FULBRIGHT-HAYS
DOCTORAL DISSERTATION RESEARCH
ABROAD PROGRAM

CLOSING DATE: XX

Fiscal Year 2014 Application Materials

CFDA No. 84.022A

OMB No. 1840-0005
Expiration Date:

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OFFICE OF POSTSECONDARY EDUCATION

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) 2014 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's 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 priorities and invitational priorities as well as other program and competition details.

Although the DDRA program funds doctoral student research, the legal applicant is the institution, and if a grant is awarded, the institution of higher education (IHE) is the legal grantee. Students are not able to apply for this funding independently. In order for institutions to apply electronically, representatives from IHEs (i.e., project directors) must register in the G5 e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to ddra@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 G5 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 electronic applications. Please note that the project director cannot be a student applicant.

A list of DDRA institutions and program project directors who have registered in G5 e-Application in previous years is included in this application package. If your institution is not listed, or your project director has changed, please contact. Dr. Pamela J. Maimer at pamela.maimer@ed.gov with the new project director's contact information as soon as possible.

The Department of Education requires that applications for FY 2014 grants under the DDRA program are submitted electronically using the Department's G5 e-Application system. The G5 e-Application system is accessible through its portal page at:

www.G5.gov

The application must be submitted on or before the deadline date. Electronic submission of applications via the G5 e-Application system is required unless you qualify for one of the exceptions to the electronic submission requirement as determined by the Notice Inviting Applications. If you think you may need an exception, please 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 Notice Inviting Applications) 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,

Lenore Yaffee Garcia
Acting Senior Director
International and Foreign Language Education
Office of Postsecondary Education
U.S. Department of Education

Competition Highlights

1. Please note the following program priorities:

   a. <u>Absolute</u>: The Department will only consider 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, or Vatican City.

   b. <u>Competitive Preference Priority 1 (3 points):</u> A research project that focuses on one or more of the following geographic areas: sub-Saharan Africa, South Asia and Southeast Asia.

   c. <u>Competitive Preference Priority 2 (2 points):</u> A research project that focuses on any of the seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs) as follows:

   > Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

   d. <u>Competitive Preference Priority 3 (5 points):</u> Research projects that are proposed by applicants using advanced language proficiency in one of the seventy-eight (78) LCTLs listed in Competitive Preference Priority 1 in their research, and who are in the fields of economics, engineering,

international development, global education, mathematics, political science, public health, science, or technology.

e. <u>Invitational Priority: While no additional points will be awarded to an application that meets this priority,</u> we encourage applications from Minority-Serving Institutions as well as other institutions that promote the participation of students from underrepresented groups in research abroad projects and in foreign languages and international studies.

2. Please note that these priorities are explained in detail in the <u>Federal Register</u>. Potential applicants are strongly encouraged to review the <u>Federal Register</u> notice carefully before preparing an application.

3. Please note that, although the DDRA program funds student research, the legal applicant is the institution of higher education (IHE), 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 fellowship program, it is necessary for the student and the institution to coordinate their competition activities and keep each other informed.

4. Applications must be submitted electronically via the U.S. Department of Education's G5 e-Application system. This system may be accessed at www.G5.gov. Both the student and the IHE must complete their portions of the application correctly and submit separately via the G5 e-Application system.

5. The application must be received on or before the deadline date and time. Please note that the U.S. Department of Education's grant application deadline is at 4:30:00 pm Washington, DC time. Late applications **will not be accepted**.

6. Electronic submission of an application is required unless it qualifies for one of the (rare) exceptions to the electronic submission requirement as outlined in the <u>Federal Register</u>.

7. All applicants are required to adhere to the page limits for the Project Narrative and for the bibliography portion of the application in the <u>Federal Register</u> notice.

8. A font standard in the notice requires that applicants use one of the following 12 pt. fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow, etc.)** will not be accepted.

9. Student transcripts must be scanned as one document and uploaded into the student application.

Applicants are reminded that the <u>Federal Register</u> notice is the official document for application guidelines and that applicants should not rely upon any information that is inconsistent with the guidance contained within it.

4001-01-U

DEPARTMENT OF EDUCATION

PLACEHOLDER FOR FY14 NIA

Mutual Educational and Cultural Exchange Act of 1961

UNITED STATES CODE
TITLE 22: CHAPTER 33
MUTUAL EDUCATIONAL AND CULTURAL EXCHANGE PROGRAM

Sec. 2451. - Congressional statement of purpose

The purpose of this chapter is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world.

Sec. 2452. - Authorization of activities

(a) Grants or contracts for educational or cultural exchanges; participation in international fairs and expositions abroad

The Director of the United States Information Agency is authorized, when he considers that it would strengthen international cooperative relations, to provide, by grant, contract, or otherwise, for -

    (1) educational exchanges,

        (i) by financing studies, research, instruction, and other educational activities -

            (A) of or for American citizens and nationals in foreign countries, and

            (B) of or for citizens and nationals of foreign countries in American schools and institutions of learning located in or outside the United States;

            and

        (ii) by financing visits and interchanges between the United States and other countries of students, trainees, teachers, instructors, and professors;

    (2) cultural exchanges, by financing -

        (i) visits and interchanges between the United States and other countries of leaders, experts in fields of specialized knowledge or skill, and other influential or distinguished persons;

        (ii) tours in countries abroad by creative and performing artists and athletes from the United States, individually and in groups, representing any field of the arts, sports, or any other form of cultural attainment;

(iii) United States representation in international artistic, dramatic, musical, sports, and other cultural festivals, competitions, meetings, and like exhibitions and assemblies;

(iv) participation by groups and individuals from other countries in nonprofit activities in the United States similar to those described in subparagraphs (ii) and (iii) of this paragraph, when the Director of the United States Information Agency determines that such participation is in the national interest.

(3) United States participation in international fairs and expositions abroad, including trade and industrial fairs and other public or private demonstrations of United States economic accomplishments and cultural attainments.

(b) Other exchanges

In furtherance of the purposes of this chapter, the President is further authorized to provide for -

(1) interchanges between the United States and other countries of handicrafts, scientific, technical, and scholarly books, books of literature, periodicals, and Government publications, and the reproduction and translation of such writings, and the preparation, distribution, and interchange of other educational and research materials, including laboratory and technical equipment for education and research;

(2) establishing and operating in the United States and abroad centers for cultural and technical interchanges to promote better relations and understanding between the United States and other nations through cooperative study, training, and research;

(3) assistance in the establishment, expansion, maintenance, and operation of schools and institutions of learning abroad, founded, operated, or sponsored by citizens or nonprofit institutions of the United States, including such schools and institutions serving as demonstration centers for methods and practices employed in the United States;

(4) fostering and supporting American studies in foreign countries through professorships, lectureships, institutes, seminars, and courses in such subjects as American history, government, economics, language and literature, and other subjects related to American civilization and culture, including financing the attendance at such studies by persons from other countries;

(5) promoting and supporting medical, scientific, cultural, and educational research and development;

(6) promoting modern foreign language training and area studies in United States schools, colleges, and universities by supporting visits and study in foreign countries by teachers and prospective teachers in such schools, colleges, and universities for the purpose of improving their skill in languages and their knowledge of the culture of the people of those countries, and by financing visits by teachers from those countries to the United States for the purpose of participating in foreign language training and area studies in United States schools, colleges, and universities;

(7) United States representation at international nongovernmental educational, scientific, and technical meetings;

(8) participation by groups and individuals from other countries in educational, scientific, and technical meetings held under American auspices in or outside the United States;

(9) encouraging independent research into the problems of educational and cultural exchange;

(10) promoting studies, research, instruction, and other educational activities of citizens and nationals of foreign countries in American schools, colleges, and universities located in the United States by making available to citizens and nationals of less developed friendly foreign countries for exchange for currencies of their respective countries (other than excess foreign currencies), at United States embassies, United States dollars in such amounts as may be necessary to enable such foreign citizens or nationals who are coming temporarily to the United States as students, trainees, teachers, instructors, or professors to meet expenses of the kind described in section 2454(e)(1) of this title;

(11) interchanges and visits between the United States and other countries of scientists, scholars, leaders, and other experts in the fields of environmental science and environmental management; and

(12) promoting respect for and guarantees of religious freedom abroad by interchanges and visits between the United States and other nations of religious leaders, scholars, and religious and legal experts in the field of religious freedom.

Doctoral Dissertation Research Abroad Regulations

Code of Federal Regulations]
[Title 34, Volume 3]
[Revised as of July 1, 2008]
From the U.S. Government Printing Office via GPO Access
[CITE: 34CFR662]
[Page 391-395]

TITLE 34--EDUCATION

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

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

Section Contents

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)

Government Performance and Results Act

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.

Guidance for Developing an Evaluation Plan

OVERVIEW OF GPRA MEASURES, PROGRAM EVALUATION, AND PROJECT EVALUATION

The U.S. Congress passed the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 to assess and improve federally funded programs. GPRA requires that federal agencies document the achievements of grant-funded programs. Specifically, GPRA requires federal agencies, such as the U.S. Department of Education, to develop and report quantifiable annual and long-term measures to Congress. GPRA stipulates that these measures be limited in number, be specific, and have baselines and targets that are ambitious, yet achievable. Performance reporting occurs *at the program level,* meaning that the U.S. Department of Education (ED) aggregates data from all IFLE grantees and reports on measures of the IFLE program overall. ED's challenge is to articulate program-level measures that are relevant to several grant programs and that capture the achievements of many disparate grantees. ED's Budget Service and the U.S. Office of Management and Budget (OMB) review and approve IFLE's GPRA measures to make sure that the measures reflect the programs' overall goals. Therefore, once approved, GPRA measures remain relatively constant over time.

IFLE must collect data from grantees to respond to the GPRA measures for each program. ED IFLE aggregates the GPRA information reported by all grantees to report the impact of each grant program (e.g., the Center for International Business and Education - CIBE grant program as a whole) to Congress and other interested stakeholders. This information contributes to ED/IFLE's overall evaluation of each grant program.

By contrast, individual *project* measures yield specific information that enables grantees to make mid-course corrections in implementing their proposed projects, if necessary. Project-specific evaluation measures are tailored by project leadership to that project's goals. Project leadership may establish specific measures to garner internal institutional support, attract and train staff, attract and retain students, and sustain the project's effort beyond the grant period.

Project-specific measures will vary greatly between institutions that have received IFLE grants before and novice applicant institutions. For example, an institution that is a current recipient of a CIBE grant or that has received CIBE grants in the past might offer many Study Abroad programs. Based on feedback from its prior project evaluations, that institution might propose a new Study Abroad program in a world region not previously served, or expand the duration of an existing program. In this case, a project-specific measure might be the number of students enrolled in the new program. However, a first-time CIBE applicant might propose to offer a few short-term Study Abroad summer programs in its first year as part of a multi-year plan that includes expanding the world regions served over time. In this case, a project-specific measure might be the number of faculty qualified to lead a summer program to specific world regions.

THE GOVERNMENT PERFORMANCE AND RESULTS ACT OF 1993 (GPRA) AND THE GPRA MODERNIZATION ACT OF 2010 (GPRAMA)

GPRA and GPRAMA are intended to improve accountability for the expenditure of public funds, enhance congressional decision-making by providing Congress with objective information on the effectiveness of federal programs, and promoting federal programs' results, delivery of services, and customers' satisfaction. Accordingly, GPRA and the GPRAMA mandate that federal agencies, including ED, submit three major products to Congress: multi-year strategic plans, annual plans, and annual reports. To comply with GPRA and GPRAMA, ED must state clearly in these products what it intends to accomplish, identify the resources required, and report on its progress annually to Congress.

HOW HAS THE DEPARTMENT OF EDUCATION RESPONDED TO THE GPRA REQUIREMENTS?

As required by GPRA, ED has developed a strategic plan that reflects its organizational priorities and also integrates IFLE's mission and program authorities. ED's stated goal for IFLE is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies."

The Title VI international education programs' overarching goals are to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions. The Fulbright-Hays programs provide opportunities for U.S. educators and postsecondary students to advance their studies of foreign languages, to create and improve curriculum, or to conduct learning and research activities in host country settings. Each IFLE grant program addresses a specific objective related to the overarching goal. The next section of this document provides program-specific guidance to applicants on selecting appropriate performance and evaluation measures.

IFLE GRANT PROJECT EVALUATION

A strong project proposal by an applicant for an IFLE grant includes a well-designed evaluation plan that is based on clearly stated goals and objectives. The evaluation plan must address all IFLE GPRA measures, as well as include project-specific measures that are tied to the project's goals and objectives. The evaluation plan also must identify how each of the specific objectives will be achieved, and establish the quantitative and qualitative measures that will be used to demonstrate the successful implementation of the proposed project. The Performance-Measure Form (PMF) serves as a guide for applicants to plan and articulate key aspects of a well-designed evaluation plan.

IFLE offers applicant institutions the following suggestions to consider in developing the Impact and Evaluation section of the grant application.

Developing an Evaluation Plan

Working with an Independent Project Evaluator

Please note that an independent project evaluator may not be required for every IFLE grant program. Applicants and grantees should consult with their IFLE program officer and refer to program-specific materials for guidance.

The independent project evaluator should be involved in the project throughout the entire grant cycle from the proposal development phase through the project's funding and implementation to ensure that a well-designed evaluation plan is developed and implemented. The independent project evaluator works with key project personnel to draft measurable objectives, identify appropriate progress indicators and benchmarks, and to formalize the data collection, calculation, and analytical methodologies. The primary role of the independent project evaluator is to provide technical support and expertise to the project in order to best demonstrate its progress toward achieving stated goals and objectives. The independent project evaluator may also provide support and guidance for the development of a dissemination plan to publicize the project results to internal and external entities.

A grant applicant may wish to collaborate with other projects on a given campus to pool resources and share the cost of a professional evaluator. The guidance provided in this document is intended to help maximize evaluation resources by streamlining an evaluation process and by supporting collaboration between key project personnel and an independent evaluator. Very small projects may have very limited funds available to compensate an evaluator. In such cases, limited resources are best expended on working with an evaluator at the project's start, as opposed to its later stages.

To ensure both the quality and the credibility of the evaluation, it should be conducted by a qualified evaluator with appropriate expertise and training. The evaluator should be independent, whether the evaluator is internal or external to the grant project. The applicant should provide a plan to ensure that the evaluator maintains sufficient independence from the project team, thus avoiding any potential or perceived conflict of interest.

Developing Clear Goals and Objectives

A well-designed evaluation plan includes clearly articulated goals, measurable objectives, and a way to collect concrete data to substantiate the project's progress toward achieving its goals. The evaluation plan should be limited to a few clear and specific objectives that are linked directly to the proposed goals of the project and that can be measured. The applicant/grantee should consider the following when developing measurable objectives and planning for data collection:

1. What will indicate or demonstrate that the project is meeting its goals? Describe the expected measurable outcomes.

2. What types and sources of data will best demonstrate that the project is achieving, or will achieve, its objectives? Identify the data and its sources that can serve as indicators or benchmarks that the project is meeting, or will meet, the intended outcomes.

3. How will the data be collected? Describe access and frequency.

4. How will the data be analyzed and reported? Describe the methodology and key personnel responsible.

5. Will the results demonstrate the project's proposed outcome and impact (e.g., an increase in qualified language instructors, higher graduation rate in international studies, better employment rate of program graduates, etc.)? Describe how the results may demonstrate short-term and long-term outcomes and impact.

Examples of possible project-specific quantitative objectives include:

- Increase the number of students completing advanced courses in priority languages;
- Increase the number of students in business, health, or science majors graduating with foreign language skills;
- Increase the number of study abroad opportunities for students on campus; or,
- Increase the number of certificates and degrees conferred in targeted programs of study.

Examples of possible project-specific qualitative objectives include:

- Improve employment opportunities for students who possess advanced language skills and international experience;
- Strengthen collaboration between foreign language departments, international education, and other disciplines; or,
- Improve quality of assessment tools for priority and/or less-commonly-taught languages.

Examples of specific activities that may support project objectives include:

- Recruit and hire of qualified priority language faculty; or,
- Create or increase professional development and training sessions for faculty.

Progress indicators that relate to the quantitative and qualitative examples cited in the above sections include, but are not limited to, the following:

- Increase in the number of new faculty positions in priority and/or less-commonly-taught languages, area studies courses, or interdisciplinary courses that are institutionalized after grant support has ended;
- Increase in the number and type of courses developed, piloted, and subsequently submitted to the institution's review board for inclusion in the college catalog for the upcoming academic year.

Developing Evaluation Questions

An applicant should formulate evaluation questions that interest all stakeholders and audiences related to the proposed project, and align the questions with appropriate information gathering techniques.

1. Who/what will change?
2. When will the change(s) take place?
3. How much change is expected?

4. How will change be measured, recorded, or documented?

Planning Data Collection and Analysis

In order to show change, baseline data must be included in the final evaluation plan, submitted to the program office, once the grant is awarded. Applicants should determine if baseline data already exist and where to find them. Data collection instruments that are not readily available need to be developed. Data collection instruments may include surveys, standardized tests, exams, focus groups, and topic guides. Institutions may have additional instruments that are specific to the proposed project. The final evaluation plan must specify the types and sources of data that will be collected and describe how the data will be collected, including access and frequency. The plan must also describe how the data will be compiled, analyzed, and reported, as well as the methodology that will be used and key personnel responsible for these tasks. The institutions should work with evaluation specialists to develop a detailed analysis plan to analyze the data and interpret results. In addition, the evaluation plan should include a timeline to delineate tasks and specify when and how progress benchmarks or indicators will be met. The timeline will help projects to stay on track toward achieving their goals.

Evaluation Guidance for DDRA Grantees

The Fulbright-Hays international education programs provide opportunities for U.S. educators and postsecondary students to advance their studies of foreign languages, to create and improve curriculum, or to conduct learning and research activities in host country settings. Each IFLE grant program addresses a specific objective related to this overarching goal. The objective of the DDRA program is 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 for periods of 6 to 12 months.

The Department has developed (and OMB has approved) the following GPRA measures to evaluate the overall success of this IFLE grant program:

> DDRA GPRA Measure 1: The percentage of DDRA fellows who increased their foreign language scores in speaking, reading, and/or writing by at least one proficiency level.

> DDRA GPRA Measure 2: The percentage of DDRA fellows who complete their degree in their program of study within four years of receipt of the fellowship.

> DDRA GPRA Measure 3: The percentage of DDRA fellows who found employment that utilized their language and area studies skills within eight years of receiving their award.

> DDRA GPRA Measure 4: Efficiency Measure – The cost per DDRA fellow who found employment that utilized their language and area studies skills within eight years. *

*(The US/ED IFLE office will be able to calculate Measure 4 (efficiency measure) based on future answers to DDRA GPRA Measure 3.)

The following information is provided as guidance for DDRA institutional and fellowship applicants. ***Applicants do not need to submit this information in the application.***

Example GPRA Performance Measure Form (PMF) for Grantees

DDRA grantees will be required to collect data on GPRA Measures 1, 2, and 3 and report that data to US/ED in their interim and final performance reports using a **PMF.** Institutions need to demonstrate that they have a system for tracking progress on the first three measures. An example of a PMF completed for the DDRA GPRA Measures can be found in Figure 2. The following guidance is offered as an example to assist future grantees in interpreting measure language and in calculating and inputting the proper baseline numbers.

Figure 1: PMF for GPRA Measures for DDRA Grantees

1. Performance Measures	2. Activities	3. Data/ Indicators	4. Freq.	5. Data Source	6. Baseline and Target	
					BL	T1
A) The percentage of fellows who increased their foreign language scores in speaking, reading, and/or writing by at least one proficiency level.						
B) The percentage of fellows who complete their degree in their program of study within four years of receipt of the fellowship.						
C) The percentage of fellows who found employment that utilized their language and area studies skills within eight years of receiving their award.						

1.1 Instructions for DDRA Grantees on Completing GPRA PMF

1. Performance Measures – The GPRA measures are already filled in.

2. Activities – Fill in the major activities your institution will undertake to support achievement of the GPRA performance measure goal.

3. Data / Indicators – State the data or indicator that will be used to track progress of each activity stated in #2. Note that one of the indicators should be synonymous with the performance measure, while other indicators play a supporting role to track progress toward meeting the performance measure. Since the performance measure might not change from the baseline in the early year(s) of the grant, supporting indicators are used to track and demonstrate progress.

4. Frequency – State periodicity of measurement (e.g., Quarterly, by Semester, or Annual).

5. Data Source – State the source of the data (e.g., Grantee records or University registrar).

6. Baseline (BL) and Targets (T1) – State your track-record with past fellows that have been funded through your institution as your baseline (e.g., 10 of 10, meaning all 10 past fellows from your institution achieved the goal in question). State the number of applicants you intend to fund and how many of those you predict will achieve the goal in question (e.g., 4 of 4) as the target level.

1.2   Details and Definitions Regarding GPRA Baseline Numbers

Since the first DDRA GPRA measure will assess a change from baseline to outcome, it is important for the IFLE office to know that baseline numbers for the participants have been established. That is, each DDRA grantee will need its own internal system for tracking scores of individual scholars. Also, each DDRA grantee institution must show that it has the capacity to track progress on the second DDRA GPRA measure for one year after the grant period, and track progress on the third DDRA GPRA measure for eight years after each fellow earns his/her doctoral degree.

In this section, the applicant will find the definitions for key words in each measure.

DDRA GPRA Measure 1: The percentage of DDRA fellows who increased their foreign language scores in speaking, reading, and/or writing by at least one proficiency level.

> The definition of **proficiency level** is dependent upon the system of scoring. For example, ACTFL proficiency guidelines recognize five major levels of proficiency: Distinguished, Superior, Advanced, Intermediate, and Novice (with Advanced, Intermediate, and Novice further divided into High, Mid, and Low sublevels).

DDRA GPRA Measure 2: The percentage of DDRA fellows who complete their degree in their program of study within four years of receipt of the fellowship[11].

DDRA GPRA Measure 3: The percentage of DDRA fellows who found employment that utilized their language and area studies skills within eight years of receiving their award.

Figure 2: Sample PMF for GPRA Measures for DDRA Grantees

1. Performance Measures	2. Activities	3. Data/ Indicators	4.Freq	5. Data Source	6. BL	T1[1]	T2	T3
A) Percentage[2] of DDRA fellows who increased their foreign language scores in speaking, reading, and/or writing by at least one proficiency level.	A.1 Establish foreign language scores before DDRA fellow begins overseas study. A.2 Have DDRA fellow establish specific proficiency goals and a plan to achieve them. A.3 Ask DDRA fellow to keep a diary that records progress against the action plan A.4 Repeat the foreign language proficiency exam taken before the overseas experience to gage whether or not the DDRA fellow achieved the one level advancement in foreign language proficiency.	• Baseline scores for speaking, reading, and writing in the foreign language for each fellow • Signed goal and action plan for each fellow • Number of DDRA fellows who kept a daily diary to record progress toward goal. • Number and percentage of DDRA fellows who achieved a one level proficiency achievement	Once, within a week of selection Once, within two weeks of selection Once, within 1 week of returning from the overseas (for the last two indicators)	DDRA Program Files DDRA Program Files DDRA Program Files DDRA Program Files	SET N/A N/A N/A	N/A 1 of 1 1 of 1 100%	N/A 2 of 2 2 of 2 100%	N/A 3 of 3 3 of 3 100%

1. Performance Measures	2. Activities	3. Data/ Indicators	4.Freq	5. Data Source	6. BL	T1	T2	T3
B) Percentage of DDRA fellows who complete their degree in their program of study within four years of receipt of the fellowship.	B.1 Establish a plan to incorporate the DDRA experience into the dissertation B.2 Receive sign-off from dissertation advisor or committee to share research-in-progress a year after program participation. B.3 Arrange for DDRA fellows to have a dedicated web presence where their findings can be posted online.	• Agreements signed by DDRA fellows • Agreements signed by the dissertation advisor or committee to share research-in-progress a year after program participation • Number of DDRA fellows who post findings on the DDRA or any other public facing web site • Contact fellow at least once a year to maintain current contact information, assist in any way possible, and determine if the fellow completed doctoral within four years of fellowship award	Once, within a week of selection Once, within 10 months of returning from overseas At least once on at least the DDRA website Annual	DDRA Program Files DDRA Program Files DDRA Program Files DDRA Program Files	2 1 1 N/A	3 3 2 Yes[3]	4 5 2 Yes	5 7 3 Yes
C) Percentage of DDRA fellows who found employment that utilized their language and area studies skills within eight years of receiving their award.	C.1 Develop relationships with US businesses /associations/ organizations/governmental entities that need graduates with foreign language and related area or international study training. C.2 Invite potential employers to campus events with DDRA fellows. C.3 Develop internships for doctoral students with businesses, academic institutions and governmental organizations to increase the probability of landing a job upon graduation.	• Number of organizations that participate in joint activities with the DDRA program • Number of internships offered to current DDRA fellows before graduation • Number of DDRA graduates who secure employment that utilizes their foreign language and area studies skills within 8 years of receiving their award	Once at 18 months and annually thereafter for all 3 indicators	DDRA Program Files DDRA Program Files DDRA Program Files	0 0 0	2 2 2	4 4 4	6 6 6

[3] A "Yes" response denotes that positive contact was made at least once within that year.

Guidelines for Applicant Institutions

There are two parts to this application. The first part contains information and forms for the institution of higher education. 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) G5 e-Application system. This system may be accessed at www.g5.gov. Both the student and the institution must complete their portions of the application correctly and submit via G5 e-Application. Students and Project Directors should read through the following guidelines and the information in this application package carefully, especially the Federal Register 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 institution 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 institution of higher education is responsible for:
- **a)** Registering as the Project Director for his/her university in the G5 e-Application system. **In order to obtain a password and login information, he/she must first send his/her contact information to ddra@ed.gov by the date specified in the Federal Register notice. If he/she fails to do this, he/she may not be able to access G5 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 form.
- **c)** Transmitting in a single submission all recommended individual Doctoral Dissertation Research Abroad student applications. One each of the following forms should be included for each student applicant: *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./ED in accordance with the guidelines published in the Federal Register 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 US/ED and the institution of higher education listing fellowship holders and award benefits will constitute the official announcement of the award. We estimate the announcements will be made in September 2014.
- **e)** Administering the grant and disbursing funds.

Instructions for Assembly, Duplication and Transmission

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,
- *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).

Institutional Project Directors must submit the application to the US/ED via G5 e-Application , in accordance with the guidelines published in the Federal Register. **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.**

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 US/ED. Within three 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 institution of higher education'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-XXXX**, *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 **10/1/2014.**
	B. Enter **03/31/2016.**
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 G5 e-Application. To view a student's application, click on that student's name.

Frequently Asked Questions for Project Directors

Q1.   Who is the Project Director?
A1.   The Project Director (PD) is the individual at the institution who will actually submit the application to the U.S. Department of Education (US/ED). This individual will administer the grant and disburse funds, should any students at the university receive the DDRA fellowship. 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 to serve as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

Q2.   How does a new Project Director register in the G5 e-Application system?
A2.   The registration process for the Project Director involves three (3) steps. First, check the enclosed list of previously registered Project Directors to see if it includes one's institution. If there is no listing, or the listed information needs to be changed, please request access to the DDRA Project Director screens from the US/ED program officer at ddra@ed.gov. Second, request access to the G5 e-Application system by submitting the Project Director's name, institution, and email address to the program officer at ddra@ed.gov by the date specified in the published Notice Inviting Applications. Third, register in the G5 e-Application system at www.G5.gov once the US/ED program officer informs the Project Director that access has been granted. **Current PDs do not need to register again.** If you have forgotten your G5 log in information, please use the link on the website at www.G5.gov.

Q3.   How many sections are there to the application, and who completes which section?
A3.   There are two major sections to the G5 e-application. The first section contains information and forms for the IHE. The second section contains instructions and forms for the student applicants. 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 from his/her institution and submitting them in a single student section, along with the required institutional components, to the US/ED. Only the Project Director can submit an application to US/ED.

Q4.   How does the Project Director review and approve the student applications for submission to US/ED?
A4.   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 for accuracy and eligibility has been completed, the Project Director indicates his/her approval of each application by ensuring that the acceptance box next to each name is checked. **Only Project Director-approved applications are included in the institutional submission to US/ED.**

Q5.   How are the student's Graduate and Language Reference Forms submitted?
A5:   The student applicant will submit, via the G5 e-Application system, the referees' names and email addresses. The referees will then receive the emails, which are automatically generated from the G5 e-Application system, with directions for completing and returning the reference forms. The emails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The referees 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. Students and Project Directors can monitor the submission of the reference forms by

reviewing the "form status". The status will state "complete" once the referees have completed and submitted their references. All referee forms must be submitted before the Project Director submits the institutional application to US/ED. We suggest that the Project Director set internal deadlines for the submission of references and remind students to inform their referees of this deadline.

Q6. ***How does the student applicant upload their transcripts?***
A6.   Student applicants submit all transcripts electronically, through the G5 e-application. Students scan all transcripts and upload in the application as a single document. Transcripts obtained electronically must have all security features disabled. If the security features are not disabled, US/ED will not have access to review the document and it will not be included in the review.

Q7. ***Should transcripts be the "official" transcript or are unofficial transcripts allowed?***
A7.   It is recommended that official transcripts are submitted whenever possible. Unofficial transcripts should contain the student's name, University ID number, and institution on the document.

Q8. ***Should student applicants include their undergraduate transcripts?***
A8.   Yes, undergraduate transcripts should be included if they help to demonstrate the applicant's language and area studies academic background.

Q9. ***Can the Project Director schedule his/her own institutional deadline to meet the closing date published in the*** <u>***Federal Register***</u>***?***
A9.   Yes. The Project Director should set an institutional deadline for students and referees so there is time to review the individual application material, solve technical problems, and submit a complete institutional application before the official program deadline as specified in the <u>Federal Register</u>.

Q10. ***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 and other IFLE program screens?***
A10.   No. Each International Foreign Language Education (IFLE) program is separate and distinct in the G5 e-Application. The Project Director must register for each program in accordance with the instructions outlined in the <u>Federal Register</u>. If a Project Director is considering submitting an application for other programs, IFLE strongly suggests that potential Project Directors registers in the e-Application system as soon as possible.

Q11. ***What signatures are required for the G5 e-Application?***
A11.   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 obtain the institution's Authorizing Representative's signature on the SF 424 and fax it to the Application Control Center. The application's identifier number (P022A1400XX) must be noted in the upper right hand corner of the faxed signature page of the SF 424. US/ED may request original signatures on other forms at a later date.

Q12. ***What happens after a Project Director submits the G5 e-Application?***
A12.   After the Project Director submits the application, the entire application (both the student and institutional sections) is sent electronically to US/ED. The Project Director will receive a confirmation email. This message will include the application's identifier number (P022A1400XX). The Project Director knows that the submission is successfully transmitted once the Project Director receives the email confirmation.

Q13. ***When does the Project Director officially submit the e-Application?***
A13.   The Project Director must submit the e-Application BEFORE 4:30:00 pm Washington, DC time on the published closing date. The Project Director should first ensure that 1) all institutional and individual student

applications including graduate and foreign language references are completed and included in the application; 3) each individual student application has been approved by the checked box next to the applicant's name on "Item 22" in the Application for Federal Assistance (SF 424).

Q14.   When is the Project Director notified about the status of the student applications?
A14.   The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Institutional status will be announced not later than September 30, 2014. It is the responsibility of the institution to inform students of their status. US/ED does not inform students directly.

Q15.   What is the next step if an institution is awarded a DDRA grant?
A15.   If an institution receives a DDRA grant, the Project Director will receive a handbook with instructions on how to administer the grant. Technical assistance is also provided in a webinar which will be held on the date announced in the award letter. The handbook and webinar are intended for both Project Director and fellows.

Q16.   Who is responsible for submitting the Human Subjects Clearance (IRB) narrative?
A16.   The Project Director is responsible for collecting all IRB narratives from students who <u>may</u> need IRB approval for their research project. All student narratives must be combined into one document and uploaded in the 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.

Q17.   Whom should the Project Director contact in the event of technical problems with G5 e-application (e.g., problems accessing a form)?
A17.   Technical difficulties and inquiries regarding the G5 e-Application system must be directed to the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363). Assistance is available Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington, DC time.

Q18.   If the Project Director has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?
A18.   Inquiries about the DDRA Fellowship Program should be directed to the US/ED DDRA program officer, at ddra@ed.gov.

Institutional DDRA Project Directors

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

University	First Name	Last Name	Email
American University	Catherine	Kirby	ckirby@american.edu
Arizona State University	Janet	Burke	jmburke@asu.edu
Arizona State University	Tamara	Deuser	proposalandnegotiation@asu.edu
Auburn University	George	Crandell	crandgw@auburn.edu
Ball State University	James	Coffin	jcoffin@bsu.edu
Boston University	W Jeffrey	Hughes	hughes@bu.edu
Brandeis University	Brooke	Harrison	Bharrison@brandeis.edu
Brandeis University	Gregory	Freeze	freeze@brandeis.edu
Brigham Young University	Gary	Hooper	Gary_hooper@byu.edu
Brown University	John	Tyler	john_tyler@brown.edu
California Institute of Integral Studies	Karen	Villanueva	kvillanueva@ciis.edu
Case Western Reserve University	Denise	Douglas	denise.douglas@case.edu
Catholic University	John	Convey	convey@cua.edu
City University of New York	Matthew	Schoengood	MSchoengood@gc.cuny.edu
Clark University	Nancy	Budwig	Nbudwig@clarku.edu
Clemson University	Bruce	Rafert	jbruce@clemson.edu
College of William and Mary	Cynthia	Corbett	cacorb@wm.edu
Colorado State University	Marilyn	Morrissey	marilyn.morrissey@colostate.edu
Columbia University	Kerry	Gluckmann	kag1@columbia.edu
Cornell University	Gil	Levine	fulbright@einaudi.cornell.edu
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I. NAME OF INDIVIDUAL APPLICANT	NAME OF APPLICANT INSTITUTION	WORLD AREA

Questions		Points Possible	Points Scored
Quality of Proposed Project			
1. Proposed Project		60	
	Sub Total	60	
Qualifications of Applicant			
1. Applicant		40	
	Sub Total	40	
General Comments			
1. General Comments		0	
	Sub Total	0	
Priority Questions			
Competitive Preference Priorities			
Preference Priority			
1. Geographic Region	Sub Total	3	
2. Language	Sub Total	2	
3. Field	Sub Total	5	
Preference Priority	Sub Total	10	

Reader Total 110

DO NOT USE DECIMAL POINTS

Technical Review Form

Quality of Proposed Project - Quality of Proposed Project (60 points)

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
Missing	0	0	0

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. (15 points)**

General comments:

Reader's Score:

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)**

General Comments:

Reader's Score.

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)**

General Comments:

Reader's Score:

4. **The justification for overseas field research, and preparations to establish appropriate and sufficient research contacts and affiliations abroad. (10 points)**

General Comments:

Reader's Score:

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)**

General Comments:

Reader's Score:

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)**

General Comments:

Readers Score:

Qualifications of the Applicant – (40 points)

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
Missing	0	0	0

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. (10 points)**

General Comments:

Reader's Score.

2. **The extent to which the applicant's academic record demonstrates a strength in area studies relevant to the proposed project. (10 points)**

General Comments:

Reader's Score:

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)**

General Comments:

Reader's Score:

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. (5 points)**

General Comments:

Reader's Score:

General Comments - General Comments

Please provide general comments.

Priority Questions

RATING SCALE			
If total points are:	3	2	5
Meets the competitive priority	3	2	5
Does not meet the competitive priority	0	0	0

Competitive Preference Priority One – Geographic Region

We award an additional three (3) points to an application that meets this priority: A research project that focuses on one or more of the following geographic areas: sub-Saharan Africa, South Asia and Southeast Asia. Note: The score will be EITHER THREE (3) OR ZERO (0). Do not enter any other number.

General:

Reader's Score:

Competitive Preference Priority Two – Language

We award an additional two (2) points to an application if it meets this priority:

A research project that focuses on any of the seventy-eight (78) priority languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla),Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese),Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer(Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu. Note: The score will be EITHER TWO (2) OR ZERO (0). Do not enter any other number.

General:

Reader's Score:

Competitive Preference Priority Three – Field

We award an additional five (5) points to an application if it meets this priority: Research projects that are proposed by applicants using advanced language proficiency in one of the 78 LCTLs listed in competitive preference priority #1 in their research and are in the fields of economics, engineering, international development, global education, mathematics, political science, public health, science, or technology. Note: The score will be EITHER FIVE (5) OR ZERO (0). Do not enter any other number.

General:

Reader's Score:

Guidelines for Student Applicants

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 US/ED's G5 grant management system. This system may be accessed at www.G5.gov. Both the student and the institution must complete their portions of the application correctly and submit via G5. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Federal Register 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, and to inquire about any internal deadlines.
- Register in the G5 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 G5 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 G5 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 Federal Register notice.

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

Note: Students may not accept certain grants (IIE, Boren, IREX, Japan Foundation) 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.

*Please note that for the Fiscal Year 2014 DDRA competition, we will only accept applications from students to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.

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 institution's grants/sponsored research office to inquire about a project director. Only institutions whose project directors have registered in G5 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. Though a reference form is not required, the G5 system mandates a form. For English only, please list yourself as the reference writer and submit the form. This will alleviate any technical problems with the form. 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 October 15, 2014, 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 March 31, 2016. 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: Please list title of research project. Remember to take care when choosing the title. If successful, the review process is multi-layered.

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. Remember to take care when writing the abstract. If successful, the review process is multi-layered.

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 international 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 US/ED program officer 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 ; A student is considered married if the student was legally married in any domestic or foreign jurisdiction that recognizes the relationship as a valid marriage, regardless of where the couple resides. The Department has determined that any legal marriage that is recognized

by the jurisdiction in which the marriage was celebrated will be recognized for DDRA program purposes without regard to whether the marriage is between persons of the same sex or opposite sex, and without regard to where the couple resides. It also applies to a student attending an institution located in a jurisdiction that recognizes same-sex marriage and in a jurisdiction (e.g., a state) that does not recognize same-sex marriage. Further, this determination applies only to marriages and does not apply to registered domestic partnerships, civil unions, or similar formal relationships recognized under state law. These definitions are found in United States v. Windsor, 570 U.S.

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, hard drives, 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 G5 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 G5 e-Application system. **Please note the page limitations specified in the <u>Federal Register</u> 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. <u>Do not leave out answers for any questions</u>. 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 (it is recommended that applicants review host country visa requirements before applying)
   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 U.S. 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).

When writing the narrative students should have a well-thought out hypothesis; use well-defined terms and variables. The proposed research should be based on solid reasoning and previous research. It should pose a specific research question with a predicted outcome and a reasonable scope given the time to completion.

2. The bibliography must be uploaded as an attachment into the G5 grant management system. **Please note the page limitations specified in the <u>Federal Register</u> notice.**

3. Host country supporting materials must be uploaded as an attachment into the G5 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 G5 e-Application system.

4. Transcripts must be uploaded as an attachment into the G5 e-Application system. All transcripts must be combined into one document for uploading into the G5 e-Application system.

5. Please note the following tips related to attaching images of transcripts to your application: Make a copy of the original file before continuing.
   a. Crop the image using any standard image editing tool and remove any unnecessary portions of the picture.
   b. Change the overall pixel dimensions to go smaller either by "Image Size," "Resize," or "Resample". Try to make the image dimension closer to 640 x 480 pixel (approximately 4 x 7 image size). This will make the image smaller and easy for sharing.
   c. After sizing the image, be sure to do a Save As so you don't overwrite your original file. Save the image as a JPEG or JPG file.
   d. When choosing the compression level, keep quality in the medium to high range. You may want to target a file size of 30 to 100 KB per image. Try not to exceed 100 KB per image.
   e. Once the images have been resized and saved as JPEG/JPG format, they will have a small size compared to the original files. Use these new images to create the final document in PDF format.

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 G5 e-Application system. Upon receipt of this e-mail, the reference will be able to access the G5 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 G5 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 the form by the internal deadline set by your institutional Project Director. The G5 e-Application system will not accept submission from web/email accounts and servers not located in the United States.**
A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted.

Heritage Language Learners
For the purposes of the DDRA program, a Heritage Language Learner is a student who grew up using the language of research at home and/or received K-12 education in the language. It is the student's responsibility to ensure their status (heritage language learner, native speaker, or non-native or heritage speaker) is clear in the application. We recommend that students list this information in their CV to clarify their status. During the review process, if the language learner status is not clear in the application, the reviewers will score as they feel appropriate based on the information provided.

Please be aware that native speakers are not eligible for points (please see Criteria 3 under "Qualifications of the Applicant"). Heritage speakers usually score between 7-8 points. The reasoning behind this scoring is that the DDRA program was originally intended to enhance the foreign language <u>competence of individuals trained in American schools, and the criteria gives greater emphasis to having acquired a foreign language</u> and <u>would encourage non-native born United States citizens or resident aliens to acquire an additional foreign language.</u>

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 G5 e-Application . Upon receipt of this e-mail, the reference will be able to access the G5 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 the G5 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. The G5 e-Application will not accept submission from web/email accounts and servers not located in the United States.**

You must check with your institution to determine if your institution will be submitting all applications via G5, as required in the <u>Federal Register</u>, 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 G5 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 G5 e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via G5 e-Application
- Transcripts (Graduate transcripts are required. Undergraduate transcripts are recommended to demonstrate the student's language and area studies experience.)
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to G5 e-Application. Letters of affiliation may not be mailed.

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.

US/ED 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

Q1. ***Can a student apply independently of his/her university?***
A1.   No. Eligible applicants are institutions of higher education in the U.S. The student's application must be submitted to his/her university and transmitted to US/ED via G5 e-Application by the university's Project Director.

Q2. ***How does a student find information about his/her Project Director?***
A2:   A student should check the list of Project Directors included in this application package. If a university has submitted applications for DDRA funding in any of the previous DDRA competitions, the name(s) of the Project Director(s) might be on the list. 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 G5 e-Application system. Do not assume that an institution listed in the drop down list in G5 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.

Q3. ***What is the role of the student's academic advisor?***
A3.   The student's advisor will continue to serve as his/her mentor regarding the academic details of his/her research. Any changes to the student's research plans as proposed in the application will require the advisor's written approval. <u>The advisor should not serve as the student's Project Director</u>. There can be only one current 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.

Q4. ***What is the process for completing the G5 e-Application?***
A4.   There are two primary sections to G5 e-Application – the student's individual section and the Project Director section. When the student submits his/her application via the G5 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. The Project Director is responsible for reviewing each student's individual application and submitting all student applications as a single form, including 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.**

Q5. ***When should a student submit his/her application?***
A5.   The Project Director determines the institutional 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 institutions' deadline which is determined by the Project Director.

Q6. ***What is the difference between the institutional deadline and the official <u>Federal Register</u> notice Inviting Applications (NIA)?***
A6.   The Project Director has authority to determine an institutional deadline to ensure that he/she receives all of the components of the application before the official closing date in the <u>Federal Register</u> notice. The Project Director may not submit an e-Application to US/ED after the published transmittal deadline.

Q7. ***How will a student know that his/her Project Director has access to his/her application?***
A7.   After the student submits his/her application via the G5 e-Application system, he/she will receive an email notification noting that his/her application has been received by the Project Director at his/her university.

If he/she does not receive this email, the student should immediately contact the Help Desk. The Project Director will be copied on the email notification.

Q8. *How does a student know that the Project Director has submitted his/her application to US/ED?*
A8.   Only the Project Director will receive a notification email once the application has been successfully transmitted to US/ED. The student will not receive an email notification and must check with his/her institution's Project Director to determine whether the institutional application has been successfully submitted.

Q9. *Can transcripts be uploaded electronically, or must they still be submitted in paper format?*
A9.   Students must scan all transcripts and upload into the G5 e-Application. Only one upload is allowed, so all transcripts must be scanned and combined into one document. Transcripts obtained electronically must have all security features disabled. Failure to disable all security features may result in the inability of the panel reviewers to access the document as part of the official application process.

Q10. *Should student applicants include their undergraduate transcripts?*
A10.   Yes, US/ED recommends that undergraduate transcripts are included with the student's application to demonstrate the applicant's language and area studies academic experience. Undergraduate transcripts should be combined with the graduate transcripts and uploaded into the G5 e-Application .

Q11. *Should student applicants list their language and area studies course work in their CV?*
A11.   Yes. A list of language and area studies courses in the student's CV helps the panel reviewers to rate and score your academic qualifications and to determine if the applicant meets the eligibility requirements.

Q12. *May a student apply for support to go to more than one country?*
A12.   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 to be reviewed for political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each proposed country.

Q13. *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.?*
A13.   Yes.

Q14. *Are U.S. citizens enrolled at foreign institutions eligible for the DDRA program?*
A14.   No. Only U.S. <u>institutions of higher education</u> are eligible to apply to the DDRA program.

Q15. *How important is the page limit cited in the <u>Federal Register</u> notice?*
A15.   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 all of the guidelines in the <u>Federal Register</u> notice.

Q16. *Should students include endnotes, footnotes or a bibliography?*
A16.   Endnotes, footnotes or a bibliography will certainly strengthen an application. However, footnotes and endnotes will be included with the application narrative and bibliography and is subject to the page limit restrictions specified in the NIA.

Q17. *What if a student proposes to use a much less commonly taught language and cannot find someone to evaluate him/her?*

A17. The student should contact the US/ED program office by email at ddra@ed.gov. An application will be significantly less competitive if a language reference form is not included.

Q18. Should Letters of Affiliation from overseas host institutions or organizations be included in an application?
A18. Yes. Letters of Affiliation are helpful to the panel to review an application Students must upload the letters into the G5 e-Application system and submit them as "Host Country Supporting Materials". Only one "Host Country Supporting Materials" document may be uploaded, so all letters must be scanned as one document. Letters or references sent in the mail will not be included with the student's application.

Q19. 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?
A19   All travel must comply with the Fly America Act. International travel budget estimates should 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.

Q20. 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?
A20. Availability of funds and the date of the marriage or birth will determine whether an allowance can be awarded. Funds will not be available after September 30, 2014.

Q21. What signatures are required for G5 e-Application?
A22. 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.

Q23. Whom should the student contact in the event of technical problems with G5 e-Application (e.g., problems accessing the form)?
A23. If the student experiences any technical difficulties, he/she should contact the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-855-333-2807, local 202-401-6238) Monday-Friday from 8:00 a.m. to 6:00 p.m. EST time.

Q24. If the student has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?
A24. The student's first point of contact is always the institutional Project Director. The Project Director may then contact the US/ED program office at ddra@ed.gov, if further clarification is needed.

Q25. When will students be notified whether or not they have been selected?
A25. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Please contact the Project Director for institutional notification deadlines.

Q26. When are fellowships activated?
A26. 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 US/ED reviewer; 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 2014 fellows begins October 1, 2014.

Q27. If a student relocates after submitting his/her application, should he/she send US/ED address updates?

A27.　No. The Project Director is the first point of contact for students. Students must provide any changes and update to application information to the Project Directors.

Q28.　May the university accept the award on a student's behalf if the student is overseas during the notification period?
A28.　Yes. If the student has not received a fellowship that duplicates the DDRA award benefits, the university can accept an award on the student's behalf. The student should leave a letter with the Project Director authorizing acceptance of the award on his/her behalf.

Q29.　Must a fellow apply for his/her own visa and research clearance?
A29.　Yes. Fellows are advised to contact the host country's Fulbright Commissions and U.S. embassies for guidance on obtaining appropriate visas and clearances.

Q30.　May a student request copies of his/her application's panel reviewers' comments?
A30.　All panel reviewers' comments will be sent to the institutional Project Director upon announcement of the awards. Students should contact their Project Director to request a copy.

Q31.　If a student's research project requires Institutional Review Board (IRB) approval what information needs to be provided in the DDRA application?
A31.　Student applicants submit a completed Human Subjects Narrative. IRB approval is not needed at the time of application, however, a narrative must be submitted to the Project Director for uploading into the final application. The instructions for completing the narrative are in the ED Supplemental Form to the SF 424.

Q32.　Am I eligible to apply for a DDRA fellowship if my language of research is English or my heritage language?
A32.　Yes. Students whose language of research is English or their heritage language are eligible to apply for a DDRA fellowship. However, applicants using English or their heritage language should review the "Qualifications of the Applicant" question on the technical review form. Only applicants who are using languages **other than** English or a heritage language are eligible to receive points for this criterion. [Please see section on "Heritage Language Learners" regarding heritage language applicants.]

Q33.　May I request funds for hotel, lodging or per diem expenses?
A33.　No. The maintenance amount awarded is based on the cities/regions and the research period spent in the approved area and should cover the lodging and other living expenses of the fellow. Therefore, DDRA funds will not be awarded for hotel stays nor for per diem expenses during the same research period when a maintenance allowance is awarded.

Q34. May permanent residents of Russia apply to Russia as one of the research sites?
A34. For the Fiscal Year 2014 DDRA competition, we will only accept applications from students to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.

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	☐　M ☐　F

5.	Name of US Institution of Higher Education	6.	Major Academic Discipline

7.	Language and Area Studies Specialization - Check One Area Only

☐ Africa • AF   ☐ Near East • NE
☐ Western Hemisphere • WH   ☐ South Asia • SA
☐ Central/Eastern Europe and Eurasia • CEE   ☐ Southeast Asia • SEA
☐ 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

13. Citizenship
☐ United States
☐ Resident Alien
Alien Registration No. _____

14.	Veteran's Status ☐ Yes ☐ No	15.	Career Goal ☐ Teaching ☐ Other

16.	Proposed Dissertation Title

17.	Dissertation Abstract (no more than 120 words)

18.	Name(s) of Accompanying Dependent(s)　　　Relationship　　　　　Age

19.	Previous Overseas Travel

20.	Grant Refunds Due　　☐ Yes 　　　　　　　　　　☐ No	21.	Default on Loans　　☐ Yes 　　　　　　　　　☐ No

22.	Previously Awarded Fellowships

☐ Group Projects Abroad (GPA)　　　　　　☐ Title VI FLAS

☐ Jacob Javits　　　　　　　　　　　　　　☐ State Dept. / IIE Fulbright

☐ Other (please specify) _____

23.	Current Application for Other Fellowships

☐ Group Projects Abroad (GPA)　　　　　　☐ Social Science Research Council (SSRC)

☐ Int'l Research and Exchanges Board (IREX)　☐ Title VI FLAS

☐ Jacob Javits　　　　　　　　　　　　　　☐ State Dept. / IIE Fulbright

☐ NSEP / Academy for Educational Development　☐ Other (please specify) _____

24.	Certification

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.

Name of Physician or Certified Nurse Practitioner　　　　Address　　　　　　　　Telephone No.

For Official US/ED Use Only - do not write in the section below

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 certify that all information provided on this form is correct to the best of my knowledge.***	
	Name of Applicant	Date
27.	Advisor Review ***Date of advisor's review of application.***	
	Name of Dissertation Advisor	Date

28. **Curriculum Vita**

29. **Project Description**

(Application Narrative May Not Exceed the Page Limit as Described in the <u>Federal Register</u>.)

Bibliography

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

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

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

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., SSRC, NSF] will be adjusted accordingly.

LOCALITY	MONTHLY STIPEND	FIRST DEPENDENT	ADD'L DEPENDENT(S)
ALBANIA			
Tirana	2601	1040	520
Other	1206	482	241
ALGERIA			
Algiers	3348	1339	670
Other	2295	918	459
ANDORRA			
Andorra	2988	1195	598
ANGOLA	4509	1804	902
ANGUILLA	2079	832	416
ANTIGUA AND BARBUDA			
Antigua and Barbuda	2538	1015	508
Other	558	223	112
ARGENTINA			
Bariloche	2970	1188	594
Buenos Aires	3078	1231	616
Mendoza	2583	1033	517
Other	2628	1051	526
ARMENIA	2160	864	432
AUSTRALIA			
Adelaide	3924	1570	785
Brisbane	3384	1354	677
Cairns	3015	1206	603
Canberra	3492	1397	698
Darwin Northern Territiories	3105	1242	621
Fremantle	3510	1404	702
Hobart	3681	1472	736
Melbourne	4050	1620	810
Perth	4329	1732	866
Sydney	3438	1375	688
Other	3015	1206	603
AUSTRIA			
Graz	3645	1458	729
Linz	3438	1375	688
Salzburg	3753	1501	751
Vienna	3600	1440	720
Other	3564	1426	713
AZERBAIJAN	3357	1343	671
Baku	3357	1343	671
Ganja	1746	698	349
Other	1467	587	293
BAHAMAS, THE			
Andros Island	2124	850	425
Eleuthera Island	2295	918	459
Grand Bahama Island	2565	1026	513

	Nassau	3933	1573	787
	Other	2124	850	425
BAHRAIN		3564	1426	713
BANGLADESH				
	Dhaka	2610	1044	522
	Other	1215	486	243
BARBADOS		3240	1296	648
BELARUS		3537	1415	707
BELGIUM				
	Antwerp	3123	1249	625
	Brugge	2331	932	466
	Brussels	3276	1310	655
	Diegem	3276	1310	655
	Kleine Brogol	2052	821	410
	Liege	2277	911	455
	SHAPE/Chievres	2025	810	405
	Zaventem	3276	1310	655
	Other	1602	641	320
BELIZE				
	Belize City	1881	752	376
	Belmopan	2106	842	421
	San Pedro	2196	878	439
	Other	1881	752	376
BENIN				
	Cotonou	2295	918	459
	Other	1323	529	265
BERMUDA		4482	1793	896
BHUTAN		3528	1411	706
BOLIVIA				
	Cochabamba	1206	482	241
	La Paz	1566	626	313
	Santa Cruz	1503	601	301
	Other	999	400	200
BOSNIA-HERZEGOVINA		1755	702	351
BOTSWANA				
	Francistown	1980	792	396
	Gaborone	1998	799	400
	Kasane	2214	886	443
	Selebi Phikwe	1638	655	328
	Other	1323	529	265
BRAZIL				
	Belem	2934	1174	587
	Belo Horizonte	2475	990	495
	Brasilia	3150	1260	630
	Campinas	1422	569	284
	Fortaleza	2151	860	430
	Foz do Iguacu	2052	821	410
	Goiania	2925	1170	585
	Manaus	2187	875	437
	Natal	2646	1058	529
	Porto Alegre	2358	943	472
	Recife, Pernambuco	2628	1051	526
	Rio de Janeiro	3969	1588	794
	Salvador da Bahia	2097	839	419
	Sao Jose dos Campos	1665	666	333
	Sao Paulo	3429	1372	686
	Other	2763	1105	553
BRUNEI				

	Bandar Seri Begawan	2610	1044	522
	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				
	Bobo Dioulasso	1314	526	263
	Ouagadougou	2340	936	468
	Other	1314	526	263
BURMA				
	Naypyitaw	2034	814	407
	Rangoon	3123	1249	625
	Other	2871	1148	574
BURUNDI		1683	673	337
CAMBODIA				
	Phnom Penh	2043	817	409
	Siem Riep	2178	871	436
	Sihanoukville	1341	536	268
	Other	765	306	153
CAMEROON				
	Douala	2430	972	486
	Limbe	2079	832	416
	Yaounde	2673	1069	535
	Other	1431	572	286
CANADA				
	Banff	4383	1753	877
	Calgary	3933	1573	787
	Dartmouth	2934	1174	587
	Edmonton	2907	1163	581
	Fredericton	2790	1116	558
	Gander, Newfoundland	1431	572	286
	Halifax	2934	1174	587
	Mississauga	1935	774	387
	Moncton	2493	997	499
	Montreal	3105	1242	621
	Northwest Territories	2061	824	412
	Ottawa	2700	1080	540
	Prince Edward Is.	2709	1084	542
	Quebec	4005	1602	801
	Richmond	2754	1102	551
	Saint John's	2655	1062	531
	Sidney	2844	1138	569
	Toronto	2952	1181	590
	Vancouver	2979	1192	596
	Victoria	2844	1138	569
	Winnipeg	2412	965	482
	Other	2574	1030	515
CAPE VERDE				
	Boa Vista Island	1836	734	367
	Praia	2106	842	421
	Sal Island	2205	882	441
	Sao Tiago Island	1008	403	202
	Sao Vicente Island	1719	688	344
	Other	1125	450	225

CAYMAN ISLANDS		2637	1055	527
CENTRAL AFRICAN REPUBLIC		2268	907	454
CHAD				
	Ndjamena	3465	1386	693
	Other	648	259	130
CHILE		2421	968	484
CHINA				
	Beijing	3393	1357	679
	Changchun	1863	745	373
	Chengdu	2088	835	418
	Chongqing	1638	655	328
	Dalian	1809	724	362
	Fuzhou	2475	990	495
	Guangzhou	3402	1361	680
	Guilin	2412	965	482
	Hangzhou	2367	947	473
	Harbin	1854	742	371
	Jinan	1854	742	371
	Kunming	1908	763	382
	Lhasa	1647	659	329
	Lijiang	1296	518	259
	Nanjing	1953	781	391
	Nanning	2250	900	450
	Ningbo	2142	857	428
	Qingdao	2205	882	441
	Sanya	2412	965	482
	Shanghai	2970	1188	594
	Shantou	2043	817	409
	Shenyang	1602	641	320
	Shenzhen	3591	1436	718
	Suzhou	2358	943	472
	Tianjin	2187	875	437
	Urumqi	2025	810	405
	Wuhan	2358	943	472
	Xiamen	2439	976	488
	Xian	2223	889	445
	Zhuhai	2331	932	466
	Other	2358	943	472
COCOS (KEELING) ISLANDS		972	389	194
COLOMBIA				
	Barranquilla	2016	806	403
	Bogota	3438	1375	688
	Buenaventura	1971	788	394
	Cali	2241	896	448
	Cartagena	3699	1480	740
	Medellin	2358	943	472
	San Andres	2250	900	450
	Santa Marta	2241	896	448
	Other	2250	900	450
COMOROS				
	Moroni	3393	1357	679
	Other	1575	630	315
CONGO, REPUBLIC OF		3294	1318	659
COOK ISLANDS		3420	1368	684
COSTA RICA		2106	842	421
COTE D'IVOIRE				
	Abidjan	3141	1256	628
	Yamoussoukro	1593	637	319

	Other	2106	842	421
CROATIA				
	Cavtat	3996	1598	799
	Dubrovnik	3996	1598	799
	Spilt	2502	1001	500
	Zagreb	2592	1037	518
	Other	2592	1037	518
CUBA				
	Guantanamo Bay	756	302	151
	Havana	1260	504	252
	Holguin	1278	511	256
	Mantanzas	1296	518	259
	Santiago	1323	529	265
	Trinidad	1251	500	250
	Other	1125	450	225
CYPRUS				
	Akrotiri	3402	1361	680
	Limassol	3402	1361	680
	Nicosia	2808	1123	562
	Paphos	3429	1372	686
	Other	2286	914	457
CZECH REPUBLIC				
	Brno	2502	1001	500
	Prague	3744	1498	749
	Other	1962	785	392
DEMOCRACTIC REPUBLIC OF THE CONGO				
	Bukavu	2196	878	439
	Goma	1791	716	358
	Kinshasa	3654	1462	731
	Lubumbashi	2367	947	473
	Mbuji Mayi, Kasai	1638	655	328
	Other	1683	673	337
DENMARK				
	Aalborg	3312	1325	662
	Copenhagen	3771	1508	754
	Odense	3465	1386	693
	Other	3375	1350	675
DJIBOUTI				
	Djibouti City	3069	1228	614
	Other	1386	554	277
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
ECUADOR				
	Cuenca	1701	680	340
	Guayaquil	2457	983	491
	Manta	1611	644	322
	Quito	2385	954	477
	Other	1701	680	340
EGYPT				
	Alexandria	2070	828	414
	Aswan	1494	598	299
	Cairo	2403	961	481

	Hurghada	1251	500	250
	Luxor	2061	824	412
	Sharm el Sheikh	2043	817	409
	Other	1674	670	335
EL SALVADOR				
	San Salvador	1989	796	398
	Other	891	356	178
EQUITORIAL GUINEA		3447	1379	689
ERITREA				
	Asmara	1980	792	396
	Other	729	292	146
ESTONIA				
	Tallinn	2160	864	432
	Other	2079	832	416
ETHIOPIA				
	Addis Ababa	3600	1440	720
	Other	783	313	157
FALKLAND ISLANDS		1872	749	374
FAROE ISLANDS		3429	1372	686
FIJI				
	Korolevu	1521	608	304
	Nadi	2754	1102	551
	Sigatoka	2331	932	466
	Suva	2052	821	410
	Other	2052	821	410
FINLAND				
	Helsinki	3393	1357	679
	Other	2673	1069	535
FRANCE				
	Bordeaux	3564	1426	713
	Cannes	5760	2304	1152
	Deauville	4779	1912	956
	Lyon	3537	1415	707
	Marseille	3879	1552	776
	Montpellier	3753	1501	751
	Nice	3744	1498	749
	Paris	4869	1948	974
	Strasbourg	3978	1591	796
	Toulouse	3762	1505	752
	Other	2826	1130	565
FRENCH GUIANA		2799	1120	560
FRENCH POLYNESIA		3789	1516	758
GABON				
	Libreville	4302	1721	860
	Other	2853	1141	571
GAMBIA, THE				
	Banjul	1980	792	396
	Other	603	241	121
GEORGIA				
	Tbilisi	2682	1073	536
	Adjara Region	2286	914	457
	Gudauri	1863	745	373
	Other	1215	486	243
GERMANY				
	Berlin	3249	1300	650
	Boeblingen	3060	1224	612
	Bonames	3645	1458	729
	Bonn	2610	1044	522

Bremen	2871	1148	574
Cologne	3258	1303	652
Dresden	3051	1220	610
Duesseldorf	2898	1159	580
Echterdingen	3060	1224	612
Erfurt	3051	1220	610
Eschborn	3645	1458	729
Esslingen	3060	1224	612
Frankfurt am Main	3645	1458	729
Garmisch-Partenkirchen	1989	796	398
Hamburg	3114	1246	623
Hannover	2655	1062	531
Heidelberg	3051	1220	610
Herongen	2898	1159	580
Hoechst	3645	1458	729
Kalkar	2898	1159	580
Koenigswinter	2610	1044	522
Kornwestheim	3060	1224	612
Leipzig	2646	1058	529
Ludwigsburg	3060	1224	612
Mainz	2979	1192	596
Moenchen-Gladbach	2898	1159	580
Munich	3519	1408	704
Nellingen	3060	1224	612
Oberammergau	1989	796	398
Offenbach	3645	1458	729
Roedelheim	3645	1458	729
Schwabach	3087	1235	617
Sindelfingen	3060	1224	612
Stuttgart	3060	1224	612
Tuebingen	3060	1224	612
Twisteden	2898	1159	580
Wiesbaden	3078	1231	616
Other	3051	1220	610
GHANA			
Accra	2979	1192	596
Takoradi	1980	792	396
Other	1287	515	257
GIBRALTAR	1449	580	290
GREECE			
Athens	3069	1228	614
Iraklion (Crete)	2538	1015	508
Other	2538	1015	508
GREENLAND			
Ilulissat	3681	1472	736
Kangerlussuaq	3231	1292	646
Nuuk	3942	1577	788
Thule	2502	1001	500
Other	2898	1159	580
GRENADA	2673	1069	535
GUADELOUPE			
Saint Martin (French Part)	1908	763	382
Other	1413	565	283
GUATEMALA			
Guatemala City	2007	803	401
Other	945	378	189
GUINEA			
Conakry	2394	958	479

	Other	945	378	189
GUINEA-BISSAU				
	Bissau	2502	1001	500
	Other	792	317	158
GUYANA		1890	756	378
HAITI				
	Cap Haitien	2349	940	470
	Jacmel	1467	587	293
	Montrouis	2151	860	430
	Petionville	2394	958	479
	Port-au-Prince	2394	958	479
	Other	1683	673	337
HOLY SEE		5337	2135	1067
HONDURAS				
	Bay Islands	2277	911	455
	Le Ceiba	1611	644	322
	San Pedro Sula	2358	943	472
	Tegucigalpa	2376	950	475
	Tela	1665	666	333
	Other	1305	522	261
HONG KONG		4473	1789	895
HUNGARY				
	Budapest	2277	911	455
	Papa	1197	479	239
	Other	1197	479	239
ICELAND				
	Akureyri	2169	868	434
	Reykjavik	2772	1109	554
	Other	1953	781	391
INDIA				
	Agra	1944	778	389
	Bangalore	2520	1008	504
	Calcutta	2520	1008	504
	Chennai	2520	1008	504
	Goa	1944	778	389
	Hyderabad	2520	1008	504
	Mumbai	2520	1008	504
	New Delhi	2520	1008	504
	Pune	2520	1008	504
	Trivandraum	1944	778	389
	Other	1944	778	389
INDONESIA				
	Bali	3537	1415	707
	Banda Aceh	1323	529	265
	Bandung	1197	479	239
	Batam	1170	468	234
	Jakarta	3258	1303	652
	Jayapura	1503	601	301
	Medan	1314	526	263
	Surabaya	1836	734	367
	Timika, Irian Jaya	2898	1159	580
	Yogyakarta	1296	518	259
	Other	1314	526	263
IRAN		1395	558	279
IRAQ				
	Baghdad	99	40	20
	Erbil	2484	994	497
IRELAND				

	Cork	2916	1166	583
	Dublin	4068	1627	814
	Galway	3033	1213	607
	Other	2691	1076	538
ISRAEL				
	Eilat	4545	1818	909
	En Boqeq	3438	1375	688
	Haifa	3411	1364	682
	Sedom	3438	1375	688
	Tel Aviv	4419	1768	884
	Tiberias	3762	1505	752
	Other	3762	1505	752
ITALY				
	Bari	2817	1127	563
	Bologna	4293	1717	859
	Bolzano	2664	1066	533
	Capri	4050	1620	810
	Catania	2943	1177	589
	Como	5112	2045	1022
	Ferrara	2961	1184	592
	Florence	4365	1746	873
	Gaeta	2043	817	409
	Genoa	3717	1487	743
	La Spezia	2655	1062	531
	Milan	4833	1933	967
	Modena	2835	1134	567
	Naples	3060	1224	612
	Palermo	2889	1156	578
	Pisa	2457	983	491
	Pordenone-Aviano	1638	655	328
	Ravenna	2655	1062	531
	Reggio Emilia	2988	1195	598
	Rimini	3168	1267	634
	Rome	5337	2135	1067
	Siena	4050	1620	810
	Taormina	2943	1177	589
	Treviso	3141	1256	628
	Trieste	3483	1393	697
	Turin	4140	1656	828
	Venice	5508	2203	1102
	Verona	2916	1166	583
	Vicenza	1746	698	349
	Other	2358	943	472
JAMAICA		2349	940	470
JAPAN				
	Akashi	3402	1361	680
	Akita	2367	947	473
	Amagasaki	3402	1361	680
	Aomori	2277	911	455
	Asahikawa	2151	860	430
	Ashiya	3537	1415	707
	Awashima	5598	2239	1120
	Beppu	3240	1296	648
	Chitose	2043	817	409
	Fukui	1800	720	360
	Fukuoka	3555	1422	711
	Fukuyama	1881	752	376
	Gifu	3258	1303	652

Hamamatsu	2691	1076	538
Hiroshima	2682	1073	536
Itazuke	3555	1422	711
Izumisano	3177	1271	635
Kagoshima	2781	1112	556
Kanazawa	2205	882	441
Kitakyushu	3177	1271	635
Kochi	2331	932	466
Komaki	2718	1087	544
Kumamoto	3339	1336	668
Kurashiki	4356	1742	871
Kure	2619	1048	524
Kushiro	1890	756	378
Kyoto	4149	1660	830
Matsue	1845	738	369
Matsuyama	2691	1076	538
Miyazaki City	4347	1739	869
Morioka	2214	886	443
Nagasaki	3942	1577	788
Nagoya	3510	1404	702
Nara	2313	925	463
Narita	3105	1242	621
Niigata	2007	803	401
Nishinomiya	3537	1415	707
Obihiro	2358	943	472
Oita	2475	990	495
Okayama	3078	1231	616
Okinawa Prefecture	3627	1451	725
Osaka-Kobe	3402	1361	680
Otsu	2844	1138	569
Oyama	1998	799	400
Sapporo	2493	997	499
Sasebo	1818	727	364
Sendai	3087	1235	617
Shiga	2844	1138	569
Takamatsu	2232	893	446
Takayama	2862	1145	572
Tokushima	2205	882	441
Tokyo City	4050	1620	810
Tokyo-To	2889	1156	578
Tottori	2376	950	475
Toyama	2709	1084	542
Toyonaka	3141	1256	628
Tsu	2745	1098	549
Wakayama	2862	1145	572
Yamato	2466	986	493
Yokohama	2817	1127	563
Yokota	1773	709	355
Yufuin	2952	1181	590
Other	2745	1098	549
JERUSALEM	4482	1793	896
JORDAN			
Amman	3348	1339	670
Aqaba	2259	904	452
Dead Sea/Jordan Valley	2916	1166	583
Petra	2637	1055	527
Other	2259	904	452
KAZAKHSTAN			

	Aktau	2754	1102	551
	Almaty	2943	1177	589
	Astana	3285	1314	657
	Other	2124	850	425
KENYA				
	Lamu	3384	1354	677
	Malindi	3222	1289	644
	Mara Area Region	2745	1098	549
	Mombasa	2439	976	488
	Mt. Kenya Area	3051	1220	610
	Nairobi	3690	1476	738
	Nanyuki	522	209	104
	Watamu	2898	1159	580
	Other	1746	698	349
KIRIBATI				
	Christmas Island	1260	504	252
	Tawara	1467	587	293
	Other	1215	486	243
KOREA				
	Busan	3231	1292	646
	Changwon	1836	734	367
	Cheju	3006	1202	601
	Chinju	1485	594	297
	Chongju	1197	479	239
	Chonju	2151	860	430
	Chung Ju	1395	558	279
	Incheon	2403	961	481
	Kimhae	1296	518	259
	kumi	1764	706	353
	Kwangju	1944	778	389
	Kyongju	2223	889	445
	Masan	1323	529	265
	Pohang	1944	778	389
	Pyongtaek	1368	547	274
	Seoul	3150	1260	630
	Sokcho	1944	778	389
	Taegu	1845	738	369
	Taejon	1863	745	373
	Uijongbu	1215	486	243
	Ulsan	2736	1094	547
	Other	1215	486	243
KOSOVO				
	Pristina	1746	698	349
	Other	918	367	184
KUWAIT		4194	1678	839
KYRGYZSTAN				
	Bishkek	2799	1120	560
	Issyk-Kaul Region	1728	691	346
	Other	1152	461	230
LAOS				
	Luang Prabang	2457	983	491
	Vientiane	1908	763	382
	Other	1719	688	344
LATVIA		2322	929	464
LEBANON		1773	709	355
LESOTHO				
	Maseru	1854	742	371
	Other	1746	698	349

LIBERIA				
	Monrovia	2655	1062	531
	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		3870	1548	774
LITHUANIA				
	Palanga	2601	1040	520
	Vilnius	2502	1001	500
	Other	1980	792	396
LUXEMBOURG		4293	1717	859
MACAU		3969	1588	794
MACEDONIA		2286	914	457
MADAGASCAR				
	Antananarivo	2133	853	427
	Nosy Be	1917	767	383
	Other	1503	601	301
MALAWI				
	Blantyre	2187	875	437
	Lilongwe	2187	875	437
	Mangochi	1854	742	371
	Salima	2466	986	493
	Other	1854	742	371
MALAYSIA				
	Kota Kinabalu, Sabah	1791	716	358
	Kuala Lumpur	2151	860	430
	Kuantan	1620	648	324
	Langkawi	2619	1048	524
	Melaka	1413	565	283
	Penang	1701	680	340
	Other	1791	716	358
MALDIVES		3942	1577	788
MALI				
	Bamako	2115	846	423
	Other	1179	472	236
MALTA		2304	922	461
MARSHALL ISLANDS				
	Kwajalein Atoll	1584	634	317
	Likiep Atoll	1017	407	203
	Majuro	1935	774	387
	Other	747	299	149
MARTINIQUE		3276	1310	655
MAURITANIA				
	Kaedi	657	263	131
	Nouadhibou	1179	472	236
	Nouakchott	1944	778	389
	Other	792	317	158
MAURITIUS		1917	767	383
MEXICO				
	Acapulco	2358	943	472
	Cabo San Lucas	3429	1372	686
	Campeche	1116	446	223
	Cancun	2646	1058	529
	Chihuahua	1710	684	342

Ciudad Juarez	1269	508	254
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	2160	864	432
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
Playa del Carmel, Quintana Roo	1701	680	340
Puebla	1782	713	356
Puerto Penasco	1845	738	369
Puerto Vallarta	2340	936	468
Queretaro	1548	619	310
San Carlos	1458	583	292
San Miguel de Allende	1611	644	322
Tapachula	1359	544	272
Tijuana	1701	680	340
Valle del Bravo	3033	1213	607
Veracruz	1719	688	344
Zacatecas	1773	709	355
Other	1503	601	301
MICRONESIA, FED. STATES OF			
Chuuk	1710	684	342
Kosrae	1800	720	360
Pohnpei	1593	637	319
Yap	1872	749	374
Other	1710	684	342
MOLDOVA	2106	842	421
MONACO	5625	2250	1125
MONGOLIA			
Ulaanbaatar	2493	997	499
Other	1647	659	329
MONTENEGRO	2907	1163	581
MOROCCO			
Agadir	2106	842	421
Casablanca	2862	1145	572
Fes	3087	1235	617
Marrakech	2862	1145	572
Rabat	2358	943	472
Tangier	2502	1001	500
Taroudant	2259	904	452
Other	2052	821	410
MOZAMBIQUE	1980	792	396

	Maputo	2304	922	461
	Pemba	1980	792	396
	Other	1980	792	396
NAMIBIA				
	Etosha	1692	677	338
	Swakopmund	2214	886	443
	Walvis Bay	1845	738	369
	Windhoek	2061	824	412
	Other	1620	648	324
NAURU		2241	896	448
NEPAL				
	Kathmandu	1917	767	383
	Pokhara	1611	644	322
	Other	918	367	184
NETHERLANDS				
	Amsterdam	3969	1588	794
	Coevorden	2898	1159	580
	Eindhoven	3393	1357	679
	Hague, The	3294	1318	659
	Lisse	3168	1267	634
	Maastricht	3942	1577	788
	Noordwijk	3141	1256	628
	Papendrecht	3384	1354	677
	Rotterdam	3384	1354	677
	Schiphol	3402	1361	680
	Utrecht	2979	1192	596
	Ypenburg	3294	1318	659
	Other	3195	1278	639
NETHERLANDS ANTILLES				
	Aruba	3123	1249	625
	Bonaire	2034	814	407
	Curacao	2745	1098	549
	Saba	2691	1076	538
	Sint Maarten	2709	1084	542
	Other	2034	814	407
NEW CALEDONIA		2601	1040	520
NEW ZEALAND				
	Auckland	3159	1264	632
	Christchurch	2781	1112	556
	Queenstown	2412	965	482
	Rotarua	2376	950	475
	Wellington	3042	1217	608
	Other	2304	922	461
NICARAGUA				
	Corn Island			
	Managua	2142	857	428
	San Juan del Sur			
	Other	1377	551	275
NIGER				
	Niamey	1872	749	374
	Other	1404	562	281
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
	Maiduguri	1674	670	335
	Sokoto	1521	608	304
	Warri	2115	846	423
	Yenagoa	2034	814	407
	Other	1674	670	335
NIUE		1323	529	265
NORWAY				
	Oslo	3699	1480	740
	Stavanger	3537	1415	707
	Other	3699	1480	740
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	3087	1235	617
	Peshawar	1809	724	362
	Quetta	1953	781	391
	Other	1953	781	391
PALAU		2583	1033	517
PANAMA				
	Colon	2286	914	457
	David, Chiriqui	1755	702	351
	Panama City	2286	914	457
	Other	1278	511	256
PAPUA NEW GUINEA				
	Port Moresby	5463	2185	1093
	Other	3519	1408	704
PARAGUAY				
	Asuncion	2304	922	461
	Ciudad del Este	1710	684	342
	Pegro Juan	1233	493	247
	Other	828	331	166
PERU				
	Cusco	2997	1199	599
	Lima	3051	1220	610
	Paracas	2466	986	493
	Other	1773	709	355
PHILIPPINES				
	Cebu	1638	655	328
	Davao City	1368	547	274
	Manila	2133	853	427
	Other	1692	677	338
POLAND				
	Gdansk	2655	1062	531
	Katowice	2790	1116	558
	Krakow	2655	1062	531
	Poznan	2466	986	493
	Warsaw	2448	979	490
	Wroclaw	2322	929	464
	Zakopane	2079	832	416
	Other	1908	763	382

PORTUGAL				
	Cascais	2124	850	425
	Estoril	2124	850	425
	Faial Island	1827	731	365
	Lisbon	2466	986	493
	Madeira Islands	1809	724	362
	Oeiras	2124	850	425
	Oporto	2007	803	401
	Ponta Delgada	2322	929	464
	Sao Miguel Island	2322	929	464
	Other	1737	695	347
QATAR		3069	1228	614
REUNION		1989	796	398
ROMANIA				
	Bucharest	2718	1087	544
	Constanta	1593	637	319
	Other	1710	684	342
RUSSIA				
	Moscow	3762	1505	752
	St. Petersburg	4374	1750	875
	Vladivostok	3015	1206	603
	Yuzhno-Sakhalinsk	3330	1332	666
	Other	2358	943	472
RWANDA				
	Akagera	2358	943	472
	Gisenyi	1503	601	301
	Kigali	2448	979	490
	Ruhengeri	1647	659	329
	Other	1503	601	301
SAINT HELENA		621	248	124
SAINT KITTS AND NEVIS		2754	1102	551
SAINT VINCENT AND THE GRENADINES		2214	886	443
SAMOA		2700	1080	540
SAN MARINO		2277	911	455
SAO TOME AND PRINCIPE				
	Principe	2745	1098	549
	Sao Tome	2439	976	488
SAUDI ARABIA				
	Dhahran Area	3177	1271	635
	Jeddah	4077	1631	815
	Medina	2016	806	403
	Riyadh	4365	1746	873
	Taif	1890	756	378
	Other	4077	1631	815
SENEGAL				
	Dakar	2844	1138	569
	Mbour	1881	752	376
	Other	1485	594	297
SERBIA				
	Belgrade	3204	1282	641
	Other	1359	544	272
SEYCHELLES		4023	1609	805
SIERRA LEONE				
	Freetown	1755	702	351
	Other	855	342	171
SINGAPORE		4338	1735	868
SLOVAK REPUBLIC				

	Bratislava	3078	1231	616
	Zilina	1710	684	342
	Other	2025	810	405
SLOVENIA				
	Portoroz	2637	1055	527
	Other	2763	1105	553
SOLOMON ISLANDS		2754	1102	551
SOMALIA				
	Mogadishu	1872	749	374
	Other	1521	608	304
SOUTH AFRICA				
	Bloemfontein	2034	814	407
	Cape Town	3861	1544	772
	Durban	2277	911	455
	Johannesburg	2736	1094	547
	Pretoria	2385	954	477
	Sun City	2862	1145	572
	Other	2205	882	441
SOUTH SUDAN		2448	979	490
SPAIN				
	Almeria	2844	1138	569
	Balearic Islands	3267	1307	653
	Barcelona	3780	1512	756
	Bilbao	2457	983	491
	Fuengirola	2538	1015	508
	La Coruna	2484	994	497
	Las Palmas de Gran Canaria	2952	1181	590
	Madrid	3744	1498	749
	Malaga	2556	1022	511
	Marbella	2556	1022	511
	Oviedo	2196	878	439
	San Sebastian	2358	943	472
	Santa Cruz de Tenerife	2259	904	452
	Santander	2673	1069	535
	Santiago de Compostela	2790	1116	558
	Seville	2601	1040	520
	Valencia	2376	950	475
	Vigo	2403	961	481
	Zaragoza	3411	1364	682
	Other	2583	1033	517
SRI LANKA				
	Ahungalla	1512	605	302
	Bentota	1314	526	263
	Chilaw	1359	544	272
	Colombo	2970	1188	594
	Galle	1944	778	389
	Kandy	2214	886	443
	Trincomalee	2079	832	416
	Other	1368	547	274
ST LUCIA		3240	1296	648
SUDAN				
	Khartoum	3987	1595	797
	Other	3465	1386	693
SURINAME		1683	673	337
SWAZILAND				
	Mbabane	2151	860	430
	Other	963	385	193
SWEDEN		4068	1627	814

SWITZERLAND				
	Basel	3942	1577	788
	Bern	4176	1670	835
	Davos	4230	1692	846
	Geneva	4482	1793	896
	Klosters	4248	1699	850
	Lugano	4014	1606	803
	Montreux	3816	1526	763
	Zurich	4185	1674	837
	Other	3636	1454	727
SYRIA		3096	1238	619
TAIWAN				
	Kaohsiung	1764	706	353
	Taichung	1647	659	329
	Taipei	2610	1044	522
	Other	1611	644	322
TAJIKISTAN				
	Dushanbe	2925	1170	585
	Khorog	2304	922	461
	Kolub	1395	558	279
	Other	1395	558	279
TANZANIA				
	Dar es Salaam	2457	983	491
	Zanzibar	2457	983	491
	Other	1683	673	337
THAILAND				
	Bangkok	2241	896	448
	Chiang Mai	1908	763	382
	Chiang Rai	1170	468	234
	Hat Yai	1170	468	234
	Hua Hin	1998	799	400
	Khao Lak	2529	1012	506
	Krabi	2529	1012	506
	Nong Khai	954	382	191
	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	801	320	160
	Lome	2439	976	488
	Other	585	234	117
TOKELAU ISLANDS		342	137	68
TONGA		2466	986	493
TRINIDAD AND TOBAGO				
	Port of Spain	3141	1256	628
	Tobago	3717	1487	743
	Other	3141	1256	628
TUNISIA				
	Carthage	1845	738	369
	Gammarth	1845	738	369
	Lamarsa	1845	738	369
	Tunis	1845	738	369
	Other	1251	500	250
TURKEY				

	Adana-Incirlik	2385	954	477
	Ankara	2871	1148	574
	Antalya	2547	1019	509
	Aydin	2376	950	475
	Bursa	2340	936	468
	Elmadag	2871	1148	574
	Istanbul	3870	1548	774
	Izmir-Cigli	2340	936	468
	Manzarali	2871	1148	574
	Nevsehir	2097	839	419
	Yamanlar	2340	936	468
	Other	1818	727	364
TURKMENISTAN				
	Ashgabat	2322	929	464
	Other	1485	594	297
TURKS AND CAICOS ISLANDS		2619	1048	524
TUVALU		1746	698	349
UGANDA				
	Entebbe	2277	911	455
	Fort Portal	1206	482	241
	Gulu	972	389	194
	Jinja	2169	868	434
	Kampala	2835	1134	567
	Other	954	382	191
UKRAINE				
	Kharkiv	2223	889	445
	Kyiv	3366	1346	673
	Other	2133	853	427
UNITED ARAB EMIRATES				
	Abu Dhabi	4734	1894	947
	Dubai	4131	1652	826
	Other	4734	1894	947
UNITED KINGDOM				
	Belfast	3348	1339	670
	Birmingham	2619	1048	524
	Bristol	3195	1278	639
	Cardiff, Wales	2826	1130	565
	Caversham	3330	1332	666
	Cheltenham	2799	1120	560
	Crawley	4491	1796	898
	Edinburgh	3123	1249	625
	Gatwick	3276	1310	655
	Glasgow	2790	1116	558
	Harrogate	2079	832	416
	High Wycombe	2736	1094	547
	Horley	3276	1310	655
	Liverpool	2538	1015	508
	London	4491	1796	898
	Loudwater	2700	1080	540
	Manchester	2952	1181	590
	Menwith Hill	2079	832	416
	Oxford	2511	1004	502
	Portsmouth	2295	918	459
	Reading	3330	1332	666
	Other	2295	918	459
URUGUAY				
	Colonia	2385	954	477
	Montevideo	2268	907	454

Punta del Este	3285	1314	657
Other	2268	907	454
UZBEKISTAN	1485	594	297
Tashkent	2511	1004	502
Other	1278	511	256
VANUATU			
Port Vila	3276	1310	655
Santos	2430	972	486
Tanna Island	3204	1282	641
Other	297	119	59
VENEZUELA			
Barquisimeto	3492	1397	698
Caracas	4194	1678	839
Maracaibo	3618	1447	724
Porlamar	3600	1440	720
Puerto La Cruz	3150	1260	630
Puerto Ordaz	3573	1429	715
Punto Fijo	3267	1307	653
Valencia	3420	1368	684
Other	2637	1055	527
VIETNAM			
Dalat	2196	878	439
Danang	1674	670	335
Hanoi	2502	1001	500
Ho Chi Minh City	2754	1102	551
Other	1863	745	373
VIRGIN ISLANDS, BRITISH	2403	961	481
WALLIS AND FUTUNA	1233	493	247
YEMEN			
Aden	1998	799	400
Sanaa	4095	1638	819
Other	1557	623	311
ZAMBIA			
Livingstone	3051	1220	610
Lusaka	2565	1026	513
Other	1575	630	315
ZIMBABWE			
Bulawayo	1908	763	382
Harare	3006	1202	601
Victoria Falls	3699	1480	740
Other	1593	637	319
OTHER FOREIGN LOCALITIES	495	198	99

Fulbright-Hays Doctoral Dissertation Research Abroad Program FY 2014 Application Checklist

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). **Failure to meet the deadline published in the *Federal Register* notice will mean rejection of the application without consideration. There is no appeal of this requirement.**

G5 Hours of Operation in Eastern Time						
Sun.	**Mon.**	**Tues.**	**Wed.**	**Thur.**	**Fri.**	**Sat.**
Unavailable from 08:00 PM - 11:59 PM	Unavailable from 12:00 AM - 05:59 AM	Available 24 hours	Unavailable from 09:00 PM - 11:59 PM	Unavailable from 12:00 AM - 05:59 AM	Available 24 hours	Available 24 hours

<u>**Use This Checklist While Preparing Your Application.**</u> **All items are required.**

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

Project Directors must submit the application by 4:30:00 p.m. Washington, DC time, on the <u>date</u> published in the Federal Register. **When Project Directors submit the application via the G5 website, they will receive an automatic email notification when the U.S. Department of Education receives the application.**

Student Checklist

☐ Fully completed Fulbright-Hays Doctoral Dissertation Research Abroad application form
☐ Curriculum Vitae
☐ A narrative – submitted via G5 e-Application (Check Federal Register for page limitations)
☐ A bibliography – submitted via G5 e-Application (Check Federal Register for page limitations)
☐ Electronic Graduate Student References – initiate the email to your references
☐ Electronic Language Reference for each language of research
☐ Unofficial Transcripts—Graduate and Undergraduate--submitted electronically (recommended to help demonstrate the applicant's language and area studies academic training)

Submit your application to your institution's Project Director via G5 e-Application well in advance of the Federal Register deadline (contact your Project Director for information about institutional deadlines). **When students submit the application via the G5 website, they will receive an automatic email notification when the university's Project Director receives the application.**