

**GROUP PROJECTS ABROAD (GPA)
ANNUAL PFC>97H'8≠97HCF**

CFDA NUMBER: 84.021

*IFLE REPORTING SYSTEM PROPOSED
SCREENS*

Program: GPA Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Report Due Date: Submit Date: Amount:
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Administrative

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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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International and Foreign Language Education
U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700



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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.

* 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: * Russia/Eastern Europe

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

- Select all that apply
- United States of America
- Afghanistan
- Albania
- Algeria

Number of Weeks *

Abroad:

Program officer:

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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 your participants. You can have more than one participant on a TAR. You should create one TAR for each travel itinerary. (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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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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Pre-Travel Screens:			Participant Information		

Project Overview

* Required fields

Upload the required files below in one of the following formats: Word, PowerPoint, Excel or Adobe PDF. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.

- Pre Departure Orientation Agenda: *
- Host Country Itinerary : *
- Key personnel in host country: *
- Project type: *
- Focus of project: *
- Project Information Requirements *

Language and Country Selection Instructions: Select an item or multiple items from the left and click the ADD button marked as >>. Your selected languages or countries will appear in the selection box to the right.

Language(s):	* Master List of Languages Abkhaz Abron Aceh Achinese (Achenese) Acholi (Lou, Lango) Afar Afrikaans Aja-Gbe Akan (Twi-Fante) Akha	Selected Languages Add Language(s) Remove Language(s)
Country(ies):	* Master List of Countries United States of America Afghanistan Albania Algeria American Samoa Andorra Angola Anguilla Antigua and Barbuda Argentina	Selected Countries Add Country(s) Remove Country(s)

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Pre-Travel Screens: [Project Overview](#) [Participant Information](#)

Maintain Participants

The participant records are listed below.

- To add a participant, click the "Add Participant" button.
- To view or edit a participant, click "Update."
- To remove a participant, click "Delete."
- To send an email notification to participants, check the "Notify" box for those who should be notified. Click the "Notify Participants" button.
- To view a participant's report, click "View."
- To view all of the participant's report together, click "View all Participant Reports"

* Enter due date for participant reports in IRIS: e.g. 01/01/2001

Action	Notify	Name	Email	Submit Date	Notified?	View Report
Update Delete					No	View

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Pre-Travel Screens:			Participant Information		

Add a Participant

Enter the following information about each participant, including all project administrators.

* Required fields

Participant name:

*

First name

Last name

Institutional Email:

*

Other Email:

*

Institution or Employer:

* Select one

Institution Type:

* Select one

Institution Designation
(if applicable):

- * HBCU (Historically Black Colleges and Universities)
- Black-serving, non-HBCU (institutions that are not HBCU but in which 25 percent or more of the total undergraduate enrollment are Black students)
- Hispanic-serving (institutions in which 25 percent or more of the total undergraduate enrollment are Hispanic students)
- Asian-serving (institutions in which Asian/Pacific Islander undergraduates constitute 25 percent or more of the total undergraduate enrollment)
- American Indian-serving (Tribal Colleges and Universities [TCU] or institutions in which 25 percent or more of the total undergraduate enrollment are American Indian/Alaska Native students)
- Other minority-serving institutions (those that fall into none of the above minority-serving categories but in which students in at least two of the four individual minority groups constitute at least 25 percent of the total undergraduate enrollment or minority students combined constitute at least 50 percent of the total undergraduate enrollment)

Select if your institution is identified as:

- Low income
- Rural

Other:

(If institution not in dropdown)

Street address:

*

City:

*

State: Select one

Country: * Select one

Postal code:

Participant/Administrator type: * Select one

Field: * Select one

Has the individual previously participated in a Fulbright-Hays Seminars or Group Projects Abroad project? *

Yes No

If so, for what year(s) and country(ies)?

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Post-Travel Screens	Participant Administration	In-Country Experience Comments	Sources of Funding	Priorities	Budget	Dissemination and Resources

Maintain Participants

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Action	Notify	Name	Email	Submit Date	Notified?	View Report
Update Delete					No	View

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In-Country Experience Comments *

Evaluate the in-country experience. Describe any exemplary activities, challenges, areas for improvement, or any additional comments. For example, discuss: pace of itinerary, participant challenges, staff challenges and activities that were of impact. When discussing the impact of activities, please explain how this activity made an impact.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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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:

GPA Priorities for 2011

Projects that provide substantive training and thematic focus on any of the seventy-eight (78) priority languages that were selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs). Please refer to the Federal Register Notice for the complete list of applicable languages.

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					Dissemination and Resources

Final Budget

For each category, enter the amount of Fulbright-Hays GPA funds expended during the grant period. 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. Also, upload a more detailed line item budget, based on the proposed budget submitted as part of the application package.

* Required fields

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

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel, PDF, or .doc only. Attach a spreadsheet with detailed budget information. Your project file must be formatted for letter-size paper prior to upload.

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

no file selected

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

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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					Dissemination and Resources

Dissemination and Resources *

Please identify URLs and/or citations of resources or curriculum development that participants have created as a result of the GPA project. This information will be accessible to the public on the IRIS web site (iris.ed.gov).

Required field

(limit 5,000 characters and spaces)

Characters and Spaces: