        |
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|----------------------|------------------------|-----------------------|----------------------------|--------------------|--------------------------------|------------------------|----------------------|------------|------------|--------|

## Sources of Funding

Provide the following information about the funding support for the project. Totals will be automatically calculated.

**\* Required fields**

Was the Fulbright-Hays GPA funding adequate to complete the project as planned? \*      Yes    No

**Federal Funding**

Did the project receive federal funding in addition to the Fulbright-Hays GPA grant? \*      Yes    No

Total amount of other federal funding:                              \$

Source of other federal funding:

**Non-Federal Funding**

Did the project receive non-federal funding? \*      Yes    No

Participant cost-sharing per person:                                  \$

Total participant cost-sharing:    \$

School district cost-sharing:    \$

Institution cost-sharing:    \$

Non-profit organization(s) cost-sharing:                              \$

Total non-federal funding:    \$

Total amount of all other federal and non-federal funding:      \$

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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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## 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

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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 [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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| <b>Program:</b> GPA<br><b>Institution:</b><br><b>Project:</b><br><b>Award #:</b><br><b>Project Director:</b><br><b>World Area:</b>                               | <b>Grant Start Date:</b><br><b>Grant End Date:</b><br><b>Final Report Due Date:</b><br><b>Amount:</b> \$0 | <b>Current Report Information</b><br><b>Start Date:</b><br><b>End Date:</b><br><b>Due Date:</b><br><b>Submit Date:</b><br><b>Amount:</b> |
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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<br>(May not exceed 8% of direct costs) | \$   | \$   |
| Training Stipends   | \$   | \$   |
| Total Budget  | \$<br>%  | \$<br>%  |
| 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: - : / \ \* ? " < > |).

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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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## 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<br>(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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## 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<br>(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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| Program: GPA<br>Institution:<br>Project:<br>Award #:<br>Project Director:<br>World Area:   | Grant Start Date:<br>Grant End Date:<br>Final Report Due Date:<br>Amount: \$0 | Current Report Information<br>Start Date:<br>End Date:<br>Due Date:<br>Submit Date:<br>Amount: |
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 Address:  
 Phone:  
 Fax:  
 Email:  
 Web address:  
 Home institution:  
 Project title: GPA  
 World area:  
 IEPS contact:

Subject areas:

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