

**AMERICAN OVERSEAS RESEARCH CENTERS  
(AORC)**

CFDA NUMBER: 84.274A

*IFLE REPORTING SYSTEM PROPOSED  
SCREENS*

Program: AORC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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Administrative			Reports			
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data

## International and Foreign Language Education International Resource Information System

### WELCOME

Congratulations on receiving a grant award for a Title VI, and/or Fulbright-Hays project. The U.S. Department of Education (US/ED) requires grant recipients to administer their projects efficiently and to submit annual and final performance reports about project objectives, impacts, and outcomes.

The International Resource Information System (IRIS) online information system provides access to screens that allow grantees to conduct the day-to-day administrative tasks related to the funded project as well as submit the required performance reports.

Click on a tab on the Home page to be directed to the relevant screens and instructions for initiating and completing administrative or reporting tasks.

Please be advised that although various project staff may participate in the administration and reporting activities associated with the project, the "Project Director" named on the grant award documents is the only person that the US/ED authorizes to submit the annual and final performance reports on behalf of the grantee.

The IFLE program officers are available to assist you with project-related questions. If you have system-related questions, please contact IRIS Help Desk at the [Contact Us](#) link.

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.



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## Update Password

To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."

Current password:

New password:

Confirm password:

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## Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

\* Required fields

Name:

Title:

Street: \*

Street 2:

City: \*

State: District of Columbia

Postal code:

Phone: \*

Fax:

Email:

Web site:

Home institution:

Institution Type: Select one

Institution Designation: \* Eligible to receive assistance under Part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended (HEA)

Not eligible to receive assistance under Part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended (HEA)

Project title: \*

World area: \* South Asia

Program officer:

Abstract

Insert the abstract for the approved project into the box below.  
(Limit 4,000 characters and spaces)

\*

## Characters and Spaces:

### ■ Subject Areas \*

---

Please select no more than 15 Subject Areas most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply

Area Studies

Assessment and Testing

Collaboration

Dissemination

Dissertation Research

Distance Learning

Evaluation

Foreign Language Across the Curriculum

Foreign Language Programs (Domestic)

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## Additional Users

Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.

To update a user, click the "Update" link under Action.

To remove a user, click the "Delete" link under Action.

Action	Name	Email



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## Add a User

\* Required fields

User name: \*

First Name

Last Name

Email: \*

Do you wish to receive IFLE blast emails and newsletter?

Note: All other automatic notifications will be sent to the user.

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## International Travel Approval Request

Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)

- Click the "Add a Travel Approval Request" button to create a TAR.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Approved TARs can be updated and resubmitted to US/ED for review.

The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
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## International Travel Approval Request

**(Submit 30 days in advance of travel)**

Complete all required fields for each international traveler participating in project related activities.

\* Required fields

- Participant name: \*
- Type of participant: \* Select one
- Purpose of travel: \* Select one
- Justification: \* (limit 2000 characters)

Characters and Spaces:

- Discipline / Field: Select
- Country(ies): \* Select one
- Select one
- Select one
- Select one
- Select one
- Select one

AORC funds requested: \* \$

Fiscal year funds to be used: \* 2007

(limit 2000 characters)

Detailed itemization of Title VI AORC funds e.g., lodging, per diem, travel. Please refer to [GSA for domestic per diem rates](#) and [US Dept. of State for international rates](#).

Characters and Spaces:

Departure date: \* (mm/dd/yyyy)

Return date: \* (mm/dd/yyyy)

Comments: (limit 1000 characters)

Characters and Spaces:

■ Participant's Departure Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
--------------------------------	-----------	--------------------------	------------------------------	---------	---------------------	------------------------------

■ Participant's Return Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
--------------------------------	-----------	--------------------------	------------------------------	---------	---------------------	------------------------------

\* Please select from one of the following:

I certify that this travel request complies with the Fly America Act and/or [Open Skies agreement](#).

Grant funds are being used for overseas costs, excluding international travel.




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## Report Schedule

The reports and due dates for the grant cycle are indicated below.

- Click a radio button in the "Select Report" column.
- Click the "Enter Report Information" button to input the requested information.
- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion. Info Button: Only the Project Director is authorized to submit the completed report. 
- [Click here to view reports from previous grants by program, institution, and world area.](#)

This column lists the screens for each report. Links are only available for the current report.

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
	Spring Year 1 (Narratives/Budget)	2007	04/01/2008	10/01/2007	03/01/2008	\$60,511		Current Report Screens for this report <a href="#">Objectives and Accomplishments</a> <a href="#">Outreach Activities</a> <a href="#">Adjustments to Project</a> <a href="#">Exemplary Activities</a> <a href="#">Evaluation</a> <a href="#">Priorities</a> <a href="#">Budget</a>
	Fall Year 1 (Report Data/Budget)	2007	11/30/2008	10/01/2007	09/30/2008	\$0		Center Information Center Contacts Participant Profiles Center Activities/Services Publications Budget
	Spring Year 2 (Narratives/Budget)	2008	04/01/2009	10/01/2008	03/01/2009	\$77,504		Objectives and Accomplishments Outreach Activities Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 2 (Report Data/Budget)	2008	11/30/2009	10/01/2008	09/30/2009	\$0		Center Information Center Contacts

								Participant Profiles Center Activities/Services Publications Budget
	Spring Year 3 (Narratives/Budget)	2009	04/01/2010	10/01/2009	03/01/2010	\$77,504		Objectives and Accomplishments Outreach Activities Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 3 (Report Data/Budget)	2009	11/30/2010	10/01/2009	09/30/2010	\$0		Center Information Center Contacts Participant Profiles Center Activities/Services Publications Budget
	Final Year 4 (Narratives/Budget/Report Data)	2010	12/29/2011	10/01/2010	09/30/2011	\$77,504		Objectives and Accomplishments Outreach Activities Adjustments to Project Exemplary Activities Center Information Evaluation Priorities Center Contacts Participant Profiles Center Activities/Services Publications Budget

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Report Screens:	Center Information	Center Contacts	Participant Profiles	Center Activities/Services	Publications	Grant Results

## Time Extension

Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.

Justification for the Time Extension: (limit 1,500 characters and spaces)

Characters and Spaces:

\*Requested Time Extension End Date  
(mm/dd/yyyy format)

\*Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 90 days after the time extension date requested. Indicate funds to be used during the time extension.

\$

Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.

### No Previous Time Extension Requests

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

## Objectives and Accomplishments \*

List each of the project objectives. Describe the progress made toward each objective during the current reporting period.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:



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## Outreach Activities \*

Describe collaboration activities conducted with other Title VI or Fulbright-Hays program grantees during the current reporting period. Elaborate on the purpose of the activity, the impact on the constituents, and why it was an effective collaboration.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:



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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Narratives: <a href="#">Objectives and Accomplishments</a>   <a href="#">Outreach Activities</a>   <a href="#">Adjustments to Project</a>   <a href="#">Exemplary Activities</a>   <a href="#">Evaluation</a>   <a href="#">Priorities</a>						

## Adjustments to Project \*

Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:

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Narratives: <a href="#">Objectives and Accomplishments</a>   <a href="#">Outreach Activities</a>   <a href="#">Adjustments to Project</a>   <a href="#">Exemplary Activities</a>   <a href="#">Evaluation</a>   <a href="#">Priorities</a>						

## Exemplary Activities \*

Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objectives during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:

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## Evaluation \*

List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:

Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)

no file selected (Uploading a document replaces the one previously attached.)

no file selected (Uploading a document replaces the one previously attached.)

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

## Priorities \*

Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities.

[Click here to view the list of priorities.](#)

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:

AORC Priorities for 2007

Invitational Priority 1

Projects that propose to establish new or to maintain existing overseas immersion language study programs to enhance advanced language training to students, faculty, and postgraduate researchers.

Invitational Priority 2

Applications that propose to establish new or to maintain existing centers in countries where the following critical languages are spoken: Arabic, Chinese, Japanese, Korean, and Russian, as well as the Indic, Iranian, and Turkic language families.

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## Spring Budget

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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

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

no file selected


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

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## Fall Budget

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 10/01/2007 through 09/30/2008. Totals will be automatically calculated.

Budget Category	Title VI AORC Funds Spent in the Current Reporting Period	Total Other 
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
<b>Total Direct Costs</b>	<b>\$</b>	<b>\$</b>
Total Indirect Costs (may not exceed 8% of direct costs)	\$	\$
<b>Total Budget</b>	<b>\$</b>	<b>\$</b>
Carryover	\$	

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

**Budget attachment:** \* Excel, PDF, or .doc only. Attach a spreadsheet with the final budget expenditures for the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

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

no file selected

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

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## Final Budget

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated. Click the link to download the [SF-425 Federal Financial Report](#). You must complete and submit this form as part of your final performance report using the upload function below.

\* Required fields

Budget Category	Title VI AORC Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Total Direct Costs	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$
Total Budget	\$

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

SF-425 Federal Financial Report Long Form attachment: PDF only. Attach a PDF containing your completed [SF-425 Federal Financial Report Long Form](#).

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

**no file selected**

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

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## Center Information

Select the institutional members, countries, and languages that are relevant to the Center.

\* Required fields

Center Members

(Any institutions already selected are displayed first.)

Institution(s):

- \* Select all that apply
- Abilene Christian University
- Abraham Baldwin Agricultural College
- Adams State College
- Adelphi University
- Adler School of Professional Psychology
- Adrian College
- Agnes Scott College
- Aims Community College
- Air Force Institute of Technology
- Alamo Community College District Central Office
- Albany State University
- Albertson College of Idaho
- Albion College
- Albright College

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

Other:

(limit 500 characters and spaces)

Characters and Spaces:

Countries

Primary:

- \* United States of America

(Any countries already selected are displayed first.)

Additional country(ies):

Select all that apply  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antigua and Barbuda  
Argentina

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

■ Languages

Primary:

Select one

(Any languages already selected are displayed first.)

Additional language(s):

Select all that apply  
Abkhaz  
Abron  
Aceh  
Achinese (Achenese)  
Acholi (Lou, Lango)  
Afar  
Afrikaans  
Aja-Gbe  
Akan (Twi-Fante)  
Akha  
Akkadian  
Albanian  
Allemannisch  
Alsatian

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

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

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## Center Contact Information

Enter the contact information for the U.S.-based office and for the overseas Center.

\* Required fields

Center name: \*

Email: \*

Web site:

U.S. Contact Information

Point of Contact: \*

Address 1: \*

Address 2:

City: \*

State: \*

Zip code: \*

Phone: \*

Fax:

Email:

Web site:

Overseas Contact Information

Point of Contact: \*

Address 1: \*

Address 2:

City:

\*

Region:

Country:

\*

Select one

Postal code:

Phone:

\*

Fax:

Email:

Web site:

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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## Participant Profiles

Create a record for each U.S. researcher, visiting U.S. scholar, or U.S. faculty member assisted by the Center during the current reporting period. Below is a list of the researchers. To view or edit a record, click "Update." To remove a record, click "Delete."

Action	Name	U.S. Institution
--------	------	------------------

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## Participant Profiles

Enter the following information for each U.S. researcher, visiting U.S. scholar, or U.S. faculty member assisted by the Center during the current reporting period.

\* Required fields

Participant name: \*

First name                      Last name

Participant type: \* Select one

Other:

Postgraduate research:                      Yes      No

Employment:

Utilize language area studies skills in current job:                      Yes      No

Academic status: \* Select one

Language: Select one

Discipline(s): Select one

Select one

U.S. institution or affiliation: \* Select one

Other:  
(If institution is not in the dropdown)

Overseas activity or research: \*  
(limit 2000 characters and spaces)

Characters and Spaces:



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## Center Activities and Facilitative Services

For the current reporting period, indicate the number of U.S. administrators, U.S. faculty members, U.S. researchers, and visiting U.S. scholars who attended the activities or received the services listed below. Also, enter data based on feedback from your Center-administered customer satisfaction survey. The percentage is automatically calculated.

**\* Required fields**

Language Program:

Conferences:

Cultural events (Art Exhibits, Museum Tours, Etc.):

Guided Tours Related to Research Project:

Lectures and seminars:

Archives/Libraries:

Lodging:

Information Technology - Computer, Internet, Telephone:

Research clearances:

Travel (in country logistics):

Language(s):

Select one

Select one

Select one



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## Publications and Research Presentations

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with AORC grant funds. Note that these can also be in electronic format.

Abstracts:

Assessment materials:

Audio, video, and/or podcasts:

Books - Authored: 

Books - Chapters:

Books - Edited:

Books - Reviews:

Curricula and/or textbooks:

Exhibitions:

Media interviews: 

Newsletters: 

Policy brief and/or papers:

Presentations - Conference:

Presentations - Non-conference: 

Publications - Edited: 

Publications - Non-refereed: 

Publications - Refereed: 

Reports/monographs:

Teaching cases:

Translations conducted: 

Webinars: 

Working papers:

Workshops: 

Other: (please specify)

:

:

:

Comments: (limit 2000 characters and spaces)

Characters and Spaces:

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## Results of Grant-Funded Activities \*

Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces: