

:

LANGUAGE RESOURCE CENTERS (LRC)

CFDA NUMBER: 84.229A

IFLE REPORTING SYSTEM PROPOSED SCREENS

ATTACHMENT B: IFLE REPORTING SYSTEM PROPOSED SCREENS

Program: LRC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data

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.



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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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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. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

* 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: *

Primary world area: * International

Additional world areas: Select all that apply
 Africa
 Asia
 Canada
 East Asia

Program officer:

■ Abstract

Insert the abstract for the approved project into the box below.

(Limit 4,000 characters and spaces)

*

Characters and Spaces:

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.

■ Languages *

Please select no more than 15 languages most relevant to the project focus.

Hold down "ctrl" and click to make multiple selections.

Select all that apply

Abkhaz
Abron
Aceh
Achinese (Achenese)
Acholi (Lou, Lango)
Afar
Afrikaans
Aja-Gbe
Akan (Twi-Fante)

■ Countries *

Please select no more than 15 countries most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply

United States of America
Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antigua and Barbuda

■ Subject Areas *

Please select no more than 15 Subject Areas most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply
Area Studies
Assessment and Testing
Collaboration
Dissemination
Dissertation Research
Distance Learning
Evaluation
Foreign Language Across the Curriculum
Foreign Language Programs (Domestic)

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U.S. Department of Education
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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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International Travel Approval Request

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.
- 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
--------	---------	--------	----------------	---------------	----------	--------------	---------	---------

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Award #:	Amount:	End Date:
Project Director:		Due Date:
World Area:		Submit Date:
		Amount:

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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

- Participant name: *
- Travel to or from U.S.: * To From U.S.
- LRC funds requested for travel: * In-Country International
- Type of participant: * Select one
- Purpose of travel: * Select one
- Justification: * (limit 2000 characters)

Characters and Spaces:

- Discipline / Field: Select
- Country(ies): * For travel to the U.S., select the country of departure.
 - Select one
 - Select one
 - Select one
 - Select one
 - Select one
- LRC funds requested: * \$
- Fiscal year funds to be used: * 2010

(limit 2000 characters)

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](#).

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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Report Schedule

The reports and due dates for the grant cycle are indicated below.

- 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. Info Button: Only the Project Director is authorized to submit the completed report. 
- [Click here to view reports from previous grants by program, institution, and world area.](#)

This column lists the screens for each report. Links are only available for the current report.

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
<input type="radio"/>	Spring Year 1 (Narratives/Budget)	2010	04/15/2011	08/15/2010	03/15/2011	\$343,516		Current Report Screens for this report Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
<input type="radio"/>	Fall Year 1 (Report Data/Budget)	2010	10/15/2011	08/15/2010	08/14/2011	\$0		Projects Conducted Adoption of Outcomes Publications Outreach Activities Budget
<input type="radio"/>	Spring Year 2 (Narratives/Budget)	2011	04/15/2012	08/15/2011	03/15/2012	\$174,260		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
<input type="radio"/>	Fall Year 2 (Report Data/Budget)	2011	10/15/2012	08/15/2011	08/14/2012	\$0		Projects Conducted Adoption of Outcomes Publications Outreach Activities Budget

	Spring Year 3 (Narratives/Budget)	2012	04/15/2013	08/15/2012	03/15/2013	\$343,516		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 3 (Report Data/Budget)	2012	10/15/2013	08/15/2012	08/14/2013	\$0		Projects Conducted Adoption of Outcomes Publications Outreach Activities Budget
	Final Year 4 (Narratives/Budget/Report Data)	2013	11/14/2014	08/15/2013	08/14/2014	\$343,516		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Projects Conducted Priorities Adoption of Outcomes Publications Outreach Activities Budget

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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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Narratives:						
Objectives and Accomplishments		Adjustments to Project		Exemplary Activities	Evaluation	Priorities

Objectives and Accomplishments *

List each of the project objectives. Describe the progress made toward each objective during the current reporting period.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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Narratives:						
Objectives and Accomplishments		Adjustments to Project		Exemplary Activities	Evaluation	Priorities

Adjustments to Project *

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.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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Narratives:		Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities

Exemplary 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 objectives during the current reporting period. These activities should be exemplary candidates for replication and/or dissemination.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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Narratives:		Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities

Evaluation *

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.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

Please upload any evaluation or assessment reports as support material. Up to 2 documents may be uploaded. (10mb max - Word, Excel or Adobe PDF)

no file selected (Uploading a document replaces the one previously attached.)

no file selected (Uploading a document replaces the one previously attached.)

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Narratives:						
Objectives and Accomplishments		Adjustments to Project		Exemplary Activities		Evaluation
Priorities						

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:

LRC Priorities for 2010

Competitive Preference Priority

Projects that focus on any of the seventy-eight (78) languages deemed critical on the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs). The LCTL list includes the following languages:

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

Invitational Priority

Applications that propose collaborative activities designed to increase the Nation's capacity to produce Americans with advanced proficiency in the 78 priority languages identified in the competitive preference priority in this notice. These collaborative activities would include the applicant collaborating with other institutions funded under the following programs in Title VI of the Higher Education Act of 1965, as amended (HEA): National Resource Centers, Language Resource Centers, Centers for International Business Education, American Overseas Research Centers, Business and International Education Program, and the Undergraduate International Studies and Foreign Language Program.

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Spring Budget

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel, PDF, or .doc only. Attach a spreadsheet with the proposed budget for the next one year budget period. 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.)

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Fall Budget

For each category, enter the amount of Title VI LRC funds expended during the current reporting period. Report on expenditures from 08/15/2010 through 08/14/2011. Totals will be automatically calculated.

Budget Category	Title VI LRC Funds Spent in the Current Reporting Period	Total Other 
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$	\$
Total Budget	\$	\$
Carryover	\$	

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel, PDF, or .doc only. Attach a spreadsheet with the final budget expenditures for the just completed one-year budget period. 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.)

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Final Budget

For each category, enter the amount of Title VI LRC funds expended during the current reporting period. Report on expenditures from 08/15/2013 through 08/14/2014. 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.

* Required fields

Budget Category	Title VI LRC 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:

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.)

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Projects Conducted

Create a record for each project conducted during the current reporting period.

- The projects conducted records already added for this report are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a new Projects Conducted record, click the "Add a Project Conducted" button.

Action	Title	Project Type
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Projects Conducted

Enter the following information to create an overview of the projects conducted under the grant during the current reporting period. Select all disciplines, languages, skills, levels of learning, levels of language instruction, world areas and countries that apply to the projects.

*** Required fields**

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

Type of project: * Select one

Title: *
(limit 150 characters and spaces)

Characters and Spaces:

Intended user(s) of materials: * Select all that apply
(for materials development project only)
Instructors
Reference
Students

Research basis of materials: * Select one
(for materials development project only)

Type(s) of Assessment: * Select all that apply
(for assessment instruments project only)
Achievement
Diagnostic measurement
Placement

Project director: * Select one

Discipline(s): Select all that apply
Accounting
Agriculture
Anthropology
Archaeology
Architecture/urban and regional planning

Language(s):

Select all that apply
Abkhaz
Abron
Aceh
Achinese (Achenese)
Acholi (Lou, Lango)
Afar
Afrikaans
Aja-Gbe

Skill(s): Select all that apply
Cultural Understanding
Listening
Not Applicable

Level(s) of learning: Select all that apply
Advanced
Beginning/introductory
Intermediate

Level(s) of language instruction: Select all that apply
7th-12th grade
Continuing education
Government

World area(s): Select all that apply
Africa
Asia
Canada
East Asia

Country(ies): Select all that apply
United States of America
Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola

Is this specifically for heritage learners? * Yes No

Description of project:

(Discuss the scope of the project as well as bibliographic information on citations or reviews of the project. Limit 1,000 characters and spaces.)

Characters and Spaces:

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Adoption of Outcomes

Enter information about the adoption of project outcomes which occurred during the current reporting period.

*** Required fields**

Have any individuals at institutions or organizations expressed interest in using any materials, products, assessment instruments, or research outcomes that have been produced with grant funds? *

Yes Please provide an example of such interest:

No

How many individuals at institutions or organizations have expressed such interest?

Individuals

Institutions

Organizations

Have any materials, products, assessment instruments, or research outcomes produced using grant funds been used by other individuals, institutions, or organizations not affiliated with the grant? *

Yes Please provide an example of such use:

No

How many individuals, institutions, or organizations have used these items?

Individuals

Institutions

Organizations

Have any additional individuals, institutions, or organizations become involved in the project during the current reporting period? *

Yes Please provide an example of such involvement:

No

How many individuals at institutions or organizations have become involved in the project?

Individuals

Institutions

Organizations

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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: LRC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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Publications and Research Presentations

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with LRC grant funds. Note that these can also be in electronic format.

Abstracts:

Assessment materials:

Audio, video, and/or podcasts:

Books - Authored: 

Books - Chapters:

Books - Edited:

Books - Reviews:

Curricula and/or textbooks:

Exhibitions:

Media interviews: 

Newsletters: 

Policy brief and/or papers:

Presentations - Conference:

Presentations - Non-conference: 

Publications - Edited: 

Publications - Non-refereed: 

Publications - Refereed: 

Reports/monographs:

Teaching cases:

Translations conducted: 

Webinars: 

Working papers:

Workshops: 

Other: (please specify)

:

:

:

Comments: (limit 2000 characters and spaces)

Characters and Spaces:

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International and Foreign Language Education
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Program: LRC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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Outreach Activity

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI LRC funds were expended.

- 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.

Action	Activity Title	Dates	Location
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Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI LRC funds were expended.

*** Required fields**

Title of activity: *
(limit 500 characters and spaces)

Characters and Spaces:

Theme / topic *
(limit 100 characters and spaces)

World Area of Focus * Select one

Language(s) addressed: Select all that apply
 Abkhaz
 Abron
 Aceh
 Achinese (Achenese)
 Acholi (Lou, Lango)
 Afar
 Afrikaans
 Aja-Gbe
 Akan (Twi-Fante)
 (for multiple selections, hold down the "ctrl" key and click)

Target audience(s): * Select all that apply
 Business
 Business executives
 Community organization
 Elementary and secondary education
 (for multiple selections, hold down the "ctrl" key and click)

Presenter(s): Select all that apply
 Doctoral student
 Faculty of institution
 Faculty of other institution
 Faculty of other institution

Project type:

Is this a teacher training activity? Yes No

For broadcast events, select type: Select one

Broadcast event audience scope: Select one

City: *

State: Select one

Country: * Select one

Dates of activity: * From: To:
mm dd yyyy mm dd yyyy

Total number of attendees:
(Attendees are not required for broadcast events.)

Number of student attendees:

Number of educator attendees:

Is this specifically for heritage learners? * Yes No

Activity outcomes:
(limit 1,000 characters and spaces)

Characters and Spaces:

Partnership(s):
(limit 1,000 characters and spaces)

Select the type of partnership(s) that were utilized for this activity.

- Select all that apply
- Government Agencies
 - Domestic Educational Institutions
 - International Educational Institutions
 - Non-Government Organizations
 - Title VI Funded Entities
 - Other

Describe activities conducted with partner(s).

Characters and Spaces:

Comments:
(limit 1,000 characters and spaces)

Characters and Spaces:

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Results of Grant-Funded Activities *

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.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces: