

Institution Type	2-year Public/State Controlled Institution of Higher Education
	2-year Private Institution of Higher Education
	4-year Public/State Controlled Institution of Higher Education
	4-year Private Institution of Higher Education

Institution Designation:

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

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

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm
	Additional User - Add	Shared	includes/createAddUser.cfm
	Travel Requests	Shared	includes/incTAR.cfm

Narratives

Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Collaboration Activities		includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm
Evaluation	Shared	includes/incNarrative.cfm

Budget

Priorities	Shared	includes/incNarrative.cfm
Spring Budget	Shared	includes/Budget1.cfm
Fall Budget	Shared	includes/FallBudget1.cfm
Final Budget	Shared	includes/Budget1.cfm
		includes/incbudgetend.cfm
Center Information		aorc/aorcCenterInfo.cfm
Center Contacts		aorc/aorcCenterContactInfo.cfm

Report Data

Researcher Profiles		aorc/aorcResearchProfile.cfm
Researcher Profiles - Add		aorc/aorcResearchProfile.cfm
Center Activities/Services		aorc/aorcFacilServices.cfm
Publications		includes/Publications.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions

Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI AORC funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI AORC funds requested:
Text	Provide a detailed itemization of Title VI AORC funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI AORC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI AORC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary

Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	
Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...

Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Rename Page	Link
Rename Page	Narrative Name
Max Characters	
Text	Instructions
Text	Instructions
	Upload Instructions

Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change report span for budget
Text	Remove instructions for spring
Text	Remove Spring Report columns
Text	Remove Total Title VI Column
Remove reporting date span in column	
Add (i) button	Total Other
Text	Instructions
Code (Allow FFR for AORC)	Instructions
Change Text	Institutions
Change Text	Countries
Change Text	Languages
Add Textbox	Point of Contact
Text	Street
Add Textbox	Address 2
Add Textbox	Email
Add Textbox	Web site

Add Textbox	Point of Contact
Text	Street
Add Textbox	Address 2
Add Textbox	Email
Add Textbox	Web site
Rename Page	Link
Rename Page	Header
Rename Button	
Rename Page	Header
Rename Field	Researcher name
Rename Field	Researcher type
Dropdown Add	Participant type
Dropdown Add	Participant type
Dropdown Add	Participant type
Dropdown Add	Participant type
Add Textbox	Other
Add Radios	Postgraduate research
Add Textbox	Employment
Add Radios	Utilize language areas studies skills in current job
Add Dropdown	Language
Rename Item	
Rename Item	
Remove Item	
Rename Item	
Remove Item	
Rename Item	
Add header	Language(s):
Add Item (3)	Language Selection and Number
Remove Section	Customer Satisfaction Survey
Add Item	
Rename Item	
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Add Item	
Rename Item	

Rename Item	
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Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Info Icon	(i) Icon
Add Count	
Remove Page	
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.
●To add a TAR, click the "Add a Travel Approval Request" button.
●Your TARs are listed below.
●To view or edit a TAR, click "Update."
●To remove a TAR, click "Delete."

<ul style="list-style-type: none"> •After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
<ul style="list-style-type: none"> •Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
<p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p>
<p>International Travel Approval Request - Submit 30 days in advance of travel</p>
<p>Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.</p>
<p>Travel Justification</p>
<p>Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.</p>
<p>For travel to the U.S., select the country the participant is traveling from.</p>
<p>Title VI AORC funds requested for travel</p>
<p>Which FY funds are being used</p>
<p>Explanation of Title VI AORC funds requested:</p>
<p>Provide a detailed itemization of Title VI AORC funds to be requested, e.g., lodging, per diem, travel.</p>
<p>GSA for domestic per diem rates</p>
<p>US Dept. of State for international rates</p>
<p>(Required for international travel)</p>
<p>Please include connecting flights.</p>

I certify that this travel request complies with the Fly America Act
The reports required for this grant are displayed below.
<ul style="list-style-type: none"> •To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.
<ul style="list-style-type: none"> •To view or submit a report, click the "View / Submit Report" button.
<ul style="list-style-type: none"> •After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.
<ul style="list-style-type: none"> •To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.
<ul style="list-style-type: none"> •Click a radio button in the "select Report" column.
<ul style="list-style-type: none"> •Click the "Enter Report Information" button to input the requested information.
<ul style="list-style-type: none"> •Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.
Only the Project Director is authorized to submit the completed report.
<ul style="list-style-type: none"> •You may also view reports from previous grants for your program, institution, and world area.
<p>Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.</p>
Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

Collaboration Activities

Collaboration Activities

4000

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here.](../priorities.cfm)

4000

Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Other funds allocated to these line items from other internal 2nd external sources.

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from through 10/01/2010 through 09/30/2011. Totals will be automatically calculated.

the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

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

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

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

Street

Street
Researcher Profiles
Researcher Profiles
Add a Researcher
Researcher Profiles
Researcher name
Researcher type
Undergraduate Student
Graduate Student
K-12 Teacher
Other
<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No
Cultural events (Art Exhibits, Museum Tours, Etc.)
Guided Tours Related to Research Project
Lodging
Information Technology - Computer, Internet, Telephone
Research clearances
Travel (in country logistics)
Abstracts
Audio, video, and podcasts
Authored books
Book chapters
Edited books
Books - Reviews
Conference presentations

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title
Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	

<ul style="list-style-type: none"> ●Approved TARS can be updated and resubmitted to US/ED for review. 	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
AORC funds requested	
Fiscal year funds to be used	
Detailed itemization of Title VI AORC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.	
http://www.gsa.gov/portal/category/21287	
http://aoprals.state.gov/web920/per_diem.asp	

I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.	
The reports and due dates for the grant cycle are indicated below.	
	Next to () under Fall Year #
<ul style="list-style-type: none"> •Click here to view reports from previous grants by program, institution, and world area. 	
<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
Justification for the Time Extension	
	Move under Date and above note.

Requested Time Extension End Date	
(mm/dd/yyyy format)	
Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.	
Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.	
List each of the project objectives. Describe the progress made toward each objective during the current reporting period.	
Outreach Activities	
Outreach Activities	
5000	
Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.	
Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.	
List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.	
Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)	

<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities.
Click here to view the list of priorities.</p>	
5000	
<p>For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.</p>	
<p>SF-425 Federal Financial Report Long Form attachment. PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.</p>	<p>Once code is modified, different instruction appears.</p>
(for multiple selections, hold down the "ctrl" key and click)	
(for multiple selections, hold down the "ctrl" key and click)	
(for multiple selections, hold down the "ctrl" key and click)	
	<p>First item below U.S. Contact Information</p>
Address 1	
	<p>Below Address 1</p>
	<p>Below Fax</p>
	<p>Below Email</p>

	First item below Overseas Contact Information
Address 1	
	Below Address 1
	Below Fax
	Below Email
Participant Profiles	
Participant Profiles	
Add a Participant	
Participant Profiles	
Participant name	
Participant type	
	In dropdown
	Below Participant type
	Below Other
	Below Postgraduate research
	Below Employment
	Below Academic Status
Cultural events	
Research Assistance	
Information Technology	
In country logistics (security, transportation)	
Audio, video, and/or podcasts	
Books - Authored	
Books - Chapters	
Books - Edited	
Presentations - Conference	

Work
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Page and Database
Completely remove text
Completely remove text
Completely remove text

Completely remove text
Add () around Submit section, drop down to next line and change font color to red
Completely remove text
Modifications to text and links added

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Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

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Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narr

Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm

Budget

Spring Budget	Shared	includes/Budget2Col.cfm
Fall Budget	Shared	includes/FallBudget2col.cfm
Final Budget	Shared	includes/Budget2Col.cfm
IB Courses & Programs		bieuisfl/BusPrograms.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Add Count	Program officer: List agreement partners
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Disciplines Instructions
Remove Item	Subject Areas
Text	Instructions
Add Info Icon	(i) Icon

Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI BIE funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI BIE funds requested:

Text	Provide a detailed itemization of Title VI BIE funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Text	Instructions
Text	Instructions

Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change date span for full report span
Text	Remove Spring Report columns
Text	Remove instructions for spring
Remove Column	Total Title VI BIE Funds Spent
Remove Column	Total Matching Funds
Remove date span	Remove date span in column
Change Text	Discipline(s)
Add Count	Description

Add Count	Comments
Required Field change	Title VI BIE grant funds
Required Field change	Institutional match
Required Field change	Total
Add Count	Comments
Remove Item	Discipline(s)
Change Text	
Add Count	Comments
Remove Text	
Remove Button	
Add Count	Title of activity
Add Count	Partners
Text	
Add Count	Comments
Change Text	Country(ies)
Add Count	Purpose of program
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
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<p>Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.</p> <ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button. ●Your TARs are listed below. ●To view or edit a TAR, click "Update." ●To remove a TAR, click "Delete." <ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS. ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove. <p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p>
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Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI BIE funds requested for travel
Which FY funds are being used
Explanation of Title VI BIE funds requested:

Provide a detailed itemization of Title VI BIE funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

4000

Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

For each category, enter the amount of Title VI BIE funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report Long Form. You must complete and upload this form as part of your final performance report using the upload function below.

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

(for multiple selections, hold down the "ctrl" or "apple" key and click)
To enter default values for the city, state, and language which will pre-populate on new outreach records, click the "Enter Outreach Defaults" button.
Enter Outreach Defaults
(for multiple selections, hold down the "ctrl" or "apple" key and click)
(for multiple selections, hold down the "ctrl" or "apple" key and click)
Please identify results of grant-funded activities from the entire grant cycle that will be disseminated to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.
4000

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
●Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
BIE funds requested	
Fiscal year funds to be used	

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

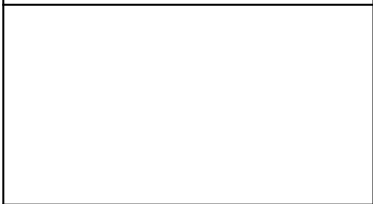
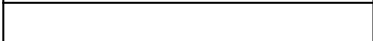
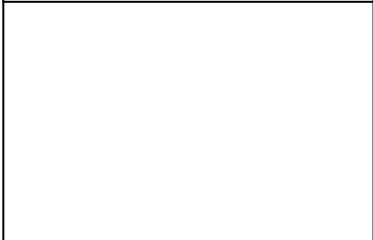
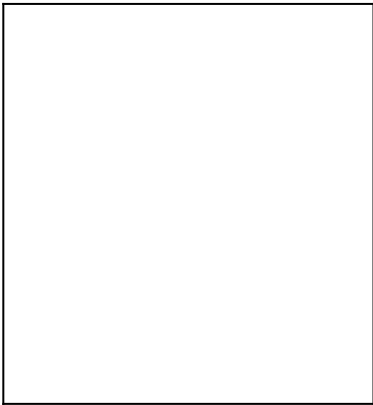
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI BIE funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report. You must complete and upload this form as part of your final performance report using the upload function below.</p>	
<p>(for multiple selections, hold down the "ctrl" key and click)</p>	

(for multiple selections, hold down the "ctrl" key and click)	
(for multiple selections, hold down the "ctrl" key and click)	
(for multiple selections, hold down the "ctrl" key and click)	
Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.	
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Completely remove text
Add () around Submit section, drop down to next line and change font color to red
Completely remove text
Completely remove text
Completely remove text
Completely remove text
Completely remove text

Modifications to text and links added



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Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

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Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narr

Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm

Budget

Spring Budget	Shared	includes/Budget2Col.cfm
Fall Budget	Shared	includes/FallBudget2col.cfm
Final Budget	Shared	includes/Budget2Col.cfm
IB Courses by Discipline	No Changes	

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Disciplines Instructions
Remove Item	Subject Areas
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User

Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI CIBE funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI CIBE funds requested:

Text	Provide a detailed itemization of Title VI CIBE funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI CIBE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI CIBE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
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Add Item	
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Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
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Rename Item	
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Text	Instructions
Text	Instructions
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Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change date span for full report span
Text	Remove Spring Report columns
Text	Remove instructions for spring
Remove Column	Total Title VI CIBE Funds Spent
Remove Column	Total Matching Funds
Remove date span	Remove date span in column

Add Item	
Add Item	
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Add Info Icon	(i) Icon
Add Count	Comments
Change Text	Partner(s)
Add Count	Description and partner name(s)
Change Text	Discipline(s)
Change Text	Top Instructions
Add Count	Partners
Add Count	Comments
Text	Instructions
Max Characters	

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Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"

Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.
<ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button.
<ul style="list-style-type: none"> ●Your TARs are listed below.
<ul style="list-style-type: none"> ●To view or edit a TAR, click "Update."
<ul style="list-style-type: none"> ●To remove a TAR, click "Delete."
<ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
<ul style="list-style-type: none"> ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.
International Travel Approval Request - Submit 30 days in advance of travel
Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.
Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI CIBE funds requested for travel
Which FY funds are being used
Explanation of Title VI CIBE funds requested:

Provide a detailed itemization of Title VI CIBE funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

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Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

For each category, enter the amount of Title VI CIBE funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report Long Form. You must complete and upload this form as part of your final performance report using the upload function below.

(for multiple selections, hold down the "ctrl" or "apple" key and click)
Other
Other
Comments: (limit 1,000 characters and spaces)
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Comments: (limit 1,000 characters and spaces)
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Abstracts
Audio, video, and podcasts
Authored books
Book chapters
Edited books
Books - Reviews
Conference presentations
Curricula and textbooks
Journal articles
Exhibitions
Media interviews
Newsletters
Policy brief and/or papers
Presentations - Non-conference
Publications - Edited
Publications - Refereed

Publications - Non-refereed
Translations conducted
Webinars
Workshops
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please identify results of grant-funded activities from the entire grant cycle that will be disseminated to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.
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After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
•Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
CIBE funds requested	
Fiscal year funds to be used	

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

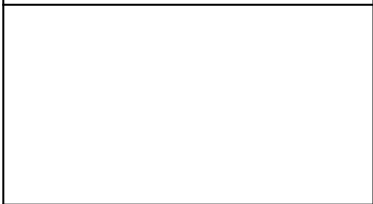
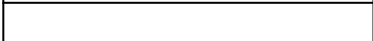
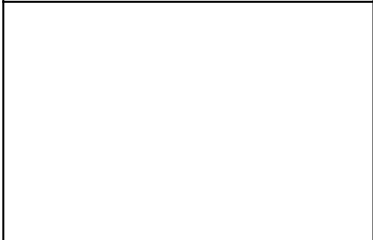
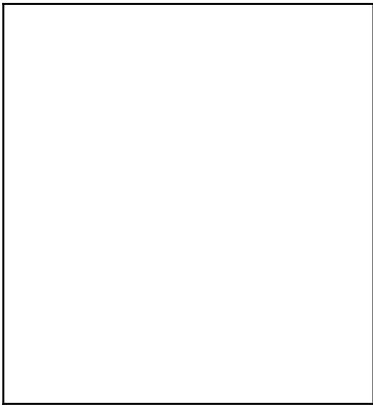
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI CIBE funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report. You must complete and upload this form as part of your final performance report using the upload function below.</p>	

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(for multiple selections, hold down "ctrl" key and click.)	
(for multiple selections, hold down "ctrl" key and click.)	
(for multiple selections, hold down "ctrl" key and click.)	
Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.	
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Add () around Submit section, drop down to next line and change font color to red
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Modifications to text and links added



Section	Page	Page Type	CF File
	Top Menu		
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm
	Additional User - Add	Shared	includes/createAddUser.cfm
	Fellow Administration		ddfra_director/ createEditReports.cfm

Time Extensions	Shared	includes/incTimeExtension.cfm
Update Fellow Info		ddfra_director/ CreateEditFellow.cfm
Grant Activation Request (GAR)		ddfra_director/gar.cfm
Hiatus Request		ddfra_director/hiatus.cfm
Instructor Administration		

Change Type	Field Name
Add tab for Instructor Administration	
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
New Button	Time Extension
New Button	Unsubmit Fellow Reports

Instructions	
Rename Item	Comments
Add Count	Justification for the Time Extension
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Remove Text	
Remove Button	Time Extension
Add Count	Comments
Change Text	This is the itinerary for traveling to the host countries.
Change Text	This is the itinerary for traveling from the host countries.
Add Count	Comments
New Screen	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

If the revised fellowship end date is now later than the grant end date, you must notify IEPS that a time extension is necessary. Click "Time Extension" to notify IEPS.

countries

countries

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title
Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
	Moved from update fellow page

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>country(ies)</p>	
<p>country(ies)</p>	
	<p>Same as GPA Instructors</p>

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Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Pre-Fellowship Report		
	Final Report		
Pre-Fellowship Report	Fellow Information	No Changes	
	Abstract		
	Foreign Lang Self-Eval	Remove	
	Awarded Budget	No Changes	
Final Report	Research Results	No Changes	
	Dissemination	No Changes	
	Adjustments to Project	No Changes	
	Project Support	No Changes	
	Feedback		ddfra_fellow/narrAdvice.cfm
	Graduation/ Employment	New Page	
	Foreign Lang Self-Eval	Removed	
	Actual Budget		ddfra_Fellow/budget.cfm

Change Type	Field Name
Instructions	
Text	
Remove Foreign Lang Self-Eval	
Remove Foreign Lang Self-Eval	
Add Count	Comments
Add Count	Comments

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	

Work

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Database

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New addition to DDRA

Section	Page	Page Type	CF File
	Top Menu		
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm
	Additional User - Add	Shared	includes/createAddUser.cfm
	Travel Requests	Shared	includes/incTAR.cfm

Time Extensions	Shared	includes/incTimeExtension.cfm
Language Request		flas_coordinator/langRequest.cfm
		flas_coordinator/langRequest.cfm
Overseas Request		flas_coordinator/ overseasRequest.cfm
Fellow Admin		flas_coordinator/ flasDirMaintFellow.cfm

FLAS Competition Description		flas_coordinator/ flasDirCompetition.cfm
Priorities	Shared	includes/incNarrative.cfm
Budget		flas_coordinator/budget.cfm

Change Type	Field Name
Move Travel Requests to before Select, View, Submit Reports	
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Text	Instructions

Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI FLAS funds requested for travel
Text	Which FY funds are being used:
Disable	Fellowship period
Remove	Explanation of Title VI FLAS funds requested:
Text	Provide a detailed itemization of Title VI FLAS funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI FLAS funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.

Links	Detailed itemization of Title VI FLAS funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Add Count	Supporting materials
Add (i) button	Level
Add (i) button	Level
Change name	Number of weeks
New item (radio)	
New note	Program web site
Change name	Explanation of request
Add Count	Justification for request
Remove Text	

Change Text	
Remove Button	Notify Pre Self-Evaluation
Remove Column	Pre Self Evaluation
Make Required	Fellow's Home Institution
Remove Text	Fellow's Home Institution
Remove Field	Other
Rename Item	Location
Move Item	Total Title VI FLAS grant funds
Move Item	University contribution-tuition and fees
Remove Item	Is this award for the Fulbright-Hays Group Projects Abroad program?
Change Text	Is this fellowship for language or area studies
Change Option	Is this fellowship for language or area studies
Change Option	Is this fellowship for language or area studies
	Travel
	Total Title VI FLAS grant funds:
Change Field	Is this fellowship for:
Add new item	This fellowship is for:
Add Count	Comments
Change section	Dissertation Research
Instructions	Dissertation Research Overseas
Add Count	Organization affiliation(s)
Add Count	Individual affiliation(s)
Add Count	Methodology
Text	Instructor Fellow(s)

Change Name	FLAS Competition Description
Change Title	FLAS Competition Description
Remove (I) button	FLAS Selection Process
Remove section	Undergraduate applicants
Remove section	Master's applicants
Remove section	Doctoral applicants
Remove section	Master's / Doctoral applicants
Remove section	Number of FLAS Awards
Remove section	Number of Alternatives
Add count	Selection Processes
Text	Instructions
Max Characters	
Remove Text	
Change Text	Total Summer FLAS funds awarded to Interim fellows:
Change Text	Total AY FLAS funds received from other institutions/programs
Change Text	Total AY FLAS funds given to other institutions/programs
Remove Text	
Add Count	Comments

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.
(If a fellow is not receiving Title VI grant funds for travel, you do not need to create a TAR.)
<ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button.

<ul style="list-style-type: none"> ●Your TARs are listed below.
<ul style="list-style-type: none"> ●To view or edit a TAR, click "Update."
<ul style="list-style-type: none"> ●To remove a TAR, click "Delete."
<ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
<ul style="list-style-type: none"> ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
<p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p>
<p>International Travel Approval Request - Submit 30 days in advance of travel</p>
<p>Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.</p>
<p>Travel Justification</p>
<p>Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.</p>
<p>For travel to the U.S., select the country the participant is traveling from.</p>
<p>Title VI FLAS funds requested for travel</p>
<p>Which FY funds are being used</p>
<p>AY</p>
<p>Explanation of Title VI FLAS funds requested:</p>
<p>Provide a detailed itemization of Title VI FLAS funds to be requested, e.g., lodging, per diem, travel.</p>
<p>GSA for domestic per diem rates</p>

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Number of weeks

() Single program () Multiple programs

Note: Ensure that the link works before you submit the request.

Explanation of request

●For fellows that have not completed their pre self-evaluations, check the open box in the Pre Self-Evaluation column and click the "Notify Pre Self-Evaluation" button.

Note: Fellows cannot be moved to final until their pre self-evaluations have been submitted.
Once a fellow is moved to the final report, the fellow's interim record cannot be updated. Therefore, interim fellows should not be moved to the final report until after the interim report is submitted.
If the fellow is attending another institution for his or her degree, indicate which institution.
Location
Is this fellowship for language or area studies
Coursework
Dissertation research
Enter amount of grant funds used for travel.
(Tuition and fees + stipend + travel)
Is this fellowship for:
Summer intensive language program
Dissertation Research
If the purpose of the fellowship is dissertation research, provide the following information. When you click Save, an email will be sent to your program officer to notify them of your request for a dissertation research fellowship.
Instructor Fellow(s)

FLAS Competition Description
FLAS Competition Description
Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click here.
4000
Enter the funds received from or given to other institutions during the current reporting period.
(Tuition + Stipend + Travel)
Total AY FLAS funds received from other institutions/programs
Total AY FLAS funds given to other institutions/programs
(Allocation + Carry Over - funds awarded to fellows + funds received - funds given)

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title
Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each fellow who is traveling using a Title VI-funded summer travel award.	
(If a fellow is not receiving a travel award, you do not need to create a TAR.)	
Click the "Add a Travel Approval Request" button to create a TAR.	

<ul style="list-style-type: none"> ●Approved TARS can be updated and resubmitted to US/ED for review. 	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
FLAS funds requested	
Fiscal year funds to be used	
Detailed itemization of Title VI FLAS funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.	
http://www.gsa.gov/portal/category/21287	

http://aoprals.state.gov/web920/per_diem.asp	
<p>I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.</p>	
<p>The reports and due dates for the grant cycle are indicated below.</p>	
	<p>Next to () under Fall Year #</p>
<p>•Click here to view reports from previous grants by program, institution, and world area.</p>	

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>Total number of weeks</p>	
<p>Justification for request</p>	

Note: Fellows cannot be moved to Final until their pre self-evaluations have been submitted.	
Once a fellow is moved to the Final report, the fellow's Interim report cannot be updated. Therefore, Interim fellows should not be moved to the Final report until after the Interim report is submitted.	
Program	
	Move above Total university contribution
	Move below University contribution-tuition and fees
Is this fellowship for	
Language and area studies coursework	
Dissertation research overseas	
(Tuition and fees + stipend + travel award (if applicable))	
This fellowship is for:	
Dissertation Research Overseas	
If the purpose of the fellowship is for dissertation research overseas, provide the following information. When you click Save, an email will be sent to your program officer to notify them of your request for a dissertation research fellowship.	
Instructor fellow(s)	

FLAS Selection Process	
FLAS Selection Process	
Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.	
5000	
(Tuition + Stipend + Travel award (if applicable))	
Total AY FLAS funds received from other institutions	
Total AY FLAS funds given to other institutions	

Work
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Add () around Submit section,
drop down to next line and
change font color to red

Completely remove text

Modifications to text and links
added

Page
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Page and Database
Page
Page

Section	Page	Page Type	CF File	
	Update Password	Shared	includes/UpdateUserAccount.cfm	
	Top Menu			
	Welcome / Home		flas_fellow/index.cfm	
	Fellow Profile	No Changes		
	Education and Courses		flas_fellow/flasFelEducation.cfm	
		Foreign Lang Self Eval		flas_fellow/index.cfm
		Fellowship Evaluation	No Changes	

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Change Type	Field Name
Instructions	
Text	
Remove Foreign Lang Self Eval	
Remove Foreign Lang Self Eval instructions	
Change Text	Discipline(s)
Remove Text	Institution
Remove Item	Highest Degree Earned
Remove Item	Other Degree Earned
Change Text	Discipline(s)
Remove Text	Institution
Change Text	Courses Taken during Fellowship
Change Text	Course Title
Add new column / dropdown	Course Type
Add item to dropdown	Grade
Change Text	Career goal(s)
Remove Page	

Text	
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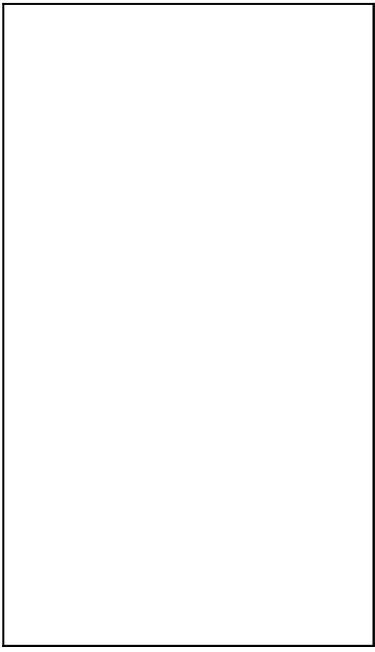
Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
3. On the Foreign Language Self-Evaluation screen, enter your language self-evaluation and information about any standardized language tests you took.
for multiple selections, hold down the "ctrl" or "apple" key and click)
(If your institution is not in the dropdown, enter it in "Other.")
Other
Other
for multiple selections, hold down the "ctrl" or "apple" key and click)
(If your institution is not in the dropdown, enter it in "Other.")
Enter the title and the number of credits for all of the courses in which you were enrolled during the fellowship period. If you have not received your grades for the semester, select the grade you will most likely receive.
(Each course for a semester must have a different title.)
Language, Area Studies, Other
TBD
for multiple selections, hold down the "ctrl" or "apple" key and click)

You are required to provide comments in this box and what you write will be confidential and just shared with just the U.S. Department of Education (Unless you check to share with your Project Director and FLAS Coordinator.). In this box please write about your impressions of the FLAS program you participated in, specifically: Was the competition announced frequently and in highly visible forums? Were the application requirements clearly stated? Were the administrators of the program ready to assist during the application process and after you received your award? How was the quality of the language and area studies course offerings? What suggestions do you have to improve your institution's FLAS program?

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
for multiple selections, hold down the "ctrl" key and click)	
for multiple selections, hold down the "ctrl" key and click)	
Enter the full title and the number of credits for all of the courses in which you were enrolled during the fellowship period. If you have not received your grades for the semester/quarter, select TBD.	
(Each course for a semester/quarter must have a different title.)	
for multiple selections, hold down the "ctrl" key and click)	

<p>You are required to provide comments in this box. What you write is confidential and shared with just the U.S. Department of Education (Unless you check to share with your Project Director and FLAS Coordinator.). In this box please write about your impressions of the FLAS program you participated in, specifically: How was the quality of the language and area studies course offerings? Was the competition announced frequently and in highly visible forums? Were the application requirements clearly stated? Were the administrators of the program ready to assist during the application process and after you received your award? What suggestions do you have to improve your institution's FLAS program?</p>	
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Work
Database
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Database



No changes

Section	Page	Page Type	CF File
	Top Menu		
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm
	Additional User - Add	Shared	includes/createAddUser.cfm
	Fellow Administration		ddfra_director/ createEditReports.cfm

Time Extensions	Shared	includes/incTimeExtension.cfm
Update Fellow Info		ddfra_director/ CreateEditFellow.cfm
Grant Activation Request (GAR)		ddfra_director/gar.cfm
Hiatus Request		ddfra_director/hiatus.cfm
Instructor Administration		ddfra_director/ CreateAddInstructor.cfm

Change Type	Field Name
Add tab for Instructor Administration	
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
New Button	Time Extension
New Button	Unsubmit Fellow Reports

Instructions	
Rename Item	Comments
Add Count	Justification for the Time Extension
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Remove Text	
Remove Button	Time Extension
Add Count	Comments
Remove Text	
Change Text	This is the itinerary for traveling to the host countries.
Change Text	This is the itinerary for traveling from the host countries.
Add Count	Comments
New Screen	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

If the revised fellowship end date is now later than the grant end date, you must notify IEPS that a time extension is necessary. Click "Time Extension" to notify IEPS.

countries

countries

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title
Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
	Moved from update fellow page

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>country(ies)</p>	
<p>country(ies)</p>	
	<p>Same as GPA Instructors</p>

Work
Database
Page
Page and Database
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Page
Page and Database

Adjustments to Project	No Changes	
Project Support	No Changes	
Feedback		ddfra_fellow/narrAdvice.cfm
Foreign Lang Self-Eval	Removed	
Actual Budget		ddfra_Fellow/budget.cfm

Change Type	Field Name
Instructions	
Text	
Remove Foreign Lang Self-Eval	
Remove Foreign Lang Self-Eval	
Change Text	Dissemination Methods:
Add Count	Discuss how you plan to share your research results
Add Item	
Rename Item	
Rename Item	
Rename Item	
Rename Item	
Add Item	
Rename Item	
Rename Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Info Icon	(i) Icon

Add Count	Comments
Add Count	Comments
Add Count	Comments

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
(for multiple selections, hold down "ctrl" or "apple" key and click)
Abstracts
Audio, video, and podcasts
Authored books
Book chapters
Edited books
Books - Reviews
Conference presentations
Curricula and textbooks
Journal articles
Exhibitions
Media interviews
Newsletters
Policy brief and/or papers
Presentations - Non-conference
Publications - Edited
Publications - Refereed
Publications - Non-refereed
Translations conducted
Webinars
Workshops

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
(for multiple selections, hold down "ctrl" key and click)	
Audio, video, and/or podcasts	
Books - Authored	
Books - Chapters	
Books - Edited	
Presentations - Conference	
Curricula and/or textbooks	
	To the right the publications

New addition to FRA

Section	Page	Page Type	CF File
	Top Menu		includes/incButtonBar.cfm
	Pre-Travel		includes/incButtonBar.cfm
	Post-Travel		includes/incButtonBar.cfm
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
Time Extensions	Shared	includes/incTimeExtension.cfm	

Additional User	Shared	includes/createAddUser.cfm
Additional User - Add	Shared	includes/createAddUser.cfm
Travel Requests	Shared	includes/incTAR.cfm

Pre-Travel

Add a Participant		gpa_director/ gpaDirCreatePart.cfm
		To be determined
Project Overview		gpa_director/ gpaDirProjOverview.cfm
Participant Administration		gpa_director/ gpaDirMaintParts.cfm
Orientation Evaluation	Remove Page	
In-Country Experience Eval	Remove/Replace page	gpa_director/ gpaDirInCntryExperience.cfm
In-Country Experience Comments	Add Narrative	includes/incNarrative.cfm
Sources of Funding	No Changes	

Travel

Post-T			
	Priorities	Shared	includes/incNarrative.cfm
	Budget	Shared	includes/Budget1.cfm
			includes/incbudgetend.cfm
Final	Grant Results	Remove Page	
	Dissemination and Resources	Add Narrative	includes/incNarrative.cfm

Change Type	Field Name
Rename Tab	
Rename Tab	
Rename Tab	
Rename Tab	
Rename Tab	
Rename Tab	
Remove Tab	
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text change	Country(ies) of Study
Remove Item	Subject Areas
Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	

Rename Item	
Text	
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions

Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI BIE funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI BIE funds requested:
Text	Provide a detailed itemization of Title VI BIE funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Change Text	

Change Text	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Add Checkboxes	Select if your institution is identified as
Add Dropdown	
Remove text	
Instructions	
Remove Text	Host Country Itinerary
Add Button	Notify US/ED
Change Text	
Remove button on Post	Add Participant
Add Narrative	In-Country Experience Comments

Text	Instructions
Max Characters	
Add Instructions	Instructions
Add Instructions	Instructions
Code (Allow FFR for IRS)	Instructions
Add Narrative	Dissemination and Resources

Values or Before
Pre-Seminar
Post-Seminar
Pre-Seminar Screens
Participant Administration
Post-Seminar Screens
Participant Administration
Orientation Evaluation
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
(for multiple selections, hold down "ctrl" or "apple" key and click. You are only allowed up to 15 selections.)
Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.
Comments
Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.
Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.

Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.

Change "Add a User" to "Add User"

Only allow up to 5 additional users. When limit is reached, make the add user button hidden.

Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.

Another should have an uppercase A

Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.

- To add a TAR, click the "Add a Travel Approval Request" button.

- Your TARs are listed below.

- To view or edit a TAR, click "Update."

- To remove a TAR, click "Delete."

- After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.

- Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.

The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.
International Travel Approval Request - Submit 30 days in advance of travel
Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.
Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI BIE funds requested for travel
Which FY funds are being used
Explanation of Title VI BIE funds requested:
Provide a detailed itemization of Title VI BIE funds to be requested, e.g., lodging, per diem, travel.
GSA for domestic per diem rates
US Dept. of State for international rates (Required for international travel)
Please include connecting flights.
I certify that this travel request complies with the Fly America Act
To send an email notification, check the "Notify" box for all participants that you would like to notify and click the "Notify Participants" button.

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

See tab: DD - Inst Type

See tab: DD - Inst Desig

low income, rural

Enter the following information about the Fulbright-Hays Group Projects Abroad grant.

Use the fields below to upload attachment files with the Pre Departure Orientation Agenda, Host Country Itinerary (for annual projects) / GPA Student Class Schedule (for foreign language projects) and Key personnel in host country. The files must be in one of the following formats: Word, PowerPoint, Excel, Adobe PDF or HTML. The first four fields must contain valid file names. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.

(for annual projects) / GPA Student Class Schedule (for foreign language projects):

To send an email notification, check the "Notify" box for all participants that you would like to notify and click the "Notify Participants" button.

Remove the "Add Participant button when under Post-Travel screen.

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

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

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Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.

Also, upload a more detailed line item budget, based on the proposed budget submitted as part of the application package.

~~the just completed one-year budget period. Your~~
project file must be formatted for letter-size paper prior to upload.

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

After	Location (if new)
Pre-Travel	
Post-Travel	
Pre-Travel Screens	
Participant Information	
Post-Travel Screens	
Participant Information	
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
(for multiple selections, hold down "ctrl" key and click. You are only allowed up to 15 selections.)	
Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.	
Justification for the Time Extension	
	Move under Date and above note.
Requested Time Extension End Date	
(mm/dd/yyyy format)	

<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.</p>	
	<p>Next to Additional Users title</p>
<p>Default: checked - This field will remove user from email blasts from program officers.</p>	<p>At bottom, above buttons</p>
<p>Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)</p>	
<p>Click the "Add a Travel Approval Request" button to create a TAR.</p>	
<p>●Approved TARS can be updated and resubmitted to US/ED for review.</p>	

The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
BIE funds requested	
Fiscal year funds to be used	
Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.	
http://www.gsa.gov/portal/category/21287	
http://aoprals.state.gov/web920/per_diem.asp	
I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.	
To send an email notification to participants, check the "Notify" box for those who should be notified. Click the "Notify Participants" button.	

Enter the following information about each participant, including all project administrators.	
	Below Institution (on page)
	Below Institution Type (above)
<p>Upload the required files below in one of the following formats: Word, PowerPoint, Excel or Adobe PDF. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.</p>	
<p>To send an email notification to participants, check the "Notify" box for those who should be notified. Click the "Notify Participants" button.</p>	

<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities.
Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>SF-425 Federal Financial Report Long Form attachment. PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.</p>	<p>Once code is modified, different instruction appears.</p>

Work
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Completely remove text
Completely remove text
Completely remove text

Add () around Submit section,
drop down to next line and
change font color to red

Completely remove text

Modifications to text and links
added

Database
Page Code
Page and Database

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome / Home	No Changes	
	Orientation Evaluation		gpa_fellow/OrientEvaluation.cfm
	In-country Experience Evaluation		gpa_fellow/InCntryExperience.cfm

Outreach Activities		gpa_fellow/Outreach.cfm

Change Type	Field Name
Instructions	
Text	
Title	
Instructions	
Change Category	
Add Category	
Remove Category	
Add Category	
Add Category	
Change Category	
Add Category	
Add Sort Order	
Add Count	Comments
Instructions	
Add Category	
Remove Category	
Add Category	

Add Category	
Remove Category	
Remove Category	
Add Category	
Add Sort Order	
Remove Item	Exemplary activities
Remove Item	Areas for improvement
Add Item	Comments
Move Instruction Item	
Change Text	
Add count	Comments

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Orientation Evaluation
Rate the following aspects of the orientation to the program on a scale of excellent to very poor. You may enter comments below to clarify your ratings. This will be shared anonymously with the project director(s).
Readings and other preparatory materials sent and/or recommended to you in advance of the program.
Usefulness of readings and other preparatory materials.
Delivery of the information in the orientation, including pacing and appropriateness.
Pacing of the information in the orientation.
Appropriateness of information in the orientation.
Understanding/explanation of what is expected from the participant as an outcome of attendance in program..
Was length/time of pre-departure orientation appropriate?
Rate the following aspects of your in-country experience in . Use the boxes that follow to describe exemplary activities and point out areas for improvement. You may provide general comments or specific comments regarding any category in these boxes. This will be shared anonymously with the project director(s).
Quality of speakers and academic lectures
Quality of host country faculty and teachers
Quality of host country faculty and teachers for language instruction

Quality of host country faculty and teachers for area studies instruction
Quality of food and dining services
Condition of meeting facilities
Availability of Project Director and staff
Comments. Please provide feedback about the in-country experience. For example, discuss: pace of itinerary, challenges with staff, and/or activities that impacted you professionally.
To add an outreach activity, click the "Add an Outreach Activity" button.
(for multiple selections, hold down the "ctrl" or "apple" key and click)

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
Pre-departure Orientation Evaluation	
Rate each question below on a scale of excellent to very poor. You may enter comments below to clarify your ratings.	
Readings and other preparatory materials sent and/or recommended in advance of the program.	
	#2
	#6
	#7
Clear explanation of participant requirements upon returning to the U.S.	
Rate the following aspects of your in-country experience in. Use the comment box below to provide feedback on this program.	

Work
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Database
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Database
Page

Section	Page	Page Type	CF File
	Fall Report		
	Spring Report		
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm

prt

Participant Administration		gpa_director/ gpaDirMaintParts.cfm
Add a Participant		gpa_director/ gpaDirCreatePart.cfm
		To be determined
Instructor Admin	No Changes	
Project Overview		gpa_director/ gpaDirProjOverview.cfm

Fall Report

Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm
Evaluation	Shared	includes/incNarrative.cfm

g Report

Priorities	Shared	includes/incNarrative.cfm
Budget	Shared	includes/Budget1.cfm
Participant Administration		gpa_director/ gpaDirMaintParts.cfm
Instructor Admin	No Changes	
Orientation Evaluation	Remove Page	
In-Country Activities	No Changes	
In-Country Experience Eval	Remove/Replace page	gpa_director/ gpaDirInCntryExperience.cfm
In-Country Experience Comments	Add Narrative	includes/incNarrative.cfm
Sources of Funding	No Changes	
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm

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Exemplary Activities	Shared	includes/incNarrative.cfm
Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm
Budget	Shared	includes/FallBudget1.cfm

Final

Budget	Shared	includes/Budget1.cfm
		includes/incbudgetend.cfm
Grant Results	Remove Page	

	Dissemination and Resources	Add Narrative	includes/incNarrative.cfm
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Change Type	Field Name
Tab Rename	Participant Administration
Tab Rename	Participant Administration
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text change	Country(ies) of Study
Remove Item	Subject Areas
Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	

Text	
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	

Add Item	
Add (i) button	
Text	
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI BIE funds requested for travel
Text	Which FY funds are being used:

Remove	Explanation of Title VI BIE funds requested:
Text	Provide a detailed itemization of Title VI BIE funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Change Text	
Change Text	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Add Checkboxes	Select if your institution is identified as
Add Dropdown	
Remove Section	Oral Proficiency Scores
Remove text	

Instructions	
Change Item	
Change Item	Host Country Itinerary
Remove Item	Project type
Remove Item	Focus of project
Add Button	Notify US/ED
Text	Instructions
Text	Instructions
Text	Instructions
Text	Instructions
	Upload Instructions

Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Remove button on Post	Add Paricipant
Change Text	
Add Narrative	In-Country Experience Comments
Text	Instructions
Text	Instructions

Text	Instructions
Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Change report span for budget
Text	Remove instructions for fall
Text	Remove Fall Report columns
Text	Remove Total Title VI Column
Remove reporting date span in column	
Add (i) button	Total Other
Text	Instructions
Code (Allow FFR for IRS)	Instructions

Add Narrative	Dissemination and Resources
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Values or Before
Participant Administration
Participant Administration
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
(for multiple selections, hold down "ctrl" or "apple" key and click. You are only allowed up to 15 selections.)
Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.
Comments
Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.
Example: 01/01/1900
Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.

Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.

Change "Add a User" to "Add User"

Only allow up to 5 additional users. When limit is reached, make the add user button hidden.

Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.

Another should have an uppercase A

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

<ul style="list-style-type: none"> ●Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.
<p>Only the Project Director is authorized to submit the completed report.</p>
<ul style="list-style-type: none"> ●You may also view reports from previous grants for your program, institution, and world area.
<p>Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.</p>
<ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button.
<ul style="list-style-type: none"> ●Your TARs are listed below.
<ul style="list-style-type: none"> ●To view or edit a TAR, click "Update."
<ul style="list-style-type: none"> ●To remove a TAR, click "Delete."
<ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
<ul style="list-style-type: none"> ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
<p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p>
<p>International Travel Approval Request - Submit 30 days in advance of travel</p>
<p>Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.</p>
<p>Travel Justification</p>
<p>Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.</p>
<p>For travel to the U.S., select the country the participant is traveling from.</p>
<p>Title VI BIE funds requested for travel</p>
<p>Which FY funds are being used</p>

Explanation of Title VI BIE funds requested:
Provide a detailed itemization of Title VI BIE funds to be requested, e.g., lodging, per diem, travel.
GSA for domestic per diem rates
US Dept. of State for international rates (Required for international travel) Please include connecting flights.
I certify that this travel request complies with the Fly America Act
To send an email notification, check the "Notify" box for all participants that you would like to notify and click the "Notify Participants" button.
Enter the following information about each participant, including project administrators.
See tab: DD - Inst Type
See tab: DD - Inst Desig
low income, rural
Enter the following information about the Fulbright-Hays Group Projects Abroad grant.

Use the fields below to upload attachment files with the Pre Departure Orientation Agenda, Host Country Itinerary (for annual projects) / GPA Student Class Schedule (for foreign language projects) and Key personnel in host country. The files must be in one of the following formats: Word, PowerPoint, Excel, Adobe PDF or HTML. The first four fields must contain valid file names. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.

Pre Departure Orientation Agenda

Host Country Itinerary (for annual projects) / GPA Student Class Schedule (for foreign language projects)

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

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Remove the "Add Participant button when under Post-Travel screen.

To send an email notification, check the "Notify" box for all participants that you would like to notify and click the "Notify Participants" button.

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

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

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Budget numbers submitted on your fall report may be updated here. This will not change what was submitted on your fall report.

Other funds allocated to these line items from other internal 2nd external sources.

For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from through 10/01/2010 through 09/30/2011. Totals will be automatically calculated.

the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

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

After	Location (if new)
Participant Information	
Participant Information	
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
(for multiple selections, hold down "ctrl" key and click. You are only allowed up to 15 selections.)	
Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.	
Justification for the Time Extension	
	Move under Date and above note.
Requested Time Extension End Date (mm/dd/yyyy format)	
Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.	

<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.</p>	
	<p>Next to Additional Users title</p>
<p>Default: checked - This field will remove user from email blasts from program officers.</p>	<p>At bottom, above buttons</p>
<p>The reports and due dates for the grant cycle are indicated below.</p>	

	Next to () under Fall Year #
<ul style="list-style-type: none"> •Click here to view reports from previous grants by program, institution, and world area. 	
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
<ul style="list-style-type: none"> •Approved TARS can be updated and resubmitted to US/ED for review. 	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
BIE funds requested	
Fiscal year funds to be used	

Detailed itemization of Title VI BIE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.	
http://www.gsa.gov/portal/category/21287	
http://aoprals.state.gov/web920/per_diem.asp	
I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.	
To send an email notification to participants, check the "Notify" box for those who should be notified. Click the "Notify Participants" button.	
Enter the following information about each participant, including all project administrators.	
	Below Institution (on page)
	Below Institution Type (above)

<p>Upload the required files below in one of the following formats: Word, PowerPoint, Excel or Adobe PDF. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.</p>	
<p>Orientation Agenda</p>	
<p>GPA Student Class Schedule</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	

<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities.
Click here to view the list of priorities.</p>	
5000	
<p>To send an email notification to participants, check the "Notify" box for those who should be notified. Click the "Notify Participants" button.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	

<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant or matching funds were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.</p>	
<p>SF-425 Federal Financial Report Long Form attachment. PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.</p>	<p>Once code is modified, different instruction appears.</p>

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Add () around Submit section, drop down to next line and change font color to red
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Modifications to text and links added
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Page Code

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No changes

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome / Home	No Changes	
	Orientation Evaluation		gpa_fellow/OrientEvaluation.cfm
	Weekly Activities		

In-country Experience Evaluation		gpa_fellow/InCntryExperience.cfm
Foreign Lang Self-Eval	Remove Page	

Change Type	Field Name
Instructions	
Text	
Title	
Instructions	
Change Category	
Add Category	
Remove Category	
Add Category	
Add Category	
Change Category	
Add Sort Order	
Add Count	Comments
Remove Activity Section	
Remove Activity	Other (please specify)
Add Section	Please select the three most effective/helpful activities in making language gains
Add Activity Selection	Multi select. Require 3, max 5
Add Section	Please select the three least effective/helpful activities in making language gain
Add Activity Selection	Multi select. Require 3, max 5

Instructions	
Add Category	
Remove Category	
Add Category	
Add Category	
Remove Category	
Remove Category	
Add Category	
Add Sort Order	
Remove Item	Exemplary activities
Remove Item	Areas for improvement
Add Item	Comments

Values or Before

Please change your password to something other than your award number.

To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

Orientation Evaluation

Rate the following aspects of the orientation to the program on a scale of excellent to very poor. You may enter comments below to clarify your ratings. This will be shared anonymously with the project director(s).

Readings and other preparatory materials sent and/or recommended to you in advance of the program.

Usefulness of readings and other preparatory materials.

Delivery of the information in the orientation, including pacing and appropriateness.

Pacing of the information in the orientation.

Appropriateness of information in the orientation.

Understanding/explanation of what is expected from the participant as an outcome of attendance in program..

Rate the following aspects of your in-country experience in . Use the boxes that follow to describe exemplary activities and point out areas for improvement. You may provide general comments or specific comments regarding any category in these boxes. This will be shared anonymously with the project director(s).

Quality of speakers and academic lectures

Quality of host country faculty and teachers

Quality of host country faculty and teachers for language instruction

Quality of host country faculty and teachers for area studies instruction

Quality of food and dining services

Condition of meeting facilities

Availability of Project Director and staff

Comments. Please provide feedback about the in-country experience. For example, discuss: pace of itinerary, challenges with staff, and/or activities that impacted you professionally.

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
Pre-departure Orientation Evaluation	
Rate each question below on a scale of excellent to very poor. You may enter comments below to clarify your ratings.	
Readings and other preparatory materials sent and/or recommended in advance of the program.	
	#2
	#6
	#7
Clear explanation of participant requirements upon returning to the U.S.	

Rate the following aspects of your in-country experience in. Use the box below to provide feedback on this program.	

Work
Page
Page
Database
Database
Database
Database
Database
Database
Database
Page

Database

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

atives

Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narr

Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm

Budget

Spring Budget	Shared	includes/Budget2Col.cfm
Fall Budget	Shared	includes/FallBudget2col.cfm
Final Budget	Shared	includes/Budget2Col.cfm
Fellows Tracking		iipp/iippFellow.cfm

Report Data	Institutional Partnership Activities		iipp/iippInstPartDev.cfm
	Instructional Resources		iipp/iippInstrResource.cfm
	Faculty Enhancement		iipp/iippFacultyDev.cfm
	Programs		iipp/iippPrograms.cfm
	Courses		iipp/iippCourses.cfm
Final Report	Grant Results	Shared	includes/incNarrative.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Disciplines Instructions
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change

Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI CIBE funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI CIBE funds requested:

Text	Provide a detailed itemization of Title VI CIBE funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI CIBE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI CIBE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Text	Instructions
Text	Instructions

Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change date span for full report span
Text	Remove instructions for spring
Text	Remove Spring Report columns
Remove Column	Total Title VI CIBE Funds Spent
Remove Column	Total Matching Funds
Remove date span	Remove date span in column
Text	

Add Count	Comments
Text	
Add Count	Comments
Text	
Add Count	Comments
Text	
Add Count	Comments
Text	
Text	
Add Count	Comments
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.

Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
<p>Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.</p> <ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button. ●Your TARs are listed below. ●To view or edit a TAR, click "Update." ●To remove a TAR, click "Delete." <ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS. ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove. <p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p>
International Travel Approval Request - Submit 30 days in advance of travel
<p>Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.</p>
Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI CIBE funds requested for travel
Which FY funds are being used
Explanation of Title VI CIBE funds requested:

Provide a detailed itemization of Title VI CIBE funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here.](../priorities.cfm)

4000

Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

For each category, enter the amount of Title VI CIBE funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report Long Form. You must complete and upload this form as part of your final performance report using the upload function below.

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

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

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

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

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

4000

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
•Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
CIBE funds requested	
Fiscal year funds to be used	

Detailed itemization of Title VI CIBE funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.	
http://www.gsa.gov/portal/category/21287	
http://aoprals.state.gov/web920/per_diem.asp	
I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.	
The reports and due dates for the grant cycle are indicated below.	
	Next to () under Fall Year #
●Click here to view reports from previous grants by program, institution, and world area.	

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

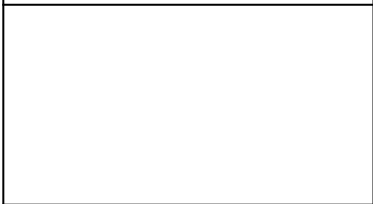
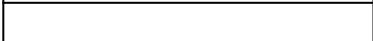
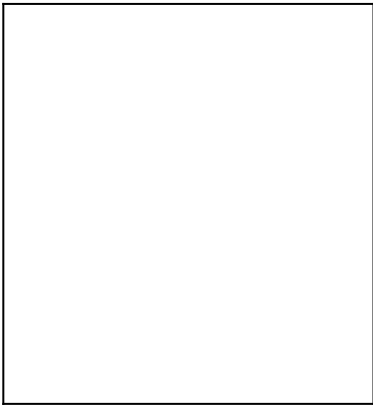
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI CIBE funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report. You must complete and upload this form as part of your final performance report using the upload function below.</p>	
<p>(for multiple selections, hold down "ctrl" key and click)</p>	

(for multiple selections, hold down "ctrl" key and click)	
(for multiple selections, hold down "ctrl" key and click)	
(for multiple selections, hold down "ctrl" key and click)	
(for multiple selections, hold down "ctrl" key and click)	
(for multiple selections, hold down "ctrl" key and click)	
Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.	
5000	

Work
Page
Page and Database
Page and Database
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Page and Database
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Completely remove text
Completely remove text
Completely remove text
Completely remove text
Completely remove text
Completely remove text
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Completely remove text
Add () around Submit section, drop down to next line and change font color to red
Completely remove text
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Modifications to text and links added



Database

Page

Database

Database

Page

Page

Page

Page

Page

Page

Page

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

atives

Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narr

Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm
Spring Budget	Shared	includes/Budget1.cfm
Fall Budget	Shared	includes/FallBudget1.cfm
Final Budget	Shared	includes/Budget1.cfm
		includes/incbudgetend.cfm
Projects Conducted		irslrc/ProjConducted

Budget

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Final Report	Sources of U.S. Funding		irslrc/SourcesOfFunding.cfm
	Grant Results	Shared	includes/incNarrative.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Disciplines Instructions
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change

Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI IRS funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI IRS funds requested:

Text	Provide a detailed itemization of Title VI IRS funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI IRS funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI IRS funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Text	Instructions
Text	Instructions

Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change report span for budget
Text	Remove instructions for spring
Text	Remove Spring Report columns
Text	Remove Total Title VI Column
Remove reporting date span in column	
Add (i) button	Total Other
Text	Instructions
Code (Allow FFR for IRS)	Instructions
Text	
Add Count	Title
Add Count	Description of Project

Remove Section	Remove top section (Enter information about the adoption of project outcomes which occurred during the current reporting period.)
Add Item	
Rename Item	
Rename Item	
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Add Item	
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Remove Item	
Add Item	
Add Item	
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Add Item	
Add Info Icon	(i) Icon
Add Count	Comments
Remove Text	
Remove Button	
Add Count	Title of activity
Text	
Text	
Add Count	Activity outcomes
Add Count	Partnership(s)
Lowercase	
Change Text	Partnership(s)
Change Text	Partnership(s)
Add Count	Comments

Add Count	Comments
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.

Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.
●To add a TAR, click the "Add a Travel Approval Request" button.
●Your TARs are listed below.
●To view or edit a TAR, click "Update."
●To remove a TAR, click "Delete."
●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.
International Travel Approval Request - Submit 30 days in advance of travel
Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.
Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI IRS funds requested for travel
Which FY funds are being used
Explanation of Title VI IRS funds requested:

Provide a detailed itemization of Title VI IRS funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here.](../priorities.cfm)

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Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Other funds allocated to these line items from other internal 2nd external sources.

For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from through 10/01/2010 through 09/30/2011. Totals will be automatically calculated.

the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

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

Abstracts
Audio, video, and podcasts
Authored books
Book chapters
Edited books
Books - Reviews
Conference presentations
Curricula and textbooks
Journal articles
Exhibitions
Media interviews
Newsletters
Policy brief and/or papers
Presentations - Non-conference
Publications - Edited
Publications - Refereed
Publications - Non-refereed
Translations conducted
Webinars
Workshops
To enter default values for the city, state, and language which will pre-populate on new outreach records, click the "Enter Outreach Defaults" button.
Enter Outreach Defaults
(for multiple selections, hold down the "ctrl" or "apple" key and click)
(for multiple selections, hold down the "ctrl" or "apple" key and click)
Primary Activities
Select the type of partnership(s) that was utilized for this activity.
Describe activities conducted with this partner:

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

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After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
•Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
IRS funds requested	
Fiscal year funds to be used	

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

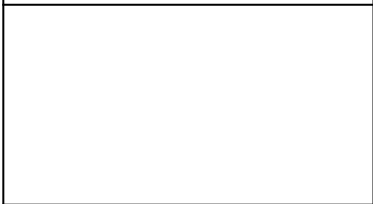
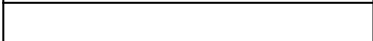
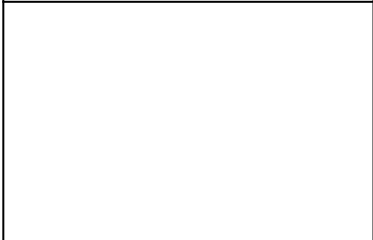
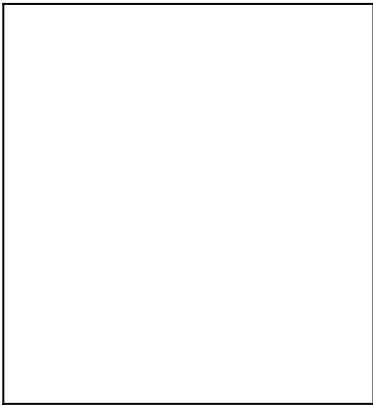
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI IRS funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.</p>	
<p>SF-425 Federal Financial Report Long Form attachment. PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.</p>	<p>Once code is modified, different instruction appears.</p>
<p>(for multiple selections, hold down the "ctrl" key and click)</p>	

<p>Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.</p>	
5000	

Work
Page
Page and Database
Page and Database
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Page
Page
Page

Page and Database
Completely remove text
Completely remove text
Completely remove text
Completely remove text
Add () around Submit section, drop down to next line and change font color to red
Completely remove text

Modifications to text and links added



Database

Page

Database

Database

Page

Page

Page

Page

Page

Page Code

Database
Database

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

atives

Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narr

Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm
Spring Budget	Shared	includes/Budget1.cfm
Fall Budget	Shared	includes/FallBudget1.cfm
Final Budget	Shared	includes/Budget1.cfm
		includes/incbudgetend.cfm
Projects Conducted		irslrc/ProjConducted

Budget

Final Report	Sources of U.S. Funding	Remove	
	Grant Results	Shared	includes/incNarrative.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change

Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI LRC funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI LRC funds requested:

Text	Provide a detailed itemization of Title VI LRC funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI LRC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI LRC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Text	Instructions
Text	Instructions

Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change report span for budget
Text	Remove instructions for spring
Text	Remove Spring Report columns
Text	Remove Total Title VI Column
Remove reporting date span in column	
Add (i) button	Total Other
Text	Instructions
Code (Allow FFR for LRC)	Instructions
Text	
Add Count	Title
Add Count	Description of Project

Add Item	
Rename Item	
Rename Item	
Rename Item	
Rename Item	
Add Item	
Rename Item	
Rename Item	
Remove Item	
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Add Item	
Add Item	
Add Item	
Add Item	
Add Item	
Add Info Icon	(i) Icon
Add Count	Comments
Remove Text	
Remove Button	
Add Count	Title of activity
Add Count	Theme / topic
Text	
Text	
Add Count	Activity outcomes
Add Count	Partnership(s)
Lowercase	
Change Text	Partnership(s)
Change Text	Partnership(s)
Add Count	Comments

Text	Instructions
Max Characters	

Values or Before
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To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
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<p>Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.</p> <ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button. ●Your TARs are listed below. ●To view or edit a TAR, click "Update." ●To remove a TAR, click "Delete." <p>●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.</p> <p>●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.</p> <p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p>
International Travel Approval Request - Submit 30 days in advance of travel
<p>Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.</p> <p>Travel Justification</p> <p>Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.</p> <p>For travel to the U.S., select the country the participant is traveling from.</p> <p>Title VI LRC funds requested for travel</p> <p>Which FY funds are being used</p> <p>Explanation of Title VI LRC funds requested:</p>

Provide a detailed itemization of Title VI LRC funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

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Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

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Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

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For each category, enter the amount of Title VI LRC funds expended during the current reporting period. Report on expenditures from through 10/01/2010 through 09/30/2011. Totals will be automatically calculated.

the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

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

Abstracts
Audio, video, and podcasts
Authored books
Book chapters
Edited books
Books - Reviews
Conference presentations
Curricula and textbooks
Journal articles
Exhibitions
Media interviews
Newsletters
Policy brief and/or papers
Presentations - Non-conference
Publications - Edited
Publications - Refereed
Publications - Non-refereed
Translations conducted
Webinars
Workshops
To enter default values for the city, state, and language which will pre-populate on new outreach records, click the "Enter Outreach Defaults" button.
Enter Outreach Defaults
(for multiple selections, hold down the "ctrl" or "apple" key and click)
(for multiple selections, hold down the "ctrl" or "apple" key and click)
Primary Activities
Select the type of partnership(s) that was utilized for this activity.
Describe activities conducted with this partner:

--

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

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After	Location (if new)
Please update your password to something other than your award number.	
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	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed fLRct.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
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Justification	
For travel to the U.S., select the country of departure.	
LRC funds requested	
Fiscal year funds to be used	

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<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
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<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
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<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

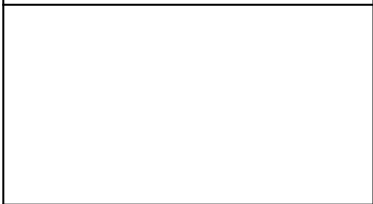
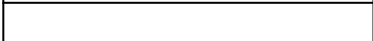
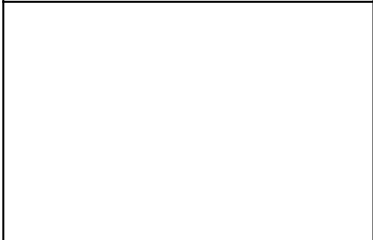
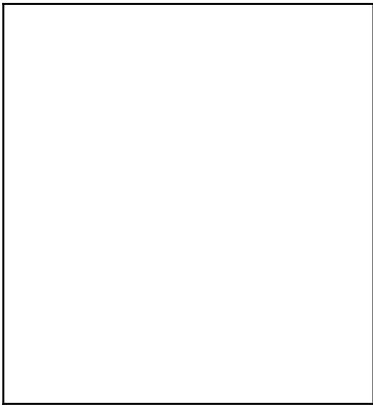
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI LRC funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.</p>	
<p>SF-425 Federal Financial Report Long Form attachment. PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.</p>	<p>Once code is modified, different instruction appears.</p>
<p>(for multiple selections, hold down the "ctrl" key and click)</p>	

<p>Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.</p>	
5000	

Work
Page
Page and Database
Page and Database
Page
Page
Page
Page

Page and Database
Completely remove text
Completely remove text
Completely remove text
Completely remove text
Add () around Submit section, drop down to next line and change font color to red
Completely remove text

Modifications to text and links added



Database

Database

Database

Database
Page
Database
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Page Code

Database
Database

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Assessments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm

Narratives

Exemplary Activities	Shared	includes/incNarrative.cfm
Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm
Spring Budget	Shared	includes/Budget1.cfm
Fall Budget	Shared	includes/FallBudget1.cfm
Final Budget	Shared	includes/Budget1.cfm

Budget

Budg

		includes/incbudgetend.cfm
Instructional Resources		nrc/nrcDevInstrResources.cfm
Instructional Resources - Add		nrc/nrcDevInstrResources.cfm
Degree, etc Descriptions		nrc/nrcOfferings.cfm
Bachelor's Degrees		nrc/nrcDegrees.cfm

Outreach Activities	Shared	bieuisfl/Outreach.cfm
Outreach Activities - Add		bieuisfl/Outreach.cfm
Resource Leveraging		nrc/nrcResLever.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Subject Areas Instructions
Remove Item	Center Thematic Focus
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User

Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
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Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI AORC funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI AORC funds requested:

Text	Provide a detailed itemization of Title VI AORC funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI AORC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI AORC funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Text	Under Fall Year #
Add (i) button	
Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Text	Instructions

Text	Instructions
Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change report span for budget
Text	Remove instructions for spring
Text	Remove Spring Report columns
Text	Remove Total Title VI Column
Remove reporting date span in column	
Add (i) button	Total Other
Text	Instructions

Code (Allow FFR for AORC)	Instructions
Change tab	
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Instructions	
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Title Change	
Instructions	
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Text	Title of resource
Add Count	Comments
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Add Count	Majors
Make Multiple	Minors
Add Count	Minors
Make Multiple	Certificates
Add Count	Certificates
Title Change	
Instructions	

Remove text	
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Color change	Made headers of Discipline table blue
Add Count	Comments
Title Change	
Instructions	
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Add Count	Comments
Instructions	
Remove Text	
Remove Button	
Add Count	Title of activity
Text	
Lowercase	
Change Text	Partnership(s)
Change Text	Partnership(s)
Add Count	Comments
Title Change	

Instructions	
Change heading	
Change heading	
Add (i) button	Host Institution Funds
Change heading	
Add (i) button	Other Funding Sources
Text	
Replace Text	
Add Info	
Add Info	
Color change	Made headers of federal grants table blue.
Replace Text	
Add Count	Comments
Add Count	Comments
Add Count	Comments
Add Count	Comments
Add Item	
Rename Item	
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Add Item	

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Add Item	
Add Item	
Add Item	
Add Item	
Add Info Icon	(i) Icon
Add Count	Comments
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"

Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.
<ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button.
<ul style="list-style-type: none"> ●Your TARs are listed below.
<ul style="list-style-type: none"> ●To view or edit a TAR, click "Update."
<ul style="list-style-type: none"> ●To remove a TAR, click "Delete."
<ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
<ul style="list-style-type: none"> ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.
International Travel Approval Request - Submit 30 days in advance of travel
Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.
Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI AORC funds requested for travel
Which FY funds are being used
Explanation of Title VI AORC funds requested:

Provide a detailed itemization of Title VI AORC funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

(Narratives Updates/Report Data/Budget)

Enter any changes to the project narratives since the spring report or enter N/A.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

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Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Other funds allocated to these line items from other internal 2nd external sources.

For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from through 10/01/2010 through 09/30/2011. Totals will be automatically calculated.

the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

Instructional Resources

Development of Instructional Resources

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds. Instructional resources are anything one can give to a teacher to help them teach (e.g., CD's, pamphlets or textbooks).

- The instructional resources already entered for this report are listed below.

- To view or edit a record, click "Update."

- To remove a record, click "Delete."

- To add a record, click the "Add an Instructional Resource" button.

Add an Instructional Resource

Development of Instructional Resources

support from Title VI NRC funds.

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

Title of resource

Program Graduates - Bachelor's Degrees and Certificates Earned by Discipline

Graduates are defined as all center- or program-related degree or certification recipients, as defined on the Degree and Certificate Description screen. If a student receives as degree as well as certificate, enter the data in both cells on the page.

<ul style="list-style-type: none"> •Select each major discipline and enter the number of NRC program Bachelor's degree graduates and/or certificate recipients in that discipline.
<ul style="list-style-type: none"> •Include students who graduated between September 2010 and August 2011.
<ul style="list-style-type: none"> •Click the "Save" button to redisplay the page with additional blank records, if needed.
<ul style="list-style-type: none"> •The total will be automatically calculated.
<p>Include students who graduated between September 20xx and August 20xx.</p>
<p>Select each major discipline and enter the number of center-or-program-related Bachelor's degree graduates and/or certificate recipients in that discipline.</p>
<p>Click the "Save / Add" button to display additional records, if needed.</p>
<p>The total column will auto sum.</p>
<p>Program Graduates - Master's Degrees and Certificates Earned by Discipline</p>
<p>Graduates are defined as all center- or program-related degree or certification recipients, as defined on the Degree and Certificate Description screen. If a student receives as degree as well as certificate, enter the data in both cells on the page.</p>
<ul style="list-style-type: none"> •Select each major discipline and enter the number of NRC program Master's degree graduates and/or certificate recipients in that discipline.
<ul style="list-style-type: none"> •Include students who graduated between September 2010 and August 2011.
<ul style="list-style-type: none"> •Click the "Save" button to redisplay the page with additional blank records, if needed.
<ul style="list-style-type: none"> •The total will be automatically calculated.
<p>Include students who graduated between September 20xx and August 20xx.</p>
<p>Select each major discipline and enter the number of center-or-program-related Master's degree graduates and/or certificate recipients in that discipline.</p>
<p>Click the "Save / Add" button to display additional records, if needed.</p>

The total column will auto sum.
Program Graduates - Doctoral Degrees and Certificates Earned by Discipline
<p>Graduates are defined as all center- or program-related degree or certification recipients, as defined on the Degree and Certificate Description screen. If a student receives as degree as well as certificate, enter the data in both cells on the page.</p>
<ul style="list-style-type: none"> ●Select each major discipline and enter the number of NRC program Doctoral degree graduates and/or certificate recipients in that discipline.
<ul style="list-style-type: none"> ●Include students who graduated between September 2010 and August 2011.
<ul style="list-style-type: none"> ●Click the "Save" button to redisplay the page with additional blank records, if needed.
<ul style="list-style-type: none"> ●The total will be automatically calculated.
<p>Include students who graduated between September 20xx and August 20xx.</p>
<p>Select each major discipline and enter the number of center-or-program-related Doctoral degree graduates and/or certificate recipients in that discipline.</p>
<p>Click the "Save / Add" button to display additional records, if needed.</p>
The total column will auto sum.
Center or Program Graduate Placements
<ul style="list-style-type: none"> ●Enter the number of major, minor, or certificate recipients placed in the sectors listed.
<ul style="list-style-type: none"> ●Graduates who are out of the job market are considered unemployed.
<ul style="list-style-type: none"> ●Include students who graduated between September 2010 and August 2011.
<ul style="list-style-type: none"> ●Totals will be automatically calculated.
<ul style="list-style-type: none"> ●Count each graduate only once.
<p>Include graduates during the September 20xx and August 20xx period.</p>

For each career sector listed, enter the number of recipients of a Bachelor's major or minor or certificate; a Master's major, minor, or certificate; or a Doctorate major, minor, or certificate and who are employed in that career sector.
Count each graduate only once in the career placements.
Count "out of the job market" graduates as "unemployed".
Totals will auto sum.
Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.
<ul style="list-style-type: none"> ●The outreach activities already entered for this report are listed below. ●To view or edit a record, click "Update." ●To remove a record, click "Delete." ●To add a new outreach activity, click the "Add an Outreach Activity" button.
To enter default values for the city, state, and language which will pre-populate on new outreach records, click the "Enter Outreach Defaults" button.
Enter Outreach Defaults
(for multiple selections, hold down the "ctrl" or "apple" key and click)
Primary Activities
Select the type of partnership(s) that was utilized for this activity.
Describe activities conducted with this partner:
Additional Resources Obtained to Support NRC Project Activities

Indicate any additional funds that the institution or another entity provided to support the following NRC activities and objectives for the current reporting period. In the first column, enter the amount of NRC grant funds used; in the second column enter the funds provided by your institution; and, in the third column, indicate funds provided by other sources. If an activity or funding source is not applicable, enter the number zero (0).

Title VI NRC Funds

Institution

Include funds contributed by the Center or Program and other units within the institution.

Other Funds

Include funds contributed by other entities external to the host institution, such as foundations, institutes, other grant programs, etc.

Related federal grants

If this center has more related federal grant(s), enter the total number and click "Display Rows."

Enter the total number of relevant federal grants in this cell.

Click "Display Rows" to enter details.

Explain how having a Title VI NRC grant has enabled the Center or Program to attract additional funding to help accomplish project activities and objectives.

Abstracts

Audio, video, and podcasts

Authored books

Book chapters

Edited books

Books - Reviews

Conference presentations
Curricula and textbooks
Journal articles
Exhibitions
Media interviews
Newsletters
Policy brief and/or papers
Presentations - Non-conference
Publications - Edited
Publications - Refereed
Publications - Non-refereed
Translations conducted
Webinars
Workshops
Please identify results of grant-funded activities from the entire grant cycle that will be disseminated to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.
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After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
•Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
AORC funds requested	
Fiscal year funds to be used	

(Update Narratives/Report Data/Budget)	
	Next to () under Fall Year #
Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.	
Justification for the Time Extension	
	Move under Date and above note.
Requested Time Extension End Date	
(mm/dd/yyyy format)	
Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.	
Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.	
Describe each of the objectives of the project and the progress made towards each objective during the current reporting period.	
Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.	

<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	
<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities.
Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI AORC funds expended during the current reporting period. Report on expenditures from 10/01/2010 through 09/30/2011. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.</p>	

SF-425 Federal Financial Report Long Form attachment. PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.	Once code is modified, different instruction appears.
Instructional Materials	
Development of Instructional Materials	
List all instructional materials developed with NRC funds during the current reporting period.	
Instructional materials previously entered for this project are listed first.	
Click on Action/Update to view or edit an entry.	
Click on Action/Delete to remove an entry.	
Click "Add Instructional Materials" to add an entry.	
Add Instructional Materials	
Development of Instructional Materials	
funds.	
(for multiple selections, hold down the "ctrl" key and click)	
Title of material	
Program Graduates-Bachelor's Degrees and Certificates Earned by Discipline.	
Program graduates are defined as all center- or program-related degree or certificate recipients, as defined on the Degree and Certificate Description screen. If a student received a degree as well as a certificate, enter a number in both applicable cells on this page.	

Enter information for each outreach or professional development activity conducted during the current reporting and supported by NRC funds.	
Outreach activities previously entered for this project are listed first.	
Click "Update" to view or edit an entry.	
Click "Delete" to remove an entry.	
Click "Add an Outreach Activity" to add a new outreach activity.	
(for multiple selections, hold down the "ctrl" key and click)	
Primary activities	
Select the type of partnership(s) that were utilized for this activity.	
Describe activities conducted with partner(s).	
Additional Resources that Supported the NRC Project	

<p>For the current reporting period, indicate the funds that the NRC host institution and that any other entity contributed to the development of the activities listed below, to augment the support provided by the NRC grant.</p>	
NRC Grant Funds	
Host Institution Funds	
Other Funding Sources	
Relevant federal grants	
<p>List additional federal grants that the Center has obtained that are relevant to the NRC program activities that the Center is conducting.</p>	
<p>Explain how having a NRC grant has enabled the Center and the institution to leverage the NRC status to attract additional funds to complete project activities and reach its stated objectives.</p>	
Audio, video, and/or podcasts	
Books - Authored	
Books - Chapters	
Books - Edited	

Page and Database
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Completely remove text
Add () around Submit section, drop down to next line and change font color to red
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Modifications to text and links added

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Section	Page	Page Type	CF File
	Top Menu		
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm
	Additional User - Add	Shared	includes/createAddUser.cfm
	Budget		sa_overseas/saBudget.cfm

Orientation Evaluation		sa_overseas/ saDomOrientEvaluation.cfm
Itinerary		
In-Country Experience Eval	Remove/Replace page	gpa_director/ gpaDirInCntryExperience.cfm
In-Country Experience Eval	Add Narrative	includes/incNarrative.cfm

Change Type	Field Name
Change Tab	
Change Tab	
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change
Add Checkbox	
Button	Save and Add another
Instructions	
Remove Item	Domestic Travel
Add (i) button	Pre-Departure Orientation

Add extra upload	Budget attachment
Change Title	Pre-Departure Preparation and Orientation Evaluation
Change Instructions	
Remove Item	Exemplary activities
Remove Item	Areas for improvement
Add Item	Comments
Add Count	Comments
Change Instructions	
Change Instructions	International Travel
Change Instructions	Seminar Agenda
Add Narrative	In-Country Experience Eval

Values or Before
Orientation Evaluation
In-Country Experience Eval
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Enter your pre-seminar projected budget amounts in the "Projected" column. Review the amounts below that were entered in the "Awarded" column by the program officer. At the conclusion of the seminar, enter the post-seminar budget amounts in the "Expended" column. Please upload a detailed budget narrative with an explanation of each item.
Added (i) button but no info

Pre-Departure Preparation and Orientation Evaluation
Evaluate the pre-departure and / or the in-country orientation. Describe any exemplary activities and note areas for improvement.
Upload the Pre-departure Orientation, International Travel, Seminar Agenda. Include international flight and travel information.
Upload a file with the International Travel in Word, Excel, Adobe PDF or HTML format.
Adobe PDF or HTML format.
Evaluate the in-country experience. Describe any exemplary activities, challenges, areas for improvement, or any additional comments. For example, discuss: pace of itinerary, participant challenges, staff challenges and activities that were of impact. When discussing the impact of activities, please explain why this activity made an impact.

After	Location (if new)
Orientation Comments	
In-Country Experience Comments	
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title
Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Enter your pre-seminar projected budget amounts in the "Projected" column. Review the amounts below that were entered in the "Awarded" column by the program officer. At the conclusion of the seminar, enter the post-seminar budget amounts in the "Expended" column. Please upload a detailed budget (using Excel) and a narrative with an explanation of each line item.	

Pre-Departure Preparation and Orientation Comments	
Submit feedback for the pre-departure and / or the in-country orientation. Describe any impactful activities and note areas for improvement.	
Upload the detailed International Travel and Seminar Agenda. Include international flight and travel information.	
Upload a file with the International Travel in Word, Excel or Adobe PDF. (for example, individual flight information or group itineraries).	
Adobe PDF.	

Work
Page
Page and Database
Page and Database
Page
Page and Database

Page and Database

Database

Page and Database

Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome		sa_participant/index.cfm
	Budget		sa_overseas/saBudget.cfm
	Orientation Evaluation		sa_overseas/ saDomOrientEvaluation.cfm

Change Type	Field Name
Instructions	
Text	
Complete page change	
Change Title	
Instructions	
Remove Item	International Air Travel
Remove Item	Inter-Country and Inter-City Travel
Remove Item	Escort(s) and Interpreter(s)
Remove Item	Pre-Departure Orientation
Remove Item	In-Country Orientation
Add extra upload	Budget attachment
Add Instructions	
Change Title	Pre-Departure Preparation and Orientation Evaluation
Change Instructions	
Remove Item	Exemplary activities
Remove Item	Areas for improvement
Add Item	Comments
Add Count	Comments

Values or Before

Please change your password to something other than your award number.

To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

Domestic Institution Budget

Enter your pre-seminar projected budget amounts in the "Projected" column. Review the amounts below that were entered in the "Awarded" column by the program officer. At the conclusion of the seminar, enter the post-seminar budget amounts in the "Expended" column. Please upload a detailed budget narrative with an explanation of each item.

Please provide a detailed budget (using Excel) which shows costs as listed in chart, but in greater detail (i.e. demonstrates per unit costs).

Pre-Departure Preparation and Orientation Evaluation

Evaluate the pre-departure and / or the in-country orientation. Describe any exemplary activities and note areas for improvement.

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
Pre-departure Orientation Host Budget	
Enter your pre-seminar projected budget amounts in the "Projected" column. Review the amounts below that were entered in the "Awarded" column by the program officer. At the conclusion of the seminar, enter the post-seminar budget amounts in the "Expended" column. Please upload a detailed budget (using Excel) and a narrative with an explanation of each line item.	
Pre-Departure Preparation and Orientation Comments	
Submit feedback for the pre-departure and / or the in-country orientation. Describe any impactful activities and note areas for improvement.	

Work

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Page and Database

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Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome		sa_participant/index.cfm
	Participant Information		sa_participant/ saPartInformation.cfm
	Professional Experience		sa_participant/education.cfm
	Orientation Evaluation		gpa_fellow/OrientEvaluation.cfm

In-country Experience Evaluation		gpa_fellow/InCntryExperience.cfm
Language Proficiency		sa_participant/ saPartLangProficiency.cfm
Curriculum Project		sa_participant/ saPartCurriculumProject.cfm

Change Type	Field Name
Instructions	
Text	
Complete page change	
New Page	
Change Text	Education level(s) taught or administered
Update Item List	Education level(s) taught or administered
Change Text	Discipline(s) taught or administered
Remove Item	Position
Add Item	Institution
Add Item	Institution Type
Add Item	Institution Designation
Add Item	School
Add Item	Select if your school is identified as
Add Item	Participant Type
Title	
Instructions	
Change Category	
Add Category	
Remove Category	
Add Category	
Add Category	
Change Category	
Add Sort Order	
Add Count	Comments

Instructions	
Add Category	
Remove Category	
Add Category	
Add Category	
Remove Category	
Remove Category	
Add Category	
Add Sort Order	
Remove Item	Exemplary activities
Remove Item	Areas for improvement
Add Item	Comments
Title Change	Language Proficiency and Knowledge
Instructions	
Add Question	Do you plan to continue to internationalize your curriculum?
Add Comments for question	If so, how do you plan to do so:
Add Count	Description
Remove Item	Type of project
Change Text	Project topic/field
Add new elements	Intended audience
Change Item	
Remove Item	

Add Item	
Change Order	3a. Did you discuss the project with other participants, host agency, or someone else while in country?
Change Order	4. Did you feel that it would be beneficial to spend more or less time discussing projects while in country(ies)?
Change Text	
Change Text	
Change Text	
Change Text	
Change Text	
Change Text	
Add Item	Under 6
Add Item	Under 7
Add Item	
Add Item	
Add Item	
Add Count	Comments
Instructions	
Add Instructions	
Move Instruction Item	

Instructions	
Change Text	
Add Item	Dates completed or planned
Add count	Comments

Values or Before

Please change your password to something other than your award number.

To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

(for multiple selections, hold down "ctrl" or "apple" and click)

(for multiple selections, hold down "ctrl" or "apple" and click)

Orientation Evaluation

Rate the following aspects of the orientation to the program on a scale of excellent to very poor. You may enter comments below to clarify your ratings. This will be shared anonymously with the project director(s).

Readings and other preparatory materials sent and/or recommended to you in advance of the program.

Usefulness of readings and other preparatory materials.

Delivery of the information in the orientation, including pacing and appropriateness.

Pacing of the information in the orientation.

Appropriateness of information in the orientation.

Understanding/explanation of what is expected from the participant as an outcome of attendance in program..

Rate the following aspects of your in-country experience in . Use the boxes that follow to describe exemplary activities and point out areas for improvement. You may provide general comments or specific comments regarding any category in these boxes. This will be shared anonymously with the project director(s).

Quality of speakers and academic lectures

Quality of host country faculty and teachers

Quality of host country faculty and teachers for language instruction

Quality of host country faculty and teachers for area studies instruction

Quality of food and dining services

Condition of meeting facilities

Availability of Project Director and staff

Comments. Please provide feedback about the in-country experience. For example, discuss: pace of itinerary, challenges with staff, and/or activities that impacted you professionally.

Language Proficiency and Knowledge

Enter information to indicate the impact of the seminar on your language study.

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

2a. Did you think about the project while in country(ies)?

2b. Upon return to the United States?

3. How did you feel about the structured time spent discussing curriculum projects during the seminar?
3. Did you feel that it would be beneficial to spend more or less time discussing projects while in country(ies)?
4a. Did you discuss the project with other participants, host agency, or someone else while in country?
curriculum in the classroom?
5b. In the school?
5c. Help others in the community understand another culture?
6. Was the curriculum project accepted at the school at which you teach?
If not, please explain why you have not been able to in the box below.
If so, how many?
8. In your first year after participating in this program, how many students have gained knowledge from the curriculum developed?
9. How do you know the students gained knowledge? Were they assessed?
If they were assessed, how? Briefly describe method below.
The curriculum project file must be in one of the following formats: MS Word, MS PowerPoint, PDF or HTML.
Click here for help in compressing PowerPoint files.
To add an outreach activity, click the "Add an Outreach Activity" button.

Enter information for each outreach activity you completed or planned as a result of your participation in the program. Include activities such as conference presentations, teacher workshops, media interviews and articles.

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

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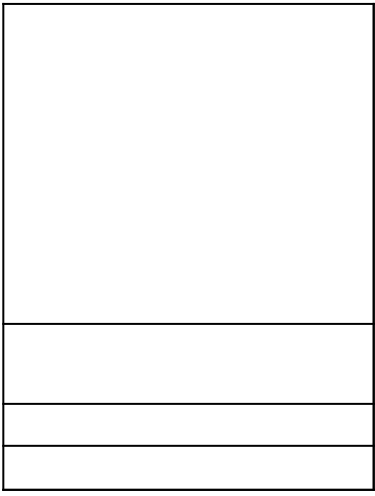
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After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
(for multiple selections, hold down "ctrl" and click)	
(for multiple selections, hold down "ctrl" and click)	
Pre-departure Orientation Evaluation	
Rate each question below on a scale of excellent to very poor. You may enter comments below to clarify your ratings.	
Readings and other preparatory materials sent and/or recommended in advance of the program.	
	#2
	#6
	#7
Clear explanation of participant requirements upon returning to the U.S.	

<p>Rate the following aspects of your in-country experience in. Use the comment box below to provide feedback on this program.</p>	
<p>Foreign Language and Area Studies</p>	
<p>Enter information to indicate the impact of the seminar on your language and area studies experiences.</p>	
<p>(for multiple selections, hold down the "ctrl" key and click)</p>	
<p>2. Did you work on or begin planning (notes, outline, etc.) the project while in country(ies)?</p>	

	Change to 4
	Change to 3
3. How did you feel about the structured time spent discussing curriculum projects during the seminar?	
4a. Did you discuss the project (with other participants, host agency, or someone else) while in country?	
in the classroom?	
5b. In other classrooms at your school?	
5c. Help others in the community (town/city, county, school district) understand another culture?	
6. Will you be able to implement the curriculum project within the first year after participating in the Seminars Abroad program?	
The curriculum project file must be in one of the following formats: MS Word, MS PowerPoint or PDF.	
	Move to be second item instead of last

<p>Enter information for each outreach activity you completed or planned as a result of your participation in the program. Include activities such as conference presentations, teacher workshops, media interviews, community events and articles. We strongly encourage you to complete more than one outreach activity within 12 months of returning from the Seminar Abroad.</p>	
<p>(for multiple selections, hold down the "ctrl" key and click)</p>	



Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

itives

Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narra	Use of Technology	No Changes	
	Evaluation	Shared	includes/incNarrative.cfm
	Priorities	Shared	includes/incNarrative.cfm
Budget	Spring Budget	Shared	includes/Budget2Col.cfm
	Fall Budget	Shared	includes/FallBudget2col.cfm
	Final Budget	Shared	includes/Budget2Col.cfm
	Partners/Collaborators		ticfia/ticfiaPartner.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Disciplines Instructions
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User
Page Function	code change

Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI TICFIA funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI TICFIA funds requested:

Text	Provide a detailed itemization of Title VI TICFIA funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI TICFIA funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI TICFIA funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
Add Item	
Add Item	
Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
Text	
Rename Item	
Text	
Text	Instructions
Text	Instructions
Text	Instructions

Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change date span for full report span
Text	Remove Spring Report columns
Text	Remove instructions for spring
Remove Column	Total Title VI TICFIA Funds Spent
Remove Column	Total Matching Funds
Remove date span	Remove date span in column
Add Count	Names of associations and organizations: (limit 500 characters and spaces)

Add Count	Names of government and non-government entities: (limit 500 characters and spaces)
Text	Names of institutions of higher education:
Add Count	Names of libraries: (limit 500 characters and spaces)
Add Count	Names of publishers: (limit 500 characters and spaces)
Add Count	Names of other project partners and collaborators: (limit 500 characters and spaces)
Add Count	Names of associations and organizations: (limit 500 characters and spaces)
Add Count	Names of government and non-government entities: (limit 500 characters and spaces)
Add Count	Names of institutions of higher education: (limit 500 characters and spaces)
Add Count	Names of libraries: (limit 500 characters and spaces)
Add Count	Names of publishers: (limit 500 characters and spaces)
Add Count	Names of other project partners and collaborators: (limit 500 characters and spaces)
Text	Country(ies) of partners and collaborators: (for partners and collaborators selected above)
Text	Audiences project serves
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"
Only allow up to 5 additional users. When limit is reached, make the add user button hidden.

Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.
<ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button.
<ul style="list-style-type: none"> ●Your TARs are listed below.
<ul style="list-style-type: none"> ●To view or edit a TAR, click "Update."
<ul style="list-style-type: none"> ●To remove a TAR, click "Delete."
<ul style="list-style-type: none"> ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
<ul style="list-style-type: none"> ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.
International Travel Approval Request - Submit 30 days in advance of travel
Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.
Travel Justification
Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.
For travel to the U.S., select the country the participant is traveling from.
Title VI TICFIA funds requested for travel
Which FY funds are being used
Explanation of Title VI TICFIA funds requested:

Provide a detailed itemization of Title VI TICFIA funds to be requested, e.g., lodging, per diem, travel.

GSA for domestic per diem rates

US Dept. of State for international rates

(Required for international travel)

Please include connecting flights.

I certify that this travel request complies with the Fly America Act

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.

- To view or submit a report, click the "View / Submit Report" button.

- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.

- To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.

- Click a radio button in the "select Report" column.

- Click the "Enter Report Information" button to input the requested information.

- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.

Only the Project Director is authorized to submit the completed report.

- You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.
Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)
Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click here.
4000
Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.
For each category, enter the amount of Title VI TICFIA funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report Long Form. You must complete and upload this form as part of your final performance report using the upload function below.

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

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

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

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

4000

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
•Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
TICFIA funds requested	
Fiscal year funds to be used	

Detailed itemization of Title VI TICFIA funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.	
http://www.gsa.gov/portal/category/21287	
http://aoprals.state.gov/web920/per_diem.asp	
I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.	
The reports and due dates for the grant cycle are indicated below.	
	Next to () under Fall Year #
●Click here to view reports from previous grants by program, institution, and world area.	

<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

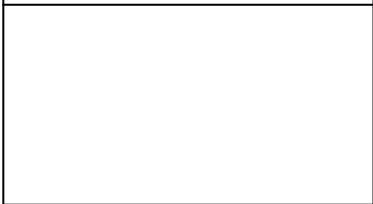
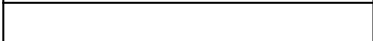
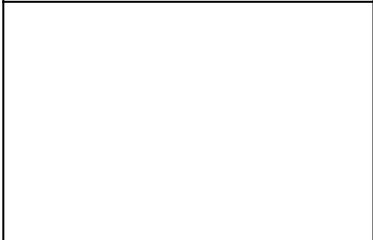
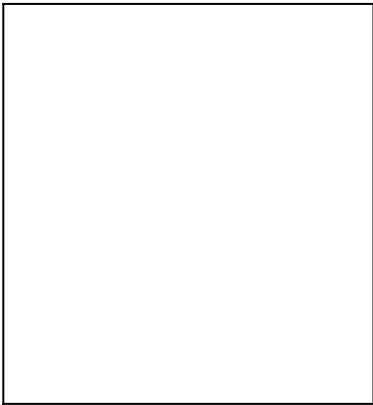
List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.	
Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)	
Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.	
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For each category, enter the amount of Title VI TICFIA funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report. You must complete and upload this form as part of your final performance report using the upload function below.	

(for multiple selections, hold down the "ctrl" key and click)	
(for multiple selections, hold down the "ctrl" key and click)	
(for multiple selections, hold down the "ctrl" key and click)	
Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.	
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Add () around Submit section, drop down to next line and change font color to red
Completely remove text

Modifications to text and links added



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Section	Page	Page Type	CF File
	Update Password	Shared	includes/UpdateUserAccount.cfm
	Welcome Screen	Shared	includes/index.cfm
	Project Information	Shared	includes/editProjectInfo.cfm
	Additional User	Shared	includes/createAddUser.cfm

atives

Time Extensions	Shared	includes/incTimeExtension.cfm
Objectives and Accomplishments	Shared	includes/incNarrative.cfm
Adjustments to Project	Shared	includes/incNarrative.cfm
Exemplary Activities	Shared	includes/incNarrative.cfm

Narr

Evaluation	Shared	includes/incNarrative.cfm
Priorities	Shared	includes/incNarrative.cfm

Budget

Spring Budget	Shared	includes/Budget2Col.cfm
Fall Budget	Shared	includes/FallBudget2col.cfm
Final Budget	Shared	includes/Budget2Col.cfm
Faculty Enhancement		bieuisfl/FacultyEnhance.cfm
Language Programs	No Changes	

Report Data	Language Courses		bieuisfl/uisflLangCourses.cfm
	Language Positions		bieuisfl/uisflLangFacPositions.cfm
	IAS Programs		bieuisfl/UISFLBusPrograms.cfm
	IAS Courses		bieuisfl/BusCourses.cfm
	IAS Positions		bieuisfl/BusPositions.cfm
	Outreach Activities	Shared	bieuisfl/Outreach.cfm
	Outreach Activities - Add		bieuisfl/Outreach.cfm
Study Abroad / Internships	No Changes		
Final Report			
	Grant Results	Shared	includes/incNarrative.cfm

Change Type	Field Name
Instructions	
Text	
Text/Instructions	
Add Dropdown	Institution Type
Add Radio Selections	Institution Designation (if applicable):
Text	Abstract
Add Count	Abstract
Text	Languages, Countries, Disciplines
Text	Languages Instructions
Text	Languages Instructions
Text	Countries Instructions
Text	Countries Instructions
Text	Disciplines Instructions
Remove Item	Subject Areas
Text	Instructions
Add Info Icon	(i) Icon
Button	Add a User

Page Function	code change
Add Checkbox	
Button	Save and Add another
Text	Instructions
Text	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Remove	Instructions
Text	Instructions
Text	Instructions
Text	Title
Text	Instructions
Text	Travel Justification
Remove	Note
Text	Country(ies) Instructions
Text	Title VI UISFL funds requested for travel
Text	Which FY funds are being used:
Remove	Explanation of Title VI UISFL funds requested:

Text	Provide a detailed itemization of Title VI UISFL funds to be requested, e.g., lodging, per diem, travel.
Links	Detailed itemization of Title VI UISFL funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Links	Detailed itemization of Title VI UISFL funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.
Remove Text	Participant's Departure Itinerary
Add text	Participant's Return Itinerary
Text	Please select from one of the following:
Instructions	
Remove Item	
Remove Item	
Remove Item	
Remove Item	
Add Item	
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Add (i) button	
Text	

Instructions	
Rename Item	Comments
Move Item	Enter the amount of funds...
Rename Item	
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Text	Instructions
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Text	Instructions
	Upload Instructions
Text	Instructions
Max Characters	
Text	Remove Instructions and Budget Info Form
Text	Change date span for full report span
Text	Remove Spring Report columns
Text	Remove instructions for spring
Remove Column	Total Title VI UISFL Funds Spent
Remove Column	Total Matching Funds
Remove date span	Remove date span in column
Remove Item	Discipline(s)

Remove Item	Is this course intensive?
Add \$	Title VI UISFL grant funds
Add \$	Institutional match
Add \$	Total
Remove Item	Discipline(s)
Remove Item	Discipline(s)
Remove Item	Indicate any pre-professional or professional degree program(s) toward which this course applies
Required field change	Title VI UISFL grant funds
Required field change	Institutional match
Required field change	Total
Remove Text	
Remove Button	
Add Count	Title of activity
Text	
Add Count	Comments
Text	Instructions
Max Characters	

Values or Before
Please change your password to something other than your award number.
To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."
Complete replace of welcome screen with new cross program text.
See tab: DD - Inst Type
See tab: DD - Inst Desig
Cut and paste your abstract from your application into the box below.
Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.
Please select no more than 15 of the languages most relevant to your project focus
(for multiple selections, hold down "ctrl" or "apple" key and click.)
Please select no more than 15 of the countries most relevant to your project's focus.
(for multiple selections, hold down "ctrl" or "apple" key and click.)
(for multiple selections, hold down "ctrl" or "apple" key and click.)
To add a user with permission to review and edit reports for this project, click the "Add a User" button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.
Additional users do not have the authority to submit performance reports. The Project Director is the only project personnel authorized to submit IRIS reports.
Change "Add a User" to "Add User"

Only allow up to 5 additional users. When limit is reached, make the add user button hidden.
Do you wish to receive IFLE blast emails and newsletter? Note: All other automatic notifications will be sent to the user.
Another should have an uppercase A
<p>Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling from the U.S.</p> <ul style="list-style-type: none"> ●To add a TAR, click the "Add a Travel Approval Request" button. ●Your TARs are listed below. ●To view or edit a TAR, click "Update." ●To remove a TAR, click "Delete." ●After entering a TAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS. ●Once the TAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove. <p>The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.</p> <p>International Travel Approval Request - Submit 30 days in advance of travel</p> <p>Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.</p> <p>Travel Justification</p> <p>Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.</p> <p>For travel to the U.S., select the country the participant is traveling from.</p> <p>Title VI UISFL funds requested for travel</p> <p>Which FY funds are being used</p> <p>Explanation of Title VI UISFL funds requested:</p>

Provide a detailed itemization of Title VI UISFL funds to be requested, e.g., lodging, per diem, travel.
GSA for domestic per diem rates
US Dept. of State for international rates
(Required for international travel)
Please include connecting flights.
I certify that this travel request complies with the Fly America Act
The reports required for this grant are displayed below.
<ul style="list-style-type: none"> ●To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.
<ul style="list-style-type: none"> ●To view or submit a report, click the "View / Submit Report" button.
<ul style="list-style-type: none"> ●After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.
<ul style="list-style-type: none"> ●To enter data for a report other than the current one, select the report and click the "Enter Report Information" button.
<ul style="list-style-type: none"> ●Click a radio button in the "select Report" column.
<ul style="list-style-type: none"> ●Click the "Enter Report Information" button to input the requested information.
<ul style="list-style-type: none"> ●Click the "View/Submit Report" button to review the report in draft or to submit the report after completion.
Only the Project Director is authorized to submit the completed report.
<ul style="list-style-type: none"> ●You may also view reports from previous grants for your program, institution, and world area.

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

Comments

Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Enter the amount of funds to be used during the time extension

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Describe project-related evaluation activities that have taken place during the current reporting period.

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents. Word, Excel or Adobe PDF)

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](../priorities.cfm).

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Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

For each category, enter the amount of Title VI UISFL funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report Long Form. You must complete and upload this form as part of your final performance report using the upload function below.

After	Location (if new)
Please update your password to something other than your award number.	
To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."	
	Below Institution (on page)
	Below Institution Type (above)
Insert the abstract for the approved project into the box below.	
Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.	
Please select no more than 15 languages most relevant to the project focus	
Hold down "ctrl" and click to make multiple selections.	
Please select no more than 15 countries most relevant to the project.	
Hold down "ctrl" and click to make multiple selections.	
Hold down "ctrl" and click to make multiple selections.	
Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.	
	Next to Additional Users title

Default: checked - This field will remove user from email blasts from program officers.	At bottom, above buttons
Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)	
Click the "Add a Travel Approval Request" button to create a TAR.	
•Approved TARS can be updated and resubmitted to US/ED for review.	
The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.	
International Travel Approval Request (Submit 30 days in advance of travel)	
Complete all required fields for each international traveler participating in project related activities.	
Justification	
For travel to the U.S., select the country of departure.	
UISFL funds requested	
Fiscal year funds to be used	

<p>Detailed itemization of Title VI UISFL funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.</p>	
<p>http://www.gsa.gov/portal/category/21287</p>	
<p>http://aoprals.state.gov/web920/per_diem.asp</p>	
<p>I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.</p>	
<p>The reports and due dates for the grant cycle are indicated below.</p>	
	<p>Next to () under Fall Year #</p>
<p>●Click here to view reports from previous grants by program, institution, and world area.</p>	

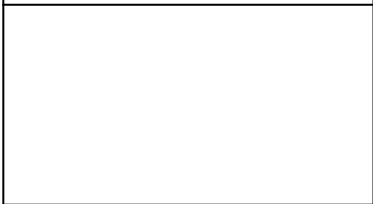
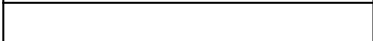
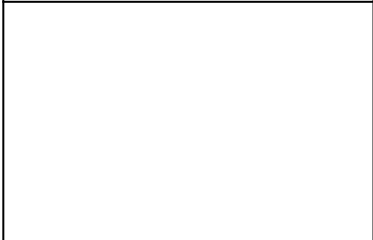
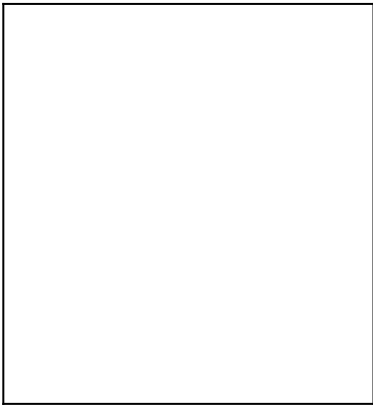
<p>Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.</p>	
<p>Justification for the Time Extension</p>	
	<p>Move under Date and above note.</p>
<p>Requested Time Extension End Date</p>	
<p>(mm/dd/yyyy format)</p>	
<p>Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 80 days after the time extension date requested. Indicate funds to be used during the time extension.</p>	
<p>Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.</p>	
<p>List each of the project objectives. Describe the progress made toward each objective during the current reporting period.</p>	
<p>Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.</p>	
<p>Describe particularly effective project activities (funded by the grant and/or matching) that showcase the grant's success in meeting and/or exceeding its project objects during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.</p>	

<p>List any evaluation activities related to the project objectives. Describe key findings and how any aspects of the project were changed (if at all) as a result.</p>	
<p>Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)</p>	
<p>Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities. Click here to view the list of priorities.</p>	
<p>5000</p>	
<p>For each category, enter the amount of Title VI UISFL funds and matching funds expended during the current reporting period. Report on expenditures from 07/01/2011 through 06/30/2012. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the SF-425 Federal Financial Report. You must complete and upload this form as part of your final performance report using the upload function below.</p>	

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Modifications to text and links added



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