

# **ATTACHMENT B**

*Continued*

**IEPS REPORTING SYSTEM  
PROPOSED SCREENS**

**INTERNATIONAL RESEARCH AND STUDIES  
(IRS)**

CFDA NUMBER: 84.017

*IEPS REPORTING SYSTEM PROPOSED  
SCREENS*

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

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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  
Office of Postsecondary Education  
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Phone: (202) 502-7700

Program: IRS 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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## 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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Award #:	Amount: \$0	End Date:
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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 IRS 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 IRS funds expended for travel: \* \$ Max \$1,000

Which FY funds are being used: \* 2009

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

Provide a detailed itemization of Title VI IRS 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
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■ 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)	2009	04/01/2010	09/01/2009	03/01/2010	\$158,982		Current Report Screens for this report <a href="#">Objectives and Accomplishments</a> <a href="#">Adjustments to Project</a> <a href="#">Exemplary Activities</a> <a href="#">Evaluation</a> <a href="#">Priorities</a> <a href="#">Budget</a>
	Fall Year 1 (Report Data/Budget)	2009	10/31/2010	09/01/2009	08/31/2010	\$0		Projects Conducted Adoption of Outcomes Publications Outreach Activities Sources of Funding Travel from U.S. Travel to U.S. Budget
	Final Year 2 (Narratives/Budget/Report Data)	2010	11/29/2012	09/01/2010	08/31/2012	\$0		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Projects Conducted Adoption of Outcomes Publications

										Outreach Activities
										Sources of Funding
										Travel from U.S.
										Travel to 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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Project:	Final Report Due Date:	End Date:
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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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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

Program: IRS 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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Narratives:						
Objectives and Accomplishments		Adjustments to Project		Exemplary Activities		Evaluation
<b>Priorities</b>						

## 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)



## IRS Priorities for 2009 - 2011

## •Competitive Preference Priority 1 (Instructional Materials Applications):

The development of specialized instructional or assessment materials focused on any of the following seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

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 2 (Research, Surveys and Studies Applications):

Research, surveys, assessments, or studies focused on any of the following seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

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.

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## Spring Budget

For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from 09/01/2009 through 03/01/2010. Totals will be automatically calculated.

\* Required fields

Budget Category	Title VI IRS Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Fall / Final	\$
Total Direct Costs	\$
Total Indirect Costs	\$
Total Budget	\$

Comments: (limit 1,000 characters and spaces)

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

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

no file selected

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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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## Fall Budget

For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from 03/01/2010 through 08/31/2010. 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 IRS Funds Reported on the Spring Report	Matching Funds Reported on the Spring Report	Title VI IRS Funds Spent in the Spring Reporting Period (09/01/2009-03/01/2010)	Matching Funds Spent in the Spring Reporting Period	Title VI IRS Funds Spent in the Current Reporting Period (03/01/2010-08/31/2010)	Matching Funds Spent in the Current Reporting Period	Total Title VI IRS 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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## Final Budget

For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from 09/01/2010 through 08/31/2012. Totals will be automatically calculated.

\* Required fields

Budget Category	Title VI IRS Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Fall / Final	\$
Total Direct Costs	\$
Total Indirect Costs	\$
Total Budget	\$

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

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Project:	Final Report Due Date:	End Date:
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Projects Conducted

Adoption of Outcomes

Publications

Outreach Activities

Sources of Funding

## 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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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



Program: IRS	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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## Projects Conducted

Enter the following information to create an overview of the project 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 project.

### \* 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: \* 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  
Select all that apply

Skill(s): Select all that apply  
Cultural Understanding  
Listening  
Not Applicable

Level(s) of learning: Select all that apply  
Advanced  
Beginning/introductory  
Intermediate

Level(s) of language instruction: Select all that apply  
7th-12th grade  
Continuing education  
Government

World area(s): Select all that apply  
Africa  
Asia  
Canada  
East Asia

Country(ies): Select all that apply  
United States of America  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola

Is this specifically for heritage learners? \*  Yes  No

Description of project:

(Discuss the scope of the project as well as bibliographic information on citations or reviews of the project. Limit 1,000 characters and spaces.)

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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

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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 IRS 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 IRS 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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Program: IRS 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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## Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI IRS 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  
 Abnong  
 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

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 IRS 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 IRS Grant	Other Federal Sources (including other Title VI or Fulbright-Hays grants)	Other Sources (including personal)
Research Projects			
Materials Development			
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: IRS  
 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
-------------	----------------

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[Adoption of Outcomes](#)

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[Outreach Activities](#)

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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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# **LANGUAGE RESOURCE CENTERS (LRC)**

CFDA NUMBER: 84.229A

*IEPS REPORTING SYSTEM PROPOSED  
SCREENS*

Program: LRC	Grant Start Date:	Current Report
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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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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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Administrative			Reports			
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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

Program officer: (Europe

### ■ 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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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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## 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 \* 

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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 <a href="#">Objectives and Accomplishments</a> <a href="#">Adjustments to Project</a> <a href="#">Exemplary Activities</a> <a href="#">Evaluation</a> <a href="#">Priorities</a> <a href="#">Budget</a>
	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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[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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## 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

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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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)

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

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

no file selected

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

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## Final Budget

For each category, enter the amount of Title VI 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: - : / \ \* ? " < > |).

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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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## 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

Skill(s):                                      Select all that apply  
Cultural Understanding  
Listening  
Not Applicable

Level(s) of learning:                      Select all that apply  
Advanced  
Beginning/introductory  
Intermediate

Level(s) of language instruction:      Select all that apply  
7th-12th grade  
Continuing education  
Government

World area(s):                              Select all that apply  
Africa  
Asia  
Canada  
East Asia

Country(ies):                              Select all that apply  
United States of America  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola

Is this specifically for heritage learners? \*   Yes   No

Description of project:

(Discuss the scope of the project as well as bibliographic information on citations or reviews of the project. Limit 1,000 characters and spaces.)

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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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 U.S. Department of Education  
 Office of Postsecondary Education  
 1990 K Street, N.W., Washington, DC 20006-8521  
 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 Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Report Screens:	Projects Conducted	Adoption of Outcomes	Publications	Outreach Activities	Sources of Funding	

## 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

Project type:

Select one

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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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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Report Screens:	Projects Conducted	Adoption of Outcomes	Publications	Outreach Activities	Sources of Funding	

## 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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Report Screens:	Projects Conducted	Adoption of Outcomes	Publications	Outreach Activities	Sources of Funding	

## 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)

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 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](#)[Projects Conducted](#)

[Adoption of Outcomes](#)

[Publications](#)

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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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# **NATIONAL RESOURCE CENTERS (NRC)**

CFDA NUMBER: 84.015A

## *IEPS REPORTING SYSTEM PROPOSED SCREENS*

<b>Program:</b> NRC <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b> \$0	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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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. 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 site:

Home institution:

Project title: \*

World area: \* Southeast Asia

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 relevant to your NRC 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

■ **Center Thematic Focus \***

---

Select the thematic focus that is most relevant to the Center's activities and objectives for the four-year grant cycle, in terms of course development, outreach activities, and information dissemination. If a theme or focus is not listed, select Other and indicate.

Select all that apply

Arts and Culture  
Business  
Comparative Politics  
Economic Development  
Education  
Environment  
Global Studies  
Journalism

Select all that apply  
Arts and Culture  
Business  
Comparative Politics  
Economic Development  
Education  
Environment  
Global Studies  
Journalism  
Media Studies

If other is selected, please include your own Center Thematic Focus.

 **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. Please check if the user is your assistant/associate director, language coordinator, or outreach coordinator. 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 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 NRC 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 NRC funds expended for travel:

\* \$

Which FY funds are being used:

\* 2007

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

Provide a detailed itemization of Title VI NRC 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 2 (Narratives/Budget)	2007	04/01/2007	01/05/2007	03/01/2007	\$229,500		Current Report Screens for this report <a href="#">Objectives and Assessment</a> <a href="#">Adjustments to Project</a> <a href="#">Exemplary Activities</a> <a href="#">Evaluation</a> <a href="#">Priorities</a> <a href="#">Budget</a>
	Fall Year 1 (Report Data/Budget)	2006	10/15/2007	01/05/2007	08/15/2007	\$0		Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget
	Spring Year 2 (Narratives/Budget)	2007	04/01/2008	08/16/2007	03/01/2008	\$0		Objectives and Assessment Adjustments to Project



								Exemplary Activities Evaluation Priorities Budget
	Fall Year 2 (Report Data/Budget)	2007	10/15/2008	08/16/2007	08/15/2008	\$0		Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget
	Spring Year 3 (Narratives/Budget)	2008	04/01/2009	08/16/2008	03/01/2009	\$232,000		Objectives and Assessment Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 3 (Report Data/Budget)	2008	10/15/2009	08/16/2008	08/15/2009	\$0		Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget
	Final Year 4 (Narratives/Budget/Report Data)	2009	11/15/2010	08/16/2009	08/15/2010	\$0		Objectives and Assessment Adjustments to Project Exemplary Activities Evaluation Priorities Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To 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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Evaluation

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## Objectives and Assessment

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 Assessment	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 Assessment

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 Assessment	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

<b>Program:</b> NRC <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b> \$0	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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Narratives:						
Objectives and Assessment	Adjustments to Project	Exemplary Activities	Evaluation	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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## Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 01/05/2007 through 03/01/2007. Totals will be automatically calculated.

\* Required fields

Budget Category	Title VI NRC 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 the proposed budget for the next one year budget period. Your project file must be formatted for letter-size paper prior to upload.

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

no file selected

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

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## Fall Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 03/01/2007 through 08/15/2007. 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 NRC Funds Reported on the Spring Report	Matching Funds Reported on the Spring Report	Title VI NRC Funds Spent in the Spring Reporting Period (01/05/2007-03/01/2007)	Matching Funds Spent in the Spring Reporting Period	Title VI NRC Funds Spent in the Current Reporting Period (03/01/2007-08/15/2007)	Matching Funds Spent in the Current Reporting Period	Total Title VI NRC 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 NRC funds and matching funds expended during the current reporting period. Report on expenditures from 08/16/2007 through 03/01/2008. 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 NRC 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	\$	

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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

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## Final Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 08/16/2009 through 08/15/2010. Totals will be automatically calculated.

\* Required fields

Budget Category	Title VI NRC 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 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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## Development of Instructional Resources

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds. Instructional resources are anything one can give to a teacher to help them teach (e.g., CD's, pamphlets or textbooks).

- The instructional resources 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 record, click the "Add an Instructional Resource" button.

Action	Type	Title
--------	------	-------

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Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
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## Development of Instructional Resources

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds.

**\* Required fields**

Type: \* Select one

Title of resource: \*

Intended 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)

Comments: (limit 1,000 characters and spaces)

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Program Graduates - Bachelor's Degrees Earned by Discipline

Program graduates are defined as all degree recipients who have accumulated a minimum of 15 semester credit hours or the equivalent from courses related to the center's program during their study for that degree. Do not include first- or second-year language courses in French, German, Italian or Spanish in the credit hour count.

- Select each major discipline and enter the number of NRC program bachelor's degree graduates in that discipline.
- Include students who graduated between September 2006 and August 2007.
- Count each student only once.
- Click the "Save" button to redisplay the page with additional blank records, if needed.
- The total will be automatically calculated.
- The total degrees on this screen must be the same as the total bachelor degree placements on the Placements screen.

Discipline	Number of Students who Earned Degree
------------	--------------------------------------

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Select one

Total:

Comments: (Limit 1,000 characters and spaces)

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## Program Graduates - Master's Degrees Earned

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent from courses related to the center's program (excluding first and second-year language courses in French, German, Italian and Spanish) during his or her study for that degree.

- For each master's degree graduate, select the discipline and foreign languages of study.
- Include students who graduated between September 2006 and August 2007.
- The total degrees on this screen must be the same as the total master's degree placements on the Placements screen.

Enter the number of records to display (one for each student) and press the "Tab" key:

\* Required fields

Student No.	Discipline *	Language 1 *	Language 2
1	Select one	Select one	Select one
2	Select one	Select one	Select one
3	Select one	Select one	Select one

Comments: (Limit 1,000 characters and spaces)

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Program Graduates - Doctoral Degrees Earned

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent (excluding first and second-year language courses in French, German, Italian and Spanish) from courses related to the center's program during his or her study for that degree.

- For each doctoral degree graduate, select the discipline and foreign languages of study.
- Include students who graduated between September 2006 and August 2007.
- The total degrees on this screen must be the same as the total doctoral degree placements on the Placements screen.

Enter the number of records to display (one for each student) and press the "Tab" key:

\* Required fields

Student No.	Discipline *	Language 1 *	Language 2	Language 3
1	Select one	Select one	Select one	Select one
2	Select one	Select one	Select one	Select one
3	Select one	Select one	Select one	Select one

Comments: (Limit 1,000 characters and spaces)

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Program Graduate Placements

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent (excluding first and second-year language courses in French, German, Italian and Spanish) from courses related to the center's program during his or her study for that degree.

- Enter the number of bachelor's, master's and doctoral degree recipients placed in the sectors listed.
- Graduates who are out of the job market are considered unemployed.
- Include students who graduated between September 2006 and August 2007.
- Totals will be automatically calculated.
- The total number of placements must equal the total number of graduates from the degree pages.

Sector	Bachelor's	Master's	Doctorates
Elementary or secondary education			
Federal government			
Foreign government			
Graduate study			
Higher education			
International organization (in U.S.)			
International organization (outside U.S.)			
Private sector (for profit)			
Private sector (non-profit)			
State or local government			
Unemployed or out of job market			
Unknown			



U.S. military			
Total Students Placed			
Total Students Awarded Degrees		0	0

Comments: (Limit 1,000 characters and spaces)

Select the Hiring Institutions for Doctoral Degree Higher Education Placements

Select all that apply

Abilene Christian University

Abraham Baldwin Agricultural College

Adams State College

Adelphi University

Adler School of Professional Psychology

Adrian College

Agnes Scott College

Aims Community College

Air Force Institute of Technology

(Press the Ctrl or apple key and click to select more than one.)

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Outreach Activity

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC 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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Administrative			Reports							
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data				
Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC 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

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:

Primary Activities Select one

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

Partnership(s): Select the types of partnerships that have been utilized within this reporting period.  
(limit 1,000 characters and spaces) Select one

Describe activities conducted with this partner:

Comments:  
(limit 1,000 characters and spaces)

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Administrative			Reports							
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data				
Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## 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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Administrative			Reports			
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:

Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
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## Additional Resources Obtained to Support NRC Project Activities

Indicate any additional funds provided by your institution or another entity to support NRC activities and objectives for the current reporting period. In the first column, enter the amount of NRC grant funds used. In the remaining columns, enter the funds that each entity provided to support the activity. If an activity or funding source is not applicable, enter the number 0 (zero).

\* Required fields

	Title VI NRC	Institution	Foundation	State or Local Government	Other Funds	Total
Conference, Lecture Series, or Seminar						
Evaluation						
Language Assessment						
Commonly Taught Language Instruction						
Less Commonly Taught Language Instruction (French, German, Spanish)						
Non-Language Instruction						
Library and Information Resources						
Outreach						
Overseas Linkages						
Staff Development						
<b>Total</b>						

Indicate the number and dollar amount of faculty and student grants obtained during the current reporting period that are relevant to the NRC activities and objectives. Do not include FLAS fellowships that were awarded to students. \*

Faculty-obtained: Total value of these grants \* \$

Student-obtained: Total value of these grants \* \$

**Related federal grants:**

If this course has more related federal grant(s), enter the total number and click "Display Rows."

Type of grant	Funding agency	Activity (from list above)	Amount

Explain how having a Title VI NRC grant has enabled the Center or Program to attract additional funding to help accomplish project activities and objectives. \*

(limit 2,000 characters)

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data				
Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## Language Courses

- The language courses for this report are listed below.
- To add a course, click the "Add a Language Course" button.
- To download a spreadsheet template and then upload the courses in the spreadsheet, click the "Upload Language Course Spreadsheet" button.
- To view or edit a course record, click "Update."
- To remove a single course record, click "Delete."
- Courses are displayed in the order they were entered.

Action	Course Title	Course Number	Language
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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
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## Language Courses

Enter the following information for each language course taught during the current reporting period.

\* Required fields

Course title: \*

Course number: \*

Language: \* Select one

Level: \* Select one

Semester or quarter: \* Select one

Contact hours per week: \*

Is this course supported with Title VI NRC funds? \* Yes No

Is this a new course? \* Yes No

Comments: (limit 1,000 characters and spaces)

### Sections

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number *	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *
	Select one			
	Select one			
	Select one			



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Administrative			Reports							
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data				
Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

## Instructions to Upload Course Records

### Step 1: Download the pre-formatted Excel spreadsheet for this screen.

1. Click [here](#) to save a copy of the spreadsheet to your desktop.
2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for languages), contact the help desk at [IRIS@cads2.com](mailto:IRIS@cads2.com) for assistance.

### Step 2: Enter course records into the spreadsheet

#### I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values. (Note that you cannot click on the dropdown in the heading row.)
- For Language and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- **No more than 1000 course records can be uploaded from one spreadsheet.**

#### II. Specifics for Language Course Records:

**Course Title:** Enter the title of the course as listed in your institution's course catalog.

**Course Number:** Enter the number of the course as listed in your institution's course catalog.

**Language:** Select the language taught in the course from the drop-down list. If the language is not the list, enter the language into the "Other" column.

**Level:** Select the level of the course at the institution by choosing from the drop-down list.

**Semester/Quarter:** Select the semester or quarter in which the course was given from the drop-down list.

**Contact Hours/Week:** Enter the number of classroom contact hours per week.

**Is course supported with Title VI monies?:** If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

**Is course a new offering?:** If the course wasn't previously offered at your institution, select "yes," otherwise "no."

**Comments:** Enter any further information you would like included with this course record. Limit 1000 characters.

#### Course sections

**Create a record for each section of a course.** If only one section was offered, only one record is needed. If five sections

were offered, then five course records should be entered — one for each section.

**Section:** Indicate the number of the section from your institution's course catalog.

**Classroom Instructor:** Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

**Enrollment:** The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

### Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for language courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this file to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the Language Courses page will display with a list of your courses and a message telling you how many records were loaded.
6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.

**Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.**

**Upload Course Spreadsheet:** Select the .CSV file from your desktop

no file selected

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Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## International and Area Studies Courses

- The international and area studies courses already entered for this report are listed below.
- To add a course, click the "Add an IAS Course" button.
- To download a spreadsheet template and then upload the courses in the spreadsheet, click the "Upload IAS Course Spreadsheet" button.
- To view or edit a course record, click the "Update."
- To delete a course record, click the "Delete."
- Courses are displayed in the order they were entered.

Action	Course Title	Course Number
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Administrative			Reports							
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data				
Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

## International and Area Studies Courses

An international and area studies course is defined as a course having at least 25% international content. Enter the following information for each international and area studies course taught during the current reporting period.

### \* Required fields

Course title: \*

Course number: \*

Semester or quarter: \* Select one

Contact hours per week: \*

Discipline(s): \* Select all that apply

- Accounting
- Agriculture
- Anthropology
- Archaeology

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

Is this course supported with Title VI NRC funds? \* Yes No

Is this a new course? \* Yes No

Nature of enhancements: Select one  
(Required if course is not new)

Degree program this course applies to: Select one

Comments: (limit 1,000 characters and spaces)

### ■ Sections

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *

	Select one			
	Select one			
	Select one			

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data				
Report Screens:	Instructional Resources	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

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### Step 1: Download the pre-formatted Excel spreadsheet for this screen.

1. Click [here](#) to save a copy of the spreadsheet to your desktop.
2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for disciplines), contact the help desk at [IRIS@cds2.com](mailto:IRIS@cds2.com) for assistance.

### Step 2: Enter course records into the spreadsheet

#### I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values. (Note that you cannot click on the dropdown in the heading row.)
- In the Discipline, Nature of Revisions, Degree, and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- **No more than 1000 course records can be uploaded from one spreadsheet.**

#### II. Specifics for IAS Course Records:

**Course Title:** Enter the title of the course as listed in your institution's course catalog.

**Course Number:** Enter the number of the course as listed in your institution's course catalog.

**Semester/Quarter:** Select the semester or quarter in which the course was given from the drop-down list.

**Contact Hours:** Enter the number of classroom contact hours per week.

**Discipline:** In each course record, select at least one discipline as listed in your institution's course catalog. Three disciplines can be specified for each course in the disciplines columns. If a discipline is not in the drop-down, enter that discipline in the "Other Discipline" column. If a course has more than three disciplines, specify additional disciplines in the "Other Discipline" column as well.

**Is course supported with Title VI monies?:** If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

**Is course a new offering?:** If the course wasn't previously offered at your institution, select "yes," otherwise "no."

**Nature of Revisions/Enhancements:** If the course has been previously offered at your institution, select the type of revision or enhancement to the course, if any, from the drop-down list. If the revision/enhancement is not on the drop-down list, enter that revision in the "Other Revision" column.

**If this course can be applied toward a professional or pre-professional program:** If the course can be used to meet requirements for achieving a professional degree at your institution, select the professional degree program from the drop-down

list. If the program is not on the drop-down list, enter the program in the "Other Program" column.

**Comments:** Enter any further information you would like included with this course record. Limit 1000 characters.

### Course sections

**Create a record for each section of a course.** If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

**Section:** Indicate the number of the section from your institution's course catalog.

**Classroom Instructor:** Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

**Enrollment:** The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

### Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for IAS courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this file to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the IAS Courses page will display with a list of your courses and a message telling you how many records were loaded.
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**Upload Course Spreadsheet:** Select the .CSV file from your desktop

no file selected

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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 NRC 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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1990 K Street, N.W., Washington, DC 20006-8521  
Phone: (202) 502-7700

<b>Program:</b> NRC <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b> \$0	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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### ■ Project Identification

**Project Director:****Title:****Address:****Phone:****Fax:****Email:****Web site:****Home institution:****Project title:** NRC**World area:****IEPS contact:****Outreach director:****Outreach director email:****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.**

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