

# *Access to the World and Its Languages*

INTERNATIONAL EDUCATION PROGRAMS SERVICE



## FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD PROGRAM

**CLOSING DATE:**

**Fiscal Year 2011 Application Materials**



CFDA No. 84.022A

OMB No. 1840-0005



U.S. DEPARTMENT OF EDUCATION  
1990 K St. N.W., 6th Floor · Washington, DC 20006-8521  
Tel: 202-502-7700 · Fax: 202-502-7860 · OPE\_IEGPS@ed.gov

[www.ed.gov/HEP/iegps](http://www.ed.gov/HEP/iegps)

OMB No. 1840-0005

**Doctoral Dissertation Research Abroad Program**  
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Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

Institutional grants awarded under the DDRA Program provide fellowships to enable doctoral students enrolled in modern foreign language and area studies programs at U.S. institutions of higher education to conduct dissertation research overseas for 6-12 months.

This letter highlights a few items in the Fiscal Year (FY) 2011 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the DDRA Program is accessible at the U.S. Department of Education (Department) Web site at:

<http://www.ed.gov/programs/iegpsddrap/index.html>

Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines the absolute, competitive, and invitational priorities as well as other program and competition details.

A DDRA application must be submitted on behalf of the applicant doctoral student by a U.S. institution of higher education (IHE). In order for institutions to apply electronically, representatives from institutions of higher education (e.g., project directors) must register in the e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to: [amy.wilson@ed.gov](mailto:amy.wilson@ed.gov): first and last name of the project director, university, and e-mail address. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than (TBD), in order to facilitate timely submission of their electronic applications.

A list of DDRA institutions and program project directors who have registered in e-Application in previous years is included in this application. If an institution is not listed, or the project director has changed, you are still welcome to apply. Please contact Amy Wilson, DDRA program officer, with the above information as soon as possible.

The Department of Education is requiring that applications for FY 2011 grants under the DDRA Program be submitted electronically using the Department's e-Application system. The e-Application system is accessible through its portal page at:

<http://e-grants.ed.gov/egWelcome.asp>

The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Closing Date Notice and qualify for one of the exceptions to the electronic submission requirement. If you think you may need an exception you are urged to review the requirements promptly. Applications submitted late will not be accepted. The Department is

required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

You are reminded that the document published in the Federal Register (the Closing Date Notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained in the official document.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

Alan J. Schiff  
Acting Deputy Assistant Secretary  
Higher Education Programs

## Competition Highlights

1. Please note the following program priorities:
  - a. Absolute: We consider only applications that meet this priority. This priority is: A research project that focuses on one or more of the following areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, Central and Eastern Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories). Please note that applications that propose projects focused on the following countries are not eligible  
Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, Vatican City.
  - b. Invitational Priority: TBA.
  - c. Competitive Preference Priority: TBA
2. Please note that these priorities are explained in detail in the Closing Date Notice contained in this application package. You are urged to fully review the Closing Date notice carefully before preparing your application.
3. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30pm EST. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
4. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register notice inviting applications for new awards for FY 2011 and qualify for one of the (rare) exceptions to the electronic submission requirement.
5. All applicants are required to adhere to the 10-page limit for the Project Narrative and 2-page limit for the bibliography portion of the application.
6. A font standard in the notice requires that you use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow)** will not be accepted.
7. Student applicants must now upload transcripts into their student applications. The transcripts must be scanned into one document and then uploaded.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system. Please go to <http://e-grants.ed.gov/egWelcome.asp> for help with the e-Application and click on the e-Application link in the upper left corner of the screen. Also, refer to the procedures and tips for applicants found in this application booklet.

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.



4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA)  
Fellowship Program

Notice inviting applications for new awards for fiscal year  
(FY) 2011.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.022A.

Dates:

Applications Available: XXXXXX, 2010.

Deadline for Transmittal of Applications: 60 days after  
publication in the Federal Register.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays Doctoral  
Dissertation Research Abroad (DDRA) Fellowship Program  
provides opportunities to doctoral candidates to engage in  
full-time dissertation research abroad in modern foreign  
languages and area studies. The program is designed to  
contribute to the development and improvement of the study  
of modern foreign languages and area studies in the United  
States.

Priorities: This notice contains one absolute priority (TBA), one competitive preference priority (TBA), and one invitational priority (TBA), which are explained in the following paragraphs. In accordance with 34 CFR 75.105(b)(2)(ii), the absolute priority and the competitive preference priority are from the regulations for this program (34 CFR 662.21(d)).

Absolute Priority: For FY 2011, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

A research project that focuses on one or more of the following geographic areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, Central and Eastern Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories). Please note that applications that propose projects focused on the following countries are not eligible: Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, Vatican City.



Within this absolute priority, we give competitive preference to applications that address the following priority.

Competitive Preference Priority: TBA

Invitational Priority: TBA

Program Authority: 22 U.S.C. 2452(b)(6).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for this program in 34 CFR part 662.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

## II. Award Information

Type of Award: Discretionary grants redistributed as fellowships to individual beneficiaries. As part of its FY 2011 budget request, the Administration proposed to continue to allow funds to be used to support the applications of individuals who plan both to utilize their language skills in world areas vital to the United States national security and to apply their language skills and knowledge of these countries in the fields of government, international development, and the professions. Therefore, students planning to apply their language skills in such fields are eligible to apply for this program, in addition to those planning teaching careers. However, authority to use funds

in this manner depends on final Congressional action. Applicants will be given an opportunity to amend their applications if such authority is not provided.

Estimated Available Funds: The Administration has requested \$XX,XXX,XXX for International Education and Foreign Language Studies Overseas Programs, of which we propose to allocate \$X,XXX,XXX for new awards for this program for FY 2011. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Fellowship Awards: \$15,000 - \$60,000.

Estimated Average Size of Fellowship Awards: \$40,000.

Estimated Number of Fellowship Awards: 151.

Note: The Department is not bound by any estimates in this notice.

Project Period: The institutional project period is 18 months beginning July 1, 2011. Students may request funding for a period of no less than six months and no more than twelve months.

### III. Eligibility Information

1. Eligible Applicants: IHEs. As part of the application process, students submit individual applications to the IHE. The IHE then officially submits all eligible

individual student applications with its grant application to the Department.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: Both IHEs and student applicants can obtain an application package via the internet by contacting Carla White, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., room 6000, Washington, DC 20006-8521. Telephone: (202) 502-7700 or by email: [carla.white@ed.gov](mailto:carla.white@ed.gov).

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative is where the student applicant addresses the selection criteria that reviewers use to evaluate the application. The student applicant must

limit the application narrative to no more than 10 pages and the bibliography to no more than two pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative. However, student applicants may single space all text in charts, tables, figures, graphs, titles, headings, footnotes, endnotes, quotations, bibliography, and captions.

- Use a font that is either 12 point or larger; or, no smaller than 10 pitch (characters per inch). Student applicants may use a 10 point font in charts, tables, figures, graphs, footnotes, and endnotes. However, these items are considered part of the narrative and counted within the 10 page limit.

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limits only apply to the application narrative and bibliography. The page limits do not apply to the Application for Federal Assistance face sheet (SF 424); the supplemental information form required by the Department of Education; and the assurances and certification. However,

student applicants must include their complete responses to the selection criteria in the application narrative.

We will reject a student applicant's application if the application exceeds the page limits.

3. Submission Dates and Times:

Applications Available: XXXXXX, 2010.

Deadline for Transmittal of Applications: 60 days after publication in the Federal Register.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application site (e-Application) accessible through the Department's e-Grants site. For information (including dates and times) about how to submit an IHE's application electronically, or in paper format by mail or hand delivery if an IHE qualifies for an exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the

application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless an IHE qualifies for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program, CFDA number 84.022A, must be submitted electronically using e-Application available through the Department's e-Grants system, accessible through the e-Grants web site at: <http://e-grants.ed.gov>.

We will reject an application if an IHE submits it in paper format unless, as described elsewhere in this section, the IHE qualifies for one of the exceptions to the electronic submission requirement and submits, no later than two weeks before the application deadline date, a written

statement to the Department that the IHE qualifies for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

While completing the electronic application, both the IHE and the student applicant will be entering data online that will be saved into a database. Neither the IHE nor the student applicant may e-mail an electronic copy of a grant application to us.

Please note the following:

- The process for submitting applications electronically under the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program has several parts. The following is a brief summary of the process; however, all applicants should review and follow the detailed description of the application process that is contained in the application package. In summary, the major parts are as follows: 1) IHEs must e-mail the following information to [ddra@ed.gov](mailto:ddra@ed.gov): name of university, and full name and e-mail address of potential project director. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the e-Application system well before the application deadline date. We suggest that applicant IHEs send this

information no later than two weeks prior to the closing date, in order to facilitate timely submission of their applications; 2) Students must complete their individual applications and submit them to their IHE's project director using e-Application; 3) Persons providing references for individual students must complete and submit reference forms for the students and submit them to the IHE's project director using e-Application; and 4) The IHE's project director must officially submit the IHE's application, which must include all eligible individual student applications, reference forms, and other required forms, using e-Application.

- The IHE must complete the electronic submission of the grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that both the IHE and the student applicant not wait until the application deadline date to begin the application process.

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on



Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- Student applicants will not receive additional point value because the student submits his or her application in electronic format, nor will we penalize the IHE or student applicant if the applicant qualifies for an exception to the electronic submission requirement, as described elsewhere in this section, and submits an application in paper format.

- IHEs must submit all documents electronically, including the Application for Federal Assistance (SF 424), the Supplement to the SF 424, and all necessary assurances and certifications. Both IHEs and student applicants must attach any narrative sections of the application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If an IHE or a student applicant uploads a file type other than the three file types specified in this paragraph or submits a password protected file, we will not review that material.

- Student transcripts must be submitted electronically through the e-Application system.

- Both the IHE's and the student applicant's electronic application must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After the individual student applicant electronically submits his or her application to the student's IHE, the student will receive an automatic acknowledgment. In addition, the applicant IHE's project director will receive a copy of this acknowledgment by email. After a person submits a reference electronically, he or she will receive an online confirmation. After the applicant IHE submits its application, including all eligible individual student applications, to the Department, the applicant IHE will receive an automatic acknowledgment, which will include a PR/Award Number (an identifying number unique to the IHE's application).

- Within three working days after submitting the IHE's electronic application, the IHE must fax a signed copy of the SF 424 to the Application Control Center after following these steps:

- (1) Print SF 424 from e-Application.

- (2) The applicant IHE's Authorizing Representative must sign this form.

- (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

- (4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

- We may request that you provide us original signatures on the SF 424 and other forms at a later date.

Application Deadline Date Extension in Case of e-Application

Unavailability: If an IHE is prevented from electronically submitting its application on the application deadline date because e-Application is unavailable, we will grant the IHE an extension of one business day to enable the IHE to transmit its application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) The IHE is a registered user of e-Application and the IHE has initiated an electronic application for this competition; and

(2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting the IHE an extension. To request this extension or to confirm our acknowledgement of any system unavailability, an IHE may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see section VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-

Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

Exception to Electronic Submission Requirement: An IHE qualifies for an exception to the electronic submission requirement, and may submit its application in paper format, if the IHE is unable to submit an application through e-Application because--

- the IHE or a student applicant does not have access to the Internet; or

- the IHE or a student applicant does not have the capacity to upload large documents to e-Application;

and

- No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), the IHE mails or faxes a written statement to the Department, explaining which of the two grounds for an exception prevents the IHE from using the Internet to submit its application. If an IHE mails a written statement to the Department, it must be postmarked no later than two weeks

before the application deadline date. If an IHE faxes its written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax this statement to: Amy Wilson, U.S. Department of Education, 1990 K Street, NW., room 6082, Washington, DC 20006-8521. FAX: (202) 502-7860.

The IHE's paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If an IHE qualifies for an exception to the electronic submission requirement, the IHE may mail (through the U.S. Postal Service or a commercial carrier) its application to the Department. The IHE must mail the original and two copies of the application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.022A)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

The IHE must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If the IHE mails its application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If the IHE's application is postmarked after the application deadline date, we will not consider its application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, the IHE should check with its local post office.

c. Submission of Paper Applications by Hand Delivery.

If an IHE qualifies for an exception to the electronic submission requirement, the IHE (or a courier service) may deliver its paper application to the Department by hand. The IHE must deliver the original and two copies of the application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.022A)  
550 12th Street, SW.

Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If an IHE mails or hand delivers its application to the Department--

(1) The IHE must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA Number, and suffix letter, if any, of the competition under which the IHE is submitting its application; and

(2) The Application Control Center will mail a notification of receipt of the IHE's grant application. If the IHE does not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, the IHE should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

1. General: For FY 2011, student applications are divided into seven categories based on the world area focus of their research projects, as described in the absolute priority listed in this notice. Language and area studies experts in discrete world area-based panels will review the student applications. Each panel reviews, scores, and ranks its applications separately from the applications assigned

to the other world area panels. However, all fellowship applications will be ranked together from the highest to lowest score for funding purposes.

2. Selection Criteria: The selection criteria for this competition are from 34 CFR 662.21 and are listed in the following paragraphs. The maximum score for all of the criteria, including the competitive preference priority, is 105 points. The maximum score for each criterion is indicated in parentheses.

Quality of proposed project (60 points): In determining the quality of the research project proposed by the applicant, the Secretary considers (1) The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used (15 points); (2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline (10 points); (3) The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries (10 points); (4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts



and affiliations abroad (10 points); (5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries (5 points); and (6) The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field (10 points).

Qualifications of the applicant (40 points): In determining the qualifications of the applicant, the Secretary considers (1) The overall strength of the applicant's graduate academic record (10 points); (2) The extent to which the applicant's academic record demonstrates strength in area studies relevant to the proposed project (10 points); (3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers (15 points); and (4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience, or both (5 points).

