:

DOCTORAL DISSERTATION RESEARCH ABROAD (DDRA) DIRECTOR

CFDA NUMBER: 84.022

IFLE REPORTING SYSTEM PROPOSED SCREENS

ATTACHMENT B: IFLE REPORTING SYSTEM PROPOSED SCREENS

Program: DDRA	**Grant Start Date:**
Institution:	**Grant End Date:**
Award #:	**Final Report Due Date:**
Project Director:	**Submit Date:**
	Amount:

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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.

IFLE IRIS

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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:

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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:	DDRA	Grant Start Date:
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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 areas: Russia/Eastern Europe
                           Africa
                           Western Hemisphere

Program officer:

                           These items are populated from your fellows' information.

                           ▪ **Languages** *

                           ▪ **Countries** *

■ **Disciplines** *

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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

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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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Fellow Administration

Prior to releasing any grant monies to a fellow, you must submit a Grant Activation Request (GAR) to IRIS and receive approval. The GAR must be submitted to IRIS at least 30 days prior to the fellow's departure.

- Your program officer has created the fellows listed below.
- Check the "Notify" box and click the "Notify Fellows" button to send the fellow an email notification that an IRIS account has been established. Fellows must have their spam filters set to allow email from irismail@cds2helpdesk.com.
- **The fellow must complete the pre-fellowship report and submit it before the Grant Activation Request can be entered.**
- The IRIS system will notify you by email when the fellow submits the pre-fellowship report.
- After the fellow submits the pre-fellowship report, click the "Create" link in the GAR column to initiate a request.
- Click the "Update" link in the GAR column to update an existing request.
- After entering a GAR, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
- The IRIS system will notify your program officer by email when the GAR is submitted.
- Once the GAR is approved or disapproved, the IRIS system will send you an email with additional information from your program officer.
- Once the GAR has been approved by IRIS, it can be updated and resubmitted to IRIS for your program officer to reapprove.
- To view or edit a fellow's record, click "Update."
- To view a fellow's report, click the "View" link under "Fellow Report."
- To display the fellow's pages in PDF format, click here.
- To request a hiatus, click "Hiatus Request."

Notify Fellow	Fellow Notified?	Fellow Info	Grant Activation Request (GAR)	GAR Status	Name	Email	Primary Research Country	Pre-Fellowship Report Submitted?	Hiatus Request	Hiatus Status	Final Report Submitted?	Fellow Report
	No	Update	Update	Submitted			Afghanistan	Yes	Update	Submitted	No	View
	No	Update	Pre-fellowship report not submitted	Not started		Á	Austria	No	Pre-fellowship report not submitted	Not started	No	View

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Time Extension

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: (limit 1,500 characters and spaces)

Characters and Spaces:

*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 90 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.

No Previous Time Extension Requests

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Grant Activation Request

For each fellow, complete and submit a Grant Activation Request to IRIS for approval. Click the "Submit to IRIS" button at the bottom of the page to submit the GAR. You may update the information on this page after it is submitted until the GAR is approved by your program officer. To make changes to an approved GAR, contact your program officer.

Grant activation requests MUST be submitted to IRIS at least 30 days prior to departure.

* Required fields

Fellow's name: - -

Date advanced to candidacy: *   (mm/dd/yyyy)

Insurance coverage start date: *

Insurance coverage end date: *

Research Countries	Duration of Stay in Months	Research Visa Status *	Visa Issued Date	Research Permission Status *	Research Permission Issued Date	Embassy Notification Date *
Afghanistan		Issued NA		Received NA		
			Leave blank if N/A			
		NA = Not Applicable		Enter all dates in mm/dd/yyyy format.		

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

Host Country Affiliations:*(Enter N/A if necessary)

◾ **Research Involving Human Subjects - IRB Approval**

Required   * Exemption number   Approval date
                                                            (mm/dd/yyyy)

            OR

            * Assurance of compliance number   Expedited review date

Not required

■ Fellow's Departure Itinerary
This is the itinerary for traveling to the host country(ies).

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

■ Fellow's Return Itinerary
This is the itinerary for traveling from the host country(ies).

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

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

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Hiatus Request

Generally, fellows may not leave their research sites for the duration of the research period. In rare situations, it is possible to put a fellow's grant into hiatus. This would enable the fellow to leave the research site for a limited period of time, during which grant funds would be suspended. The fellow could then resume research in the host country afterward, and grant funds would again be available to the fellow. Decisions to put a grant into hiatus will be made on a case-by-case basis, and must be approved by the grantee's institution and US/ED. Any additional costs resulting from the changes to the itinerary are the responsibility of the fellow. A hiatus is usually only approved in cases of family or medical emergencies. Requests for a hiatus in other circumstances are discouraged. Unless the approved research project has been completed, a fellow's departure from the research site without specific written approval by US/ED program staff may result in repayment of fellowship funds.

* Required fields

Fellow's name: - -

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

Does the fellow have appropriate insurance coverage for the hiatus period?   * Yes   No

Does the fellow have the appropriate visa(s) to allow multiple entries into his/her host country(ies)?   * Yes   No

New end date of research period
(Length of hiatus period must be added to the original research period or the maintenance allowance will be prorated to reflect the actual time spent in the host country.)   *

(mm/dd/yyyy)

*Justification for Hiatus: (limit 1,000 characters and spaces)

Characters and Spaces:

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

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Update Fellow

Update the fellow's information and click the Save button. Please contact your program officer, if you need to change any of the non-updateable items on this screen.

First name: *   -

Last name: *   -

Email address: *

Fellowship start date: *   (mm/dd/yyyy format)

Fellowship end date: *

Fellow report due date: *

Fellow's Fulbright-Hays DDRA budget: * $14

World area: *   Africa

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program:	DDRA	Grant Start Date:	
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Instructors

To add an instructor for Pre/Post student evaluations, click the add an instructor button.

To update an instructor, click the Update link under Action
To remove an instructor, click the Delete link under Action
To send email notifications to instructors, click one or more check boxes under Notify then click the Notify Instructor button.
To display the instructor's pages in PDF format, click here.

Action	Notify	Name	Email	Fellow(s)

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION
INTERNATIONAL RESOURCE INFORMATION SYSTEM

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Add an Instructor

* Required fields

Instructor name: *

First Name   Last Name

Email: *

Instructor Fellow(s) *   Select all that apply
Michael Feranda (Abkhaz)
Michael Feranda (Aceh)