U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8510

Fiscal Year 2014

APPLICATION FOR GRANTS UNDER THE CENTERS FOR INTERNATIONAL BUSINESS (CIBE) Program

(CFDA NUMBER: 84.220A)

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PROGRAM SPECIFIC INSTRUCTIONS AND FORMS

STANDARD INSTRUCTIONS AND FORMS

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Dear Applicant:

Thank you for your interest in applying for a grant under the Centers for International Business Education (CIBE) program. This letter highlights a few items in the Fiscal Year (FY) 2014 application package that will be important to you in applying for grants under this program and additional information you may be required to provide. Please review the entire application package carefully before preparing and submitting your application.

The CIBE program provides grants for up to 48 months to pay the Federal share of the cost of planning, establishing, and operating Centers for International Business Education. Eligible applicants are U.S. institutions of higher education or combinations of such institutions.

The Fiscal Year (FY) 2014 competition includes two competitive preference priorities and two invitational priorities. The U.S. Department of Education (Department) strongly encourages all applicants to give consideration to these priorities. For additional information about the priorities, refer to the *Federal Register* Notice Inviting Applications for New Awards for FY 2014. Information on the CIBE Program is accessible at the Department's website at:

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

Please be sure to thoroughly review the entire application booklet for information concerning the CIBE Program. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines competitive preference priorities, invitational priorities, and other program and competition details.

Note that applications for grants under the FY 2014 CIBE Program must be submitted electronically using Grants.gov. A more thorough discussion is included in the application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

We urge you to consider the following three extremely important administrative factors if you are planning to apply for this program:

1. We strongly encourage you to register on Grants.gov early. The registration procedures may require five (5) or more days to complete.

2. We strongly recommend that you submit your application 2-3 days prior to the closing date deadline. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection. The application submission process must be complete prior to the deadline for transmittal of applications.

3. In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the SAM (System for Award Management).

After you submit your application electronically, you will receive an automatic notification of receipt from Grants.gov that contains a tracking number. We remind you that the ***Federal Register*** notice is the official document and that you should not rely upon any information that is inconsistent with the guidance contained within the official document. For information (including dates and times) about how to submit your application electronically, please refer to this document.

If you have any question or require additional information, please contact Timothy Duvall at timothy.duvall@ed.gov or by phone at (202) 502-7622.

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

Sincerely,

Lenore Yaffee Garcia
Acting Senior Director
International and Foreign Language Education

2014 Competition Highlights

<u>Grants.gov and Electronic Submission</u>: CIBE applications submitted for FY2014 must be submitted electronically using e-Application, accessible through the Department's e-Grants web site at http://www.grants.gov. You are urged to acquaint yourself with the requirements of grants.gov early. A more thorough discussion is included later in this application package. It is important to know that the Grants.gov site works differently than the Department's e-Application system, used in past competitions. Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application.

We also urge you to consider the following extremely important administrative factors if you are planning to apply for this program:

Grants.gov does not allow applicants to "un-submit" applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest "date/time received" validation.

For additional information on verifying submission of your application, please refer to the "Grants.gov Submission Procedures and Tips for Applicants" section.

1. **<u>Page Limitation</u>**: All applicants are required to adhere to the 55-page limit for the Project Narrative portion of the application.

2. **<u>Project Abstracts</u>**: Applicants are required to submit a Project Abstract. It is limited to a one page single-spaced document and should include the name of the applicant institution, title of the project, name and contact information for the Project Director, and a brief overview of the proposed project. The abstract must be uploaded into the "ED Abstract Narrative Form" in the e-Application.

3. **CIBE assurance form:** CIBE applications must include the CIBE assurance form found in this application package.

4. **<u>Deadline Information</u>**: 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 p.m. EST. Late applications <u>will not be accepted</u>. **We suggest that you submit your application several days before the deadline.** 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.

5. **Applicant Eligibility**: Please pay special attention to the Eligibility Information in the Supplemental Information section to ensure that your application will be found eligible. A checklist has been included as well for your use.

6. **Proposed Grant Dates & Project Activities**: Proposed start and end dates for the FY 2014 twelve months budget period will be October 1, 2014 – September 30, 2015. Applicants may be funded for 48 months. An itemized line item budget showing the federal request and the matching amount should be submitted for each 12 months budget period. This is uploaded in the Budget Narrative Attachment Form section.

7. **Program Priorities**: Please note the following program priorities for FY 2014:

    a. Competitive Preference Priorities (2): The competitive preference priorities for FY2014 are:

        i. Competitive Preference Priority 1: Applications that propose to collaborate with one or more professional associations and/or businesses on activities designed to expand employment opportunities for international business students, such as internships and work-study opportunities.

        ii. Competitive Preference Priority 2: Applications that propose significant and sustained collaborative activities with a Minority-Serving Institution (as defined in the *Federal Register* notice) or a community college (as defined in the *Federal Register* notice). These activities must be designed to incorporate international, intercultural, or global dimensions into the business curriculum of the MSI or community college.

    b. Invitational Preference Priorities (2): For FY 2014 there are two invitational priorities for this program. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

        i. Invitational Priority 1: Applications that propose collaborative activities and partnerships with institutions in Sub-Saharan Africa, South Asia, or Southeast Asia.

        ii. Invitational Priority 2: Applications that propose programs or activities focused on language instruction and/or performance testing and assessment to strengthen the preparation of international business professionals.

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

Supplemental Information

General Information

The following information supplements the information provided in the "Dear Applicant" letter and the Notice.

AUTHORIZATION:

Title VI, Part B, Sections 611 and 612 of the Higher Education Opportunity Act of 2008, as amended.

1. Purpose

The purpose of the Centers for International Business Education (CIBE) Program is to coordinate programs of the Federal government in the areas of research, education, and training in international business and trade competitiveness; and to provide grants to pay the Federal share of the cost of planning, establishing, and operating Centers for International Business Education.

2. Key Dates

Deadline for the transmittal of applications: xx/xx/xxxx
Anticipated Award Date: September 2014. (Note: the award date is anticipated only. The U.S. Department of Education is not bound by anticipated dates of award.)

3. Expected Funding Levels

Amounts are anticipated only; the U.S. Department of Education is not bound by the estimates given below:

- Total amount available for new awards: $4,571,400
- Anticipated average range of award: $265,000 – $305,000 per year
- Anticipated average award: $285,000
- Anticipated number of awards: 16
- We will reject any application that proposes a budget exceeding $365,000 for a single 12 months budget period.

4. Eligibility

To be eligible for assistance under this program, an applicant must be an institution of higher education or a combination of institutions that establishes a Center Advisory Council which will conduct extensive planning prior to the establishment of a Center for International Business Education concerning the scope of the Center's activities and the design of its programs.

The Center Advisory Council shall include—

(1) One representative of an administrative department or office of the institution of higher education (or a combination of these institutions);

(2) One faculty representative of the business or management school or department of the institution (or a combination of these institutions);

(3) One faculty representative of the international studies or foreign language school or department of the institution (or a combination of these institutions);

(4) One faculty representative of another professional school or department of the institution (or a combination of these institutions), as appropriate;

(5) One or more representatives of local or regional businesses or firms;

(6) One representative appointed by the Governor of the State in which the institution (or a combination of these institutions) is located whose normal responsibilities include official oversight or involvement in State-sponsored trade-related activities or programs; and

(7) Such other individuals as the institution of higher education (or a combination of these institutions) deems appropriate such as a representative of a community college in the region served by the center.

5. Authorized Activities

The purpose of the Centers for International Business Education Program is to coordinate programs of the Federal government in the areas of research, education, and training in international business and trade competitiveness; and to provide grants to eligible institutions of higher education, or combinations of these institutions, to pay the Federal share of the cost of planning, establishing and operating Centers for International Business Education that will—

(1) Be national resources for the teaching of improved business techniques, strategies, and methodologies that emphasize the international context in which business is transacted;

(2) Provide instruction in critical foreign languages and international fields needed to provide an understanding of the cultures and customs of United States trading partners;

(3) Provide research and training in the international aspects of trade, commerce, and other fields of study;

(4) Provide training to students enrolled in the institution, or combinations of institutions, in which a center is located;

(5) Serve as regional resources to businesses proximately located by offering programs and providing research designed to meet the international training needs of these businesses; and

(6) Serve other faculty, students and institutions of higher education located within their region.

6. Programmatic Requirements

Programs and activities to be conducted by Centers for International Business Education assisted under this program must include—

(1) Interdisciplinary programs which incorporate foreign language and international studies training into business, finance, management, communications systems, and other professional curricula;

(2) Interdisciplinary programs which provide business, finance, management, communications systems, and other professional training for foreign language and international studies faculty and degree candidates;

(3) Programs, such as intensive language programs, available to members of the business community and other professionals, which are designed to develop or enhance their international skills, awareness, and expertise;

(4) Collaborative programs, activities, or research involving other institutions of higher education, local educational agencies, professional associations, businesses, firms or combinations thereof, to promote the development of international skills, awareness, and expertise among current and prospective members of the business community and other professionals;

(5) Research designed to strengthen and improve the international aspects of business and professional education and to promote integrated curricula; and

(6) Research designed to promote the international competitiveness of American businesses and firms, including those not currently active in international trade.

7. Other Permissible Activities

Programs and activities to be conducted by Centers for International Business Education assisted under this program may also include—

(1) The establishment of overseas internship programs for students and faculty designed to provide training and experience in international business activities, except that no Federal funds provided under this program may be used to pay wages or stipends to any participant who is engaged in compensated employment as part of an internship program;

(2) The establishment of linkages overseas with institutions of higher education and other organizations that contribute to the educational objectives of this program;

(3) Summer institutes in international business, foreign area studies, foreign language studies, and other international studies designed to carry out the purposes of paragraph (1);

(4) The development of opportunities for business students to study abroad in locations which are important to the existing and future economic well-being of the United States;

(5) Outreach activities or consortia with business programs located at other institutions of higher education (including those that are eligible to receive assistance under part

A or B of title III of the Higher Education Act or under Title V) for the purpose of providing expertise regarding the internationalization of such programs, such as assistance in research, curriculum development, faculty development, or educational exchange programs;

(6) Programs encouraging the advancement and understanding of technology-related disciplines, including manufacturing software systems and technology management; and

(7) Other eligible activities prescribed by the Secretary.

8. Cost Sharing Requirements - The Federal Share

The applicant's share of the cost of planning, establishing and operating Centers under this section may not be less than—

(1) 10 percent for the first year in which Federal funds are furnished;

(2) 30 percent for the second year; and

(3) 50 percent for the third year and for each year thereafter.

9. Cost Sharing Requirements — the Non-Federal Share

The non-Federal share of the cost of planning, establishing, and operating Centers under this program may be provided either in cash or by in-kind assistance.

NOTE: WAIVER OF THE NON-FEDERAL SHARE:

In case an institution of higher education receives a grant under this program to conduct outreach or consortia activities with another institution of higher education in accordance with paragraph (5) under "Other Allowable Activities," the Secretary may waive a portion of the requirements for the non-Federal share stipulated under "Funding Requirements--The Federal Share." The portion that may be waived shall be equal to the amount provided by the grantee to any other institution of higher education for carrying out these outreach or consortia activities. Any waiver shall be subject to the terms and conditions that the Secretary deems necessary for carrying out the purpose of this program.

10. Other Requirements

The statute requires applicants to provide--

(1) An assurance that the Center Advisory Council will meet not less than once each year after the establishment of the Center to assess and advise on the programs and activities conducted by the Center;

(2) A description of the extensive planning that the Center Advisory Council and the institution of higher education, or a combination of these institutions, have conducted or will conduct prior to the establishment of the Center for International Business Education, concerning the scope of the Center's activities and the design of its programs;

(3) An assurance of ongoing collaboration in the establishment and operation of the Center by faculty of the business, management, foreign language, international studies, professional international affairs, and other professional schools or departments, as appropriate;

(4) An assurance that the education and training programs of the Center will be open to students concentrating in each of these respective areas, as appropriate, and that diverse perspective will be made available to students; and

(5) An assurance that the institution of higher education, or combination of these institutions, will use the assistance provided under this program to supplement and not to supplant activities conducted by the institution or institutions of higher education and assisted by this program.

11. Allowable Costs

Grant funds may be used to pay the Federal share of the cost of planning, establishing or operating a center, including the cost of--

(1) Faculty and staff travel in foreign areas, regions, or countries;

(2) Teaching and research materials;

(3) Curriculum planning and development;

(4) Bringing visiting scholars and faculty to the center to teach or to conduct research;

(5) Training and improvement of the staff, for the purpose of, and subject to such conditions as the Secretary finds necessary, for carrying out the objectives of this program; and

(6) Other costs consistent with planning, establishing or operating a center.

The applicant completes section A and B of ED form 524, included in the application package, showing the federal and the matching costs for each year for which funding is requested. Projects may be funded for 48 months, beginning October 1, 2014. In addition to section A and B of Form 524, the applicant provides a detailed line item budget with a breakout of all proposed costs (Federal and matching) for each 12 month period for which funding is requested. Under 34 CFR 75.562, the Secretary accepts an indirect cost rate of no more than 8 percent of the total direct cost of the project for the Federal share and for the matching share.

12. Evaluation of Applications for Awards

A four-member panel of non-federal reviewers reviews each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

13. Selection of Grantees

The Secretary will select an application for funding in rank order, based on the application's total score for the selection criteria. If there are insufficient funds to fund all applications with the same total score, the Secretary will choose among the tied applications.

14. Applicant Funding

The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Maximum Award" section of the Notice. The Department will reject any application exceeding $365,000 for a single 12 months budget period.

15. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new CIBE grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified. Notification generally occurs in August or September.

16. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants.

17. Performance Reports

All CIBE grantees must submit project performance reports using the International Resource Information System (IRIS) electronic reporting system. If you wish to view the performance report currently required, visit the IRIS Web site at **http://iris.ed.gov.** Please be advised that the report is for informational purposes only, and does not reflect the actual reporting instrument that you will use, should you receive a FY 2014 grant award. The performance report will assist IFLE staff in determining whether or not the CIBE project is making substantial progress toward meeting the approved project objectives and whether or not a continuation award is in the best interest of the federal government. Project Directors will be responsible for overall project reports as well as entering project participant information into the system and ensuring that participants complete and submit individual reports.

The IRIS reporting instrument includes sections for grantees to input data and information that respond to the Government Performance and Results Act (GPRA) to assess overall program performance.

18. Contact

For program-related questions and assistance, please contact:

Program Officer:	Timothy Duvall
Address:	International Foreign Language Education (IFLE)
	U.S. Department of Education
	1990 K Street, N.W., 6th Floor, Room 6069
	Washington, DC 20006-8521
Telephone:	(202) 502-7622
Fax:	(202) 502-7860
E-mail Address:	timothy.duvall@ed.gov

For technical and Grants.gov-related questions and assistance, please contact:

Grants.gov Support Desk
Telephone: (800)-518-4726
Email: support@grants.gov
Hours: 24 hours a day, 7 days a week (closed federal holidays)

Federal Register Notice

4000-01-U

DEPARTMENT OF EDUCATION

[PLACEHOLDER FOR FISCAL YEAR 2014 NIA]

AUTHORIZING LEGISLATION AND REGULATIONS

TITLE VI OF THE HIGHER EDUCATION OPPORTUNITY ACT
Part B-BUSINESS AND INTERNATIONAL EDUCATION PROGRAMS

FINDINGS AND PURPOSES

Sec.611 (a) The Congress finds that-

(1) the future economic welfare of the United States will depend substantially on increasing international skills in the business community and creating an awareness among the American public of the internationalization of our economy;

(2) concerted efforts are necessary to engage business schools, language and area study programs, professional international affairs education programs, public and private sector organizations, and United States business in a mutually productive relationship which benefits the Nation's future economic interest;

(3) few linkages presently exist between the manpower and information needs of United States business and the international education, language training and research capacities of institutions of higher education in the United States, and public and private organizations; and

(4) organizations such as world trade councils, world trade clubs, chambers of commerce and State departments of commerce are not adequately used to link universities and business for joint venture exploration and program development.

(b) It is the purpose of this part--

(1) to enhance the broad objective of this Act by increasing and promoting the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and

(2) to promote institutional and non-institutional educational and training activities that will contribute to the ability of United States business to prosper in an international economy.

SEC 612. CENTERS FOR INTERNATIONAL BUSINESS EDUCATION.

(a) PROGRAM AUTHORIZED.---

(1) PURPOSE.--The purpose of this section is to coordinate the programs of the Federal Government in the areas of research, education, and training in international business and trade competitiveness;

(2) IN GENERAL --- The Secretary is authorized to make grants to institutions of higher education, or combinations of such institutions, to pay the Federal share of the cost of planning, establishing and operating centers for international business education which--

(A) will be national resources for the teaching of improved business techniques, strategies, and methodologies which emphasize the international context in which business is transacted;

(B) will provide instruction in critical foreign languages and international fields needed to provide understanding of the cultures and customs of United States trading partners; and

(C) will provide research and training in the international aspects of trade commerce, and other fields of study.

(3) SPECIAL RULE --- In addition to providing training to students enrolled in the institution of higher education in which a center is located, such centers shall serve as regional resources to businesses proximately located by offering programs and providing research designed to meet the international training needs of such businesses. Such centers shall also serve other faculty, students, and institutions of higher education located within their region.

(b) AUTHORIZED EXPENDITURES.-- Each grant under this section may be used to pay the Federal share of the cost of planning, establishing or operating a center, including the cost of-

(1) faculty and staff travel in foreign areas, regions, or countries;
(2) teaching and research materials
(3) curriculum planning and development;
(4) bringing visitor scholars and faculty to the center to teach or to conduct research; and
(5) training and improvement of the staff, for the purpose of, and subject to such conditions as the Secretary finds necessary for carrying out the objectives of this section.

(c) AUTHORIZED ACTIVITIES. --

(1) MANDATORY ACTIVITIES. -- Program and activities to be conducted by centers assisted under this section shall include-

(A) interdisciplinary programs which incorporate foreign language and international studies and training into business, finance, management communications systems, and other professional curricula;

(B) interdisciplinary programs which provide business, finance, management, communication systems, and other professional training for foreign language and international studies faculty and degree candidates;'

(C) programs, such as intensive language programs, available to members of the business community and other professionals which are designed to develop or enhance their international skills, awareness, and expertise;

(D) collaborative programs, activities, or research involving other institutions of higher education, local educational agencies, professional associations, businesses, firms, or combinations thereof, to promote the development of international skills, awareness, and expertise among current and prospective members of the business community and other professionals;

(E) research designed to strengthen and improve the international aspects of business and professional education and to promote integrated curricula; and

(F) research designed to promote the international competitiveness of American businesses and firms, including those not currently active in international trade.

(2) PERMISSIBLE ACTIVITIES. - Programs and activities to be conducted by centers assisted under this section may include-

(A) the establishment of overseas internship programs for students and faculty designed to provide training and experience in international business activities, except that no Federal funds provided under this section maybe used to pay wages or stipends to any participant who is engaged in compensated employment as part of an internship program;

(B) the establishment of linkages overseas with institution of higher education and other organizations that contribute to the educational objectives of this section;

(C) summer institutes in international business, foreign area studies, foreign language studies and other international studies designed to carry out the purposes of subparagraph (A) of this paragraph;

(D) the development of opportunities for business students to study abroad in locations which are important to the existing and future economic well-being of the United States;

(E) outreach activities or consortia with business programs located at other institutions of higher education (including those that are eligible to receive assistance under part A or B of title III or under title V) for the purpose of providing expertise regarding the internationalization of such programs, such as assistance in research, curriculum development, faculty development, or educational exchange programs;

(F) Programs encouraging the advancement and understanding of technology-related disciplines, including manufacturing software systems and technology management;
and

(G) other eligible activities prescribed by the Secretary.

(d) ADVISORY COUNCIL--

(1) ESTABLISHMENT-In order to be eligible for assistance under this section, an institution of higher education, or combination of such institutions, shall establish a center advisory council which will conduct extensive planning prior to the establishment of a center concerning the scope of the center's activities and the design of its programs.

(2) MEMBERSHIP ON ADVISORY COUNCIL— The Center advisory council shall include —

(A) one representative of an administrative department or office of the institution of higher education;
(B) one faculty representative of the business or management school or department of such institution;

(C) one faculty representative of the international studies or foreign language school or department of such institution;

(D) one faculty representative of another professional school or department of such institution as appropriate;

(E) one or more representative of local or regional businesses or firms;

(F) one representative appointed by the Governor of the State in which the institution of higher education is located whose normal responsibilities include official oversight or involvement in State-sponsored trade-related activities or programs; and

(G) such other individuals as the institution of higher education deems appropriate such as a representative of a community college in the region served by the center.

(3) MEETINGS --In addition to the initial planning activities required under subsection (d)(1), the center advisory council shall meet not less than once each year after the establishment of the center to assess and advise on the programs and activities conducted by the center.

(e) GRANT DURATION; FEDERAL SHARE --

(1) DURATION OF GRANTS --The Secretary shall make grants under this section for a minimum of 3 years unless the Secretary determines that the provision of grants of shorter duration is necessary to carry out the objectives of this section.

(2) FEDERAL SHARE.-The Federal share of the cost of planning, establishing and operating centers under this section shall be-

(A) not more than 90 percent for the first year in which Federal funds are received;

(B) not more than 70 percent for the second such year and

(C) not more than 50 percent for the third such year and for each such year thereafter.

(3) NON-FEDERAL SHARE-The non-Federal share of the cost of planning, establishing, and operating centers under this section may be provided either in cash or in-kind.

(4) WAIVER OF NON FEDERAL SHARE --In the case of an institution of higher education receiving a grant under this part and conducting outreach or consortia activities with another institution of higher education in accordance with section 612(2)E, the Secretary may waive a portion of the requirements for the non-Federal share required in paragraph (2) equal to the amount provided by the institution of higher education receiving such grant to such other institution of higher education for carrying out such outreach or consortia activities. Any such waiver shall be subject to such terms and conditions, as the Secretary deems necessary for carrying out the purposes of this section.

(f) GRANT CONDITIONS--- Grants under this section shall be made on such conditions as the Secretary determines to be necessary to carry out the objectives of this section. Such conditions shall include-

(1) evidence that the institution of higher education, or combination of such institutions, will conduct extensive planning prior to the establishment of a center concerning the scope of the center's activities and the design of its programs in accordance with subsection(d)(1);

(2) assurance of ongoing collaboration in the establishment and operation of the center by faculty of the business, management, foreign language, international studies, professional international affairs, and other professional schools or departments, as appropriate;

(3) assurance that the education and training programs of the center will be open to students concentrating in each of these respective areas, as appropriate, and that diverse perspectives will be made available to students in this program; and

(4) assurance that the institution of higher education, or combination of such institutions, will use the assistance provided under this section to supplement and not to supplant activities conducted by institutions of higher education described in subsection(1).

PART D-GENERAL PROVISIONS

Sec.631. DEFINITIONS.

(a) DEFINITIONS-As used in this title-

(1) the term 'area studies' means a program for comprehensive study of the aspects of a society or societies, including study of its history, culture, economy, politics, international relations and languages;

(2) the term 'international business' means profit-oriented business relationships conducted across national boundaries and includes activities such as the buying and selling of goods, investments in industries, the licensing of processes, patents and trademarks, and the supply of services;

(3) the term ‘export education’ means educating, teaching and training to provide general knowledge and specific skills pertinent to the selling of goods and services to other countries, including knowledge of market conditions, financial arrangements, laws, and procedures;

(4) the term ‘internationalization of curricula’ means the incorporation of international or comparative perspectives in existing courses of study or the addition of new components to the curricula to provide an international context for American business education;

(5) the term ‘comprehensive language and area center’ means an administrative unit of a university that contributes significantly to the national interest in advance research and scholarship, employs a critical mass of scholars in diverse disciplines related to a geographic concentration, offers intensive language training in languages of its area specialization, maintains important library collections related to the area, and makes training available in language and area studies to a graduate, postgraduate, and undergraduate clientele; and

(6) the term ‘undergraduate language and area center’ means an administrative unit of an institution of higher education, including but not limited to 4-year colleges, that contributes significantly to the national interest through the education and training of students who matriculate into advanced language and area studies programs, professional school programs, or incorporate substantial international and foreign language content into baccalaureate degree programs, engages in research, curriculum development and community outreach activities designed to broaden international and foreign language knowledge, employs faculty with strong language, area, and international studies credentials, maintains library holdings, including basic reference works, journals, and works in translation, and makes training available predominantly to undergraduate students;

(7) the term ‘critical languages’ means each of the language contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act (50 Fed. Reg.149, 31413), except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of this title; and

(8) the term ‘institution of higher education’ means, in addition to institutions which meet the definition of section 1201(a) of this Act, institutions which meet the requirements of section 1201(a) of this Act except that (1) they are not located in the United States, and (2) they apply for assistance under this title in consortia with institutions which meet the definition of 1201(a) of this Act.

(b) SPECIAL CONDITIONS-All references to individuals or organizations, unless the context otherwise requires, mean individuals who are citizens or permanent residents of the United States or organizations which are organized or incorporated in the United States.”

Applicable Regulations: The Education Department **General Administrative Regulations** (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) 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 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 2014-2018. 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 2014-2018 plan includes the following six goals:

Goal 1: *Increase college access, affordability, quality, and completion by improving postsecondary education and lifelong learning opportunities for youth and adults*

Goal 2: *Improve the elementary and secondary system's ability to consistently deliver excellent instruction aligned with rigorous academic standards while providing effective support services to close achievement and opportunity gaps, and ensure all students graduate high school college- and career-ready*

Goal 3: *Improve the health, social-emotional, and cognitive outcomes for all children from birth through third grade, so that all children, particularly those with high needs, are on track for graduating from high school college- and career-ready*

Goal 4: *Increase educational opportunities for and reduce discrimination against underserved students so that all students are well-positioned to succeed*

Goal 5: *Enhance the education system's ability to continuously improve through better and more widespread use of data, research, and evaluation, evidence, transparency, innovation, and technology*

Goal 6: *Improve the organizational capacities of the Department to implement its strategic plan*

What is the Performance Indicator for the Centers for International Business program?

The objective of the CIBE program is to meet the nation's security and economic needs through the development of a national capacity in foreign languages, and area and international studies. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective. 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 these measures.

<u>CIBE GPRA Measures</u>:

Measure 1: Percentage of CIBE program participants who advanced in their professional field 2 years after their participation.

Measure 2: Percentage of CIBE projects that established or internationalized a concentration, degree, or professional program with a focus on or connection to international business over the course of the CIBE grant period. (long-term measure).

Measure 3: The percentage of CIBE projects whose business industry participants increased export business activities.

Efficiency Measure: Cost per CIBE doctoral or Master's graduate employed in international business-related fields, including teaching in a business school or program within 8 years after graduation as measured by the IFLE Tracking Survey.

Centers for International Business Education (CIBE) FY 2014 Application Checklist

Use This Checklist While Preparing Your Application. **All items listed on this checklist are required.**

Part I: Standard Forms

_ Application for Federal Assistance (SF 424)

_ Standard Budget Sheet (ED 524), Sections A & B

_ SF 424B – Assurances Non-Construction Programs

_ Disclosure of Lobbying Activities

_ ED 80-0013 Certification

_ 427 GEPA

_ Department of Education Supplemental Information Form for SF 424

Part II: Project Narrative

_ ED Abstract Narrative Form

_ Project Narrative Attachment Form

_ Other Narrative Attachment Forms

_ Budget Narrative Attachment Form

Part III: Survey Form

_ Survey Form on Ensuring Equal Opportunity for Applicants

NOTE: **The "ED Abstract Narrative Form" is where the applicant will attach the one-page program abstract. The "Project Narrative Attachment Form" is for the 55 page narrative addressing the program selection criteria that will be used to evaluate applications submitted for this competition. In the "Other Narrative Attachment Forms" section, each applicant should include information about the Advisory Council, faculty resumes, and all the charts and narrative appendices that are requested in the e-application package. Do not upload information that is not specifically requested in the Other Narrative Attachment section. The "Budget Narrative Attachment Form" is where the applicant attaches a detailed line item budget showing federal and matching funds for each 12 months period for each of the 4 years for which funding is requested.**

Instructions for Completing the Application Package

The CIBE application consists of three parts.

Part I: Standard Forms

Application for Federal Assistance (SF 424)
Standard Budget Sheet (ED 524), Sections A & B
SF 424B – Assurances Non-Construction Programs
Disclosure of Lobbying Activities
ED 80-0013 Certification
427 GEPA
Department of Education Supplemental Information Form for SF 424

Part II: Project Narrative

The ED Abstract Narrative Attachment Form is where you attach the one-page program abstract.

The Project Narrative Attachment Form is for the narrative section addressing the program selection criteria that will be used to evaluate applications submitted for this competition – this section has a strict page limit of 55 pages. Remember to include a Table of Contents before the narrative.

The Other Narrative Attachment Form is where you attach all proposal appendices requested in the application package. Do not upload information that is not requested. This section may include charts, may be single-spaced, and there is no restriction as to the size and types of fonts you may use. This section does not count against your page limit of 55 pages.

The Budget Narrative Attachment Form is where you attach a detailed line itemized budget showing federal and matching funds for each 12 month budget period. You may apply for 48 months of funding. This section does not count against your page limit of 55 pages.

Part III: Survey Form

Survey Form on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR UPLOADING THE PROJECT NARRATIVE ATTACHMENT FORM

Upload the narrative section as one attachment in .pdf format. Begin with a table of contents, then begin your narrative (55 page limit) by addressing each selection criterion. Use each selection criterion as a heading to indicate to which criterion you are responding. Number the pages of your narrative section, pages 1-55. When responding to invitational priorities, include that discussion in your narrative.

Formatting: A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font. Please refer to the Notice in this application for all application submission requirements including submission dates, margins, and size and types of fonts.

The Project Narrative Attachment Form is a discussion of the selection criteria as they pertain to your project. **Include a discussion of the invitational priorities in your narrative**. The abstract, table of contents, required forms, other narrative attachments, appendices, assurances and certifications will not count against your 55-page limit.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the Federal Register notice (Notice), for specific guidance and requirements. Please note that applications will be evaluated according to the specific selection criteria specified in the Notice and in this package. The narrative should be written concisely. Only the required information should be submitted.

The Secretary evaluates an application on the basis of the criteria in EDGAR 34 CFR 75.209 and 75.210. The Program Narrative should provide, in detail, the information that addresses each selection criterion. The maximum possible score for each category of selection criterion is indicated in parenthesis. The CIBE selection criteria contain sub-criteria. **Applicants must specifically address each sub-criterion.**

Selection Criteria

The Secretary uses the following selection criteria to evaluate applications for new grants under the Centers for International Business Education Program. **The maximum score for all these criteria is 100 points. NOTE: In addressing the selection criteria printed below, refer to sections 611 and 612 of the legislation for the Centers for International Business and Education Program and also to the 2 invitational priorities in the Closing Date Notice.**

1. Meeting the purpose of the authorizing statute. (20 points)

The Secretary reviews each application to determine how well the project meets the purposes of sections 611 and 612 of Title VI, part B of the Higher Education Act Opportunity Act of 2008.

a) Describe the objectives of the project and the extent to which they further the statutory provisions.

2. Significance. (20 points)

a) Describe the national significance of the proposed project.

b) Describe the importance or magnitude of the results or outcomes likely to be attained by the proposed project. **Note: You may discuss the significance of regional and local activities here.**

3. Quality of the project design. (10 points)

a) Describe the extent to which the proposed activities include a coherent, sustained program of research and development in the field, including, where appropriate, a substantial addition to an ongoing line of inquiry.

4. Quality of the management plan. (10 points)

a) Describe the extent to which the management plan is adequate to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestone for accomplishing project tasks.

5. Quality of project personnel. (10 points)

a) Describe the extent to which the qualifications, including relevant training and experience, of the project director or principal investigator meet the needs of the project.

b) Describe the extent to which the qualifications, including relevant training and experience, of key project personnel meet the needs of the project.

c) Describe the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

Note: Briefly describe key staff and faculty in this section. Supplemental materials should include resumes for staff, business and other faculty, and some Advisory Board members, in alphabetical order, 2 resumes per page, single-spaced. Provide title including department, education, research and teaching experience, major publications, awards, etc. Limit 20 pages, 40 resumes.

6. <u>Adequacy of resources</u>. (10 points)

a) Describe the extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

b) Describe the adequacy of support, including, but not limited to, facilities, equipment, supplies, and other resources from the applicant organization or the lead applicant organization.

7. <u>Quality of the Project Evaluation</u>. (20 points)

<u>**Note**: Please carefully review the section on "Guidance on Developing an Evaluation Plan" in this application package for detailed instructions on how to address this criterion.</u>

8. <u>Competitive Preference Priority 1: Business Collaboration</u>

**Please note in the abstract if you plan to address this priority.*

Check <u>Federal Register</u> Notice for point value.

9. <u>Competitive Preference Priority 2: Community College/MSI Collaboration</u>

**Please note in the abstract if you plan to address this priority.*

Check <u>Federal Register</u> Notice for point value.

Instructions for Other Narrative Attachment Form and Budget Narrative Attachment Form

<u>The Other Narrative Attachment Form</u> section includes charts, may be single-spaced, and there is no restriction on the size and type of fonts. This section does not count against your page limit of 55 pages. You may include the following supplemental materials in your application. If you use .pdf prepare <u>ONE</u> .pdf for <u>EACH</u> of the eight sections listed below. <u>Include information about the invitational priorities in the attachments.</u>

1. Advisory Council. Provide the names and titles of Members of the Advisory Council. **<u>Required to establish eligibility</u>**. Membership requirements are in the legislation section of this application. Provide date the Council was established and list dates of planning meetings. Council minutes are not required. Suggested limit 5 pages.

2. Attach CIBE Assurance Form and Letters of support. Suggested limit 5 letters.

3. You may provide materials that might assist the reviewers in evaluating how you meet the purposes of the authorizing statute. These might include a chart showing how your proposed CIBE meets the legislative intent; a chart on inter-and intra-university linkages and collaborative and consortium arrangements; an exhibit on language offerings; an exhibit on degree programs, etc. Suggested limit 15 pages.

4. You may provide materials that might assist the reviewers in evaluating how you meet the criteria on significance and project design. Suggested limit 8 pages.

5. You may provide an organizational chart and a management plan with timelines. Suggested limit 5 pages.

6. Resumes. Provide resumes for staff, business and other faculty, and possibly some Advisory Board members, in alphabetical order, two resumes per page, single spaced. Provide title including department, education, research and teaching experience, major publications, awards, etc. **<u>Limit 20 pages, 40 resumes.</u>**

7. Budget notes relating costs to proposed activities may be attached. Limit 5 pages.

8. You may provide a detailed evaluation plan in chart form. Suggested limit 12 pages.

<u>Budget Narrative Attachment Form</u>

The applicant provides a line item budget of all proposed costs (Federal and matching) for each 12 month budget period. Indirect cost is limited to 8% for federal share and matching share. Suggested limit 3 pages for each 12 month budget period. You may apply for up to 48 months of funding.

Instructions for Budget Summary Form 524

<u>NOTE:</u> Applicants to the CIBE program **MUST** submit (1) a budget summary form to categorize requested funds using ED Form 524, Sections A & B, **<u>AND</u>** (2) upload as Budget Narrative Attachment Form a detailed itemized line item budget showing federal and matching funds for each 12 month budget period. You may request funding for 4 years, beginning October 1, 2014. The budget pages do not count against the page limit.

The CIBE program selection criteria, under the heading "Adequacy of Resources," provide for an applicant to receive up to 10 points for its proposed budget. The budget may include all costs that are allowable, reasonable, and necessary for carrying out the objectives of the CIBE Program. Instructions for ED Form 524 and itemized line item budgets:

Among the cost that may be supported with grants funds are:

1. <u>Personnel</u>: On line 1 (ED Form 524), enter only the project personnel salaries and wages. [Fees and expenses for consultants should be included on line 8.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff member. You should provide a breakdown of project personnel that includes: the position titles; the percent of time and number of months committed to the project for each key staff member; the salary for each key staff member; and the total salary costs to be charged to the grant.

2. <u>Fringe Benefits</u>: On line 2 (ED Form 524), enter the amount of fringe benefits. The institution's normal fringe benefit contribution may be charged to the program. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the institution's normal fringe benefit contribution exceeds 20 percent of salaries.

3. <u>Travel</u>: On line 3 (ED Form 524), provide the costs for project personnel and student participants. [Consultants' travel should be included on line 8.] In the budget, you should detail the proposed travel costs: for each trip explain the purpose and objective of the travel and provide the number of persons traveling. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution rate is permitted when an individual is away from home overnight on official project business (see OMB Circular A-21, J.48.c - Commercial Air Travel). Foreign travel can be authorized under the grant and must be carefully justified. Include in your travel budget funds to travel to the annual project directors' meeting. Allowable expenses regarding this meeting include airfare and ground transportation, hotels, conference fees, meals and incidentals.
   <u>If a grant is awarded, all foreign travel must be approved by the program officer before such travel takes place</u>.

4. Equipment: On line 4 (ED Form 524), indicate the cost of equipment -- non-expendable personal property, which has a usefulness of greater than one year and an acquisition cost of $5,000 or more per unit. [Consistent with an applicant's policy, a lower dollar amount may be used to define equipment.] In the budget, explain why the requested equipment is necessary to carry out project activities, and include a list of all equipment in the following format: item, quantity, cost per unit, and total cost.

5. Supplies: On line 5 (ED Form 524), include the costs of all tangible personal property that was not included as "equipment" on line 4.   In the budget, provide an itemized list of the supplies.

6. Contractual: Not applicable. Leave blank.

7. Construction: Not applicable. Leave blank.

8. Other: On line 8 (ED Form 524), indicate all direct costs not covered on lines 1 through 5. The costs/fees for consultants and consultants' travel should be included here. Examples of "other" costs are: equipment rental, required fees, communications costs, rental of space, utilities, and printing costs. In the line item budget, provide a breakdown of all direct costs not clearly covered by other budget categories.

   Evaluators and Consultants: If the project proposes to use outside evaluators and consultants, identify the consultants who will work on the project and the scope of work to be performed by each consultant. Also, provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional policies.

9. Total Direct Costs: On line 9 (ED Form 524), provide the total direct costs requested – the sum of lines 1 through 8.

10. Indirect Costs: On line 10 (ED Form 524), provide the amount of indirect costs.

    For the CIBE program, indirect costs are limited to 8% of a modified total direct cost base both for the Federal costs and the matching costs. The Federal share of indirect cost is 8% and the matching share is 8%. You cannot match with more than 8% indirect cost. To determine the modified total direct cost base, subtract capital expenditures of $5,000 or more. {See EDGAR, 34 CFR 75.562 (c)}

11. Training Stipends: Not applicable. Leave blank.

12. Total Cost: On line 12 of ED Form 524, provide the total amount that you are requesting which is the sum of lines 9 and 10. Note: This total cost should also be entered on line 18a on the application face sheet (SF 424).

CIBE Assurance Form

INSTRUCTIONS: Applicants are required to provide the following assurance. This assurance form must be signed by the authorized representatives of the applicant. Upload this form as item #2 in the Other Narrative Attachment Form section of the e-application.

The applicant hereby assures and certifies that:

1. In addition to conducting the extensive planning activities required under the eligibility section of the statute, the Center Advisory Council shall meet not less than once a year after the establishment of the Center to assess and advise on the programs and activities conducted by the Center;

2. There shall be ongoing collaboration in the establishment and operation of the Center by faculty of the business, management, foreign language, international studies and other professional schools or departments, as appropriate;

3. The education and training programs of the Center will be open to students concentrating in each of these respective areas, as appropriate, and that diverse perspectives will be made available to students in these programs.

4. The applicant will use the assistance provided under this program to supplement and not to supplant activities already being conducted by the applicant.

____
Name and Title of Authorized Representative

__________________________________ _________________
Signature Date

Guidance on Developing an Evaluation Plan

Overview of GPRA Measures, Program Evaluation, and Project Evaluation

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

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

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

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

The Government Performance and Results Act of 1993 (GPRA) and the GPRA Modernization Act of 2010 (GPRAMA)

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

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

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

The Title VI international education programs' overarching goal is to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions. Each IFLE grant program addresses a specific objective related to the overarching goal. The next section of this document provides program-specific guidance to applicants on selecting appropriate performance and evaluation measures.

IFLE Grant Project Evaluation

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

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

Developing an Evaluation Plan

Working with an Independent Project Evaluator

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

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

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

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

Developing Clear Goals and Objectives

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

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

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

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

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

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

Examples of possible project-specific quantitative objectives include:

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

Examples of possible project-specific qualitative objectives include:

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

Examples of specific activities that may support project objectives include:

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

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

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

Developing Evaluation Questions

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

1. Who/what will change?
2. When will the change(s) take place?
3. How much change is expected?
4. How will change be measured, recorded, or documented?

Planning Data Collection and Analysis

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

Guidance to CIBE Program Applicants

The Title VI international education programs' overarching goal is to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions. Each IFLE grant program addresses a specific objective related to this overarching goal. The CIBE program provides funding to schools of business for curriculum development, research, and training on issues relating to U.S. trade and international competitiveness.

ED has developed and OMB has approved the following GPRA measures to evaluate the overall success of this IFLE grant program:

- Measure 1: Percentage of CIBE program participants who advanced in their professional field 2 years after their participation.
- Measure 2: Percentage of CIBE projects that established or internationalized a concentration, degree, or professional program with a focus on or connection to international business over the course of the CIBE grant period. (long-term measure).
- Measure 3: The percentage of CIBE projects whose business industry participants increased export business activities.
- Efficiency Measure: Cost per CIBE doctoral or Master's graduate employed in international business-related fields, including teaching in a business school or program within 8 years after graduation as measured by the IFLE Tracking Survey.

Applicants must define how they will collect and report data for the measure when they develop their proposed projects. Successful applicants (i.e., grantees) will be required to collect data on the GPRA measures and on the project measures they identify and report that data to the Department in their interim and final performance reports.

CIBE Performance Measure Form (PMF)

ATTENTION APPLICANTS: READ CAREFULLY

For your application PMFs, <u>COMPLETE ITEMS 1, 2, and 3 ONLY</u>.

IFLE will request fully completed PMFs if the application is recommended for funding.

Include your CIBE PMFs in the appendices.

ALL grantees must report Project-Specific Measures on an annual basis. You must create a PMF for each Project Goal in order to set a baseline. Figure 1 shows a blank template. An example of a PMF completed for CIBE Project-Specific Measures is provided in Figure 2.

Figure 1: PMF for Project-Specific Measures for CIBE Applicants

1. Project Goal Statement									
2. Performance Measures	3. Activities	4. Data/ Indicators	5. Frequency	6. Data Source	7. Baseline and Targets				
					BL	T1	T2	T3	T4

Instructions for completing CIBE Project-Specific PMF

1. Project Goal Statement – Each project will have more than one goal, such as “Expand the Arabic language program, as well as add Elementary and Intermediate Persian and Turkish” or “Expand student advisement, mentoring, and communication, including integration of students from the Schools of Education and Business.” Complete a separate PMF template row for each project goal. State the first project-specific goal in the first (header) row of the template, then proceed to steps 2-7 below. Repeat the process for each project-specific goal.
2. Performance Measures – State the project-specific measure in an objective and time-bound manner. Make sure the units of measure (e.g., number of courses, number of students, etc.) are well defined.

3. Activities – Fill in the major activities the institution will undertake to achieve the project-specific performance measure goal.
4. Data / Indicators – State the data or indicator that will be used to track progress of each activity stated in #2. Note that one of the indicators should be synonymous with the performance measure, and the other indicators will be used to track progress toward meeting the performance measure. Since the performance measure might not change from the baseline in the early year(s) of the grant, supporting indicators are used to track and demonstrate progress.
5. Frequency – State period of measurement (e.g., quarterly, by semester, or annually).
6. Data Source – State the source of the data (e.g., center records or university registrar).
7. Baseline (BL) and Targets (T1-T4) – State the level of each measure at the time that the project commences as the “Baseline” and provide the target levels at the end of each grant year. Where the measure specifies “new,” the baseline is stated as the existing total at the time the project commences and the targets are stated as the incremental increase.

Figure 2: Sample PMF for Project-Specific Measures for CIBE Applicants

1. Project Goal Statement: Increase the number of students graduating from X University who are proficient in business Portuguese by 10 percent during the grant period when compared to the prior 4-year period.									
2. Performance Measures	**3. Activities**	**4. Data/ Indicators**	**5. Frequency**	**6. Data Source**	**7. BL**	**T1**	**T2**	**T3**	**T4**
A) Create and offer business Portuguese courses.	A.1 Recruit and hire qualified business Portuguese instructors.	▪ The number of qualified business Portuguese instructors in the program.	**Annually**	Departmental Records	**6**	**7**	**8**	**9**	**10**
	A.2 Review and revise all language courses to ensure that a communicative-based approach is used.	▪ The number and percentage of all courses in business Portuguese program in which a communicative-based approach is used.	**Annually**	Departmental Records	**6 of 12 (50%)**	**8 of 14 (57%)**	**10 of 16 (63%)**	**14 of 18 (78%)**	**20 of 20 (100%)**

1. Project Goal Statement: Increase the number of students graduating from X University who are proficient in business Portuguese by 10 percent during the grant period when compared to the prior 4-year period.									
2. Performance Measures	**3. Activities**	**4. Data/ Indicators**	**5. Frequency**	**6. Data Source**	**7. BL**	**T1**	**T2**	**T3**	**T4**
B) Increase by 10% the number of students completing intermediate and advanced level courses in business Portuguese each project year.	B.1 Disseminate course information to potential students in other departments, e.g., business management, finance, accounting, etc. B.2 Recruit heritage language students to enroll in advanced level courses. B.3 Provide tutoring, mentoring, and authentic opportunities for students to interact in business Portuguese.	▪ Number of students enrolled in beginning, intermediate, and advanced level courses at the beginning of each quarter/semester.	**Quarterly**	University Registrar	**120**	**160**	**200**	**240**	**280**
		▪ The number of students progressing from beginning to intermediate and from intermediate to advanced levels at the end of each quarter.	**Quarterly**	University Registrar	**80**	**88**	**97**	**107**	**118**
		▪ The number of students successfully completing intermediate or advanced level courses each quarter/semester.	**Quarterly**	University Registrar	**60**	**66**	**73**	**80**	**88**

1. Project Goal Statement: Increase the number of students graduating from X University who are proficient in business Portuguese by 10 percent during the grant period when compared to the prior 4-year period.									
2. Performance Measures	**3. Activities**	**4. Data/ Indicators**	**5. Frequency**	**6. Data Source**	**7. BL**	**T1**	**T2**	**T3**	**T4**
C) Increase by 10% the number of students who complete study abroad activities in a Portuguese-speaking country each project year.	C.1 Develop partnerships with overseas institutions. C.2 Develop study abroad programs that include internship opportunities in students' study majors. C.3 Collaborate with Extension Education to enable study abroad students to earn university credits that will count toward completing their degrees.	▪ The number of new partnerships with overseas institutions. ▪ The number of study abroad opportunities offered each year. ▪ The number of students who complete study abroad each year.	**Annually** **Annually** **Annually**	Center Records Center Records Center Records	**3** **1** **12**	**4** **2** **13**	**5** **3** **14**	**6** **4** **15**	**7** **5** **17**

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 **1840-0616.** The time required to complete this information collection is estimated to average 100 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 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:** Office of Postsecondary Education/IFLE, U.S. Department of Education, 1990 K Street, N.W., Sixth Floor, Washington, D.C. 20006-8521.

IMPORTANT – PLEASE READ BEFORE SUBMITTING

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important 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.

ATTENTION – Adobe Forms and PDF Files Required
Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)*.]

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

   If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received," it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

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

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

Helpful Hints When Working with Grants.gov
Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

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.)

MAC Users
For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow 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, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources: http://www.grants.gov/applicants/app_help_reso.jsp

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. 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. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

*Please note that the Central Contractor Registry (CCR) was replaced by the System for Award Management (SAM) effective July 30, 2012. For more information on the migration of CCR data to SAM, grant applicants should read this information located on Grants.gov: http://grants-gov.blogspot.com/2012/07/information-about-pending-migration.html#!/2012/07/information-about-pending-migration.html

IMPORTANT – PLEASE READ BEFORE SUBMITTING

U.S. Department of Education

APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application by mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically (This is required for all applications—unless the applicant secures an official exception—see Closing Date Notice Section IV Item 7.b)

You must submit your grant application through the Internet using the software provided on the e-Applications Web site (http://e-grants.ed.gov) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via Department's e-Application system, you will receive an automatic acknowledgement when we receive your application.

For more information on using e-Applications, please refer to the "Notice Inviting Applications" that was published in the Federal Register or visit http//e-grants.ed.gov.

Applications Delivered by Mail (Electronic submission is required for all applications—unless the applicant secures an official exception)

> This is allowed—only when you have secured an official exception from the electronic submission requirements [see Closing Date Notice Section IV Item 7.b for more details].

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 84.220A***
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 84.220A***
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.
<u>Note for Mail or Hand Delivery of Paper Applications</u>: 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.

Executive Order 12372
(Intergovernmental Review of Federal Programs)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants/spoc.pdf

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. ***Do not send applications to the above address.***

General Education Provisions Act (GEPA)
Section 427

***ALL APPLICANTS <u>MUST</u> INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: *gender*, *race*, *national origin*, *color disability*, or *age*.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Note: <u>Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form in e- Grants.</u>

Instructions for Standard Forms

- **Application for Federal Assistance (SF 424)**
- **Department of Education Supplemental Form for the SF 424**
- **Department of Education Budget Summary Form (ED 524)**
- **Disclosure of Lobbying Activities (SF-LLL)**
- **Survey Instructions on Ensuring Equal Opportunity for Applicants**

Instructions for the SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications 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 items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
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 B. Decrease Award **C. Increase Duration D. Decrease Duration** **E. Other (specify)**
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.
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 name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.

Item	Entry:
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.
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:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
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 preapplications, attach a summary description of the project.
16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd 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.
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.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.
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 with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

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.
19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
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 debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. 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.)

Instructions for Department of Education Supplemental Information for SF 424

a. 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 1890-0017. 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, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, 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 student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **<u>only</u>** 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 Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/OCFO/humansub.html

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

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions,
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of “Training grants" (34 CFR 75.562) and grants under programs with “Supplement not Supplant” requirements ("Restricted Rate" programs) by a “modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

   When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED’s website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.
   You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

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.

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

Instructions for Survey on Ensuring Equal Opportunity

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

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 1890-0014. The time required to complete this information collection is estimated to average five (5) 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 time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

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