#### VI. Award Administration Information

1. Award Notices: If a student application is successful, we notify the IHE's U.S. Representative and U.S. Senators and send the IHE a Grant Award Notice (GAN). We may notify the IHE informally, also.

If a student application is not evaluated or not selected for funding, we notify the IHE.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates its approved application as part of the binding commitments under the grant.

3. Reporting: At the end of the project period, the IHE must submit a final performance report, including the final reports of all of the IHE's fellows, and financial information, as directed by the Secretary. The IHE and fellows are required to use the International Resource Information System (IRIS) electronic reporting system to complete the final report.

4. Performance Measures: Under the Government Performance and Results Act of 1993, the objective for the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Fellowship Program is to provide grants to colleges and universities to fund individual doctoral students to conduct research in other countries in modern foreign languages and area studies for periods of 6 to 12 months.

The Department will use the following DDRA measures to evaluate its success in meeting this objective:

Performance Measure 1: ***The average language competency score of Fulbright-Hays DDRA Fellowship recipients at the end of their period of research minus their average score at the beginning of the period.***

Performance Measure 2: Percentage of DDRA projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

Efficiency measure: ***Cost per grantee increasing language competency by at least one level in one (or all three) area.***

The information provided by grantees in their performance report submitted via IRIS will be the source of data for this measure. Reporting screens for institutions and fellows may be viewed at:

[http://iris.ed.gov/iris/pdfs/DDRA\\_director.pdf](http://iris.ed.gov/iris/pdfs/DDRA_director.pdf).

[http://iris.ed.gov/iris/pdfs/DDRA\\_fellows.pdf](http://iris.ed.gov/iris/pdfs/DDRA_fellows.pdf).

## VII. Agency Contact

For Further Information Contact: Amy Wilson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., room 6082, Washington, DC 20006-8521. Telephone: (202) 502-7700 or by email: amy.wilson@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

## VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: [www.ed.gov/news/fedregister](http://www.ed.gov/news/fedregister).

To use PDF, you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of

Federal Regulations is available on GPO Access at:

[www.gpoaccess.gov/nara/index.html](http://www.gpoaccess.gov/nara/index.html)

Delegation of Authority: The Secretary of Education has delegated authority to Daniel T. Madzelan, Director, Forecasting and Policy Analysis for the Office of Postsecondary Education, to perform the functions and duties of the Assistant Secretary for Postsecondary Education.

Dated: XXXXXXX, 2010

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Daniel T. Madzelan,  
Director,  
Forecasting and Policy Analysis.



**HIGHER EDUCATION PROGRAMS; 34 CFR PARTS 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, AND 669; FINAL REGULATIONS. [OPE]FR Doc 05-5547**

[Federal Register: March 21, 2005 (Volume 70, Number 53)]

[Rules and Regulations]

[Page 13371-13377]

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DEPARTMENT OF EDUCATION

34 CFR Parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662,

**663, 664, AND 669**

**HIGHER EDUCATION PROGRAMS**

**AGENCY: OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION.**

**ACTION: FINAL REGULATIONS.**

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**PART 662--FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD  
FELLOWSHIP PROGRAM**

40. The authority citation for part 662 continues to read as follows:

Authority: Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act), 22 U.S.C. 2452(b)(6), unless otherwise noted.

41. Section 662.21 is amended by—

- A. Removing all of the parentheticals that end in “points)” and removing the parentheticals “(10)”, “(15)”, and “(5)” wherever they appear;
- B. In paragraph (c)(2), removing the word “a”; and
- C. Revising paragraph (a) to read as follows:

Sec. 662.21 What criteria does the Secretary use to evaluate an application for a fellowship?

- (a) General. The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.



## TITLE 34--EDUCATION

### CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

#### PART 662—FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD FELLOWSHIP PROGRAM

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- 

**Authority:** Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act), 22 U.S.C. 2452(b)(6), unless otherwise noted.

**Source:** 63 FR 46361, Aug. 31, 1998, unless otherwise noted.

##### **Subpart A—General**

##### **§ 662.1 What is the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program?**

(a) The Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program is designed to contribute to the

development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for scholars to conduct research abroad.  
(b) Under the program, the Secretary awards fellowships, through institutions of higher education, to doctoral candidates who propose to conduct dissertation research abroad in modern foreign languages and area studies.  
(Authority: 22 U.S.C. 2452(b)(6))

##### **§ 662.2 Who is eligible to receive an institutional grant under this program?**

An institution of higher education is eligible to receive an institutional grant.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

##### **§ 662.3 Who is eligible to receive a fellowship under this program?**

An individual is eligible to receive a fellowship if the individual

- (a)(1) Is a citizen or national of the United States; or
  - (2) Is a permanent resident of the United States;
  - (b)(1) Is a graduate student in good standing at an institution of higher education; and
  - (2) When the fellowship period begins, is admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
  - (c) Is planning a teaching career in the United States upon completion of his or her doctoral program; and
  - (d) Possesses sufficient foreign language skills to carry out the dissertation research project.
- (Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

##### **§ 662.4 What is the amount of a fellowship?**

- (a) The Secretary pays—
- (1) Travel expenses to and from the residence of the fellow and the country or countries of research;
  - (2) A maintenance stipend for the fellow and his or her dependents related to cost of living in the host country or countries;
  - (3) An allowance for research-related expenses overseas, such as books, copying, tuition and affiliation fees, local travel, and other incidental expenses; and
  - (4) Health and accident insurance premiums.
- (b) In addition, the Secretary may pay—
- (1) Emergency medical expenses not covered by health and accident insurance; and
  - (2) The costs of preparing and transporting the remains of a fellow or dependent who dies during the term of the fellowship to his or her former home.
- (c) The Secretary announces the amount of benefits expected to be available in an application notice published in the Federal Register.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e) (1) and (2))

##### **§ 662.5 What is the duration of a fellowship?**

- (a) A fellowship is for a period of not fewer than six nor more than twelve months.
  - (b) A fellowship may not be renewed.
- (Authority: 22 U.S.C. 2452(b)(6))

##### **§ 662.6 What regulations apply to this program?**

The following regulations apply to this program:

- (a) The regulations in this part 662; and
- (b) The Education Department General Administrative Regulations (EDGAR) (34 CFR parts 74, 75, 77, 81, 82, 85, and 86).

(Authority: 22 U.S.C. 2452(b)(6))

##### **§ 662.7 What definitions apply to this program?**

(a) Definitions of the following terms as used in this part are contained in 34 CFR part 77:

Applicant

Application  
Award  
EDGAR  
Fiscal year  
Grant  
Secretary

(b) The definition of *institution of higher education* as used in this part is contained in 34 CFR 600.4.

(c) The following definitions of other terms used in this part apply to this program:

*Area studies* means a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

*Binational commission* means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international organization, to carry out functions in connection with the program covered by this part.

*Dependent* means any of the following individuals who accompany the recipient of a fellowship under this program to his or her training site for the entire fellowship period if the individual receives more than 50 percent of his or her support from the recipient during the fellowship period:

- (1) The recipient's spouse.
- (2) The recipient's or spouse's children who are unmarried and under age 21.

*J. William Fulbright Foreign Scholarship Board* means the presidentially-appointed board that is responsible for supervision of the program covered by this part.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

## **Subpart B—Applications**

### **§ 662.10 How does an individual apply for a fellowship?**

(a) An individual applies for a fellowship by submitting an application to the Secretary through the institution of higher education in which the individual is enrolled.

(b) The applicant shall provide sufficient information concerning his or her personal and academic background and proposed research project to enable the Secretary to determine whether the applicant—

- (1) Is eligible to receive a fellowship under §662.3; and
- (2) Should be selected to receive a fellowship under subparts C and D of this part.

(Authority: 22 U.S.C. 2452(b)(6))

### **§ 662.11 What is the role of the institution in the application process?**

An institution of higher education that participates in this program is responsible for—

- (a) Making fellowship application materials available to its students;
- (b) Accepting and screening applications in accordance with its own technical and academic criteria; and
- (c) Forwarding screened applications to the Secretary and requesting an institutional grant.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

## **Subpart C—Selection of Fellows**

### **§ 662.20 How is a Fulbright-Hays Doctoral Dissertation Research Abroad Fellow selected?**

(a) The Secretary considers applications for fellowships under this program that have been screened and submitted by eligible institutions. The Secretary evaluates these applications on the basis of the criteria in §662.21.

(b) The Secretary does not consider applications to carry out research in a country in which the United States has no diplomatic representation.

(c) In evaluating applications, the Secretary obtains the advice of panels of United States academic specialists in modern foreign languages and area studies.

(d) The Secretary gives preference to applicants who have served in the armed services of the United States if their applications are equivalent to those of other applicants on the basis of the criteria in §662.21.

(e) The Secretary considers information on budget, political sensitivity, and feasibility from binational commissions or United States diplomatic missions, or both, in the proposed country or countries of research.

(f) The Secretary presents recommendations for recipients of fellowships to the J. William Fulbright Foreign Scholarship Board, which reviews the recommendations and approves recipients.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

### **§ 662.21 What criteria does the Secretary use to evaluate an application for a fellowship?**

(a) *General.* The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) *Quality of proposed project.* The Secretary reviews each application to determine the quality of the research project proposed by the applicant. The Secretary considers—

- (1) The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used;
- (2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline;
- (3) The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries;
- (4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts and affiliations abroad;
- (5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries; and
- (6) The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field.

(c) *Qualifications of the applicant.* The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers—

- (1) The overall strength of the applicant's graduate academic record;
- (2) The extent to which the applicant's academic record demonstrates strength in area studies relevant to the proposed project;
- (3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers; and
- (4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience, or both.

(d) *Priorities.* (1) The Secretary determines the extent to which the application responds to any priority that the Secretary establishes for the selection of fellows in any fiscal year. The Secretary announces any priorities in an application notice published in the Federal Register.

(2) Priorities may relate to certain world areas, countries, academic disciplines, languages, topics, or combinations of any of these categories. For example, the Secretary may establish a priority for—

(i) A specific geographic area or country, such as the Caribbean or Poland;

(ii) An academic discipline, such as economics or political science;

(iii) A language, such as Tajik or Indonesian; or

(iv) A topic, such as public health issues or the environment.

(Approved by the Office of Management and Budget under control number 1840–0005)

(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))

[63 FR 46361, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

### **§ 662.22 How does the J. William Fulbright Foreign Scholarship Board select fellows?**

(a) The J. William Fulbright Foreign Scholarship Board selects fellows on the basis of the Secretary's recommendations and the information described in §662.20(e) from binational commissions or United States diplomatic missions.

(b) No applicant for a fellowship may be awarded more than one graduate fellowship under the Fulbright-Hays Act from appropriations for a given fiscal year.

(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(1))

### **Subpart D—Post-award Requirements for Institutions**

#### **§ 662.30 What are an institution's responsibilities after the award of a grant?**

(a) An institution to which the Secretary awards a grant under this part is responsible for administering the grant in accordance with the regulations described in §662.6.

(b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in §662.11.

(c) The institution is responsible for disbursing funds in accordance with procedures described in §662.4.

(d) The Secretary awards the institution an administrative allowance of \$100 for each fellowship listed in the grant award document.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

### **Subpart E—Post-award Requirements for Fellows**

#### **§ 662.41 What are a fellow's responsibilities after the award of a fellowship?**

As a condition of retaining a fellowship, a fellow shall—

(a) Maintain satisfactory progress in the conduct of his or her research;

(b) Devote full time to research on the approved topic;

(c) Not engage in unauthorized income-producing activities during the period of the fellowship; and

(d) Remain a student in good standing with the grantee institution during the period of the fellowship.

(Authority: 22 U.S.C. 2452(b)(6))

#### **§ 662.42 How may a fellowship be revoked?**

(a) The fellowship may be revoked only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.

(b) The Secretary may recommend a revocation of a fellowship on the basis of—

(1) The fellow's failure to meet any of the conditions in §662.41; or

(2) Any violation of the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.

(Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to FRA Program IEPS/OPE, Department of Education, 400 Maryland Avenue, SW (1990 K St, NW, 6<sup>th</sup> Floor), Washington, DC 20202-4651.

## Guidelines for Applicant Institutions

There are two parts to this application. The first part contains information and forms for the institution of higher education (IHE). The second part contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the U.S. Department of Education's (US/ED) e-Application system. This system may be accessed at <http://e-grants.ed.gov>. Both the student and the institution must complete their portions of the application correctly and submit via e-Application. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Closing Date Notice, and follow the instructions in order to submit a timely and complete application to US/ED.

**The institution must appoint a Project Director.** The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

## Responsibilities of the Institution's Project Director

The Project Director at the applying college or university is responsible for:

- a) Registering as the Project Director for his/her university in the e-Application system. **In order to obtain a password and login information, he/she must first send his/her contact information to ED staff by the date specified in the Closing Date Notice. If he/she fails to do this, he/she may not be able to access e-Application and will not be able to transmit his/her institution's application package.**
- b) Completing Item #22:
  - 1) Screen individual student applications in accordance with the institution's own technical and academic criteria and the program's eligibility requirements;
  - 2) Indicate institutional endorsement of each student application by checking the box adjacent to each student's name;
  - 3) Indicate, for each student, whether Human Subjects Research Clearance (IRB) will be required by checking "Yes" or "No". Be sure to include the required narrative for each project involving human subjects as indicated in question #3 on the ED Supplemental Information for SF 424.
- c) Transmitting in a single submission all recommended individual Doctoral Dissertation Research Abroad applications, including the *Application for Federal Assistance* (SF 424), the *ED Supplemental Information for SF 424*, the *Assurances -- Non-Construction Programs* (ED Form 424B) and the *Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* to the U.S. Department of Education in accordance with the guidelines published in the Closing Date Notice for new awards and contained in the transmittal instructions.
- d) Announcing the preliminary results of the competition to individual applicants (i.e., candidate status, alternate status, non-selection). An executed copy of the Grant Award Notification between the U.S. Department of Education (ED) and the higher education institution listing fellowship holders and award benefits will constitute the official announcement of the award. The announcement will be made between April and June.

- e) Administering the grant and disbursing funds.

**Supplemental Instructions for the Application for Federal Assistance (SF 424)**

The Federal forms that accompany this electronic submission **MUST** be filled out on paper and faxed to ED. Within 3 business days of the closing date, please print and complete the forms listed below, sign them, and fax them to US/ED's Application Control Center at (202) 245-6272.

The instructions for the items given below are to be used in conjunction with the general instructions contained in this application packet.

- Item 1.** Select *Application*.  
**Item 2.** Select *New*.  
**Items 3 – 5a.** Enter *N/A*.  
**Item 5b.** Enter 84.022A  
**Item 6** Enter date received by state (if appropriate). Otherwise list date of submission.  
**Item 7** Enter *N/A*  
**Item 8.** **A.** Enter the legal name of the institution of higher education.  
**B.** Enter the tax identification number as assigned by the Internal Revenue Service.  
**C.** Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>  
**D.** Enter the address of the institution of higher education.  
**E.** Enter the organizational unit that will undertake the funding activity  
**F.** Enter the name of the Project Director. The Project Director should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. Enter the title, organizational affiliation, telephone and fax numbers and e-mail address of the Project Director.  
**Item 9.** Select *H – Public/State Controlled IHE* or *O – Private IHE*.  
**Item 10.** Enter *US Department of Education*.  
**Item 11.** Enter *84.022A, Fulbright-Hays Doctoral Dissertation Research Abroad Program*.  
**Item 12.** Enter *ED-GRANTS-XXXXXX-XXX, Fulbright-Hays Doctoral Dissertation Research Abroad Program*.  
**Item 13.** Enter *N/A*.  
**Item 14.** Enter *N/A*.  
**Item 15.** Enter *Fulbright-Hays Doctoral Dissertation Research Abroad Program*.  
**Item 16.** **A.** Enter the congressional district for the applicant institution; **B.** Enter *N/A*.  
**Item 17.** **A.** Enter 07/01/11.  
**B.** Enter 12/31/12.  
**Item 18.** Enter the total amount requested (the sum of all the student applicants' requests).  
**Item 19.** Check *C. Program is not covered by E.O. 12372*.  
**Item 20.** Self-explanatory.  
**Item 21.** Self-explanatory – to be completed by institution's Authorized Representative.  
**Item 22.** This item will populate automatically when student applicants submit their applications in e-Application. To view a student's application, click on that student's name.

**The Following Forms can be Found in the Standard Instructions and Forms Section:**

**ED Supplemental Information for SF 424**

**Assurances -- Non-Construction Programs (SF 424B)**

One copy of this form must be completed by the authorized representative of the college or university and accompany SF 424.

**Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED Form 80-0013)**

One copy of this form must be completed by the authorized representative of the college or university and accompany SF 424.

**Disclosure of Lobbying Activities (SF-LLL)**

One copy of this form must be completed by the authorized representative of the college or university and accompany SF 424, if applicable.

A complete institutional application to the Doctoral Dissertation Research Abroad Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the Assurances -- Non-Construction Programs (SF 424B); Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and

*Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the U.S. Department of Education via e-Application, in accordance with the guidelines published in the Closing Date Notice. **Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.**

## Frequently Asked Questions for Project Directors

**Q. How does the Project Director register in the e-Application system?**

A. The registration process for the Project Director involves two (2) steps. The Project Director must first request access to the DDRA Project Director screens from the US/ED program officer. The Project Director must submit the following information to the program officer by the date specified in the published Closing Date Notice: name, institution, and e-mail address. Once the US/ED program officer informs the Project Director that access has been granted, the Project Director can register in the e-Application system. Obtaining access to the system and registering in the e-Application system are 2 separate steps. Current PDs do not need to register again.

**Q. How many sections are there to the application, and who fills out what section?**

A. There are two major sections to the e-application – the individual student applicant's section and the Project Director's section. Upon completion of the individual component of the application, the student submits all portions of the application (narrative, curriculum vitae, individual budget, notifications to his/her references, transcripts, etc.) to the Project Director. The Project Director is responsible for reviewing all individual student applications of his/her institution and submitting them in a single submission, along with the required institutional components, to the US/ED. Only the Project Director can submit an application to US/ED.

**Q. When the Project Director submits the e-application, where does it go?**

A. After the Project Director hits the submit button, the entire application (both the student and institutional components) is sent electronically to US/ED. The Project Director will receive a confirmation e-mail that states: "Your application for Fulbright Hays Doctoral Dissertation Research Abroad Program, CFDA 84.022A, was received on XX (the date) at XX (the time submitted) Washington, D.C., time. This message will include the application's identifier number (P022A1100XX). Only after the Project Director receives this e-mail is the submission complete.

**Q. When does the Project Director hit the submit button?**

A. The Project Director hits the submit button BEFORE 4:30 pm Washington, D.C., time on the published closing date, and after: 1) All institutional and individual components of each individual student applicant, including graduate and foreign language references are submitted; 2) The Project Director has reviewed all individual applications; 3) The Project Director has approved each individual application by checking the box next to the applicant's name on "Item 22" on Application for Federal Assistance (SF 424).

**Q. How does the Project Director review and approve the student applications for submission to US/ED?**

A. The Project Director is able to review only applications that have been submitted to him/her by individual student applicants enrolled at his/her institution. The Project Director should consult "Item 22" on Application for Federal Assistance (SF 424) to see which students have submitted applications. To review an individual application, the Project Director should click on the student's name. This will link the Project Director to that individual's application. After the review of all individual applications has been completed, the Project Director indicates his/her approval of each application by clicking the acceptance box next to each name. Only Project Director-approved applications are included in the institutional submission to US/ED.

**Q. Whom should the Project Director contact in the event of technical problems with e-application (e.g., problems pulling up a form)?**

A. If the Project Director experiences any technical difficulties, the Project Director should contact the e-Application Help Desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington DC time.

**Q. If the Project Director has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?**

A. If the Project Director has program specific questions, the Project Director should contact Ms. Amy Wilson at (202) 502-7689; or via email at amy.wilson@ed.gov.

**Q. How are the student's Graduate and Language Reference Forms submitted?**

A. The student applicant will submit, via the e-Application system, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated from the e-Application system, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The references must click on the links and provide the PINs in order to be linked to the student's reference forms. Once the forms are completed, the referees click the submit buttons. After the referees hit the submit buttons, the forms have been submitted to the Project Director. Both the student and the Project Director can monitor the submission of, but cannot review, the reference forms by checking the icon next to the reference forms. An icon for a submitted form is a blank piece of paper with a check mark on it. Reference forms must be submitted before the Project Director submits the application to US/ED. We suggest that the Project Director set internal deadlines for the submission of references and remind students to inform their reference writers of this deadline.

**Q. Can transcripts be uploaded electronically, or must they still be submitted in paper format?**

A. Student applicants now have a place in their application to upload all transcripts. Students must scan all transcripts and upload in the appropriate place. Only one upload is allowed, so all transcripts must be combined into one document. **Beginning with the FY 2011 competition, only the electronic submission of transcripts will be accepted.**

**Q. Should student applicants include their undergraduate transcripts?**

A. Yes, undergraduate transcripts may be included if they help to demonstrate the applicant's language and area studies academic background.

**Q. Can the Project Director set his/her own institutional deadline so that he/she can meet the closing date published in the Federal Register?**

A. Yes! The Project Director should set an institutional deadline for students and references so that he/she will have ample time to review the individual application material, solve technical problems and submit a complete institutional application in a timely fashion as specified in the Federal Register.

**Q. If a Project Director has access to the DDRA Program screens, does the Project Director also have access to the Faculty Research Abroad (FRA) Program Screens?**

A. No! Each program is separate and distinct in e-Application. The Project Director must register in each program separately in accordance with the instructions outlined in the Closing Date Notice published in the Federal Register. IEPS strongly suggests that potential Project Directors register in the e-Application system as soon as possible.

**Q. What signatures are required for the e-Application?**

A. The Project Director is responsible for submitting all documents electronically, including the Application for Federal Assistance (SF 424), and all necessary assurances and certifications. Within three days after submitting the electronic application, the Project Director MUST fax a signed copy of SF 424 to the Application Control Center, after obtaining the institution's Authorizing Representative's signature. We ask that Project Directors please place the application's identifier number (P022A1100XX) in the upper right hand corner of the hard copy signature page of the SF 424. US/ED may request original signatures on other forms at a later date.

**Q. When will the Project Director be notified as to the status of the student applicants?**

A. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Candidate status is announced usually in April. It is the responsibility of the institution to inform students of their status. US/ED does not inform students directly.

**Q. If an institution is awarded a DDRA grant, how will the Project Director know how to proceed?**

A. If an institution receives a grant, the Project Director will receive a handbook with instructions on how to administer the grant. This handbook is intended for use by both the Project Director and fellow.

**Q. Who is responsible for submitting the Human Subjects Clearance (IRB) narrative?**



A. The Project Director is responsible for collecting all IRB narratives from students who may need IRB approval for their research project. All student narratives must be combined into one document and uploaded in ED Supplemental Form to the SF 424. The narrative questions that must be answered are found in the directions for the ED Supplemental Form to the SF 424.

## **Institutional DDRA Project Directors**

Please check with the listed contact **BEFORE** completing your application as Project Directors may have changed.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 25 hours for the student respondent and 25 hours for the project director per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: DDRA Program, IEP/S/OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., (1990 K Street, N.W. 6<sup>th</sup> Floor) Washington, DC 20202-4651.

## Guidelines for Students

There are two parts to this application. The first section contains information and forms for the institution of higher education (IHE). The second section contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the U.S. Department of Education's (US/ED) e-Application system. This system may be accessed at <http://e-grants.ed.gov>. Both the student and the institution must complete their portions of the application correctly and submit via e-Application. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Closing Date Notice, and follow the instructions in order to submit a timely and complete application to US/ED.

**The institution must appoint a Project Director.** The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This person is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

A student should:

- Read the entire application package carefully.
- Contact his/her university's Project Director as soon as possible, to inform him/her that he/she will be submitting an application.
- Register in the e-Application system as a student, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays. Remind his/her reference writer of the internal deadline set by the institutional project director.
- Submit his/her completed application via the e-Application system well in advance of the Closing Date. (It is a good idea for a student to contact the Project Director and let him/her know when the student has submitted his/her application)
- Confer with the Project Director before the Closing Date to ensure that all portions of the application were submitted successfully, and no changes need to be made.
- Prepare the required narrative, if the project involves Human Subjects Research and/or requires IRB approval, and submit the narrative to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the Instructions for ED Supplemental Information for SF 424. The student must then submit their narrative to their Project Director for uploading into the application.
- Up-load a scanned copy of their transcript into the e-application.

## Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies

throughout the educational structure of the United States. To help accomplish this objective the Doctoral Dissertation Research Abroad Program provides opportunities for scholars to conduct research overseas in the field of modern foreign languages and area studies.

For the purpose of these programs, area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

Research overseas means research outside the United States and its territories. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date contained in this application.

For a complete description of the program, consult the US Department of Education Regulations 34 Code of Federal Regulations Part 662.

## **Eligibility Requirements**

**To be eligible to receive a fellowship under the DDRA Program, a student must:**

1. (a) Be a citizen of the United States; or  
(b) Be a permanent resident of the United States;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation, or who plan to apply language skills (in world areas vital to US national security) and knowledge of these countries in the fields of government, international development, and various professions; and

Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

Note: Students may not accept certain grants in the same fiscal year that they receive a US/ED Fulbright-Hays grant. If a student accepts both a US/ED Fulbright-Hays grant and another grant, it may be necessary for the student to choose which grant to accept, or to negotiate a cost-sharing arrangement, so that funding is not duplicated. Student applicants who have received support for more than 6 months under the DDRA Program are not eligible to re-apply.

## **Instructions for Students - Fulbright-Hays Application Form**

In order that each individual applicant is properly evaluated in accordance with the published procedures, eligibility requirements, and evaluation criteria, each individual scholar applying for the Fulbright-Hays fellowship must complete this electronic form.

**Item 1-4:** Self-explanatory

**Item 5:** Select the name of the institution through which you are applying. If your institution does not appear on this drop-down list, please contact your project director. Only institutions whose project directors have registered in e-Application appear on this list. Please ensure that you choose the right campus (i.e., University of Texas at Austin, University of Texas at Brownsville, etc.). A student planning to conduct dissertation research must apply to the DDRA Program through the university in which he/she or she is enrolled in a doctoral program.

**Items 6-7:** Self-explanatory

**Item 8:** Indicate all countries in which you plan to conduct research with Fulbright-Hays Doctoral Dissertation Research Abroad support. If successful, these are the only countries you will be approved to conduct research in.

**Item 9:** Indicate all foreign languages to be used in your research during the fellowship period and obtain a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed.

If English or your native tongue is the language of research, you must list it here, but a Foreign Language Reference Form is not required. Please see criteria 3 under Qualifications of the Applicant.

**Item 10:** Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as July 1 for students, provided: a US/ED Grant Award Notification has been executed; travel has been approved; the appropriate research clearances and research visas have been secured by the individual scholar; and, if requested, human subject research clearance has been obtained. All research and travel must be completed by December 31 of the year following the year in which the grant is made.

Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

**Item 11:** Indicate the date on which you were or will be advanced to candidacy for a doctoral degree. An applicant must be advanced to candidacy by the time his/her or her overseas research begins, but not necessarily at the time of application.

Note: Fellowships are from 6 to 12 *consecutive* months in the field. Fellows may not leave their research sites for the duration of the research period, except in cases of family or medical emergencies. Fellows have 18 months in which to schedule their research periods. Family events such as weddings or anniversaries, or academic events such as conferences or presentations, should be taken into account by the fellow when planning his or her research.

**Item 12:** Self-explanatory

**Item 13:** If resident alien, provide Alien Registration Number, country of birth, and previous citizenship. Please refer to the program's citizenship requirements in the program-specific regulations.

**Item 14:** Self-explanatory

**Item 15:** Note that doctoral candidates planning careers other than teaching are eligible to apply.

**Item 16:** Self-explanatory

**Item 17:** Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted as well as institutional and individual affiliations.

**Item 18:** Self-explanatory

**Item 19:** Indicate previous relevant foreign travel, period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

**Items 20-21:** Indicate whether you are in default on any U.S. Department of Education Student Financial Assistance loan, U.S. Department of Education grant or any other Federal loan.

**Item 22:** Indicate all previously held fellowships.

**Item 23:** Indicate current applications for other fellowships.

**Item 24:** Enter the name, address and telephone number of the physician or certified nurse practitioner, and the date of recent physical exam. This is to ensure that the applicant is physically capable of carrying out the proposed research project. Do not send a separate medical evaluation. Actual signatures may be requested at a later date.

**Item 25a:** List, starting with the airport closest to your address, all points of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested.

All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers and should also include baggage fees. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Award Notification. Travel by sea also must be on a U.S. flag carrier.

You will not be authorized to travel on grant funds until you have secured the appropriate "research" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution. (Note: please see **Important Note Regarding Host Country Research Clearances**).

All travel paid for with grant funds must be in accordance with the **Fly America Act** (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available, regardless of cost. In cases of "code-share" tickets between an American and an overseas carrier, the name and flight number of the American carrier, rather than those of the overseas carrier, must be displayed on the airline tickets. Travel must be approved by the Education Program Staff, US/ED before a fellow departs. No support for dependents' travel is provided.

**Item 25b:** Enter the maintenance stipend for all countries of research utilizing the information provided in the link to **Fulbright-Hays Maintenance Allowances**. Allowances from other than personal sources (e.g. fellowships) which duplicate benefits received under this program will be deducted from the fellowship. Adjustments will also be made in cases where other organizations assume all or part of a fellow's maintenance costs.

**Item 25c:** A dependent means any of the following individuals who will accompany you to your research site and for whom you will be providing over 50 percent support during the entire overseas research period:

a. spouse of program participant ; The word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife. These definitions are found in 1 USC Section 7, commonly known as the "Defense of Marriage Act" and apply to all federal programs; or

- b. children unmarried and under 21 years of age.

Note: Dependents must accompany the researcher for the entire research period in order to be eligible for an allowance.

Enter the dependents' allowance by referring to the **Fulbright-Hays Maintenance Allowances**.

**Item 25d:** Compute and justify in detail your needs for this allowance that may include expenses such as books, copying, tapes, film, travel within host countries, affiliation fees, etc.

This allowance does not cover any visa fees, passport expenses, including photographs, equipment costs (laptops, digital cameras, recorders, etc.), research or transcription assistants, language tutoring, tuition or fees that might be required by the American grantee institution, or medical expenses such as malaria pills or vaccinations.

**Item 25e:** The Department of Education will include sufficient funds to enable an institution to purchase basic health and accident insurance for each student fellowship recipient only. The university may use its discretion whether to use a university-contracted carrier or a student-contracted carrier. Compute the amount requested utilizing group rates of university-contracted carriers for coverage overseas. The amount requested for insurance must be prorated to reflect only the student's time in the field.

**Item 25f:** Fixed \$100 administrative fee paid to institution.

**Item 25g:** This will be the sum of 25a-f.

**Item 26-27:** Self-explanatory

**Item 28:** The curriculum vita must be uploaded into the e-Application system. It should address those previously cited evaluation criteria focused on the qualifications of the individual applicant. You should list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar

**Item 29:** 1. The application narrative must be uploaded as an attachment into the e-Application system.

**Please note the page limitations specified in the Closing Date Notice.**

You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. It is advised that the applicant review the Technical Review Form provided and write their narrative in a way that answers all questions thoroughly. Do not leave out answers for any questions. Please note that in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted. You may also wish to consider the following factors when developing your narrative:

- a. Host country political sensitivities and interests
- b. Host country visa requirements
- c. Feasibility of research
- d. Safety and security concerns
- e. The use of English that can readily be understood by well-educated non-specialists.

Awards are not made to applicants planning to conduct research on topics that are determined to be politically sensitive or unfeasible by the US Embassy or Fulbright Commission in the host country. It should also be noted that the U.S. Department of Education will not submit to the host country "dummy" proposals (i.e., proposals that do not accurately reflect the research purpose in the hope of avoiding difficulties with host country acceptance of the proposal).

2. The bibliography must be uploaded as an attachment into the e-Application system. **Please note the page limitations specified in the Closing Date Notice.**

3. Host country supporting materials must be uploaded as an attachment into the e-Application system. Host country supporting materials refers to letters of invitation, affiliation, etc. Though not required for the application, this information only serves to strengthen an application. All host country supporting materials must be combined into one document for uploading into the e-Application system.

4. Transcripts must be uploaded as an attachment into the e-Application system. All transcripts must be combined into one document for uploading into the e-Application system.

### **Instructions for Fulbright-Hays Foreign Language Reference Form**

The language reference form, which is required for this program, should be completed by a specialist in the language. Student applicants must initiate an e-mail to their referring specialists via the e-Application system.

Upon receipt of this e-mail, the reference will be able to access the e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via e-Application. Do not submit your references directly to US/ED, as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director.**

A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted.

### **Instructions for Fulbright-Hays Graduate Student Reference Form**

One of the three personal references must be obtained from the student's dissertation advisor. Student applicants must initiate an e-mail to their references via the e-Application system. Upon receipt of this e-mail, the reference will be able to access the e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via e-Application. Do not submit your references directly to US/ED as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director.**

### **Instructions for Assembly, Duplication and Transmission**

You must check with your institution to determine if your institution will be submitting all applications via e-Grants, as required in the Federal Register, or if it has been granted a waiver from that requirement. All of the institution's applications must be submitted in the same format.

Upon submittal via e-Application, students' applications will become available to their university's Project Director for review and transmittal to the U.S. Department of Education. **Only the Project Director is able to submit the application to the U.S. Department of Education.** A completed student application should contain the items specified below:

- Fulbright-Hays DDRA Application Form
- Curriculum vita
- Application narrative
- Application bibliography
- One Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referring specialist via e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via e-Application
- Graduate Transcripts
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to e-Application. Letters of affiliation may not be mailed.

A complete institutional application to the DDRA Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs (SF 424B); Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the US/ED via e-Application, in accordance with the guidelines published in the Closing Date Notice. **Failure to meet the deadline published in the Federal Register will mean rejection of the application without consideration. There is no appeal of this requirement.**

### **Important Note Regarding Host Country Research Clearances**

When Fulbright Commissions or other overseas organizations apply for host country clearance for a DDRA fellow's project, US/ED expects that the organization will use the proposal submitted to USED by that fellow for the DDRA competition. It is not acceptable to "transfer" clearances from a project submitted under one program's competition to a project submitted under another program's competition, in order to expedite clearance. The project that we fund must be the one submitted to US/ED that was reviewed and scored by US/ED peer reviewers according to the DDRA program's selection criteria, and has undergone US/ED review procedures. This review process is the basis of US/ED funding decisions, which are approved by officials throughout the Department. US/ED understands that the proposals that students submit for other programs may be "basically" the same, but we simply do not have the ability to verify this. The proposals for other programs often have different page limits, requirements and selection criteria, resulting in an application that is really quite different from what was submitted to US/ED. US/ED can only be responsible for funding the projects submitted under the DDRA program.

USED urges fellows to begin the clearance process as soon as possible, and to understand that they may have to be flexible with regard to when they begin their research.

### **Important Note Regarding Host Country Visa Requirements**

It is the applicant's responsibility to ensure that the research they propose can actually be carried out under the visa issued by the host country. Visa requirements change often and it is the applicant's responsibility to ensure the research proposes meets the requirements/limitations of the visa. Students should review the host country visa requirements BEFORE submitting their application.

## Frequently Asked Questions for Student Applicants

**Q: *Can a student apply independently of his/her university?***

A: No. Eligible applicants are institutions of higher education in the U.S. The student's application must be submitted through the appropriate channels at his/her university, and transmitted to US/ED via e-Application by the university's Project Director.

**Q: *How does a student know who his/her Project Director is?***

A: A student should check the list of Project Directors listed in this application package. If a university has submitted applications for DDRA funding before, chances are there is already an experienced Project Director appointed. If an institution does not appear on the list, it may be necessary for that university's administration to appoint a Project Director, and ensure that he/she registers in the e-Application system. Do not assume that an institution listed in the drop down list in the e-application has a registered Project Director for the DDRA program. Please check the "Registered Project Director" list provided in the application for this information.

**Q: *What is the student's academic advisor's role?***

A: The student's advisor will continue to serve as his/her mentor regarding the academic details of his/her research, and any changes to the student's research plans as proposed in the application will require the advisor's written approval. The advisor should not serve as the student's Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

**Q: *How many sections are there to the e- Application and who fills out what section?***

A: There are two primary sections to the e-Application – the student's individual section and the section to be completed by the Project Director. Upon completion of his/her section, the student submits his/her application to the Project Director via e-Application. The Project Director is responsible for reviewing the student's individual application and submitting it, along with the Project Director's portion, which contains the required federal forms, to US/ED. Included in this submission are the graduate and language reference forms that were transmitted to the Project Director by the references. Only the Project Director can submit an application to US/ED.

**Q: *When the student clicks "submit" in the e-Application system, where does his/her application go?***

A: When the student submits his/her application via the e-Application system, it is transmitted to his/her university's Project Director for review and submission to US/ED. Student applicants are not able to transmit their applications directly to US/ED.

**Q: *When should a student submit his/her application?***

A: The Project Director determines the internal deadline by which all sections of the application must be submitted. It is the responsibility of the student to ensure that the graduate and language references are submitted by references no later than the institution's internal deadline.

**Q: *To whom does the Closing Date apply?***

A: The Closing Date is the date by which the university's Project Director must submit all components of the application to US/ED via e-Application. It is recommended that the Project Director have access to all sections of the application well in advance of this date. Application materials may not be submitted after the published Closing Date.

**Q: *How will a student know that his/her Project Director has access to his/her application?***

A: After the student submits his/her application via e-Application, he/she will receive a notification e-mail stating that his/her application has been received by the Project Director at his/her university. If he/she does not receive this e-mail, the student should contact the Help Desk immediately. The Project Director will be copied on the email notification; nevertheless, the student may want to contact the Project Director to let the Project Director know that the student has submitted an application.

**Q: How does a student know that the Project Director has submitted his/her application to US/ED?**

A: The student will not receive a notification e-mail when the Project Director transmits the application to US/ED. Only the Project Director will receive a notification e-mail. The student must check with his/her institution's Project Director to determine whether the application has been submitted.

**Q. Can transcripts be uploaded electronically, or must they still be submitted in paper format?**

A. Student applicants now have a place in their application to upload all transcripts. Students must scan all transcripts and upload in the appropriate place. Only one upload is allowed, so all transcripts must be combined into one document. **Beginning with the FY 2011 competition, only the electronic submission of transcripts will be accepted.**

**Q. Should student applicants include their undergraduate transcripts?**

A. Yes, undergraduate transcripts may be included if they help to demonstrate the applicant's language and area studies academic background. These may be combined with the graduate transcripts and uploaded into the e-Application.

**Q. Should student applicants list their language and area studies course work in their CV?**

A. Yes. If it is not obvious on the transcript which courses are language and area studies courses, please list this information in the CV. This information helps the peer reviewers rate and score your academic qualifications.

**Q: May a student apply for support to go to more than one country?**

A: Yes, a student may propose research in multiple countries. Please be aware that a copy of all principal and alternate candidate applications will be sent to the Fulbright Commission or American Embassy in each host country for review on political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each country proposed.

**Q: Even though the DDRA Program doesn't fund proposals that focus on Western European topics, may a student go to Western Europe to consult or research human or material resources on a non-Western European topic not available in the U.S.?**

A: Yes.

**Q: Are U.S. citizens enrolled at foreign institutions eligible for the DDRA program?**

A: No, eligible applicants are institutions of higher education in the U.S.

**Q: How important is the page limit cited in the Closing Date Notice?**

A: The page limit is extremely important. If the student's application narrative exceeds the page limit, the application will be disqualified and will not be reviewed for funding. Please adhere strictly to the page limit guidelines in the Closing Date Notice.

**Q: Should students include endnotes, footnotes or a bibliography? How long should they be?**

A: Endnotes, footnotes or a bibliography will certainly strengthen an application. However, footnotes and endnotes will be subject to the page limit restrictions specified in the Closing Date Notice for the application narrative and bibliography.

**Q: What if a student proposes to use a much less commonly taught language and cannot find someone to evaluate him/her?**

A: The student should call Amy Wilson at (202) 502-7689. We will gladly assist students in finding qualified evaluators. An application will be significantly less competitive if a language reference form is not included.

