Access to the World and Its Languages

INTERNATIONAL EDUCATION PROGRAMS SERVICE

FULBRIGHT-HAYS
FACULTY RESEARCH ABROAD PROGRAM

FISCAL YEAR 2011 APPLICATION MATERIALS

CLOSING DATE:

Fiscal Year 2011 Application Materials

CFDA No. 84.019A

OMB No. 1840-0005
Expiration Date: XX/XX/XXXX

FACULTY RESEARCH ABROAD PROGRAM
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PROGRAM SPECIFIC INSTRUCTIONS AND FORMS

STANDARD INSTRUCTIONS AND FORMS

Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Faculty Research Abroad (FRA) 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 FRA program provide fellowships to enable faculty members of institutions of higher education to conduct research overseas in the fields of modern language and area studies for 3-12 months.

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

http://www.ed.gov/programs/iegpsfra/index.html

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

An FRA application must be submitted on behalf of the applicant faculty member by a U.S. institution of higher education (IHE). In order for institutions to apply electronically, representatives from institutions of higher education (e.g., project directors) must register in the e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to Cynthia Dudzinski at cynthia.dudzinski@ed.gov: first and last name of the project director, university, and e-mail address. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than XXXXX, 2010 in order to facilitate timely submission of their electronic applications.

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

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

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

The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Closing Date Notice and qualify for one of the exceptions to the electronic

submission requirement. If you think you may need an exception you are urged to review the requirements promptly. Applications submitted late <u>will not be accepted</u>. 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 <u>Federal</u> <u>Register</u> (the Closing Date Notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained in the official document.

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

Sincerely,

Alan J. Schiff
Acting Deputy Assistant Secretary
Higher Education Programs

Competition Highlights

1. Please note the following program priorities:

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

   b. <u>Invitational Priority</u>: TBA

   c. <u>Competitive Preference Priority:</u> TBA

   Please note that these priorities are explained in detail in the Closing Date Notice contained in this application package. You are urged to fully review the Closing Date notice carefully before preparing your application.

2. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30:00 pm EST. Late applications <u>will not be accepted</u>. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

3. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the <u>Federal Register</u> notice inviting applications for new awards for FY 2011 and qualify for one of the (rare) exceptions to the electronic submission requirement.

4. All applicants are required to adhere to the 10-page limit for the Project Narrative and 2-page limit for the bibliography portion of the application.

5. A font standard in the notice regulates that you use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow)** will not be accepted.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system.

Please go to http://e-grants.ed.gov/egWelcome.asp for help with the e-Application and click on the e-Application link in the upper left corner of the screen. Also, refer to the procedures and tips for applicants found in this application booklet
You are reminded that the document published in the <u>Federal Register</u> is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

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DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fulbright-Hays Faculty Research Abroad (FRA) Fellowship Program

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

Catalog of Federal Domestic Assistance (CFDA) Number: 84.019A.

Dates:

Applications Available: XXXXXX, 2010.

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

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays Faculty Research Abroad Fellowship (FRA) Program provides opportunities to faculty of institutions of higher education (IHEs) to engage in research abroad in modern foreign languages and area studies.

Priorities: This notice contains one absolute priority, one competitive preference priority (TBA), and one invitational priority (TBA). In accordance with 34 CFR 75.105(b)(2)(ii),

the absolute priority and the competitive preference priority are from the regulations for this program (34 CFR 663.21(d)).

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

This priority is:

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

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

Competitive Preference Priority: TBA

Invitational Priority: TBA

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

Applicable Regulations: (a) The Education Department

General Administrative Regulations (EDGAR) in 34 CFR parts

74, 75, 77, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The

regulations for this program in 34 CFR part 663.

Note: The regulations in 34 CFR part 86 apply to

institutions of higher education (IHEs) only.

II. Award Information

Type of Award: Discretionary grants redistributed as

fellowships to individual beneficiaries.

Estimated Available Funds: The Administration has requested

$XX,XXX,XXX for International Education and Foreign Language

Studies Overseas Programs, of which we propose to allocate

$X,XXX,XXX for new awards for this program for FY 2011. The

actual level of funding, if any, depends on final

Congressional action. However, we are inviting applications

to allow enough time to complete the grant process if

Congress appropriates funds for this program.

Estimated Range of Fellowship Awards: $25,000 - $115,000.

Estimated Average Size of Fellowship Awards: $70,000.

Estimated Number of Fellowship Awards: 20.

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

notice.

Project Period: The institutional project period is 18

months beginning July 1, 2011. Faculty may request funding

for a period of no less than three months and no more than
twelve months.

III. Eligibility Information

1. Eligible Applicants: IHEs. As part of the
application process, faculty members submit individual
applications to the IHE. The IHE then officially submits
all eligible individual faculty applications with its grant
application to the Department.

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

IV. Application and Submission Information

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

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

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

2. <u>Content and Form of Application Submission</u>:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative is where the faculty applicant addresses the selection criteria that reviewers use to evaluate the application. The faculty applicant must limit the application narrative to no more than 10 pages and the bibliography to no more than 2 pages, using the following standards:

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

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

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

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

The page limits only apply to the application narrative and bibliography. The page limits do not apply to the Application for Federal Assistance face sheet (SF 424); the supplemental information form required by the Department of Education; and the assurances and certification. However, faculty applicants must include their complete responses to the selection criteria in the application narrative.

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

3.   <u>Submission Dates and Times</u>:

Applications Available: XXXXXX, 2010.

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

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

submission requirement, please refer to Section IV. 6.

Other Submission Requirements in this notice.

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

Individuals with disabilities who need an accommodation
or auxiliary aid in connection with the application process
should contact the person listed under For Further
Information Contact in Section VII in this notice. If the
Department provides an accommodation or auxiliary aid to an
individual with a disability in connection with the
application process, the individual's application remains
subject to all other requirements and limitations in this
notice.

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

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

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

a. Electronic Submission of Applications.

Applications for grants under the Fulbright-Hays
Faculty Research Abroad Fellowship Program, CFDA Number
84.019A, must be submitted electronically using e-
Application, accessible through the Department's e-Grants
website at: http://e-grants.ed.gov.

We will reject an application if an IHE submits it in
paper format unless, as described elsewhere in this section,
the IHE qualifies for one of the exceptions to the
electronic submission requirement <u>and</u> submits, no later than
two weeks before the application deadline date, a written
statement to the Department that the IHE qualifies for one
of these exceptions. Further information regarding
calculation of the date that is two weeks before the
application deadline date is provided later in this section
under <u>Exception to Electronic Submission Requirement</u>.

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

Please note the following:

• The process for submitting applications
electronically under the Fulbright-Hays Faculty Research
Abroad Fellowship Program has several parts. The following

is a brief summary of the process; however, all applicants

should review and follow the detailed description of the

application process that is contained in the application

package. In summary, the major parts are as follows: 1)

IHEs must e-mail the following information to

cynthia.dudzinski@ed.gov: name of university, and full name

and e-mail address of potential project director. We

recommend that applicant IHEs submit this information as

soon as possible to ensure that applicant IHEs obtain access

to the e-Application system well before the application

deadline date. We suggest that applicant IHEs send this

information no later than two weeks prior to the closing

date, in order to facilitate timely submission of their

applications; 2) Faculty must complete their individual

applications and submit them to their IHE's project director

using e-Application; 3) Persons providing references for

individual faculty must complete and submit reference forms

for the faculty and submit them to the IHE's project

director using e-Application; and 4) The IHE's project

director must officially submit the IHE's application, which

must include all eligible individual faculty applications,

reference forms, and other required forms, using e-

Application. Unless an IHE applicant qualifies for an

exception to the electronic submission requirement in

accordance with the procedures in this section, all portions of the application must be submitted electronically.

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

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

- Faculty applicants will not receive additional point value because the faculty applicant submits his or her application in electronic format nor will we penalize the IHE or faculty applicant if the IHE or the faculty applicant qualifies for an exception to the electronic submission

requirement, as described elsewhere in this section, and
submits an application in paper format.

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

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

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

- After the individual faculty applicant
electronically submits his or her application to the
faculty's IHE, the faculty member will receive an automatic
acknowledgment. In addition, the applicant IHE's project
director will receive a copy of this acknowledgment by
email. After a person submits a reference electronically,
he or she will receive an online confirmation. After the

applicant IHE submits its application, including all eligible individual faculty applications, to the Department, the applicant IHE will receive an automatic acknowledgment, which will include a PR/Award Number (an identifying number unique to the IHE's application).

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

(1) Print SF 424 from e-Application.

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

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

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

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

Application Deadline Date Extension in Case of e-Application Unavailability: If an IHE is prevented from electronically submitting its application on the application deadline date because e-Application is unavailable, we will grant the IHE an extension of one business day to enable the IHE to

transmit its application electronically, by mail, or by hand delivery. We will grant this extension if--

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

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

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

We must acknowledge and confirm these periods of unavailability before granting the IHE an extension. To request this extension or to confirm our acknowledgement of any system unavailability, an IHE may contact either (1) the person listed elsewhere in this notice under <u>For Further Information Contact</u> (see Section VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

Exception to Electronic Submission Requirement: An IHE

qualifies for an exception to the electronic submission

requirement, and may submit its application in paper format

if the IHE is unable to submit an application through e-

Application because--

- the IHE or a faculty applicant does not have access

to the Internet; or

- the IHE or a faculty applicant does not have the

capacity to upload large documents to e-Application;

<p align="center">and</p>

- No later than two weeks before the application

deadline date (14 calendar days; or, if the fourteenth

calendar day before the application deadline date falls on a

Federal holiday, the next business day following the Federal

holiday), the IHE mails or faxes a written statement to the

Department, explaining which of the two grounds for an

exception prevents the IHE from using the Internet to submit

its application. If an IHE mails a written statement to the

Department, it must be postmarked no later than two weeks

before the application deadline date. If an IHE faxes its

written statement to the Department, we must receive the

faxed statement no later than two weeks before the

application deadline date.

Address and mail or fax this statement to: Cynthia

Dudzinski, U.S. Department of Education, 1990 K Street, NW.,

room 6007, Washington, DC 20006-8521. FAX: (202) 502-7860.

The IHE's paper application must be submitted in

accordance with the mail or hand delivery instructions

described in this notice.

b. <u>Submission of Paper Applications by Mail</u>.

If an IHE qualifies for an exception to the electronic

submission requirement, the IHE may mail (through the U.S.

Postal Service or a commercial carrier) its application to

the Department. The IHE must mail the original and two

copies of the application, on or before the application

deadline date, to the Department at the following address:

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U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.019A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC  20202-4260
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The IHE must show proof of mailing consisting of one of

the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing

stamped by the U.S. Postal Service.

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

commercial carrier.

(4) Any other proof of mailing acceptable to the

Secretary of the U.S. Department of Education.

If the IHE mails its application through the U.S.

Postal Service, we do not accept either of the following as

proof of mailing:

(1) A private metered postmark.

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

Postal Service.

If the IHE's application is postmarked after the

application deadline date, we will not consider its

application.

Note: The U.S. Postal Service does not uniformly provide a

dated postmark. Before relying on this method, the IHE

should check with its local post office.

c. Submission of Paper Applications by Hand Delivery.

If an IHE qualifies for an exception to the electronic

submission requirement, the IHE (or a courier service) may

deliver its paper application to the Department by hand.

The IHE must deliver the original and two copies of the

application, by hand, on or before the application deadline

date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.019A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza

Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

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

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

2. <u>Selection Criteria</u>: The selection criteria for this competition are from 34 CFR 663.21 and are listed in the following paragraphs. The maximum score for all of the criteria, including the competitive preference priority, is 105 points. The maximum score for each criterion is indicated in parentheses.

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

and preparations to establish appropriate and sufficient research contacts and affiliations abroad (10 points); (5) The applicant's plans to share the results of the research in progress with scholars and officials of the host country or countries and the American scholarly community (10 points); and (6) The objectives of the project regarding the sponsoring institution's plans for developing or strengthening, or both, curricula in modern foreign languages and area studies (10 points).

Qualifications of the applicant (40 points): In determining the qualifications of the applicant, the Secretary considers (1) The overall strength of the applicant's academic record (teaching, research, contributions, professional association activities) (10 points); (2) The applicant's excellence as a teacher or researcher, or both, in his or her area or areas of specialization (10 points); (3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers (15 points); and (4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's previous

overseas experience, or documentation provided by the

sponsoring institution, or both (5 points).

VI. Award Administration Information

1. <u>Award Notices</u>: If a faculty application is

successful, we notify the IHE's U.S. Representative and U.S.

Senators and send the IHE a Grant Award Notice (GAN). We

may notify the IHE informally, also.

If a faculty application is not evaluated or not

selected for funding, we notify the IHE.

2. <u>Administrative and National Policy Requirements</u>:

We identify administrative and national policy requirements

in the application package and reference these and other

requirements in the <u>Applicable Regulations</u> section in this

notice.

We reference the regulations outlining the terms and

conditions of an award in the <u>Applicable Regulations</u> section

in this notice and include these and other specific

conditions in the GAN. The GAN also incorporates its

approved application as part of the binding commitments

under the grant.

3. <u>Reporting</u>: At the end of the project period, the

IHE must submit a final performance report, including the

final reports of all of the IHE's fellows, and financial

information, as directed by the Secretary. The IHE and

fellows are required to use the electronic reporting system International Resource Information System (IRIS) to complete the final report.

    4. <u>Performance Measures</u>: Under the Government Performance and Results Act of 1993, the objective for the Fulbright-Hays Faculty Research Abroad (FRA) Program is to provide grants to institutions of higher education to fund faculty to maintain and improve their area studies and language skills by conducting research abroad for periods of 3- to- 12 months.

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

    Performance Measure 1: The average language competency score of Fulbright-Hays Faculty Research Abroad Program recipients at the end of their period of research minus their average language competency at the beginning of the period.

    Performance Measure 2: Percentage of all Fulbright-Hays Faculty Research Abroad Program projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

    Efficiency measure: Cost per Fulbright-Hays Faculty Research Abroad grantee increasing language competency by at least one level in one (or all three) area.

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

http://www.ieps-iris.org/iris/pdfs/FRA_fellow.pdf

http://www.ieps-iris.org/iris/pdfs/FRA_director.pdf

VII. Agency Contact

For Further Information Contact: Cynthia Dudzinski, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., room 6007, Washington, DC 20006-8521. Telephone: (202) 502-7589 or by email: cynthia.dudzinski@ed.gov.

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

VIII. Other Information

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

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable

Document Format (PDF) on the Internet at the following site:
www.ed.gov/news/fedregister.

   To use PDF, you must have Adobe Acrobat Reader, which
is available free at this site. If you have questions about
using PDF, call the U.S. Government Printing Office (GPO),
toll free, at 1-888-293-6498; or in the Washington, DC, area
at (202) 512-1530.

Note: The official version of this document is the document
published in the Federal Register. Free Internet
access to the official edition of the Federal Register and
the Code of Federal Regulations is available on GPO Access
at: www.gpoaccess.gov/nara/index.html.

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

Dated: XXXXXXX, 2010

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

TITLE 34--EDUCATION

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

PART 663_FULBRIGHT-HAYS FACULTY RESEARCH ABROAD FELLOWSHIP PROGRAM--Table of Contents

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PART 663--FULBRIGHT-HAYS FACULTY RESEARCH ABROAD FELLOWSHIP PROGRAM

    Authority: Sec. 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.

Subpart A--General
Sec. 663.1 What is the Fulbright-Hays Faculty Research Abroad Fellowship Program?
    (a) The Fulbright-Hays Faculty Research Abroad Program is designed to contribute to the development and improvement of modern foreign language 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 faculty members who propose to conduct research abroad in modern foreign languages and area studies to improve their skill in languages and knowledge of the culture of the people of these countries.
(Authority: 22 U.S.C. 2452(b)(6))
Sec. 663.2 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))
Sec. 663.3 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) Is employed by an institution of higher education;
    (c) Has been engaged in teaching relevant to his or her foreign language or area studies specialization for the two years immediately preceding the date of the award;
    (d) Proposes research relevant to his or her modern foreign language or area specialization which is not dissertation research for a doctoral degree; and
    (e) Possesses sufficient foreign language skills to carry out the research project.
(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))
Sec. 663.4 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 related to his or her academic year salary; and
    (3) An allowance for research-related expenses overseas, such as books, copying, tuition and affiliation fees, local travel, and other incidental expenses.
    (b) The Secretary may pay--
    (1) Emergency medical expenses not covered by the faculty member's 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))
Sec. 663.5 What is the duration of a fellowship?
    (a) A fellowship is for a period of not fewer than three nor more than twelve months.
    (b) A fellowship may not be renewed.
(Authority: 22 U.S.C. 2452(b)(6))
Sec. 663.6 What regulations apply to this program?
    The following regulations apply to this program:
    (a) The regulations in this part 663; 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))

Sec. 663.7 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

Sec. 663.10 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 at which the individual is employed.

(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 Sec. 663.3; 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))

Sec. 663.11 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 faculty;

(b) Accepting and screening applications in accordance with its own technical and academic criteria; and

(c) Forwarding screened applications to the Secretary through a request for an institutional grant.

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

Subpart C--Selection of Fellows

Sec. 663.20   How is a Fulbright-Hays Faculty 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 Sec. 663.21.

(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 Sec. 663.21.

(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)

Sec. 663.21 What criteria does the Secretary use to evaluate an application for a fellowship?

(a) General. (1) The Secretary uses the criteria in this section to evaluate an application for a fellowship.

(2) The maximum score for all of the criteria is 100 points. However, if priority criteria described in paragraph (c) of this section are used, the maximum score is 110 points.

(3) The maximum score for each criterion is shown in parentheses with the criterion.

(b) Quality of proposed project. (60 points) 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 importance in terms of the concerns of the discipline;

(3) The preliminary research already completed or plans for 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 with scholars and officials of the host country or countries and the American scholarly community; and

  (6) The objectives of the project regarding the sponsoring institution's plans for developing or strengthening, or both, curricula in modern foreign languages and area studies.

  (c) Qualifications of the applicant. (40 points) The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers--

  (1) The overall strength of applicant's academic record (teaching, research, contributions, professional association activities);

  (2) The applicant's excellence as a teacher or researcher, or both, in his or her area or areas of specialization;

  (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 previous overseas experience, or documentation provided by the sponsoring institution, 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 East Asia or Latvia;

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

  (iii) A language, such as Hausa or Telegu; or

  (iv) A topic, such as religious fundamentalism or migration.

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

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

Sec. 663.22   How does the J. William Fulbright Foreign Scholarship Board select fellows?

  The J. William Fulbright Foreign Scholarship Board selects fellows on the basis of the Secretary's recommendations and the information described in Sec. 663.20(e) from binational commissions or United States diplomatic missions.

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

Subpart D--Post-award Requirements for Institutions
Sec. 663.30 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 Sec. 663.6.

  (b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in Sec. 663.11.

  (c) The institution is responsible for disbursing funds in accordance with procedures described in Sec. 663.4.

  (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
Sec. 663.41 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 employed by the grantee institution during the period of the fellowship.

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

Sec. 663.42 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 Sec. 663.41; 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)

DEPARTMENT OF EDUCATION
34 CFR Parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662,
663, 664, and 669

Higher Education Programs
AGENCY: Office of Postsecondary Education, Department of Education.
ACTION: Final regulations.

PART 663--FULBRIGHT-HAYS FACULTY RESEARCH ABROAD FELLOWSHIP PROGRAM
42.   The authority citation for part 663 continues to read as follows:
    Authority: Sec. 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.
43.   Section 663.21 is amended by—
    A. Removing all of the parentheticals that end in "points)" and removing the parentheticals "(10)", "(15)", and "(5)" wherever they appear; and 0
    B. Revising paragraph (a) to read as follows:
Sec. 663.21 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.

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

Guidelines for Applicant Institutions

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

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

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

The institution must appoint a Project Director. The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any faculty members at the university receive funding. This individual is usually someone in the Office of Sponsored Research or grants office equivalent. It is not recommended that a faculty's department chair serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

Responsibilities of the Institution's Project Director
The Project Director at the applying college or university is responsible for:
(a) Registering in e-Application as a Project Director for the Fulbright-Hays Faculty Research Abroad program.
(b) 1. Screening individual faculty applications, in accordance with the institutions' own technical and academic criteria and the program's eligibility requirements. Project Directors can review individual faculty applications once they have been submitted, by going to "Item 22" and clicking on the individual names. The individual name is the link to the application materials.
2. On the Education Supplemental Information for SF 424, indicate whether or not Human Subjects Approval (IRB) is required. If required, include each individual applicant's response to question 3 on ED Supplemental Information for SF424 form.
3. Accepting applications to include in the institutional submission, by going to "Item 22", and checking the box next to the individual applicants' names BEFORE submitting the institutional portion.
(c) Transmitting in a single submission, all recommended individual Faculty Research Abroad applications, including the *Application for Federal Assistance* (Standard Form 424), the *ED Supplemental for SF424,* the *Assurances -- Non-Construction Programs* (ED Form 424B)*; and Drug-Free Workplace Requirements* to the U.S. Department of Education in accordance with the guidelines published in the notice inviting applications for new awards and contained in the transmittal instructions.
(d) Announcing the preliminary results of the competition to individual applicants (i.e., principle candidate status, alternate status, non-selection). An executed copy of the Grant Agreement between the U.S. Department of Education (ED) and the higher education institution listing fellowship holders and award benefits will constitute the official announcement of the award. The announcement will be made between April and June.
(e) Administering the grant and disbursing funds.
Supplemental Instructions for the Application for Federal Assistance (Standard Form 424) The Federal forms that accompany this electronic submission MUST be filled out on paper and faxed to ED within 3 business days of the Closing Date. Please complete the forms below, complete them, and fax them to ED's Application Control Center at 202-245-6272.
The instructions for the items below are to be used in conjunction with the general instructions contained in this application booklet.
Item 1. Select "Application"
Item 2. Select "New"
Item 3-4. Mark "X"

Item 5a. Mark "X"
Item 5b. Enter 84.019A
Item 6-7. Mark "X"
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 1-800-333-0505 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/US/duns_update/.
  D. Enter the address of the institution of higher education.
  E. Enter the organizational unit (department or division) that will undertake the funding activity.
  F. Enter the name of the Project Director. The Project Director should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. **The Project Director cannot be the faculty applicant**. State title, organizational affiliation, telephone and fax numbers and email 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 "84.019A; Fulbright-Hays Faculty Research Abroad Program".
Item 12. Enter "ED-GRANTS-XXXXXX-XXX; Fulbright-Hays Faculty Research Abroad Program"
Item 13. Mark "X".
Item 14. Enter "N/A".
Item 15. Enter "Fulbright-Hays Faculty Research Abroad Program".
Item 16. Enter applicant institution's district.
Item 17. **A.** Enter 07/01/11
  B. Enter 12/31/12
Item 18. Enter total amount of federal funds requested for all applicants.
Item 19. Check, "C. Program not covered by E.O. 12373".
Item 20. Self-Explanatory
Item 21. Self-Explanatory to be completed by the IHE's authorized representative.
Item 22. Will populate automatically as individual applicants submit their portion of the application to the project director.

The following forms can be found in the Standard Instructions and Forms Section:

- *ED Supplemental Information for SF 424.*
- *Assurances -- Non-Construction Programs (SF 424B)*

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

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

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

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

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

Frequently Asked Questions – Institution's Project Director (PD)

Q. If the Project Director (PD) has a question specific to the Fulbright-Hays Faculty Research Abroad (FRA) program (e.g., eligibility requirements) whom should he/she contact?
A. If the PD has program specific questions, he/she should contact Ms. Cynthia Dudzinski at (202) 502-7589; cynthia.dudzinski@ed.gov.

Q. Can a faculty applicant be designated as a Project Director (PD)?
A. No! The PD is the individual at the university who will administer the grant, disburse funds, and complete the reporting requirements in accordance with the terms and conditions of the grant should a faculty applicant be selected for a fellowship. He/she is the institutional point of contact for both the FRA fellow and US/ED. He/she can be the chair of a department, a person in the sponsored research/grants office or any other employee so designated by the "authorized representative" of the institution.

Q. How does the PD register in the e-Application system?
A. The registration process for the PD involves two (2) steps. The PD must first request access to the FRA PD screens from US/ED program officers. The PD must submit the following information to program officers by the date specified in the published Closing Date Notice: name, institution, and e-mail address. Once the PD is informed by US/ED program officers that access has been granted, the PD can register in the e-Application system. Obtaining access to the system and registering in the e-Application system are two separate steps.

Q. What screens should be visible to the PD once he/she is logged in?
A. The PD screens are the SF 424 Certifications and "Item 22." "Item 22" is where the faculty applicant information will populate AFTER the individual applicant submits. If these screens are not visible to the PD on his/her start page upon having chosen to apply for the program, the registration has been done incorrectly.

Q. If a PD has access to the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Program screens, does he also have access to the FRA PD Screens?
A. No! Each program is separate and distinct in e-Application. The PD must register for each program separately in accordance with the instructions outlined in the Closing Date Notices published in the *FEDERAL REGISTER.* IEPS strongly suggests that potential PDs request access to and register in the e-Application system as soon as possible!

Q. How many sections are there to the application and who fills out what section?
A. There are two major sections to the e-application – the individual faculty applicant's section and the Project Director's (PD) section. Upon completion of the individual component of the application, the faculty member submits all portions of the application (narrative, cv, individual budget, etc.) to the PD. The PD is responsible for reviewing all individual faculty applications, including the submitted institutional support statement and language reference form(s) submitted by the referees, of his/her institution and submitting them in a single submission, along with the required institutional components, to the U.S. Department of Education (US/ED). **Only the PD can submit an application to US/ED.**

Q. When the PD submits the e-application, where does it go?
A. After the PD hits the submit button, the entire application (both the individual and institutional components) is sent electronically to US/ED. The PD will receive a confirmation e-mail that states: "Your application for Fulbright Hays Faculty Research Abroad Program, CFDA 84.019A, was received on XX (the date) at XX (the time submitted) Washington, DC time. This message will include the application' s identifier number (P019A0900XX).

Q. When does the PD hit the submit button?
A. The PD hits the submit button BEFORE 4:30 pm Washington, DC time on the published closing date and after: 1) All institutional and individual components of each individual faculty applicant, including foreign language references and institutional support statements are submitted; 2) The PD has reviewed all individual applications; and 3) The PD has approved each individual application by checking the box next to their name on "Item 22" on Application for Federal Assistance (SF 424).

Q. How does the PD review and approve the faculty applications for submission to US/ED?
A. The PD is able to review only applications that have been submitted to him/her by individual faculty applicants employed at his/her institution. To review an individual application he/she should consult "Item 22" on Application for Federal Assistance (SF 424) and click on the faculty member's name. This will link him/her to that individual's application. After the review of all individual applications have been completed, the PD indicates his/her approval of each application by clicking the acceptance box next to each name. Only PD-approved applications are included in the institutional submission to US/ED.

Q. Whom should the PD contact in the event of technical problems with e-Application (e.g., pulling up a form?
A. If the PD experiences any technical difficulties, he/she should contact the e-application help desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington DC time.

Q. Who should write the institutional support statement?
A. An administrator of the institution who is knowledgeable about the applicant's abilities and the institution's language and area studies resources should write the institutional support statement. The statement should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability and availability to accept the award if offered. This will be submitted via the web.

Q. How are the Language Reference Form and Institutional Support Statement submitted?
A: The faculty applicant will submit, via the e-Application, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated by the e-Application system, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The referees must click on the links and provide the PINs in order to be linked to the faculty member'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 PD. Both the faculty member and the PD can monitor the submission of, but cannot review, the reference forms by checking the icon next to the reference forms. An icon for a submitted form is a blank piece of paper with a check mark on it. Reference forms must be submitted BEFORE the PD submits the application to US/ED. We suggest that internal deadlines be set by the PD for the submission of references.

Q. Can the PD set his/her own institutional deadline so that he/she can meet the closing date published in the FEDERAL REGISTER?
A. Yes! The PD should set an institutional deadline for faculty members and referees so that he/she will have ample time to review the individual application material, solve technical problems and submit a complete institutional application in a timely fashion as specified in the Federal Register.

Q. What signatures are required for the e-Application?
A. The PD 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 PD MUST fax a signed copy of the SF 424 to the Application Control Center after obtaining the institution's Authorizing Representative's signature. We ask that Project Directors place the PR/Award Number the PD received electronically upon submission in the upper right hand corner of the hard copy signature page of the SF 424.   US/ED may request original signatures on other forms at a later date.

Q. When will the Project Director be notified as to the status of the faculty applicants?
A. The review process for FRA Program applications is lengthy and multi-faceted, so announcement times may vary. Candidate status is announced usually in April. It is the responsibility of the institution to inform faculty members of their status. US/ED does not inform faculty members directly.

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

Q. Who is responsible for submitting the Human Subjects Clearance (IRB) narrative?
A. The Project Director is responsible for collecting all IRB narratives from faculty members who may need IRB approval for their research project. All faculty narratives must be combined into one document and uploaded in ED Supplemental Form to the SF 424. The narrative questions that must be answered are found in the directions for the ED Supplemental Form to the SF 424.

E-Application Registered FRA Project Directors

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

Alamo Community College
Vincent Bradford
vbradford@mail.accd.edu

Albright College
Darlene Roth
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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0005 The time required to complete this information collection is estimated to average 25 hours for the faculty respondent and 15 hours for the project director per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: FRA Program, IEPS/OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., (1990 K Street, N.W. 6th Floor) Washington, DC 20202-4651.

Guidelines for Faculty:

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

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

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

The institution must appoint a Project Director. The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any faculty members at the university receive funding. This individual is usually someone in the Office of Sponsored Research or grants office equivalent. It is not recommended that a faculty's department chair 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 faculty applicant should:

- Read the entire application package carefully.
- Contact his/her university's Project Director as soon as possible, to inform him/her that he/she will be submitting an application.
- Register in the e-Application system as a faculty applicant, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays. Remind his/her reference writer of the internal deadline set by the institutional project director.
- Submit his/her completed application via the e-Application system well in advance of the Closing Date. (It is a good idea for the faculty applicant to contact the Project Director and let him/her know when the faculty applicant 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 faculty applicant must then submit their narrative to their Project Director for uploading into the application.
- Up-load a scanned copy of their transcript into the e-Application.

Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States. To help accomplish this objective the Faculty 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, Puerto Rico, Guam, American Samoa, and the American Virgin Islands. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date annually published in the *Federal Register* and contained in this application.

For a complete description of the programs, consult the US Department of Education Regulations 34 Code of Federal Regulations Parts 663.

Eligibility Requirements

To be eligible to receive an award under the Faculty Research Abroad Program, a faculty member must:
1. (a) Be a citizen of the United States; or
    (b) Be a permanent resident of the United States;
2. Be employed by an institution of higher education as defined in the program regulations.
3. Have been engaged in teaching relevant to his or her foreign language or area studies specialization for the two years immediately preceding the date of the award.
4. Propose research relevant to his or her modern foreign language or area studies specialization which (a) cannot be conducted in the United States or for which a foreign country or region provides significantly superior research facilities; (b) will contribute to the development or improvement of the study of modern foreign languages or area studies in the fields needed for full understanding of the area, regions, or countries in which modern foreign languages are commonly used, and (c) is not dissertation research for a doctoral degree.
5. Possess adequate skills in the language(s) necessary to successfully carry out the project.

Instructions for Fulbright-Hays Training Grants Application Form

In order that each individual applicant be evaluated properly according to the published procedures, eligibility requirements, and evaluation criteria, this specific electronic application package must be completed by each individual scholar applying for the Fulbright-Hays fellowship.

Item 1-4: Self-explanatory

Item 5: Choose the name of the institution through which you are applying. A faculty member planning to conduct research must apply to the Faculty Research Abroad Program through the university in which he or she is employed. If your university does not appear on this drop down list, please contact your Project Director. Only institutions' whose Project Directors have registered in e-application appear in this list. Please ensure that you choose the correct campus, i.e., University of Texas, Austin vs. University of Texas, Brownsville. A list of registered Project Directors and schools can be located on pages 44-47 of this application.

Items 6-7: Self-explanatory

Item 8: Indicate all countries in which you plan to conduct research with Fulbright-Hays Faculty Research Abroad support.

Item 9: Indicate all the foreign languages to be used in your research during the fellowship period and submit a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. Do not list English.

Item 10: Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as June 1 for faculty members, provided: a US/ED Grant Agreement has been executed, travel has been approved, the appropriate research clearances and research visas have been secured by the individual scholar and, if required, human subject clearance obtained. All research must be completed by

December 31 of the year following the year in which the grant is made. Awards for full time research of 3 to 12 months duration will be offered for individual faculty members. Fellowships are not renewable.

Items 11-12:   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 as cited in the program regulations.

Item 14:   Provide all academic degrees awarded, institutions from which they were granted and the disciplines in which they were granted. List the last degree received, first.

Item 15:   Self-explanatory

Item 16:   Provide an abstract of no more than 120 words describing your proposed research including a summary of research to be conducted as well as institutional and individual affiliations.

Item 17:   Self-explanatory

Item 18:   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 19- 20:   Indicate whether you are in default on any US Department of Education Faculty Financial Assistance loan, US Department of Education grant or any other Federal loan.

Item 21:   Indicate whether you have been the recipient of these fellowships.

Item 22:   Indicate current applications for other fellowships (Note: please see **Important Note Regarding Host Country Research Clearances** on Page C4).

Item 23:   Enter the name, address and telephone number of the physician or certified nurse practitioner that completed your exam. Do not send a separate medical evaluation.

Item 24a: Enter amount requested for travel for one (1) economy class ticket, and list, in complete detail, starting with the airport closest to your current or permanent address, **all points** of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Beijing, China - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries in which you plan to conduct research with Fulbright-Hays Faculty Research Abroad support. FRA funds can be requested for only ONE (1) round-trip international ticket.

All international travel estimates should be based on commercial high season rates for jet economy travel **on U.S. flag carriers**. 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 Agreement. 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 visa, research permission, and, if necessary, the appropriate affiliation with a host country institution. All travel must comply with the Fly America Act and be approved by US/ED Program Staff. No support for dependents' travel is provided.

Item 24b: Enter your annual academic year salary at the time of application (excluding summer salary, anticipated increases, or benefits). Do not put commas in the amount you enter. Enter the number of months that you are requesting funds for (3-12 months). (**Monthly maintenance rates equals: annual academic year salary (not including summer salary, anticipated increases, or benefits) at the time of application divided by 9.** This will be computed by the e-application system.

Please note that there are no dependents' allowances under the Faculty Research Abroad Program.

Item 24c: Enter the amount of any duplicating support you will receive. This amount will automatically be deducted by the e-application system.

Item 24d: Enter and justify in detail your needs for this allowance which may include expenses such as books, copying, informants, tutoring, translating and interpreting fees, tapes, film, travel within host countries, affiliation fees, etc. This allowance does not cover costs such as hotels and per diem while in the host country(ies), and costs incurred in the United States such as, expenses of passports including photographs or medical expenses such as malaria pills or vaccinations.

The cost of health and accident insurance for a Faculty Research Abroad award recipient and contributions for faculty retirement must be borne by the individual or his/her institution.

Item 24e: Fixed $100 administrative fee paid to institution.

Item 24f: The e-application will automatically compute the sum of 24a-24e.

Item 25:   Self-explanatory.

Item 26:   A curriculum vitae needs to be attached to your application through the e-application. The c.v. should be brief and 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 27: The application narrative must be uploaded as an attachment into the e-Application system. **Please note the page limitations specified in the Closing Date Notice.**

You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. It is advised that the applicant review the Technical Review Form provided and write their narrative in a way that answers all questions thoroughly. Do not leave out answers for any questions. Please note that in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted, you may also wish to consider the following factors when developing your narrative:
  a. Host country political sensitivities and interests
  b. Feasibility of research
  c. Safety and security concerns
  d. The use of English that can readily be understood by well-educated non-specialists.

Instructions for preparing the Human Subject Research Narrative

Prepare the required narratives if the project involves Human Subjects Research and/or requires IRB approval, and submit these narratives to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the ED Supplemental Information for SF424, found on page 76 of this application booklet.

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 and submitted to the project director at the applying college or university. A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted via the web by the referee to the institution's Project Director.

Instructions for Fulbright-Hays Faculty Institutional Support Statement

This statement should be prepared by an administrator of the institution of higher education who is knowledgeable about the applicant's abilities and the institution's language and area studies resources. It should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability, and availability to accept the award is offered. A completed statement must be submitted via the web by the referee to the institution's Project Director.

Important Note Regarding Host Country Research Clearances

When Fulbright Commissions or other overseas organizations apply for host country clearance for a FRA fellow's project, US/ED expects that that the organization will use the proposal submitted to US/ED by that fellow for the FRA 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 FRA program's selection criteria, and has undergone US/ED review procedures. This review process is the whole basis of US/ED funding decisions, and these funding decisions are approved by officials throughout the Department. US/ED understands that the proposals that faculty members 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 FRA program.

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

Instructions for Assembly, Duplication, and Transmission

You must check with your institution to determine if your institution will be submitting all applications via e-grants as required in the <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.

A completed e-Application packet to be submitted by the Project Director, at the applying college/university, to the U.S. Department of Education by 4:30 p.m. Washington DC time on the published closing date, should contain the items specified below:

1) Fulbright-Hays Training Grants Application Form(s) submitted by the individual faculty members, via the a-Application.
2) One (1) Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referee via e-Application.
3) One (1) Fulbright-Hays Faculty Institutional Support Form submitted by your referee via e-Application.

A complete institutional application to the Faculty Research Abroad Program is the sum of all completed individual application packets submitted with the *Application for Federal Education Assistance* (Standard Form 424), the *ED Supplemental Information for SF424,* the *Assurances -- Non-Construction Programs* (Standard Form 424B); and *Certification Regarding Lobbying; and Drug-Free Workplace Requirements*; to the U.S. Department of Education**. Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.**

Frequently Asked Questions - Faculty Applicants

Q: If a faculty member has programmatic questions, whom should he/she contact?
A: He/she should contact US/ED program officer Cynthia Dudzinski at cynthia.dudzinski@ed.gov or via telephone (202) 502-7589.

Q: Can I apply independently of my university?
A: No, an eligible applicant is a U.S. institution of higher education. The faculty member's application must be submitted to the institution's Project Director (PD) who is registered in the U.S. Department of Education's e-Application system.

Q: How do I know who the Project Director (PD) is?
A: Please check the directory of Project Directors listed in this application package. If your institution has submitted applications for FRA funding in the past, chances are there is already an experienced Project Director appointed. If an institution does not appear on the list, it may be necessary for that university's administration to appoint a Project Director, and ensure that he/she registers in the e-Application system. Do not assume that an institution listed in the drop down list in the e-application has a registered Project Director for the FRA program.

Q: Can a faculty applicant be designated as a PD?
A: No! The PD is the individual at the institution who will administer the grant, disburse funds, and complete the reporting requirements in accordance with the terms and conditions of the grant should a faculty applicant be selected for a fellowship. He/she is the institutional point of contact for both the FRA fellow and US/ED. He/she can be the chair of a department, a person in the sponsored research/grants office or any other employee so designated by the "authorized representative" of the institution.

Q: To whom does the published Closing Date apply?
A: The published Closing Date is the date by which the PD must submit all components of the application to US/ED via e-Application. It is recommended that the PD have access to all sections of the application well in advance of this date. Application materials cannot be submitted after the published closing date.

Q: How many sections are there to the e- Application and who fills out what section?
A: There are two primary sections to the e-Application – the faculty member's individual section and the section to be completed by the PD. Upon completion of his/her section, the faculty member submits all components of the faculty member section to the PD. The PD is responsible for reviewing the faculty member's section and submitting it, along with the PD section, which contains the required federal forms, to the U.S. Department of Education. Included in this submission are the language reference form and institutional support statement that were transmitted to the PD by the referees. **Only the PD can submit an application to US/ED.**

Q: How will a faculty member know that his PD has access to his application?
A: After the faculty member has submitted his/her e-application, he/she will receive an e-mail that stating that his/her application has been received by the PD at his/her institution. The PD will be copied on the e-mail notification; nevertheless, the faculty member may want to contact the PD in addition to the e-mail notification. If the PD did not receive this e-mail, please contact US/ED's Help Desk immediately.

Q. Who should write the institutional support statement? Should the PD?
A: The institutional support statement may be written by the PD, but does not have to be. It should be written by an administrator of the institution who is knowledgeable about the applicant's abilities and the

institution's language and area studies resources. It should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability and availability to accept the award if offered.   This reference will be submitted via the e-Application.

Q. How are the Language Reference Form and Institutional Support Statement submitted?
A: The faculty applicant will submit, via the e-Application, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated from the e-Application system, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The referees must click on the links and provide the PINs in order to be linked to the faculty member's reference forms. Once the forms are completed, the referees click the submit buttons. After the referees hit the submit buttons, the forms are submitted to the PD. Both the faculty member and the PD can monitor the submission of the reference forms by checking the icon next to the reference forms. An icon for a submitted form is a blank piece of paper with a check mark on it. Reference forms must be submitted BEFORE the PD submits the application to US/ED. It is suggested that internal deadlines be set by the PD for the submission of references. The Project Director and the reference writers do not have to be the same person.

Q: When should a faculty member's application be submitted?
A: The PD determines the internal deadline by which all sections of the application must be submitted. It is the responsibility of the faculty member to ensure that the language reference(s) and institutional support statement are submitted by referees no later than the established internal deadline.

Q: When the faculty member clicks the "submit" button in the e-Application system, where does his application go?
A: The faculty member's application is transmitted to his/her institution's PD for review and submission to US/ED. A faculty applicant is not able to transmit his/her application directly to US/ED.

Q: How do I know that the PD has submitted the application to US/ED?
A: A faculty member will not receive a notification e-mail when the PD transmits his/her application to US/ED. Only the PD will receive such a notification e-mail. A faculty member must check with his/her institution's PD to determine whether the application has been submitted.

Q: How important is the page limit cited in the Closing Date Notice?
A: The page limit is extremely important! If the faculty member's application narrative exceeds the page limit, the application will be disqualified and will not be reviewed for funding. Please adhere strictly to the page limit guidelines contained in the published Closing Date Notice.

Q: Should references, footnotes, endnotes, or the bibliography be included in the narrative? How long should they be?
A: References, footnotes, endnotes and the bibliography will certainly strengthen an application. However, they will be considered part of the application narrative, and subject to the page limit restrictions. Please check the Closing Date Notice for more information regarding these.

Q: What if a faculty member proposed to use a much less commonly taught language and cannot find someone to evaluate his foreign language proficiency?
A: Please call Cynthia Dudzinski at 1-202-502-7589. We will gladly assist you in finding a qualified evaluator. An application is significantly less competitive if a foreign language reference form is not included.

Q: Should Letters of Affiliation from overseas host institutions or organizations be included in an application?
A: Yes, these letters are helpful to the panel in evaluating an application. Please upload to the appropriate place in the e-Application. These letters may not be mailed.

Q: Do prior Fulbright or Fulbright-Hays awards affect my eligibility?
A: No.

Q: Must a faculty member apply for his own visa and research clearance?
A: Yes.

Q: Do the provisions of the "Fly America Act" apply to this program?
A: Yes. International travel budget estimates ought to be based on jet economy high season rates on U.S. Flag carriers where available.

Q. Does the international travel allowance provide funds for dependent's travel?
A: No, it does not.

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

Q: What signatures are needed for the e-Application?
A: No signatures are required for the faculty member's application. However, signatures from your doctor/nurse practitioner may be requested at a later date.

Q: When will selections be announced?
A: Awards are usually announced in April. It is the responsibility of the institution to inform a faculty member of his/her status.

Q: When may fellowships be activated?
A: A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met, and human subject research clearance, if required, has been given by the employing institution, and travel approval has been obtained by the PD from US/ED. The GAN will specify the performance and budget periods. All research must be completed during these periods.

Q: : If a faculty member experiences technical difficulties or has questions regarding the e-Application system, whom does he contact for assistance?
A: Contact the e-Grants Help Desk at 1-888-336-8930. US/ED program officers are not able to answer technical questions about e-Application.

US Department of Education
Fulbright-Hays Faculty 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. Department

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. Veteran's Status ☐ Yes ☐ No

12. Current Address, Phone & E-Mail	13. Citizenship ☐ United States ☐ Resident Alien Alien Registration No. _____

14. Academic Degree(s) Awarded, Degree Granting Institution(s), Major Discipline(s)

15. Proposed Project Title

16. Research Abstract (120 words or less)

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

18.	Previous Overseas Travel

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

21.	Previously Awarded Fellowships

☐ Jacob K. Javits ☐ US/ED Fulbright Hays Group Projects Abroad (GPA)
☐ Title VI FLAS ☐ State Dept. / CIES Fulbright
☐ US/ED Fulbright Hays Faculty Research Abroad ☐ Other (please specify) _____
☐ US/ED Fulbright Hays Doctoral Dissertation Research Abroad

22.	Current Application for Other Fellowships

☐ Int'l Research and Exchanges Board (IREX) ☐ State Dept. / CIES Fulbright
☐ Social Science Research Council (SSRC) ☐ Other (please specify) _____
☐ US/ED Fulbright Hays Group Projects Abroad (GPA)

23.	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.

Date

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

24.	Budget Request
a.	International Economy Travel and Baggage　　　　　　　　　　$

	Itinerary:	
b.	Maintenance Allowance for Research Period Compute your monthly maintenance rate using the formula: Academic Year Salary / 9 = Monthly Maintenance Rate $ _____ / 9 = $ _____ **Monthly Maintenance Rate** **No. of Months** X =	$
c.	Duplicating Support Please indicate any duplicating support received (e.g., foundation grants, fellowships, sabbatical pay, etc.)	($)
d.	Project Allowance	$
e.	Administrative Fee to US Applicant Institution	**$100**
f.	Total	$
25.	Certification *I certify that all information provided on this form is correct to the best of my knowledge.*	
	Name of Applicant	Date

26. **Curriculum Vita**

27. **Project Description**

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

Bibliography

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

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

Name of Individual Applicant	Name of Institution
Countries of Research	Language

Proposed Project Title

To be completed by a college/university language teacher and sent to the project director 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/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 FACULTY INSTITUTIONAL SUPPORT STATEMENT

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD

International Education Programs Service • US Department of Education

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

II. CUMULATIVE SCORE OF THE TWO CATEGORIES OF CRITERIA

READER TOTAL

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

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

☐ **COMPETITIVE PRIOIRTY (Maximum of 5 points)**

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

DO NOT USE DECIMAL POINTS

III. OVERALL COMMENTS

Sample

IV. SIGNATURE OF REVIEWER   DATE

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

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

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

(10)

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

(10)

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

(10)

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

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

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

   (10)

5. The applicant's plans to share the results of the research in progress with scholars and officials of the host country or countries and the American scholarly community.
   YOUR COMMENT:

   (10)

6. The objective of the project regarding the sponsoring institution's plans for developing or strengthening or both curricula in modern foreign languages and area studies.
   YOUR COMMENT:

   (10)

QUALITY OF PROPOSED PROJECT
(Please record this total in Section II on page one)

TOTAL POINTS:
(0-60)

62

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD
Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on page one.

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

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

1. The overall strength of the applicant's academic record (teaching, research, contributions, professional association activities).
   YOUR COMMENT:

(10)

2. The applicant's works as a teacher or researcher or both in his or her area or areas of specialization is excellent.
   YOUR COMMENT:

(10)

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

(15)

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

(5)

QUALIFICATIONS OF THE APPLICANT
(Please record this total in Section II on page one)

TOTAL POINTS:
(0-40)

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD	RATING SCALE

Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on page one.	5
	Meets the competitive priority 5
	Does not meet the competitive priority 0

VII. COMPETITIVE PRIORITY (Maximum of 5 points)

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

TBA

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

YOUR COMMENT:

(5)

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

U.S. Department of Education
e-Application Submission Procedures and Tips for Applicants
http://e-grants.ed.gov

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

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

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

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

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

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

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

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

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

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

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

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

IMPORTANT INFORMATION

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

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

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

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

Other Submission Tips

1) **SUBMIT EARLY** - **We strongly recommend that you do not wait until the last day to submit your application.**   The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.

2) If electronic submission is <u>optional</u> and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

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

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

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password-protected files to your application.

2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

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

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number **84.019A**)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

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

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:
(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number **84.019A**)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.
Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--
(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

INSTRUCTIONS FOR THE SF-424

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

Item	Entry:	Item:	Entry:
1.	**Type of Submission:** (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	**Applicant Identifier:** Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.		
5a.	**Federal Entity Identifier**: Enter the number assigned to your organization by the federal agency, if any.	16.	**Congressional Districts Of**: 15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** (Required) Applicants should contact the

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	Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.		State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	**Authorized Representative**: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)		

INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

- Has never received a grant or subgrant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

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

B. Exemptions.

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

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

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

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

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.
If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to

allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

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

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

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

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

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

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

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

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

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

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

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper

ITEM 22

Name of Individual Applicants	Discipline	Countries of Research	Human Subjects Approval (check if required)	Amount Requested

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

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 faculty achievement, reward qualified teachers, and renew troubled schools so that every faculty 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 facultys.
Goal 3:   Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.

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

What is the Performance Indicator for the Fulbright Hays Faculty Research Abroad Program?

> The Fulbright-Hays Faculty Research Abroad (FRA) program provides grants to institutions of higher education to fund faculty to maintain and improve their area studies and language skills by conducting research abroad for periods of 3- to- 12 months.

FRA Performance Measures:

a) The average language competency score of Fulbright-Hays Faculty Research Abroad program recipients at the end of their period of instruction minus their average language competency at the beginning of the period.

b) Percentage of all Fulbright-Hays Faculty Research Abroad program projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.   The information provided by grantees in their performance reports submitted via the electronic International Resource Information System (IRIS) will be the source of data for this measure.

c) Efficiency measure: cost per Fulbright-Hays Faculty Research Abroad grantee increasing language competency by at least one level in one (or all three) area.

APPLICATION CHECKLIST

Please submit the following items:

☐ Fully completed E-Application

☐ Curriculum Vita - submitted via e-application

☐ A narrative - submitted via e-application
   (check the closing date notice for page limitations)

☐ 1 Electronic Language Reference for each language of research – initiate the e-mail to your referee

☐ 1 Electronic Institutional Support Statement – initiate the e-mail to your referee

INSTITUTION CHECKLIST

Please submit the following items:

☐ SF-424
   NOTE: This form MUST also be printed, completed and faxed to US/ED's Application Control Center at 202-245-6272 within 3 days of the Closing Date.

☐ Item 22 will automatically populate with a list of faculty members applying, their discipline(s), country(ies) of research and amount(s) requested once they have submitted their individual applications. Project Directors must indicate whether or not Human Subjects Clearance (IRB) is necessary for each individual applicant.

☐ ED Supplemental Information for SF 424

☐ Assurances for Non-Construction Programs

☐ SF-LLL Disclosure of Lobbying Activities if applicable

☐ Ensure that all individual applications, along with their references, are submitted BEFORE the institutional portion is submitted

☐ <u>Submit</u> by 4:30 pm, Washington DC time, on the published Closing Date

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

Attention: For additional information on e-grants, including the requirements for requesting a waiver, please consult the Notice of Closing Date published in the <u>Federal Register</u> and contained in this application packet.