

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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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
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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: 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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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
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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.

Award language: *
(Only the approved languages for the grant appear on this dropdown.)

Language level: *

Fellow's Home Institution: *

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

Major / Discipline: *

Degree program:

Fellowship program name: *

Study site: *

Other:

Program: * U.S. Overseas Both

Country of destination:

Stipend: * \$

Tuition and fees: * \$

University contribution-stipend: \$

University contribution-tuition and fees: \$

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

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