**Q: Should Letters of Affiliation from overseas host institutions or organizations be included in an application?**

A: Yes, these letters are helpful to the panel in evaluating an application. Students must scan or upload the letters into the e-Application system as "Host Country Supporting Materials" and submit them electronically



as attachments with their applications. Only one document may be uploaded, so all letters must be combined into one document. Letters or references sent in the mail will not be included with the student's application.

**Q: Do the provisions of the "Fly America Act" apply to this program? Does it benefit a student's application to request a lower amount, if he/she can find a cheaper non-U.S. carrier airfare?**

A: No, all travel must comply with the Fly America Act. International travel budget estimates ought to be based on jet economy high season rates on U.S. Flag carriers where available. Reviewers do not evaluate a student's budget request as part of the application review process.

**Q: What if a student is planning to get married after he/she applies, or is expecting a baby? Is he/she eligible for a dependent's allowance?**

A: Availability of funds and the date of the marriage or birth will determine whether an allowance can be awarded.

**Q: What signatures are required for e-Application?**

A: No signatures are necessary for the student's application at the time of application submittal. However, signatures from a student's doctor/nurse practitioner and advisor may be requested at a later date.

**Q: Whom should the student contact in the event of technical problems with e-application (e.g., problems pulling up a form)?**

A: If the student experiences any technical difficulties, he/she should contact the e-Application Help Desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington D.C., time.

**Q: If the student has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?**

A: The student first point of contact is always the institutional Project Director. The Project Director may then contact Amy Wilson at (202) 502-7689; or via email at [amy.wilson@ed.gov](mailto:amy.wilson@ed.gov), if further clarification is needed.

**Q: When will students be notified whether or not they have been selected?**

A: The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Candidate status is announced usually in April. It is the responsibility of the institution to inform students of their status. US/ED does not inform students directly. Awards are issued between May and September.

**Q: When may fellowships be activated?**

A: A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met; human subject research clearance, if required, has been given by the student's institution; and travel approval has been obtained by the Project Director from US/ED. The GAN will specify the performance and budget periods. All research must be completed during these periods. The performance and budget period for the FY 2011 fellows begins July 1, 2011.

**Q: If a student relocates after submitting his/her application, should he/she send US/ED address updates?**

A: No, students should provide that information to their Project Directors.

**Q: May the university accept the award on a student's behalf if the student is overseas during the notification period?**

A: Yes, provided the student has not received a fellowship that duplicates the DDRA award benefits. The student should leave a letter with the Project Director authorizing him/her to accept the award on the student's behalf.

**Q: Must a fellow apply for his/her own visa and research clearance?**

A: Yes. Fellows are advised to contact the host country Fulbright Commissions and US embassies for guidance on obtaining visas and clearances.

**Q: May a student request copies of his/her application's reviewers' comments?**

A: All reviewers' comments will be sent to the institutional Project Director upon announcement of the awards. Students should contact their Project Director at that time for a copy.

**Q: If a student's research project requires Human Subjects (IRB) approval what information needs to be provided in the DDRA application?**

A: If a student applicant knows they will need IRB approval they must submit a completed Human Subjects Narrative. Approval is not needed at the time of application. This narrative must be submitted to their Project Director for uploading into the Project Director's portion of the application. The instructions for completing the narrative can be found in the instructions for the ED Supplemental Form to the SF 424.

**Q: What if my language of research is English or my native tongue? Am I eligible to apply?**

A: Yes, students whose language of research is English or their native tongue are eligible to apply. But, applicants using English or their native tongue should review question 3, "Qualifications of the Applicant" on the technical review form. Only applicants that are using languages **other than** English or a native tongue are eligible to receive points for this criterion.

OMB No. 1840-0005  
Form Expires TBA

**US Department of Education  
Fulbright-Hays Doctoral Dissertation Research Abroad Program**

1. Last Name, First, Middle			
2. Date of Birth	3. Country of Birth	4. Gender	<input type="checkbox"/> M <input type="checkbox"/> F
5. Name of US Institution of Higher Education		6. Major Academic Discipline	
7. Language and Area Studies Specialization - Check One Area Only			
<input type="checkbox"/> Africa • AF		<input type="checkbox"/> Near East • NE	
<input type="checkbox"/> Western Hemisphere • WH		<input type="checkbox"/> South Asia • SA	
<input type="checkbox"/> Central/Eastern Europe and Eurasia • CEE		<input type="checkbox"/> Southeast Asia • SEA	
<input type="checkbox"/> East Asia • EA			
8. Country(ies) of Research		9. Language(s) of Research	
10. Dates of Proposed Research		11. Tentative Date Advanced to Candidacy	
12. Current Address, Phone & E-Mail		13. Citizenship <input type="checkbox"/> United States <input type="checkbox"/> Resident Alien Alien Registration No. _____	
14. Veteran's Status <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Career Goal <input type="checkbox"/> Teaching <input type="checkbox"/> Other	
16. Proposed Dissertation Title			

17. Dissertation Abstract (no more than 120 words)

OMB No. 1840-0005  
Form Expires TBA

18.	Name(s) of Accompanying Dependent(s)	Relationship	Age
19.	Previous Overseas Travel		
20.	Grant Refunds Due <input type="checkbox"/> Yes <input type="checkbox"/> No	21.	Default on Loans <input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Previously Awarded Fellowships <input type="checkbox"/> Group Projects Abroad (GPA) <input type="checkbox"/> Title VI FLAS <input type="checkbox"/> Jacob Javits <input type="checkbox"/> State Dept. / IIE Fulbright <input type="checkbox"/> Other (please specify) _____		
23.	Current Application for Other Fellowships <input type="checkbox"/> Group Projects Abroad (GPA) <input type="checkbox"/> Social Science Research Council (SSRC) <input type="checkbox"/> Int'l Research and Exchanges Board (IREX) <input type="checkbox"/> Title VI FLAS <input type="checkbox"/> Jacob Javits <input type="checkbox"/> State Dept. / IIE Fulbright <input type="checkbox"/> NSEP / Academy for Educational Development <input type="checkbox"/> Other (please specify) _____		

24.	<b>Certification</b> <i>List date of physical. Enter the name of the physician or certified nurse who can testify that the candidate named in this application is physically and psychologically able to carry out all phases of the project as described in this proposal.</i>						
	<table border="1"><thead><tr><th data-bbox="170 241 901 283">Name of Physician or Certified Nurse Practitioner</th><th data-bbox="901 241 1258 283">Address</th><th data-bbox="1258 241 1502 283">Telephone No.</th></tr></thead><tbody><tr><td data-bbox="170 283 901 388"></td><td data-bbox="901 283 1258 388"></td><td data-bbox="1258 283 1502 388"></td></tr></tbody></table>	Name of Physician or Certified Nurse Practitioner	Address	Telephone No.			
Name of Physician or Certified Nurse Practitioner	Address	Telephone No.					
<b>For Official US/ED Use Only - do not write in the section below</b>							

25. Budget Request				
a.	International Travel and Baggage Jet travel for the itinerary:			\$
b.	Maintenance Allowance			\$
	<u>City and Country</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>
c.	Dependent(s) Allowance			\$
	<u>1st Dependent</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>
	<u>Additional Dependents</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>
d.	Project Allowance			\$
e.	Health and Accident Insurance (for fellow only)			\$
f.	Administrative Fee to US Applicant Institution			\$100
g.	Total			\$
26. Student Certification				
<i>I certify that all information provided on this form is correct to the best of my knowledge.</i>				
	Name of Applicant			Date
27. Advisor Review				
<i>Date of advisor's review of application.</i>				
	Name of Dissertation Advisor			Date

**28. Curriculum Vita****29. Project Description**

(Application Narrative May Not Exceed the Page Limit as Described in the Closing Date Notice.)

**Bibliography****Host Country Supporting Materials**

(Only one document may be uploaded. Please combined all materials into one document for uploading)

**Transcript(s)**

(Only one document may be uploaded. Please combined all materials into one document for uploading)

OMB No. 1840-0005  
Form Expires TBA

**FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM  
U.S. DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20006-8521**

Name of Individual Applicant	Name of Institution
Countries of Research	Language
Proposed Project or Dissertation Title	

To be completed by a college/university language teacher and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

**Speaking and Listening (check one)**

- Unable to function in the spoken language
- Able to satisfy basic survival needs and maintain very simple conversation on familiar topics
- Able to satisfy routine social demands and limited work requirements
- Able to participate effectively in most formal and informal conversations on practical and social topics and on professional topics in restricted contexts
- Able to use the language fluently and accurately on all levels pertinent to professional needs
- Use of the language is functionally equivalent to a well-educated native speaker

**Reading (check one)**

- No practical ability to read the language
- Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript
- Sufficient comprehension to read simple, authentic texts on subjects within a familiar context
- Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects, as well as technical material
- Able to read fluently and accurately all styles and forms of the language pertinent to professional

needs, including all materials in one's special field

Reading proficiency is functionally equivalent to a well-educated native speaker

**Writing (check one)**

No functional ability in writing

Sufficient control of the writing system to meet limited demands

Sufficient control of the writing system to meet most survival needs and limited social demands

Ability to write with some precision and in some detail about most common topics

Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics

Writing proficiency is equal to that of a well-educated native speaker

**Please indicate briefly how your evaluation was determined (e.g. two years of coursework, a test, etc.).**

Name

Position or Title

University

Signature

Date

**FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM**  
**U.S. Department of Education**  
**WASHINGTON, DC 20006-8521**

Name of Individual Applicant	Name of Institution
Countries of Research	Language(s)

Proposed Project or Dissertation Title

**To be completed by referee and sent to the contact person at the applicant's college or university.** Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

1. **How long and in what capacity have you known the applicant?**
2. **Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:**

	Below Average (lowest 40%)	Average (mid 20%)	Above Average (next 15%)	Very Good (next 10%)	Out-standing (next 10%)	Excep-tional (highest 5%)	Inadequate opportunity to observe
A. General knowledge							
B. Knowledge in chosen field							
C. Motivation and seriousness of purpose							
D. Ability to plan and carry out research							
E. Ability to express thoughts in speech and writing							
F. Ability to withstand stress							
G. Self-reliance and independence							
H. Ability to make sound judgments							
I. Potential for future growth in chosen field							
J. Ability to communicate with people							
K. Impression to be made abroad							

3. **On an extra 8-1/2" X 11" sheet, please comment specifically on the feasibility of the applicant's project in terms of resources available abroad, ability of the applicant to carry out the project in the allotted time, linguistic preparation for the proposed plan, the candidate's ability to adapt to a different cultural environment, and any other factors which you believe may have a bearing on the candidate's successful experience overseas. Also indicate your opinion as to the merit or validity of the project itself.**

Name	Position or Title	University
Signature	Date	



**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**

International Education Programs Service • U.S. Department of Education

**I. NAME OF INDIVIDUAL APPLICANT                      NAME OF APPLICANT INSTITUTION                      WORLD AREA**

**II. CUMULATIVE SCORE OF THE TWO CATEGORIES OF CRITERIA**

**READER  
TOTAL**

**QUALITY OF PROPOSED PROJECT (Maximum of 60 points)**

**QUALIFICATIONS OF APPLICANT (Maximum of 40 points)**

**COMPETITIVE PRIORITY (5 points)**

Indicate above the cumulative scores for the three categories (Sections V through VII found on the following pages). Add the scores from the three boxes on the left and place the total in the large box to the right. The sum of the Reader Totals will constitute the Panel's final judgment.

**DO NOT USE DECIMAL POINTS**

**III. OVERALL COMMENTS**

**IV. SIGNATURE OF REVIEWER**

**DATE**

**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**

Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.

**RATING SCALE**

If total points are:	5	10	15
Outstanding	5	10	15
Very Good	4	8	12
Good	3	6	9
Average	2	4	6
Poor	1	2	3
Unacceptable or not described	0	0	0

**V. QUALITY OF PROPOSED PROJECT (Maximum of 60 points)**

1. The statement of the major hypotheses to be tested or questions to be examined and the description and justification of the research methods to be used.

*YOUR COMMENT:*

(15)

2. The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline.

*YOUR COMMENT:*

(10)

3. The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries.

*YOUR COMMENT:*

(10)

<b>TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD</b> Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.	RATING SCALE			
	if total points are:	5	10	15
	Outstanding	5	10	15
	Very Good	4	8	12
	Good	3	6	9
	Average	2	4	6
	Poor	1	2	3
	Unacceptable or not described	0	0	0

4. The justification for overseas field research, and preparations to establish appropriate and sufficient research contacts and affiliations abroad.

*YOUR COMMENT:*

(10)

5. The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries.

*YOUR COMMENT:*

(5)

6. The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field.

*YOUR COMMENT:*

(10)

**QUALITY OF PROPOSED PROJECT**  
 (Please record this total in Section II on the cover page.)

**TOTAL POINTS:**  
 (0-60)

<b>TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD</b> Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.	RATING SCALE			
	If total points are:	5	10	15
	Outstanding	5	10	15
	Very Good	4	8	12
	Good	3	6	9
	Average	2	4	6
	Poor	1	2	3
	Unacceptable or not described	0	0	0

**VI. QUALIFICATIONS OF THE APPLICANT (Maximum of 40 points)**

1. The overall strength of the applicant's graduate academic record.  
 YOUR COMMENT:

(10)

2. The extent to which the applicant's academic record demonstrates a strength in area studies relevant to the proposed project.  
 YOUR COMMENT:

(10)

3. The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers.  
 YOUR COMMENT:

(15)

4. The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experiences, or both.  
 YOUR COMMENT:

(5)

**QUALIFICATIONS OF THE APPLICANT**  
 (Please record this total in Section II on the cover page.)

**TOTAL POINTS:**  
 (0-40)

TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD	RATING SCALE			
Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.	If total points are:	5	10	15
	Meets the competitive priority	5		
	Does not meet the competitive priority	0		

### VII. COMPETITIVE PRIORITY (5 points)

We award an additional five (5) points to an application if it meets this priority:

TBA

Note: The score will be EITHER FIVE (5) OR ZERO (0). Do not enter any other number.

*YOUR COMMENT:*

(5)

**(Please record this total in Section II on the cover page.)**



## Fulbright-Hays Maintenance Allowances

Fulbright-Hays training grants maintenance allowances are based on current cost-of-living data provided by the Department of State. Additional and more up-to-date information on costs of living obtained at the time individual applications are reviewed by diplomatic missions and binational commissions overseas may require modifications of these rates at a later date. The allowances of fellows jointly sponsored by US/ED and other organizations [e.g., , Social Science Research Council (SSRC)] will be adjusted according to formulas agreed upon between agencies.

LOCALITY	MONTHLY STIPEND	FIRST DEPENDENT	ADD'L DEPENDENT(S)
ALBANIA			
Tirana	2592	1037	518
Other	1368	547	274
ALGERIA			
Algiers	3231	1292	646
Other	2295	918	459
ANDORRA			
Andorra	2988	1195	598
ANGOLA			
	4167	1667	833
ANTIGUA AND BARBUDA			
Antigua and Barbuda	2538	1015	508
Other	558	223	112
ARGENTINA			
Buenos Aires	2619	1048	524
Barhe	2088	835	418
Cordoba	2079	832	416
Other	1800	720	360
ARMENIA			
	2403	961	481
ASCENSION ISLAND			
	378	151	76
AUSTRALIA			
Adelaide	2475	990	495
Brisbane	2655	1062	531
Cairns	2358	943	472
Canberra	2556	1022	511
Darwin Northern Territories	2151	860	430
Fremantle	2466	986	493
Hobart	2250	900	450
Melbourne	2646	1058	529
Perth	3276	1310	655
Sydney	2889	1156	578
Other	1890	756	378
AUSTRIA			
Graz	3222	1289	644
Linz	3060	1224	612
Salzburg	3519	1408	704
Vienna	3366	1346	673
Other	3060	1224	612
AZERBAIJAN			
	3357	1343	671
BAHAMAS, THE			
Andros Island	1926	770	385
Eleuthera Island	2043	817	409
Grand Bahama Island	2259	904	452
Nassau	3933	1573	787
Other	1926	770	385
BAHRAIN			
	3564	1426	713
BANGLADESH			
Dhaka	1980	792	396
Other	972	389	194
BARBADOS			
	3240	1296	648
BELARUS			
	3537	1415	707
BELGIUM			
Antwerp	3348	1339	670
Brugge	2493	997	499

	Brussels	3528	1411	706
	Diegem	3528	1411	706
	Gosselies	2178	871	436
	Kleine Brogol	2196	878	439
	Liege	2448	979	490
	Mons	2178	871	436
	SHAPE/Chievres	2178	871	436
	Zaventem	3528	1411	706
	Other	1719	688	344
BELIZE		1647	659	329
	Belize City	1710	684	342
	Belmopan	2106	842	421
	San Pedro	2196	878	439
	Other	1710	684	342
BENIN				
	Cotonou	2133	853	427
	Other	1323	529	265
BERMUDA		4482	1793	896
BHUTAN		1161	464	232
BOLIVIA				
	Cochabamba	882	353	176
	La Paz	1224	490	245
	Santa Cruz	1287	515	257
	Other	801	320	160
BOSNIA-HERZEGOVINA		1899	760	380
BOTSWANA				
	Francistown	1323	529	265
	Gaborone	1377	551	275
	Kasane	1449	580	290
	Selebi Phikwe	1089	436	218
	Other	1584	634	317
BRAZIL				
	Angra dos Reis	1503	601	301
	Belem	1557	623	311
	Belo Horizonte	1755	702	351
	Brasilia	2439	976	488
	Campinas	1485	594	297
	Campo Grande	1260	504	252
	Fortaleza	1944	778	389
	Foz do Iguacu	2142	857	428
	Goiania	1584	634	317
	Joao Pessoa	1368	547	274
	Manaus	1665	666	333
	Natal	1269	508	254
	Porto Alegre	1467	587	293
	Recife, Pernambuco	2178	871	436
	Rio de Janeiro	3267	1307	653
	Salvador da Bahia	1908	763	382
	Sao Paulo	2259	904	452
	Other	1701	680	340
BRITISH WEST INDIES				
	Anguilla	2079	832	416
	Cayman Islands	2637	1055	527
	Virgin Islands, Br	2403	961	481
	Other	1296	518	259
BRUNEI				
	Bandar Seri Begawan	2376	950	475
	Other	1107	443	221
BULGARIA				
	Bourgas	1188	475	238
	Plovdiv	2043	817	409
	Ruse	963	385	193
	Sofia	2439	976	488
	Varna	1395	558	279
	Other	1359	544	272



BURKINA			
	Ouagadougou	1863	745
	Other	1386	554
BURMA			
	Naypyitaw	1161	464
	Rangoon	1206	482
	Other	1404	562
BURUNDI		1791	716
CAMBODIA			
	Phnom Penh	1692	677
	Siem Riep	2178	871
	Sihanoukville	1341	536
	Other	765	306
CAMEROON			
	Douala	2709	1084
	Yaounde	2673	1069
	Other	1125	450
CANADA			
	Banff (Alta)	3942	1577
	Calgary(Alta)	3528	1411
	Dartmouth	2637	1055
	Edmonton	2610	1044
	Fredericton	2502	1001
	Gander,		
	Newfoundland	1287	515
	Halifax	2637	1055
	Mississauga	1746	698
	Moncton	2250	900
	Montreal	2781	1112
	Northwest Territories	1854	742
	Ottawa	2439	976
	Prince Edward Is.	2439	976
	Quebec (Que)	3600	1440
	Richmond (BC)	2475	990
	Saint John's (Nfld)	2385	954
	Sidney	2556	1022
	Toronto(Ont)	2709	1084
	Vancouver (BC)	2664	1066
	Victoria (BC)	2556	1022
	Winnipeg	2169	868
	Other	2313	925
CAPE VERDE			
	Boa Vista Island	1953	781
	Praia	2043	817
	Sal Island	2349	940
	Sao Tiago Island	1071	428
	Sao Vicente Island	1827	731
	Other	1206	482
CENTRAL AFRICAN REPUBLIC		1539	616
CHAD			
	Ndjamena	3825	1530
	Other	648	259
CHAGOS ARCHIPELAGO		558	223
CHILE		2421	968
CHINA			
	Beijing	3132	1253
	Changchun	1575	630
	Chengdu	1899	760
	Chongqing	1638	655
	Dalian	1791	716
	Fuzhou	2034	814
	Guangzhou	2745	1098
	Guilin	1899	760
	Hangzhou	2403	961

Harbin	1494	598	299
Kunming	1908	763	382
Lhasa	1647	659	329
Lijiang	1296	518	259
Nanjing	1782	713	356
Qingdao	1764	706	353
Sanya	2196	878	439
Shanghai	3240	1296	648
Shantou	1251	500	250
Shenyang	1620	648	324
Shenzhen	2745	1098	549
Suzhou	2142	857	428
Tianjin	1998	799	400
Xiamen	1989	796	398
Xian	1071	428	214
Other	1458	583	292
COCOS (KEELING) IS.	972	389	194
COLOMBIA			
Barranquilla	1944	778	389
Bogota	3240	1296	648
Buenaventura	1746	698	349
Cali	1971	788	394
Cartagena	3429	1372	686
Medellin	2115	846	423
San Andres	1818	727	364
Santa Marta	1548	619	310
Other	1548	619	310
COMOROS			
Moroni	2214	886	443
Other	1548	619	310
CONGO, REPUBLIC OF			
Brazzaville	3276	1310	655
Other	3276	1310	655
Bukavu	1872	749	374
Goma	1854	742	371
Kinshasa	3429	1372	686
Lubumbashi	2394	958	479
Mbuji Mayi, Kasai	1611	644	322
Other	1251	500	250
COOK ISLANDS	1323	529	265
COSTA RICA	2106	842	421
COTE D'IVOIRE			
Abidjan	2466	986	493
Yamoussoukro	2205	882	441
Other	927	371	185
CROATIA			
Dubrovnik	4635	1854	927
Cavtat	4635	1854	927
Zagreb	2637	1055	527
Other	2232	893	446
CUBA			
Guantanamo Bay	702	281	140
Havana	1611	644	322
Other	1125	450	225
CYPRUS			
Akrotiri	3645	1458	729
Limassol	3645	1458	729
Nicosia	3339	1336	668
Other	2421	968	484
CZECH REPUBLIC			
Prague	3744	1498	749
Other	1962	785	392
DENMARK			
Aalborg	3600	1440	720

Copenhagen	3978	1591	796
Odense	3744	1498	749
Other	3546	1418	709
DJIBOUTI			
Djibouti City	2574	1030	515
Other	945	378	189
DOMINICA	1989	796	398
DOMINICAN REPUBLIC			
La Romana	2403	961	481
Puerto Plata	1422	569	284
Santo Domingo	2250	900	450
Sosua	1422	569	284
Other	1710	684	342
EASTER ISLAND	1332	533	266
ECUADOR			
Cuenca	1449	580	290
Guayaquil	1917	767	383
Manta	1260	504	252
Quito	2385	954	477
Other	1449	580	290
EGYPT			
Alexandria	1881	752	376
Aswan	1494	598	299
Bir Taba	1188	475	238
Cairo	2403	961	481
El Arish	1287	515	257
Hurghada	1251	500	250
Luxor	1881	752	376
Marsa Matrouh	1053	421	211
Port Said	1476	590	295
Sharm el Sheikh	2043	817	409
Sidi Abdel Rahman	1152	461	230
St. Catherine	1395	558	279
Other	1197	479	239
EL SALVADOR			
San Salvador	1989	796	398
Other	891	356	178
EQUATORIAL GUINEA	3636	1454	727
ERITREA			
Asmara	2034	814	407
Other	729	292	146
ESTONIA			
Tallinn	2277	911	455
Other	1656	662	331
ETHIOPIA			
Addis Ababa	3456	1382	691
Other	648	259	130
FALKLAND ISLANDS	1908	763	382
FAROE ISLANDS	3780	1512	756
FIJI			
Korolevu	1359	544	272
Nadi	1935	774	387
Sigatoka	2070	828	414
Other	1485	594	297
FINLAND			
Helsinki	3546	1418	709
Other	2862	1145	572
FRANCE			
Aix-en-Provence	2673	1069	535
Bordeaux	2493	997	499
Clermont-Ferrand	2754	1102	551
Istres	1980	792	396
Le Havre	2304	922	461
Lille	2637	1055	527
Lyon	2709	1084	542

Marseille	2988	1195	598
Montpellier	1998	799	400
Nice	4014	1606	803
Paris	4518	1807	904
Rennes	2898	1159	580
Strasbourg	3375	1350	675
Toulouse	3348	1339	670
Other	2304	922	461
FRENCH GUIANA	3006	1202	601
FRENCH POLYNESIA	3789	1516	758
GABON			
Libreville	2862	1145	572
Other	2043	817	409
GAMBIA, THE			
Banjul	1719	688	344
Other	603	241	121
GEORGIA			
Tbilisi	3042	1217	608
Adjara Region	2286	914	457
Gudauri	1863	745	373
Other	1215	486	243
GERMANY			
Aachen	2862	1145	572
Bad Honnef	2970	1188	594
Berlin	4032	1613	806
Boeblingen	3141	1256	628
Bonames	3771	1508	754
Bonn	2970	1188	594
Bremen	3771	1508	754
Chemnitz	1971	788	394
Cologne	3699	1480	740
Dresden	3213	1285	643
Duesseldorf	3852	1541	770
Echterdingen	3141	1256	628
Eschborn	3771	1508	754
Esslingen	3141	1256	628
Frankfurt am Main	3771	1508	754
Garmisch-Partenkirchen	2133	853	427
Hamburg	3735	1494	747
Hannover	2898	1159	580
Herongen	3852	1541	770
Hoechst	3771	1508	754
Kalkar	3852	1541	770
Koenigswinter	2970	1188	594
Kornwestheim	3141	1256	628
Leipzig	2979	1192	596
Ludwigsburg	3141	1256	628
Mainz	3312	1325	662
Moennen-Gladbach	3852	1541	770
Munich	3960	1584	792
Nellingen	3141	1256	628
Niederbachem	2970	1188	594
Oberammergau	2133	853	427
Offenbach	3771	1508	754
Rhoendorf	2970	1188	594
Roedelheim	3771	1508	754
Sindelfingen	3141	1256	628
Stuttgart	3141	1256	628
Tuebingen	3141	1256	628
Twisteden	3852	1541	770
Wahn	2970	1188	594
Weimar	2979	1192	596
Wiesbaden	3204	1282	641
Other	2790	1116	558

GHANA			
Accra	2772	1109	554
Other	1287	515	257
GIBRALTAR			
	1476	590	295
GREECE			
Athens	3222	1289	644
Other	3105	1242	621
GREENLAND			
Thule	2502	1001	500
Other	3069	1228	614
GRENADA			
	2394	958	479
GUADELOUPE			
Saint Martin (French Part)	1908	763	382
Other	1413	565	283
GUATEMALA			
Guatemala City	2043	817	409
Other	1638	655	328
GUINEA			
Conakry	1836	734	367
Other	945	378	189
GUINEA-BISSAU			
Bissau	1953	781	391
Other	783	313	157
GUYANA			
	1890	756	378
HAITI			
Petionville	2169	868	434
Port-au-Prince	2169	868	434
Other	1161	464	232
HOLY SEE, THE			
	5184	2074	1037
HONDURAS			
Le Ceiba	1773	709	355
San Pedro Sula	2277	911	455
Tegucigalpa	2277	911	455
Tela	1674	670	335
Other	1044	418	209
HONG KONG			
	4311	1724	862
HUNGARY			
Budapest	2106	842	421
Papa	1503	601	301
Other	1197	479	239
ICELAND			
Keflavik-Grindavik	1620	648	324
Reykjavik	2772	1109	554
Other	1962	785	392
INDIA			
Agra	1818	727	364
Bangalore	4266	1706	853
Calcutta	3069	1228	614
Chennai	2997	1199	599
Goa	2565	1026	513
Hyderabad	3483	1393	697
Mumbai	4635	1854	927
New Delhi	4374	1750	875
Pune	3105	1242	621
Trivandraum	2142	857	428
Other	1944	778	389
INDONESIA			
Bali	3114	1246	623
Bandung	1197	479	239
Batam	1170	468	234
Jakarta	2097	839	419
Jayapura	1503	601	301
Medan	1314	526	263
Surabaya	1575	630	315

	Timika, Irian Jaya	2898	1159	580
	Other	1314	526	263
IRAN		1395	558	279
IRELAND				
	Cork	3132	1253	626
	Dublin	4356	1742	871
	Galway	3249	1300	650
	Other	2898	1159	580
ISRAEL				
	Eilat	3870	1548	774
	En Boqeq	2763	1105	553
	Haifa	2934	1174	587
	Sedom	2763	1105	553
	Tel Aviv	3699	1480	740
	Tiberias	2682	1073	536
	Other	2340	936	468
ITALY				
	Bari	3033	1213	607
	Bologna	4608	1843	922
	Catania	3186	1274	637
	Ferrara	3177	1271	635
	Florence	4680	1872	936
	Gaeta	2394	958	479
	Genoa	3987	1595	797
	La Spezia	2844	1138	569
	Milan	4869	1948	974
	Modena	3042	1217	608
	Naples	3294	1318	659
	Palermo	3141	1256	628
	Pisa	2637	1055	527
	Ravenna	2844	1138	569
	Reggio Emilia	3204	1282	641
	Rimini	3087	1235	617
	Rome	5184	2074	1037
	Siena	4374	1750	875
	Taormina	3186	1274	637
	Trieste	3735	1494	747
	Turin	4437	1775	887
	Venice	5265	2106	1053
	Verona	3132	1253	626
	Vicenza	1530	612	306
	Other	2745	1098	549
JAMAICA		2349	940	470
JAPAN				
	Akashi	3258	1303	652
	Akita	2259	904	452
	Amagasaki	3258	1303	652
	Aomori	2169	868	434
	Asahikawa	2061	824	412
	Ashiya	3384	1354	677
	Awashima	5346	2138	1069
	Beppu	3087	1235	617
	Chitose	1962	785	392
	Fukui	1719	688	344
	Fukuoka	3393	1357	679
	Fukuyama	1791	716	358
	Gifu	3114	1246	623
	Hamamatsu	2565	1026	513
	Hiroshima	2556	1022	511
	Itazuke	3393	1357	679
	Izumisano	3042	1217	608
	Kagoshima	2655	1062	531
	Kanazawa	2106	842	421
	Kitakyushu	3042	1217	608
	Kochi	2223	889	445

Komaki	2601	1040	520
Kumamoto	3186	1274	637
Kurashiki	4167	1667	833
Kure	2502	1001	500
Kushiro	1800	720	360
Kyoto	3960	1584	792
Matsue	1764	706	353
Matsuyama	2574	1030	515
Miyazaki	4149	1660	830
Morioka	2115	846	423
Nagasaki	3771	1508	754
Nagoya	3348	1339	670
Nara	2214	886	443
Narita	2970	1188	594
Niigata	1917	767	383
Nishinomiya	3384	1354	677
Obihiro	1782	713	356
Oita	2358	943	472
Okayama	2934	1174	587
Okinawa Prefecture	3474	1390	695
Osaka-Kobe	3258	1303	652
Otsu	2709	1084	542
Oyama	1908	763	382
Sapporo	2862	1145	572
Sasebo	1746	698	349
Sendai	2943	1177	589
Shiga	2709	1084	542
Takamatsu	2133	853	427
Takayama	2736	1094	547
Tokushima	2115	846	423
Tokyo City	3879	1552	776
Tokyo-To	2772	1109	554
Tottori	2268	907	454
Toyama	2583	1033	517
Toyonaka	2997	1199	599
Tsu	2619	1048	524
Wakayama	2745	1098	549
Yamato	2367	947	473
Yokohama	2691	1076	538
Yokota	1692	677	338
Yufuin	2817	1127	563
Other	2340	936	468
JERUSALEM	3888	1555	778
JORDAN			
Amman	2790	1116	558
Aqaba	2259	904	452
Dead Sea/Jordan Valley	2916	1166	583
Petra	2637	1055	527
Other	2259	904	452
KAZAKHSTAN			
Almaty	2943	1177	589
Astana	3033	1213	607
Other	2124	850	425
KENYA			
Lamu	3384	1354	677
Malindi	3258	1303	652
Mombasa	2439	976	488
Mt. Kenya Area	3051	1220	610
Nairobi	3402	1361	680
Nanyuki	567	227	113
Watamu	2898	1159	580
Other	1746	698	349
KIRIBATI			
Christmas Island	1044	418	209

	Other	1143	457	229
KOREA				
	Changwon	1602	641	320
	Cheju	2907	1163	581
	Chinju	1296	518	259
	Chongju	1467	587	293
	Chonju	1881	752	376
	Chung Ju	1215	486	243
	Incheon	2106	842	421
	Kimhae	1125	450	225
	kumi	1539	616	308
	Kwangju	1683	673	337
	Kyongju	1944	778	389
	Masan	1152	461	230
	Pohang	1692	677	338
	Pusan	3231	1292	646
	Pyongtaek	1197	479	239
	Seoul	3150	1260	630
	Sokcho	1683	673	337
	Taegu	1611	644	322
	Taejon	1629	652	326
	Uijongbu	1071	428	214
	Ulsan	1863	745	373
	Other	1071	428	214
KOREA, DEM PEOPLE'S REP OF		2439	976	488
KOSOVO				
	Pristina	1764	706	353
	Other	918	367	184
KUWAIT		4032	1613	806
KYRGYZSTAN				
	Bishkek	2772	1109	554
	Other	999	400	200
LAOS				
	Luang Prabang	1305	522	261
	Vientiane	1476	590	295
	Other	927	371	185
LATVIA		2502	1001	500
LEBANON		1809	724	362
LESOTHO				
	Maseru	1611	644	322
	Other	810	324	162
LIBERIA				
	Monrovia	2250	900	450
	Other	1044	418	209
LIBYA				
	Benghazi	1764	706	353
	Misurata	1764	706	353
	Sirte	1764	706	353
	Tripoli	4032	1613	806
	Other	1440	576	288
LIECHTENSTEIN		3339	1336	668
LITHUANIA				
	Palanga	2493	997	499
	Vilnius	2160	864	432
	Other	1971	788	394
LUXEMBOURG		3267	1307	653
MACAU		3969	1588	794
MACEDONIA		2286	914	457
MADAGASCAR				
	Antananarivo	2133	853	427
	Nosy Be	1944	778	389
	Other	1503	601	301
MALAWI				
	Blantyre	2151	860	430



Lilongwe	2097	839	419
Mangochi	2016	806	403
Other	1386	554	277
MALAYSIA			
Kuala Lumpur	1467	587	293
Other	1323	529	265
MALDIVES	2367	947	473
MALI			
Bamako	1971	788	394
Other	1233	493	247
MALTA	2295	918	459
MARSHALL ISLANDS			
Kwajalein Atoll	1017	407	203
Majuro	1836	734	367
Other	747	299	149
MARTINIQUE	1917	767	383
MAURITANIA			
Nouadhibou	1143	457	229
Nouakchott	1917	767	383
Other	792	317	158
MAURITIUS	1863	745	373
MEXICO			
Acapulco	2358	943	472
Cabo San Lucas	1908	763	382
Campeche	1116	446	223
Cancun	2646	1058	529
Chihuahua	1908	763	382
Ciudad Juarez	1350	540	270
Ciudad Victoria	1359	544	272
Colima	1035	414	207
Cozumel	2070	828	414
Cuernavaca	1899	760	380
Culiacan	1143	457	229
Ensenada	1890	756	378
Guadalajara	2088	835	418
Hermosillo	1566	626	313
Huatulco	1935	774	387
Ixtapa Zihuatanejo	1683	673	337
La Paz	1701	680	340
Manzanillo	1404	562	281
Matamoros	1359	544	272
Mazatlan	1674	670	335
Merida	1584	634	317
Mexicali	1998	799	400
Mexico City	2700	1080	540
Monterrey	2313	925	463
Morelia	1548	619	310
Nogales	1737	695	347
Nuevo Laredo	1440	576	288
Puebla	1782	713	356
Puerto Penasco	1845	738	369
Puerto Vallarta	2340	936	468
Queretaro	1548	619	310
San Carlos	1458	583	292
San Jose Del Cabo	2205	882	441
San Miguel de Allende	1611	644	322
Tapachula	1359	544	272
Tijuana	1818	727	364
Veracruz	1719	688	344
Zacatecas	1773	709	355
Other	1503	601	301
MICRONESIA, FED. STATES OF			
Chuuk	1611	644	322

Yap	2268	907	454
Other	1611	644	322
MOLDOVA	1845	738	369
MONACO	3699	1480	740
MONGOLIA			
Ulaanbaatar	1494	598	299
Other	918	367	184
MONTENEGRO	3429	1372	686
MOROCCO			
Agadir	2610	1044	522
Casablanca	2997	1199	599
Fes	3276	1310	655
Marrakech	3114	1246	623
Rabat	2448	979	490
Tangier	2628	1051	526
Taroudant	2367	947	473
Other	2160	864	432
MOZAMBIQUE	1944	778	389
NAMIBIA			
Etosha	1440	576	288
Swakopmund	2214	886	443
Windhoek	1863	745	373
Other	1440	576	288
NAURU	945	378	189
NEPAL			
Kathmandu	1917	767	383
Pokhara	1611	644	322
Other	918	367	184
NETHERLANDS			
Amsterdam	4257	1703	851
Hague, The	3672	1469	734
Lisse	3393	1357	679
Maastricht	4212	1685	842
Noordwijk	3357	1343	671
Papendrecht	3645	1458	729
Rotterdam	3645	1458	729
Schiphol	3996	1598	799
Utrecht	3195	1278	639
Ypenburg	3672	1469	734
Other	3429	1372	686
NETHERLANDS ANTILLES			
Aruba	3123	1249	625
Curacao	2772	1109	554
Saba	2691	1076	538
Sint Maarten	2538	1015	508
Other	2034	814	407
NEW CALEDONIA	2601	1040	520
NEW ZEALAND			
Auckland	2340	936	468
Christchurch	1953	781	391
Queenstown	1935	774	387
Rotorua	1899	760	380
Wellington	2466	986	493
Other	1602	641	320
NICARAGUA			
Managua	1854	742	371
Other	900	360	180
NIGER			
Niamey	1791	716	358
Other	855	342	171
NIGERIA			
Abuja	4572	1829	914
Bauchi	2691	1076	538
Calabar	2079	832	416
Enugu	2214	886	443

Ibadan	1422	569	284
Jos	2205	882	441
Kaduna	2277	911	455
Kano	2997	1199	599
Lagos	3447	1379	689
Sokoto	1521	608	304
Warri	2115	846	423
Yenagoa	2034	814	407
Other	1674	670	335
NIUE	1071	428	214
NORWAY			
Oslo	3249	1300	650
Stavanger	3096	1238	619
Other	3249	1300	650
OMAN			
Muscat	3348	1339	670
Salah	2736	1094	547
Other	2736	1094	547
PAKISTAN			
Faisalabad	1611	644	322
Islamabad	990	396	198
Karachi	2790	1116	558
Lahore	2205	882	441
Peshawar	1809	724	362
Other	1953	781	391
PALAU	2295	918	459
PANAMA			
Colon	2286	914	457
Panama City	2286	914	457
Other	657	263	131
PAPUA NEW GUINEA			
Port Moresby	4365	1746	873
Other	2808	1123	562
PARAGUAY			
Asuncion	1764	706	353
Ciudad del Este	1341	536	268
Other	567	227	113
PERU			
Cuzco	2709	1084	542
Lima	2385	954	477
Paracas	1422	569	284
Other	1377	551	275
PHILIPPINES			
Cebu	1638	655	328
Davao City	1368	547	274
Manila	2133	853	427
Other	1692	677	338
POLAND			
Gdansk	2547	1019	509
Katowice	2637	1055	527
Krakow	3384	1354	677
Poznan	2466	986	493
Warsaw	2565	1026	513
Wroclaw	2268	907	454
Zakopane	1998	799	400
Other	1863	745	373
PORTUGAL			
Cascais	2286	914	457
Estoril	2286	914	457
Faial Island	1944	778	389
Lisbon	2646	1058	529
Madeira Islands	1953	781	391
Oeiras	2286	914	457
Oporto	1800	720	360
Ponta Delgada	2493	997	499

Sao Miguel Island	2493	997	499
Other	1863	745	373
QATAR	3069	1228	614
REUNION	1989	796	398
ROMANIA			
Bucharest	2970	1188	594
Constanta	1701	680	340
Other	1602	641	320
RUSSIA			
Moscow	3672	1469	734
St. Petersburg	3861	1544	772
Vladivostok	3015	1206	603
Yuzhno-Sakhalinsk	3330	1332	666
Other	2295	918	459
RWANDA			
Akagera	2601	1040	520
Gisenyi	1539	616	308
Kigali	2394	958	479
Ruhengeri	1809	724	362
Other	1539	616	308
SAINT HELENA	630	252	126
SAINT KITTS AND NEVIS	2754	1102	551
SAINT VINCENT AND THE GRENADINES	2214	886	443
SAMOA	2394	958	479
SAN MARINO	2439	976	488
SAO TOME AND PRINCIPE	2592	1037	518
SAUDI ARABIA			
Dhahran Area	2772	1109	554
Jeddah	2349	940	470
Medina	2016	806	403
Riyadh	3132	1253	626
Taif	1890	756	378
Other	2349	940	470
SENEGAL			
Dakar	2484	994	497
Other	1161	464	232
SERBIA			
Belgrade	3204	1282	641
Other	1485	594	297
SEYCHELLES	4023	1609	805
SIERRA LEONE			
Freetown	1818	727	364
Other	855	342	171
SINGAPORE	3717	1487	743
SLOVAK REPUBLIC			
Bratislava	3078	1231	616
Zilina	1710	684	342
Other	2025	810	405
SLOVENIA			
Portoroz	2637	1055	527
Other	2646	1058	529
SOLOMON ISLANDS	2457	983	491
SOMALIA			
Mogadishu	1872	749	374
Other	1521	608	304
SOUTH AFRICA			
Cape Town	2853	1141	571
Durban	1845	738	369
Johannesburg	3285	1314	657
Pretoria	2403	961	481
Skukuza	2016	806	403
Stellenbosch	1404	562	281
Sun City	3051	1220	610
Other	990	396	198

SPAIN			
Almeria	3051	1220	610
Balearic Islands	3510	1404	702
Barcelona	4059	1624	812
Bilbao	2637	1055	527
Fuengirola	2727	1091	545
La Coruna	2664	1066	533
Las Palmas de Gran			
Canaria	3168	1267	634
Madrid	4014	1606	803
Malaga	2745	1098	549
Marbella	2745	1098	549
Oviedo	2358	943	472
San Sebastian	2529	1012	506
Santa Cruz de			
Tenerife	2421	968	484
Santander	2871	1148	574
Santiago de			
Compostela	2997	1199	599
Valencia	2556	1022	511
Vigo	2583	1033	517
Zaragoza	3411	1364	682
Other	2781	1112	556
SRI LANKA			
Ahungalla	1512	605	302
Bentota	1314	526	263
Colombo	1863	745	373
Galle	1764	706	353
Other	1143	457	229
ST LUCIA	3114	1246	623
SUDAN			
Khartoum	3672	1469	734
Other	1962	785	392
SURINAME	1683	673	337
SWAZILAND			
Mbabane	2097	839	419
Other	1080	432	216
SWEDEN	3303	1321	661
SWITZERLAND			
Basel	3393	1357	679
Bern	3591	1436	718
Davos	3636	1454	727
Geneva	4239	1696	848
Klosters	3663	1465	733
Lugano	3456	1382	691
Montreux	3285	1314	657
Zurich	3600	1440	720
Other	3123	1249	625
SYRIA	2943	1177	589
TAIWAN			
Kaohsiung	1836	734	367
Taichung	1521	608	304
Taipei	2646	1058	529
Other	1548	619	310
TAJKISTAN	2835	1134	567
TANZANIA			
Dar es Salaam	2457	983	491
Zanzibar	2457	983	491
Other	1683	673	337
THAILAND			
Bangkok	1962	785	392
Chiang Mai	1692	677	338
Chiang Rai	1170	468	234
Hat Yai	1170	468	234
Hua Hin	1998	799	400
Khao Lak	2529	1012	506

Krabi	2529	1012	506
Pattaya City	1737	695	347
Phuket	2529	1012	506
Samui Island	2088	835	418
Other	954	382	191
TIMOR-LESTE			
Dili	1890	756	378
Other	801	320	160
TOGO			
Lama Kara	846	338	169
Lome	2214	886	443
Other	621	248	124
TOKELAU ISLANDS			
	342	137	68
TONGA			
	1971	788	394
TRINIDAD AND TOBAGO			
Tobago	3717	1487	743
Other	3141	1256	628
TUNISIA			
Carthage	1818	727	364
Gammarth	1818	727	364
Lamarsa	1818	727	364
Tunis	1818	727	364
Other	1026	410	205
TURKEY			
Adana-Incirlik	1998	799	400
Ankara	2700	1080	540
Antalya	2547	1019	509
Aydin	2376	950	475
Bursa	2340	936	468
Elmadag	2700	1080	540
Istanbul	3303	1321	661
Izmir-Cigli	2340	936	468
Manzarali	2700	1080	540
Nevsehir	2097	839	419
Yamanlar	2340	936	468
Other	1818	727	364
TURKMENISTAN			
	1476	590	295
TURKS AND CAICOS ISLANDS			
	2106	842	421
TUVALU			
	873	349	175
UGANDA			
Entebbe	1737	695	347
Jinja	1377	551	275
Kampala	2736	1094	547
Other	918	367	184
UKRAINE			
Kharkiv	2223	889	445
Kiev	3294	1318	659
Other	2133	853	427
UNITED ARAB EMIRATES			
Abu Dhabi	4464	1786	893
Dubai	4131	1652	826
Other	4464	1786	893
UNITED KINGDOM			
Belfast	3420	1368	684
Birmingham	2682	1073	536
Bristol	3276	1310	655
Cardiff, Wales	2889	1156	578
Caversham	2943	1177	589
Crawley	3942	1577	788
Edinburgh	3186	1274	637
Gatwick	3357	1343	671
Glasgow	2853	1141	571
Harrogate	2124	850	425
High Wycombe	2799	1120	560
Horley	3357	1343	671

Liverpool	2592	1037	518
London	3942	1577	788
Manchester	3024	1210	605
Menwith Hill	21267	8507	4253
Oxford	2565	1026	513
Reading	2943	1177	589
Other	2349	940	470
URUGUAY			
Colonia	2385	954	477
Montevideo	1791	716	358
Punta del Este	3285	1314	657
Other	1791	716	358
UZBEKISTAN	1485	594	297
Tashkent	1854	742	371
Other	693	277	139
VANUATU			
Port Vila	2763	1105	553
Santos	1044	418	209
Tanna Island	999	400	200
Other	297	119	59
VENEZUELA			
Barquisimeto	3312	1325	662
Caracas	3825	1530	765
Maracaibo	3375	1350	675
Porlamar	3348	1339	670
Puerto La Cruz	3303	1321	661
Puerto Ordaz	3861	1544	772
Punto Fijo	2736	1094	547
Valencia	3294	1318	659
Other	1161	464	232
VIETNAM			
Dalat	2196	878	439
Danang	1674	670	335
Hanoi	2502	1001	500
Ho Chi Minh City	2754	1102	551
Other	1863	745	373
WALLIS AND FUTUNA	1233	493	247
YEMEN			
Aden	1998	799	400
Sanaa	2178	871	436
Other	1557	623	311
ZAMBIA			
Chingola	2304	922	461
Kitwe	1377	551	275
Livingstone	2925	1170	585
Lower Zambezi	1719	688	344
Lusaka	2286	914	457
Mfuwe	1422	569	284
Ndola	1674	670	335
Siavonga	864	346	173
Other	1008	403	202
ZIMBABWE			
Bulawayo	1908	763	382
Harare	3006	1202	601
Victoria Falls	3699	1480	740
Other	1593	637	319
OTHER FOREIGN LOCALITIES	450	180	90

## IMPORTANT – PLEASE READ FIRST

### U.S. Department of Education *e-Application Submission Procedures and Tips for Applicants* [HTTP://E-GRANTS.ED.GOV](http://E-GRANTS.ED.GOV)

To Facilitate your use of E-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

#### ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application

**Step 1 – Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

**Step 2 – Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.


**Step 3 - Add Application Package to your Start Page.** From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).



**Step 4 - Begin the Application.** Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

**Step 5 - Fill out Forms.** Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

**Step 6 - Upload File(s) for Narrative Responses.** Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

**Step 7 - Verify Information/Print Application.** Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

**Step 8 - Submit your Application.** Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

## **IMPORTANT INFORMATION**

Fulbright-Hays DDRA student applicants may access e-Application on the e-Grants web site and construct their applications. When student applicants submit their application via e-Application, the application IS NOT TRANSMITTED to the U.S. Department of Education; rather, it becomes available to the student applicant's university project director for review and submittal. It is the institution's project director who is responsible for transmitting all student applications to the U.S. Department of Education via e-Application by the Closing Date. Student applicants should contact their university's project director well in advance of the deadline to ensure that the project director has received all of the student's required application materials.

Project Directors must submit the grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date.

Step 9 - **Fax the signed SF 424 Cover Page (or Program Specific Cover Page)**. Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

## Other Submission Tips

- 1) **SUBMIT EARLY - We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.
- 2) If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

**1. Dial-Up Internet Connections** - When using a dial-up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial-up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

## Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password-protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these

conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation, which is anywhere from 2 to 8 MB, and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application

**Submission of Paper Applications by Mail:**

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number **84.022A**)  
LBJ Basement Level 1  
400 Maryland Avenue, SW  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will **not** consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

**Submission of Paper Applications by Hand Delivery:**

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number **84.022A**)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

**Note for Mail or Hand Delivery of Paper Applications:** If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

### INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	<b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</li> </ul> <p>A. Increase Award                      D. Decrease Duration  B. Decrease Award                      E. Other (specify)  C. Increase Duration</p>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.	16.	<b>Congressional Districts Of:</b> 15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.

	<b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	<b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		
	<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Private Institution of Higher Education</li> <li>O. Individual</li> <li>P. For-Profit Organization (Other than Small Business)</li> <li>Q. Small Business</li> <li>R. Hispanic-serving Institution</li> <li>S. Historically Black Colleges and Universities (HBCUs)</li> <li>T. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>U. Alaska Native and Native Hawaiian Serving Institutions</li> <li>V. Non-US Entity</li> <li>W. Other (specify)</li> </ul>	

**INSTRUCTIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424**

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

**3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Not Human Subjects Research.** Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

**If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**3a. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**3a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

**Paperwork Burden Statement.** *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

**DEFINITIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424  
(Attachment to Instructions for Supplemental Information for SF 424)**

**Definitions:**

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant’s project or funding period, including any extensions of those periods that extend the grantee’s authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

**1. PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

**I. Definitions and Exemptions**

**A. Definitions.**

A research activity involves human subjects if the activity is research, as defined in the Department’s regulations, and the research activity will involve use of human subjects, as defined in the regulations.

**—Research**

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

**—Human Subject**

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

**B. Exemptions.**

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***



**Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption number(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the

involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

**(1) Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

**(2) Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

**(3) Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

**(4) Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

**(5) Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

**(6) Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and

in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

***Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the***

***Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:  
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>***

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).



## ITEM 22

<u>Names of Individual Applicants</u>	<u>Disciplines</u>	<u>Country(ies) of Research</u>	<u>Human Subjects Activity (Y/N)</u>	<u>Amount Requested</u>
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## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503



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## Government Performance and Results Act (GPRA)

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### What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

### How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by the No Child Left Behind Act.*
- Goal 2: Encourage more rigorous and advanced coursework to improve the academic performance of our middle and high school students.*
- Goal 3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3.

### What is the Performance Indicator for the Fulbright Hays Doctoral Dissertation Research Abroad Program?

The Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) program, provides grants to colleges and universities to fund individual doctoral students to conduct research in other countries in modern foreign languages and area studies for periods of 6- to -12 months. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective.

#### DDRA Performance Measures:

- a. The average language competency score of Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) fellowship recipients at the end of their period of instruction minus their average score at the beginning of the period.
- b. Percentage of Fulbright-Hays Doctoral Dissertation Research Abroad projects judged to be successful by the program officer, based on a review of information provided in annual performance reports

The information provided by grantees in their performance reports submitted via the electronic International Resource Information System (IRIS) will be the source of data for this measure.

### **Student Checklist**

- Fully completed Fulbright-Hays Doctoral Dissertation Research Abroad application form
- Curriculum Vita
- A narrative – submitted via e-Application (Check Closing Date Notice for page limitations)
- A bibliography – submitted via e-Application (Check Closing Date Notice for page limitations)
- 3 Electronic Graduate Student References – initiate the e-mail to your references
- 1 Electronic Language Reference for each language of research
- Graduate School Transcripts (submitted electronically)

Submit your application to your institution's Project Director via e-Application well in advance of the Closing Date (contact your Project Director for information about internal deadlines).

When students submit the application through the Internet via the e-Grants Web site, they will receive an automatic acknowledgment via e-mail when their university's Project Director receives the application.

### **Institution/Project Director Checklist**

- SF 424 Application for Federal Assistance
- Item 22, which will automatically populate with a list of all students from your university who have submitted applications, their disciplines, countries of research, and amounts requested. Please note that Project Directors must indicate for each student application whether or not Human Subjects Research Clearance (IRB) is required.
- ED Supplemental information for the SF 424
- Assurances for Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- SF-LLL Disclosure of Lobbying Activities, if applicable
- Ensure that all student applications, along with their references, are submitted BEFORE the institutional portion is submitted

Submit the application by 4:30 p.m., Washington, D.C. time, on the Closing Date published in the *Federal Register*.

**Institutional Project Directors must submit their students' grant applications through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, D.C., time) on the Closing Date. The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday (Washington, D.C., time). Please note that the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays for maintenance (Washington, D.C., time). Any modifications to these hours are posted on the e-Grants Web site. When Project Directors submit the application through the Internet via the e-Grants Web site, they will receive an automatic acknowledgment via e-mail when the U.S. Department of Education receives the application.**