IFLE IRIS

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

Program: FLAS **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Report:** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **AY Amount:** **Summer Amount.** **Total:**

Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Selection Process	Priorities	Budget

Fellow Administration for the Report

Enter information for each fellowship awarded. This should be done as early as possible in the grant period.

- To add a new fellow, click the "Add a Fellow" button.
- To view or edit a fellow's record, click "Update." To remove a fellow's record, click "Delete."
- If you add a dissertation research fellow, an email will be sent to your program officer requesting approval.
- To display the fellow's pages in PDF format, click here.

Add a Fellow to your Interim Report

Action	Interim / Final	Name	Email	Award

International and Foreign Language Education
U.S. Department of Education
Office of Postsecondary Education
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Phone: (202) 502-7700

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

| Project Info | Add User | Travel Requests | Select, View, Submit Reports | Language Request | Overseas Request | Fellow Admin | Instructor Admin | FLAS Selection Process | Priorities | Budget |

Fellow Administration for the   Report

Enter information for each fellowship awarded. This should be done as early as possible in the grant period.

- To add a new fellow, click the "Add a Fellow" button.
- To view or edit a fellow's record, click "Update." To remove a fellow's record, click "Delete."
- To move fellows from the Interim to the Final report, check the open box in the "Move to Final" column for each fellow and click the "Move Interim to Final" button. The "Interim / Final" column will display "Final" for all fellows moved. Checkboxes will now appear beneath "No" in the "Final Notified" column, allowing notification of Final Fellows.
- To send an email to fellows notifying them of their Final report, check the open box in the "Final Notified" column and click the "Notify Final Fellows" button. Fellows must have their spam filters set to allow email from irismail@cds2helpdesk.com.
- **Note:** You cannot notify fellows of the Final report until they've been "Moved to Final" by following the steps above
- If you add a dissertation research fellow, an email will be sent to your program officer requesting approval.
- To display the fellow's pages in PDF format, click here.

| Move Interim to Final | Notify Final Fellow | Unsubmit Fellow Reports | Add a Fellow to your Final Report |

Action	Interim / Final	Move to Final	Name	Email	Final Notified	Final Report Submitted	Award

Program:	Grant Start Date:	Report:
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		AY Amount:
		Summer Amount:
		Total:

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| Project Info | Add User | Travel Requests | Select, View, Submit Reports | Language Request | Overseas Request | Fellow Admin | Instructor Admin | FLAS Selection Process | Priorities | Budget |

Add a Fellow to your   report

Enter information for each fellowship awarded. This should be done as early as possible in the grant period.

Only languages for which the grant is approved appear in the "Award language" dropdown.
Use the Language Request screen to request a language that is not approved for this award.

* Required fields

Fellow name: * [   ] [   ]
                   First name   Last name

Email: * [   ]

Fellow Type: * Only undergraduate students who are at the intermediate or advanced level of language study and who are studying a Less Commonly Taught Language are eligible to receive a FLAS award.
[Select one ▾]

Award language: * [Select one ▾]
(Only the approved languages for the grant appear on this dropdown.)

Language level: * [Select one ▾]

Fellow's Home Institution: * [Select one ▾]

Degree program enrolled in when fellowship awarded: * ○ Bachelor's ○ Master's ○ Doctorate ○ Master's / Doctorate

Major / Discipline: * [Select one ▾]

Degree program: [Select one ▾]

Fellowship program name: * [   ]

Study site: * [Select one ▾]

Other: [   ]

Program: * ○ U.S. ○ Overseas ○ Both

Country of destination: [Select one ▾]

Stipend: * $ [0]

Tuition and fees: * $ [0]

University contribution-stipend: $ [0]

University contribution-tuition and fees: $ [0]

Total Title VI FLAS grant funds: $ [0] (Tuition and fees + stipend)

Total university contribution: $ [0] (Tuition and fees + stipend)

This fellowship is for: * ○ Language and area studies coursework **or** ○ Dissertation research overseas or ○ Summer intensive language program

Comments: (limit 1,000 characters and spaces)

[   ]

Characters and Spaces: [0]

■ **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.

Organization affiliation(s):
(limit 500 characters and spaces)

[   ]

Characters and Spaces: [0]

Individual affiliation(s):
(limit 500 characters and spaces)

[   ]

Characters and Spaces: [0]

Advisor name: [   ]

Advisor email: [   ]

Dissertation research topic: [   ]

Methodology:
(limit 5,000 characters and spaces)

[   ]

Characters and Spaces: [0]

Proposed research dates: From [   ] to [   ] (mm/dd/yyyy)

Visa status: ○ Issued ○ Not applicable

Visa issued date: [   ]

Research permission status: ○ Received ○ Not applicable

Research permission issued date: [   ]

■ **Oral Proficiency Scores**

Did the fellow take a standardized language test before or after the fellowship? * ○ Yes ○ No