

LANGUAGE RESOURCE CENTERS (LRC)

CFDA NUMBER: 84.229A

*IEPS REPORTING SYSTEM PROPOSED
SCREENS*

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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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U.S. Department of Education
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Phone: (202) 502-7700

Program: LRC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount: \$0	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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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.

* Required fields

Name:

Title:

Street: *

Street 2:

City: *

State: District of Columbia

Postal code:

Phone: *

Fax:

Email:

Web address:

Home institution:

Project title: *

Primary world area: * International

Additional world areas: Select all that apply

Africa

Asia

Canada

East Asia

Europe

Program officer:

■ Abstract

Cut and paste your abstract from your application into the box below.

(Limit 4,000 characters and spaces)

*

Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.

■ Languages *

Please select no more than 15 of the languages most relevant to your project.
(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply

Abron
Achinese (Achenese)
Acholi
Afar
Afrikaans
Aja-Gbe
Akan
Akkadian
Albanian

■ Countries *

Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click. You are only allowed up to 15 selections.)

Select all that apply

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

■ 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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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 *

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International Travel Approval Request

Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling to or 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."
- For travel to the U.S., only international travel costs need to be approved.
- 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
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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: *

Travel to or from U.S.: * To From U.S.

Title VI LRC funds used for travel: * In-Country International

Type of participant: * Select one

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): * For travel to the U.S., select the country the participant is traveling from.

Select one

Select one

Select one

Select one

Select one

Title VI LRC funds expended for travel: * \$

Which FY funds are being used: * 2006

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

Provide a detailed itemization of Title VI LRC 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. 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)	2006	04/15/2007	08/15/2006	03/15/2007	\$330,000		Current Report Screens for this report Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 1 (Report Data/Budget)	2006	10/15/2007	08/15/2006	08/14/2007	\$0		Projects Conducted Adoption of Outcomes Publications Outreach Activities Sources of Funding Travel to U.S. Travel from U.S. Budget
	Spring Year 2 (Narratives/Budget)	2007	04/15/2008	08/15/2007	03/15/2008	\$330,000		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 2	2007	10/15/2008	08/15/2007	08/14/2008	\$0		Projects Conducted

	(Report Data/Budget)							Adoption of Outcomes Publications Outreach Activities Sources of Funding Travel to U.S. Travel from U.S. Budget
	Spring Year 3 (Narratives/Budget)	2008	04/15/2009	08/15/2008	03/15/2009	\$339,978		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 3 (Report Data/Budget)	2008	10/15/2009	08/15/2008	08/14/2009	\$0		Projects Conducted Adoption of Outcomes Publications Outreach Activities Sources of Funding Travel to U.S. Travel from U.S. Budget
	Final Year 4 (Narratives/Budget/Report Data)	2009	11/15/2010	08/15/2009	08/14/2010	\$345,000		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Projects Conducted Adoption of Outcomes Publications Outreach Activities Sources of Funding Travel to U.S. Travel from U.S. 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.

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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Narratives:

Objectives and Accomplishments

Adjustments to Project

Exemplary Activities

Evaluation

Priorities

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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Narratives:

[Objectives and Accomplishments](#)[Adjustments to Project](#)[Exemplary Activities](#)[Evaluation](#)[Priorities](#)

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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Narratives:						
Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities		

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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Narratives:		Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities

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

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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LRC Priorities for 2006 - 2009

Invitational Priority 1

Centers that focus on languages spoken in the following world regions: Africa, Inner Asia, Middle East, South Asia, or Southeast Asia.

Invitational Priority 2

Research conducted on new and improved methods for teaching foreign languages, including the use of technology and the dissemination of the research results.

Invitational Priority 3

Collaboration with Title VI National Resource Centers, Language Resource Centers, Centers for International Business Education, and American Overseas Research Centers in conducting development and dissemination activities with the objective of increasing the nation's capacity to produce Americans with advanced proficiency in the less and least commonly taught languages and an understanding of the societies in which those languages are spoken.

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Spring Budget

For each category, enter the amount of Title VI LRC funds expended during the current reporting period. Report on expenditures from 08/15/2006 through 03/15/2007. Totals will be automatically calculated.

* Required fields

Budget Category	Title VI LRC 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: - : \ * ? " < > |).

... file attached

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 LRC funds expended during the current reporting period. Report on expenditures from 03/15/2007 through 08/14/2007. 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 LRC Funds Reported on the Spring Report	Matching Funds Reported on the Spring Report	Title VI LRC Funds Spent in the Spring Reporting Period (08/15/2006-03/15/2007)	Matching Funds Spent in the Spring Reporting Period	Title VI LRC Funds Spent in the Current Reporting Period (03/15/2007-08/14/2007)	Matching Funds Spent in the Current Reporting Period	Total Title VI LRC 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							\$	

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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Spring Budget

For each category, enter the amount of Title VI LRC funds and matching funds expended during the current reporting period. Report on expenditures from 08/15/2007 through 03/15/2008. 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 LRC 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)

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(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 LRC funds and matching funds expended during the current reporting period. Report on expenditures from 08/15/2009 through 08/14/2010. 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 LRC 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: - : / \ * ? " < > |).

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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Projects Conducted

Create a record for each project conducted during the current reporting period.

- The projects conducted records already added for this report are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a new Projects Conducted record, click the "Add a Project Conducted" button.

Action	Title	Project Type
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Projects Conducted

Enter the following information to create an overview of the projects conducted under the grant during the current reporting period. Select all disciplines, languages, skills, levels of learning, levels of language instruction, world areas and countries that apply to the projects.

*** Required fields**

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

Type of project: * Select one

Title: *

(limit 150 characters and spaces)

Intended user(s) of materials: * Select all that apply
(for materials development project only)

instructors
reference
students

Research basis of materials: * Select one
(for materials development project only)

Type(s) of Assessment: * Select all that apply
(for assessment instruments project only)

achievement
diagnostic measurement
placement

Project director: * proficiency
Select one

Discipline(s): Select all that apply

Accounting
Agriculture
Anthropology
Archaeology
Architecture/urban and regional planning

Language(s): Select all that apply

Abron
Achinese (Achenese)
Acholi
Afar
Afrikaans
Aja-Gbe
Akan
Akkadian
Albanian
Select all that apply

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Adoption of Outcomes

Enter information about the adoption of project outcomes which occurred during the current reporting period.

* Required fields

Have any individuals at institutions or organizations expressed interest in using any materials, products, assessment instruments, or research outcomes that have been produced with grant funds? *

Yes Please provide an example of such interest:

No

How many individuals at institutions or organizations have expressed such interest?

Individuals

Institutions

Organizations

Have any materials, products, assessment instruments, or research outcomes produced using grant funds been used by other individuals, institutions, or organizations not affiliated with the grant? *

Yes Please provide an example of such use:

No

How many individuals, institutions, or organizations have used these items?

Individuals

Institutions

Organizations

Have any additional individuals, institutions, or organizations become involved in the project during the current reporting period? *

Yes Please provide an example of such involvement:

No

How many individuals at institutions or organizations have become involved in the project?

Individuals

Institutions

Organizations

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Publications and Research Presentations

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with LRC 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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Outreach Activity

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI LRC funds were expended.

- The outreach activities already entered for this report are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a new outreach activity, click the "Add an Outreach Activity" button.
- To enter default values for city, state, and language which will pre-populate on new records, click the "Enter Outreach Defaults" button

Action	Activity Title	Dates	Location
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Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI LRC funds were expended.

*** Required fields**

Title of activity: *

(limit 500 characters and spaces)

Theme / topic *

(limit 100 characters and spaces)

World Area of Focus *

Select all that apply

Language(s) addressed:

Select all that apply

Abron
 Achinese (Achenese)
 Acholi
 Afar
 Afrikaans
 Aja-Gbe
 Akan
 Akkadian
 Albanian
 Allemannisch

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

Target audience(s): *

Select all that apply

Business
 Business executives
 Community organization
 Elementary and secondary education
 Federal government

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

Presenter(s):

Select all that apply

Doctoral student
 Faculty of institution
 Faculty of other institution
 Faculty of other institution
 Grant Project Director

Select one

Project type:

Is this a teacher training activity?

Yes No

For broadcast events, select type:

Select one

Broadcast event audience scope: Select one

City: *

State: Select one

Country: * Select one

Dates of activity: * From: To:
mm dd yyyy mm dd yyyy

Total number of attendees:
(Attendees are not required for broadcast events.)

Number of student attendees:

Number of educator attendees:

Is this specifically for heritage learners? *Yes No

Activity outcomes:
(limit 1,000 characters and spaces)

Partnership(s):
(limit 1,000 characters and spaces)

Comments:
(limit 1,000 characters and spaces)

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Outreach Defaults

If you enter a default city, state, and / or language on this screen, these fields will be pre-populated for you when you create new outreach activities.

City:

State: Select one

Language: Select one

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Sources of Funding

For each category or activity conducted during the current reporting period, enter the amount that each funding source provided. The first column should include only funds from the Title VI LRC grant. The second column should include funds from other federal sources and the last column should include funds from all other sources. If a specific category, activity or source of funding does not apply, enter the number 0 (zero). Totals will be automatically calculated.

Category	Title VI LRC Grant	Other Federal Sources (including other Title VI or Fulbright-Hays grants)	Other Sources (including personal)
Research Projects			
Materials Development Total			
Assessment Instruments			
Total			

Comments: (limit 1,000 characters and spaces)

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■ Project Identification

Project Director:
 Title:
 Address:

Phone:
 Fax:
 Email:
 Web site:
 Home institution:
 Project title: LRC
 World area:
 IEPS contact:

Languages:
 Countries:
 Disciplines:
 Subject areas:

Before this report can be submitted, you must return to the [Project Information](#) 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
Adjustments to Project	
Exemplary Activities	
Evaluation	
Priorities	
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You cannot submit the report until information is entered on each of these screens or "Not applicable" is checked.

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