

**GROUP PROJECTS ABROAD (GPA)  
*ANNUAL DIRECTOR***

CFDA NUMBER: 84.021

*IEPS REPORTING SYSTEM PROPOSED  
SCREENS*

Program: GPA (Annual Project Director)	Grant Start Date:
Institution:	Grant End Date:
Project:	Report Due Date:
Award #:	Extended End Date:
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World Area:	Submit Date:
	Amount: \$0
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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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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

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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 site:

Home institution:

Project title: \*

World area: \* Latin America

Country(ies) of \* (for multiple selections, hold down "ctrl" or "apple" key and click. You are only allowed up to 15 selections.)

Study: Select all that apply  
 United States of America  
 Afghanistan  
 Albania  
 Algeria

Number of \*  
Weeks Abroad:

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  
Assessment and Testing  
Collaboration  
Dissemination  
Dissertation Research  
Distance Learning  
Evaluation  
Foreign Language Across The Curriculum  
Foreign Language Programs (Domestic)

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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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## 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> <a href="#">Print</a>		Not Submitted						

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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:

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: \*

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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## 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>	<input type="checkbox"/>	Mike Feranda	mferanda@cds2.com		No	<a href="#">View</a>

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## Update 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: \*

Abilene Christian University

Other:

(If institution not in dropdown)

Street address: \*

City: \*

State:

District of Columbia

Country: \*

United States of America

Postal code:

Participant/Administrator type: \*

K-6th Grade Teachers

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)?

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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.

Pre Departure Orientation Agenda: \* no file selected

Host Country Itinerary: \* no file selected

Key personnel in host country: \* no file selected

Project type: \* Select one

Focus of project: \* Foreign language Area studies

Project Information Requirements \* I certify that the U.S. Embassy and Fulbright Commission in host country of study have been notified and provided with detailed project information.

**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
	Achinese (Achenese)	Language(s)
	Acholi	
	Afar	
	Afrikaans	Remove
	Aja-Gbe	Language(s)
	Akan	
	Akkadian	
	Albanian	
Allemannisch		
	* Master List of Countries	Selected Countries
	Add	
	Country(s)	
Country(ies):	Remove	

United States of America  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antigua and Barbuda  
Argentina

Country(s)

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## Pre-Departure Preparation and Orientation Evaluation

Evaluate the pre-departure and / or the in-country orientations. 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

Indicate the number of each of the following in-country activities conducted. Explain any differences between the proposed and the actual activities.

Activity	Number of hours / week
Formal lectures	
Interaction w/ host country educators and students	
Informal cultural activities	
Curriculum development	
Project evaluation / debriefings	
Language sessions	
Unscheduled free time	

Explain any differences between the actual activities and the proposed itinerary. (limit 500 characters and spaces)

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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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## 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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## Outreach Activity

Below is a list of outreach records.

- Enter information for each outreach activity you completed or planned as a result of your participation in the program. Include activities such as conference presentations, teacher workshops, media interviews, and articles.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add an outreach activity, click the "Add an Outreach Activity" button.

Action	Activity Title
--------	----------------

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## Outreach Activities

Enter information for each outreach activity you completed or planned as a result of your participation in the program. Include activities such as conference presentations, teacher workshops, media interviews and articles.

### \* Required fields

Type of activity: \* Select one

Title of activity: \*

Target audience: \* Select all that apply

- Business
- Business executives
- Community organization
- Elementary and secondary education

(For multiple selections, hold down the ctrl or "apple" key and click)

Web site:

State: Select one

Country: \* Select one

Is this a completed or planned activity? \*  Completed  Planned

Total attendance:

Comments: (limit 1,000 characters and spaces)

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 Phone: (202) 502-7700

Program: GPA Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Report Due Date: Extended End Date: Extended Due Date: Submit Date: Amount: \$0
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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 2009

**Competitive Preference Priority I:** For FY 2009, 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:

Projects that focus on any of the seventy-eight (78) languages deemed critical on the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs) found below.

This list includes the following: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

**Competitive Preference Priority II:** For FY 2009, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i) and 664.31(g), we award up to 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.

**Invitational Priority:** For FY 2009 this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

Projects that support increasing participation of underrepresented minorities in foreign languages and in area and international studies are encouraged.

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## Budget

For each category, enter the amount of Fulbright-Hays GPA funds expended during the grant period. 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	\$
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 detailed budget information. 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 Fulbright-Hays GPA funds expended during the grant period. 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 detailed budget information. 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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Please review your report information for accuracy.

If your report is complete, click the "Submit" button at the bottom of the page to submit the report to IEPS.

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### ■ Project Identification

**Project Director:****Title:****Address:****Phone:****Fax:****Email:****Web site:****Home institution:****Project title:** GPA**World area:****IEPS contact:****Subject areas:**

### ■ Travel Approval Request

**Participant name(s):****Purpose of travel:****Purpose of travel explanation:****Countries:**
**Fulbright-Hays GPA funds** \$0  
**to be expended for travel:**
**FY Funds:****Explanation of expenditures:****Date leaving:****Date returning:****Date submitted:****Date approved:****Comments:**

■ **Participants**

**Report submitted:**

**Date submitted:**

**Participant name:**

**Email:**

**Position title:**

**Institution:**

**Address:**

**Participant type:**

**Participant specialty:**

**Previously participated in a Fulbright-Hays Seminars or GPA project?**

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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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