

:

**FOREIGN LANGUAGE AND AREA STUDIES
FELLOWSHIP (FLAS) DIRECTOR**

CFDA NUMBER: 84.015B

*IFLE REPORTING SYSTEM PROPOSED
SCREENS*

ATTACHMENT B: IFLE REPORTING SYSTEM PROPOSED SCREENS

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:
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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
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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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U.S. Department of Education
Office of Postsecondary Education
1900 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700

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:
Home Update Password Contact Us Help User Guide Logoff		

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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:

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:
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
--------------	----------	-----------------	------------------------------	------------------	------------------	--------------	------------------	------------------------	------------	--------

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: * Latin America

Program officer:

Approved Languages

Abkhaz

Countries and disciplines are populated from your fellows' information.

Countries

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Home Update Password Contact Us Help User Guide Logoff		

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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	Title

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:
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
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Add a User

* Required fields

User name: *

First Name Last Name

Email: *

Title * FLAS Coordinator

Do you wish to receive IFLE blast emails and newsletter?

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

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:
Home Update Password Contact Us Help User Guide Logoff		

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

International Travel Approval Request

Create an international Travel Approval Request (TAR) for each fellow using a Title VI-funded summer travel award. (If a fellow is not receiving a travel award, you do not need to create a TAR.)

- 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	AY/ Summer	Travel Dates	Country	Purpose
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Home Update Password Contact Us Help User Guide Logoff		

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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**

Group or individual: * Group Individual
(If there is more than one participant, elaborate in the "Purpose of travel explanation.")

Number of participant(s) *

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

Travel to or from U.S.: * To From U.S.

FLAS funds requested for travel: * In-Country International

Type of participant: *

Required for Student selection:
 Did the Program Officer approve the Student's Overseas Program Request? Yes No

Purpose of travel: *

Justification: * (limit 2000 characters)

Characters and Spaces:

Discipline / Field(s):
 Accounting
 Agriculture
 Anthropology
 Archaeology
 Architecture/urban and regional planning

Country(ies): * For travel to the U.S., select the country of departure.

Select one

Select one

Select one

FLAS funds requested: * \$ Not to exceed \$1,000

Fiscal year funds to be used: * 2010

Fellowship period: * AY Summer

(limit 2000 characters)

Detailed itemization of Title VI FLAS 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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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:
Home Update Password Contact Us Help User Guide Logout		

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

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
	AY 10-11 Interim	2010	09/01/2010	08/15/2010	06/01/2011	\$165,000		Current Report Screens for this report FLAS Selection Process Priorities Budget
	AY 10-11 Final	2010	06/01/2011	08/15/2010	06/01/2011	\$0		FLAS Selection Process Priorities Budget
	Summer 11 Interim	2010	06/01/2011	06/01/2011	09/01/2011	\$45,000		FLAS Selection Process Priorities Budget
	Summer 11 Final	2010	10/01/2011	06/01/2011	09/01/2011	\$0		FLAS Selection Process Priorities Budget
	AY 11-12 Interim	2011	10/01/2011	09/01/2011	06/01/2012	\$165,000		FLAS Selection Process Priorities Budget
	AY 11-12 Final	2011	06/01/2012	09/01/2011	06/01/2012	\$0		FLAS Selection Process Priorities Budget
	Summer 12 Interim	2011	06/01/2012	06/01/2012	09/01/2012	\$45,000		FLAS Selection Process Priorities Budget
	Summer 12 Final	2011	10/01/2012	06/01/2012	09/01/2012	\$0		FLAS Selection Process Priorities Budget
	AY 12-13 Interim	2012	10/01/2012	09/01/2012	06/01/2013	\$165,000		FLAS Selection Process

								Priorities Budget
	AY 12-13 Final	2012	06/01/2013	09/01/2012	06/01/2013	\$0		FLAS Selection Process Priorities Budget
	Summer 13 Interim	2012	06/01/2013	06/01/2013	09/01/2013	\$45,000		FLAS Selection Process Priorities Budget
	Summer 13 Final	2012	10/01/2013	06/01/2013	09/01/2013	\$0		FLAS Selection Process Priorities Budget
	AY 13-14 Interim	2013	10/01/2013	09/01/2013	06/01/2014	\$165,000		FLAS Selection Process Priorities Budget
	AY 13-14 Final	2013	06/01/2014	09/01/2013	06/01/2014	\$0		FLAS Selection Process Priorities Budget
	Summer 14 Interim	2013	06/01/2014	06/01/2014	08/14/2014	\$45,000		FLAS Selection Process Priorities Budget
	Summer 14 Final	2013	11/14/2014	06/01/2014	08/14/2014	\$0		FLAS Selection Process Priorities Budget

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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:
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
--------------	----------	-----------------	------------------------------	------------------	------------------	--------------	------------------	------------------------	------------	--------

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

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:
Home Update Password Contact Us Help User Guide Logoff		

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

Language Requests

Create a language request for each fellow whose language is not on your approved language list. You can make requests for one-time approvals for **Summer 14** to have the language approved for this fellowship period only or you can request to have the language approved for the remainder of the grant cycle. You can view a list of approved languages for this grant on the [Project Information](#) screen.

- If you wish to make an AY request, select the report first on the [Report Schedule](#) screen.
- To add a language request, click the "Add a Language Request" button.
- The language requests for this report are listed below.
- To view or edit a language request, click "Update."
- To remove a language request, click "Delete."
- To view a printer-friendly version of the request, click "Print."
- After entering a language request, 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 language request is submitted.
- When the language request is approved or disapproved, the IRIS system will send you an email with additional information from your program officer.

Action	Fellow Name	Request Status	Submit Date	Approval Date	Language	Level	One-time?
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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:
Home Update Password Contact Us Help User Guide Logoff		

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Language Requests

Create a language request for each fellow whose language is not on your approved language list. You can make requests for one-time approvals to have the language approved for this fellowship period (Summer 14) only or you can request to have the language approved for the remainder of the grant cycle.

*** Required fields**

Fellow name: *
 First name Last name

Language: * Select one

Level: * Select one 

Request this language approval: *
 One-time (Summer 14 only)
 Remainder of the grant cycle

Supporting materials: *
 (Including instructor's CV) no file selected
 Press the "Browse..." button to to attach a file. When prompted, locate and select the file to upload.

Explanation of request: * (limit 2,000 characters)

Characters and Spaces:

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Home Update Password Contact Us Help User Guide Logoff		

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Overseas Program Requests

Create an overseas program request for each fellow attending an overseas program during the **Summer 14** fellowship period.

- If you wish to make an AY request, select the report first on the [Report Schedule](#) screen.
- To add an overseas program request, click the "Add an Overseas Program Request" button.
- The overseas program requests for this report are listed below.
- To view or edit an overseas program request, click "Update."
- To remove an overseas program request, click "Delete."
- To view a printer-friendly version of the request, click "Print."
- After entering an overseas program request, 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 overseas program request is submitted.
- When the overseas program request is approved or disapproved, the IRIS system will send you an email with additional information from your program officer.

Action	Fellow Name	Request Status	Submit Date	Approval Date	Country
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Home Update Password Contact Us Help User Guide Logoff		

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

Overseas Program Requests

Create an overseas program request for each fellow attending an overseas program during the Summer 14 fellowship period. If you have more than one fellow attending the same program, you can click the "Save [or Submit to IRIS] and Add Another Request for the same Program" button. If you click one of these buttons, a new record will display with all fields pre-populated except the fellow's name.

*** Required fields**

Fellow name: *

First name Last name

Language: * Select one

(Only your approved languages appear in this dropdown. Use the [Language Request](#) screen to request an additional language.)

Level: * Select one 

Total number of weeks: *

* Single program Multiple programs

Total number of hours: *

Country: * Select one

Additional countries: Select all that apply
 (if applicable) Afghanistan
 Albania
 Algeria
 American Samoa

Note: Either upload a program brochure or enter the URL for the program Web site.

Program brochure: no file selected

Press the "Browse..." button to attach a file. When prompted, locate and select the file to upload.

Program Web site: http://

Note: Ensure that the link works before you submit the request.

Departure date: * (all dates in mm/dd/yyyy format)

Return date: *

Program start date: *

Program end date: *

Justification of request: * (limit 2,000 characters)

Characters and Spaces:

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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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:
Home Update Password Contact Us Help User Guide Logoff		

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

Fellow Administration for the Summer 14 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.
- **Note:** Fellows cannot be moved to Final until their pre self-evaluations have been submitted.
- 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
- Once a fellow is moved to the Final report, the fellow's Interim report cannot be updated. Therefore, Interim fellows should not be moved to the Final report until after the Interim report is submitted.
- 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](#).

Action	Interim / Final	Move to Final	Name	Email	Final Notified	Final Report Submitted	Award
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[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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Home Update Password Contact Us Help User Guide Logout		

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

Add a Fellow to your Summer 14 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

Program: *

U.S. Overseas Both

Country of destination: *

Select one

Stipend: *

\$

Tuition and fees: *

\$

Travel: \$ (Enter amount of grant funds used for travel if travel award was given.)

University contribution-stipend: \$

University contribution-tuition and fees: \$

Total Title VI FLAS grant funds: \$ (Tuition and fees + stipend + travel award (if applicable))

Total university contribution: \$ (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:

■ 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:

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

Characters and Spaces:

Advisor name:

Advisor email:

Dissertation research topic:

Methodology:
(limit 5,000 characters and spaces)

Characters and Spaces:

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

If so, name of standardized test:

Select the score received.

Pre-fellowship score: Select one

Post-fellowship score: Select one

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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:
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
--------------	----------	-----------------	------------------------------	------------------	------------------	--------------	------------------	------------------------	------------	--------

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](#).

To view the Instructor Business Process document, click [here](#).

Action	Notify	Report Type	Name	Email	Fellow(s)
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[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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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
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Add an Instructor

* Required fields

Instructor name: *

First Name Last Name

Email: *

Instructor fellow(s) * Select all that apply

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:
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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
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Addendum *

Please indicate any changes to the selection process.

Required field
 (limit 5,000 characters and spaces)

Characters and Spaces:

Selection Processes from Interim Report

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:
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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
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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:

FLAS Priorities for 2010

FLAS Competitive Preference Priority is:

Applications that propose to make at least 25% of their academic year fellowships in any of the 78 priority languages listed below that were selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

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.

FLAS Program Invitational Priority:

Applications that propose recruitment activities and collaboration with professional schools designed to increase quality fellowship applications for advanced level language study for professional studies students in fields such as Business, Law, Public Health, Public Policy, Environmental Science, Communication, Journalism, or Education.

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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: 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:
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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
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AY Budget

* Required fields

AY Allocation: \$165,000

Carryover funds: \$

Total AY FLAS funds awarded to Interim fellows:
(Tuition + Stipend) \$2

Total AY FLAS funds received from other institutions:

Select all that apply
 Boston University
 Brigham Young University
 Columbia University

Received From: Cornell University

Total AY FLAS funds given to other institutions:

Select all that apply
 Boston University
 Brigham Young University
 Columbia University

Given To: Cornell University

Unexpended AY FLAS grant funds: \$

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with detailed budget information. Your project file must be formatted for letter-size paper prior to upload.

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.)

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:
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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
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Summer Budget

* Required fields

Summer Allocation: \$45,000

Unexpended AY funds:

(This field will display when your final AY report is submitted)

Total Summer FLAS funds awarded to Interim fellows:

(Tuition + Stipend + Travel award (if applicable))

\$0

Total Summer FLAS funds received from other institutions:

Select all that apply

Boston University

Brigham Young University

Columbia University

\$

Received From: Cornell University

Total Summer FLAS funds given to other institutions:

Select all that apply

Boston University

Brigham Young University

Columbia University

\$

Given To: Cornell University

Interim Summer balance:

(Allocation + Unexpended AY - funds awarded to fellows + funds received - funds given)

\$

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with detailed budget information. Your project file must be formatted for letter-size paper prior to upload.

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.)

