GROUP PROJECTS ABROAD (GPA)
ANNUAL PFC>97H'8=F97HCF

CFDA NUMBER: 84.021

IFLE REPORTING SYSTEM PROPOSED SCREENS

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

International and Foreign Language Education
International Resource Information System

WELCOME

Congratulations on receiving a grant award for a Title VI, and/or Fulbright-Hays project. The U.S. Department of Education (US/ED) requires grant recipients to administer their projects efficiently and to submit annual and final performance reports about project objectives, impacts, and outcomes.

The International Resource Information System (IRIS) online information system provides access to screens that allow grantees to conduct the day-to-day administrative tasks related to the funded project as well as submit the required performance reports.

Click on a tab on the Home page to be directed to the relevant screens and instructions for initiating and completing administrative or reporting tasks.

Please be advised that although various project staff may participate in the administration and reporting activities associated with the project, the "Project Director" named on the grant award documents is the only person that the US/ED authorizes to submit the annual and final performance reports on behalf of the grantee.

The IFLE program officers are available to assist you with project-related questions. If you have system-related questions, please contact IRIS Help Desk at the Contact Us link.

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Home | Update Password | Contact Us | Help | User Guide | Logoff
International and Foreign Language Education
U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Update Password

To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."

Current password:

New password:

Confirm password:

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions.

* Required fields

Name:

Title:

Street: *

Street 2:

City: *

State: District of Columbia

Postal code:

Phone: *

Fax:

Email:

Web site:

Home institution:

Institution Type: Select one

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

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

Project title: *

World area: *   Russia/Eastern Europe

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

Select all that apply
United States of America
Afghanistan
Albania
Algeria

Number of Weeks   *

Abroad:

Program officer:

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION
INTERNATIONAL RESOURCE INFORMATION SYSTEM

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Additional Users ⓘ

Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.

To update a user, click the "Update" link under Action.
To remove a user, click the "Delete" link under Action.

Action	Name	Email

IFLE IRIS

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Add a User

*Required fields

User name: *

First Name   Last Name

Email: *

Do you wish to receive IFLE blast emails and newsletter?

Note: All other automatic notifications will be sent to the user.

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION | INTERNATIONAL RESOURCE INFORMATION SYSTEM

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

International Travel Approval Request

Create an international Travel Approval Request (TAR) for your participants. You can have more than one participant on a TAR. You should create one TAR for each travel itinerary. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)

- Click the "Add a Travel Approval Request" button to create a TAR.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Approved TARs can be updated and resubmitted to US/ED for review.

The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose

Home | Update Password | Contact Us | Help | User Guide | Logoff

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

International Travel Approval Request
(Submit 30 days in advance of travel)

Complete all required fields for each international traveler participating in project related activities.

* Required fields

Group or individual: *   Group   Individual

(If there is more than one participant, elaborate in the "Purpose of travel explanation.")

Number of participant(s)   *
Plus Project Director:

Participant name(s):   *
(limit 500 characters)

Purpose of travel: *   Select one

Justification: * (limit 2000 characters)

Characters and Spaces:

Country(ies):   *   Select one

      Select one

      Select one

      Select one

      Select one

GPA funds requested: * $

(limit 2000 characters)

Detailed itemization of Fulbright-Hays GPA funds e.g., lodging, per diem, travel. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.

Characters and Spaces:

Departure date: *   (mm/dd/yyyy)

Return date: *   (mm/dd/yyyy)

Comments: (limit 1000 characters)

Characters and Spaces:

▪ Participant's Departure Itinerary
Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

▪ Participant's Return Itinerary
Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

* Please select from one of the following:

     I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.

     Grant funds are being used for overseas costs, excluding international travel.

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION   **INTERNATIONAL RESOURCE INFORMATION SYSTEM**

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

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Pre-Travel Screens:	Project Overview	Participant Information

Project Overview

* Required fields

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

Pre Departure Orientation Agenda: *   no file selected

Host Country Itinerary :   *   no file selected

Key personnel in host country: *   no file selected

Project type: *   Select one

Focus of project: *   Foreign language   Area studies

Project Information Requirements *   I certify that the U.S. Embassy and Fulbright Commission in host country of study have been notified and provided with detailed project information.

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

	* Master List of Languages	Selected Languages
	Abkhaz	Add Language(s)
	Abron	
	Aceh	
	Achinese (Achenese)	
Language(s):	Acholi (Lou, Lango)	
	Afar	Remove Language(s)
	Afrikaans	
	Aja-Gbe	
	Akan (Twi-Fante)	
	Akha	

	* Master List of Countries	Selected Countries
	United States of America	Add Country(s)
	Afghanistan	
	Albania	
	Algeria	
Country(ies):	American Samoa	
	Andorra	Remove Country(s)
	Angola	
	Anguilla	
	Antigua and Barbuda	
	Argentina	

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Pre-Travel Screens:	Project Overview	Participant Information

Maintain Participants

The participant records are listed below.

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

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

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

Pre-Travel Screens:	Project Overview	Participant Information

Add a Participant

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

* Required fields

Participant name: *

                         First name   Last name

Institutional Email: *

Other Email: *

Institution or Employer: *   Select one

Institution Type: *   Select one

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

Select if your institution is identified as: Low income
                                       Rural

Other:
(If institution not in dropdown)

Street address: *

City: *

State: Select one

Country: *   Select one

Postal code:

Participant/Administrator type: *   Select one

Field: *   Select one

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

                                          Yes   No

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

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

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

Maintain Participants

The participant records are listed below.

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- To remove a participant, click "Delete."
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* Enter due date for participant reports in IRIS: e.g. 01/01/2001

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

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

In-Country Experience Comments *

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

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

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

Sources of Funding

Provide the following information about the funding support for the project. Totals will be automatically calculated.

* Required fields

Was the Fulbright-Hays GPA funding adequate to complete the project as planned? *   Yes   No

▪ **Federal Funding**

Did the project receive federal funding in addition to the Fulbright-Hays GPA grant? *   Yes   No

Total amount of other federal funding: $

Source of other federal funding:

▪ **Non-Federal Funding**

Did the project receive non-federal funding?   *   Yes   No

Participant cost-sharing per person: $

Total participant cost-sharing: $

School district cost-sharing: $

Institution cost-sharing: $

Non-profit organization(s) cost-sharing: $

Total non-federal funding: $

Total amount of all other federal and non-federal funding: $

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

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Priorities *

Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching funds) were used to support the activities.
Click here to view the list of priorities.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

GPA Priorities for 2011

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

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

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

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Final Budget

For each category, enter the amount of Fulbright-Hays GPA funds expended during the grant period. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below. Also, upload a more detailed line item budget, based on the proposed budget submitted as part of the application package.

* Required fields

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

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel, PDF, or .doc only. Attach a spreadsheet with detailed budget information. Your project file must be formatted for letter-size paper prior to upload.
(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

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

SF-425 Federal Financial Report Long Form attachment: PDF only. Attach a PDF containing your completed SF-425 Federal Financial Report Long Form.
(Note: The file must have a .pdf extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

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

IFLE IRIS

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

Home | Update Password | Contact Us | Help | User Guide | Logoff

Administrative			Reports		
Project Info	Add User	Travel Requests	Pre-Travel	Post-Travel	View/Submit Report

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

Dissemination and Resources *

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

Required field

(limit 5,000 characters and spaces)

Characters and Spaces: