

:

**TECHNOLOGICAL INNOVATION AND  
COOPERATION FOR FOREIGN INFORMATION  
ACCESS (TICFIA)**

CFDA NUMBER: 84.337

*IFLE REPORTING SYSTEM PROPOSED  
SCREENS*

ATTACHMENT B: IFLE REPORTING SYSTEM PROPOSED SCREENS

Program: TICFIA 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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## 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: \* Latin America

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

Program officer:

## ■ Abstract

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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 \*

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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

### ■ Disciplines \*

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Please select no more than 15 items.

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

Select all that apply  
Accounting  
Agriculture  
Anthropology  
Archaeology  
Architecture/urban and regional planning  
Area studies  
Art/art history  
Biological/life sciences  
Business administration and management

■ **Subject Areas** \*

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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  
Office of Postsecondary Education  
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Phone: (202) 502-7700

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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
--------	---------	--------	----------------	---------------	----------	--------------	---------	---------



Select one

Select one

TICFIA funds requested: \* \$

Fiscal year funds to be used: \* 2009

(limit 2000 characters)

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](#).

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
	Spring Year 1 (Narratives/Budget)	2009	03/15/2010	10/01/2009	03/15/2010	\$187,041		Current Report Screens for this report <a href="#">Objectives and Accomplishments</a> <a href="#">Adjustments to Project Exemplary Activities</a> <a href="#">Use of Technology Evaluation</a> <a href="#">Priorities Budget</a>
	Fall Year 1 (Report Data/Budget)	2009	12/31/2010	10/01/2009	09/30/2010	\$0		Partners/Collaborators Resources Collected Resource Dissemination Budget
	Spring Year 2 (Narratives/Budget)	2010	03/15/2011	10/01/2010	03/15/2011	\$187,041		Objectives and Accomplishments Adjustments to Project Exemplary Activities Use of Technology Evaluation Priorities Budget
	Fall Year 2 (Report Data/Budget)	2010	12/31/2011	10/01/2010	09/30/2011	\$0		Partners/Collaborators Resources Collected Resource Dissemination Budget

	Spring Year 3 (Narratives/Budget)	2011	03/15/2012	10/01/2011	03/15/2012	\$187,041		Objectives and Accomplishments Adjustments to Project Exemplary Activities Use of Technology Evaluation Priorities Budget
	Fall Year 3 (Report Data/Budget)	2011	12/31/2012	10/01/2011	09/30/2012	\$0		Partners/Collaborators Resources Collected Resource Dissemination Budget
	Final Year 4 (Narratives/Budget/Report Data)	2012	12/31/2013	10/01/2012	09/30/2013	\$187,041		Objectives and Accomplishments Adjustments to Project Exemplary Activities Use of Technology Evaluation Priorities Partners/Collaborators Resources Collected Resource Dissemination Budget

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Report Screens:	Partners/Collaborators	Resources Collected	Resource Dissemination	Grant Results		

## 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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Project Info	Additional User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Narratives:						
Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Use of Technology	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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Project Info	Additional User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Narratives: <a href="#">Objectives and Accomplishments</a>   <a href="#">Adjustments to Project</a>   <a href="#">Exemplary Activities</a>   <a href="#">Use of Technology</a>   <a href="#">Evaluation</a>   <a href="#">Priorities</a>						

## 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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Administrative			Reports			
Project Info	Additional User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Narratives: <a href="#">Objectives and Accomplishments</a>   <a href="#">Adjustments to Project</a>   <a href="#">Exemplary Activities</a>   <a href="#">Use of Technology</a>   <a href="#">Evaluation</a>   <a href="#">Priorities</a>						

## 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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Project Info	Additional User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Narratives: <a href="#">Objectives and Accomplishments</a>   <a href="#">Adjustments to Project</a>   <a href="#">Exemplary Activities</a>   <a href="#">Use of Technology</a>   <a href="#">Evaluation</a>   <a href="#">Priorities</a>						

## Use of Technology \*

Discuss any technical problems encountered and the solutions adopted to overcome them. Describe how technologies are being applied to new areas and creating new knowledge.

**Required field**

(limit 12,000 characters and spaces)

Characters and Spaces:

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Narratives: <a href="#">Objectives and Accomplishments</a>   <a href="#">Adjustments to Project</a>   <a href="#">Exemplary Activities</a>   <a href="#">Use of Technology</a>   <a href="#">Evaluation</a>   <a href="#">Priorities</a>						

## 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	Use of Technology	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:



## TICFIA Priorities for 2009

Projects that focus on any of the seventy-eight (78) languages on the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs), which follows: 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.

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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 TICFIA funds expended during the current reporting period. Report on expenditures from 10/01/2009 through 09/30/2010. Totals 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 33.33% of the total cost of the project.

Budget Category	Title VI TICFIA Funds Spent in the Current Reporting Period	Matching 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)	\$	\$
Training Stipends	\$	\$
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 TICFIA funds and matching funds expended during the current reporting period. Report on expenditures from 10/01/2012 through 09/30/2013. 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 33.33% 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.

Budget Category	Title VI TICFIA Funds Spent in the Current Reporting Period	Matching 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)	\$	\$
Training Stipends	\$	\$
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**

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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: TICFIA 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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Administrative			Reports			
Project Info	Additional User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data
Report Screens:	Partners/Collaborators	Resources Collected	Resource Dissemination	Grant Results		

## Partners and Collaborators

Enter information about U.S. and foreign partners and collaborators. The total will be automatically calculated.

\* Required fields

U.S. Partners and Collaborators

Number of U.S. partners and collaborators: \*

Names of associations and organizations: (limit 500 characters and spaces)

Characters and Spaces:

Names of government and non-government entities: (limit 500 characters and spaces)

Characters and Spaces:

Names of institutions of higher education:

Select all that apply

Abilene Christian University

Abraham Baldwin Agricultural College

Adams State College

Adelphi University

Adirondack Community College

Adler School of Professional Psychology

Adrian College

Agnes Scott College

Aiken Technical College

Aims Community College

Air Force Institute of Technology

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

Names of libraries: (limit 500 characters and spaces)

Characters and Spaces:

Names of publishers: (limit 500 characters and spaces)

Characters and Spaces:

Names of other project partners and collaborators: (limit 500 characters and spaces)

Characters and Spaces:

#### Foreign Partners and Collaborators

Number of foreign partners and collaborators: \*

Names of associations and organizations: (limit 500 characters and spaces)

Characters and Spaces:

Names of government and non-government entities: (limit 500 characters and spaces)

Characters and Spaces:

Names of institutions of higher education: (limit 500 characters and spaces)

Characters and Spaces:

Names of libraries: (limit 500 characters and spaces)

Characters and Spaces:

Names of publishers: (limit 500 characters and spaces)

Characters and Spaces:

Names of other project partners and collaborators: (limit 500 characters and spaces)

Characters and Spaces:

Country(ies) of partners and collaborators: (for partners and collaborators selected above)

Select all that apply

United States of America

Afghanistan

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

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

Total number of partners and collaborators:

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## Foreign Resources Collected and / or Transferred to Electronic Form

For each category of foreign information resource, enter the total number accessed and transferred to electronic or otherwise shareable format during the current reporting period.

<input type="checkbox"/> Texts Accessed Data sets / statistics created Digital records created Transferred to electronic format	Number	<input type="checkbox"/> Citation Records Accessed Data sets / statistics created Digital records created Transferred to electronic format	Number
<input type="checkbox"/> Graphic Objects Accessed Data sets / statistics created Digital records created Transferred to electronic format	Number	<input type="checkbox"/> Audio and Video Materials Accessed Data sets / statistics created Digital records created Transferred to electronic format	Number
<input type="checkbox"/> Data Sets / Statistics Accessed Available to clientele in electronic format	Number	<input type="checkbox"/> Web sites Accessed Available to clientele in electronic format Created	Number

Disciplines

Disciplines of resources accessed and transferred to electronic or otherwise shareable format:

Select one

- Accounting
- Agriculture
- Anthropology
- Archaeology
- Architecture/urban and regional planning

World Areas

World areas of resources accessed and transferred to electronic or otherwise shareable format:



Select all that apply

Africa

Asia

Canada

East Asia

■ Countries

Country(ies) of resources accessed and transferred to electronic or otherwise shareable format:

Select all that apply

United States of America

Afghanistan

Albania

Algeria

American Samoa

Andorra

■ Languages

Languages of resources accessed and transferred to electronic or otherwise shareable format:

Select all that apply

Abkhaz

Abron

Aceh

Achinese (Achenese)

Acholi (Lou, Lango)

Afar

Afrikaans

Aja-Gbe

Akan (Twi-Fante)

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## Dissemination of Resources to Target Audiences

Report on the dissemination of TICFIA project resources during the current reporting period. Select the target audience(s) served by the project activities. Enter the total for each method of dissemination.

- Audiences project serves:  Select all that apply
- Business
  - Business executives
  - Community organization
  - Elementary and secondary education
  - Federal government
  - Foreign government

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

<input type="checkbox"/> Texts	Number	<input type="checkbox"/> Citation Records	Number
Web sites made available		Web sites made available	
CDs printed and disseminated		CDs printed and disseminated	
Shared via interlibrary loan / document delivery		Shared via interlibrary loan / document delivery	
Shared via file transfer protocol delivery		Shared via file transfer protocol delivery	
<input type="checkbox"/> Graphic Objects	Number	<input type="checkbox"/> Audio and Video Materials	Number
Web sites made available		Web sites made available	
CDs printed and disseminated		CDs printed and disseminated	
Shared via interlibrary loan / document delivery		Shared via interlibrary loan / document delivery	
Shared via file transfer protocol delivery		Shared via file transfer protocol delivery	
<input type="checkbox"/> Data Sets / Statistics	Number	<input type="checkbox"/> Web sites	Number
Web sites made available		Web sites made available	
CDs printed and disseminated			
Shared via interlibrary loan / document delivery			
Shared via file transfer protocol delivery			

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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: