

**FULBRIGHT-HAYS  
DOCTORAL DISSERTATION RESEARCH  
ABROAD PROGRAM**

**CLOSING DATE: XX**

**Fiscal Year 2014 Application Materials**



CFDA No. 84.022A

OMB No. 1840-0005

Expiration Date:

**1. Doctoral Dissertation Research Abroad Program**  
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## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

Institutional grants awarded under the DDRA program provide fellowships to enable doctoral students enrolled in modern foreign language and area studies programs at U.S. institutions of higher education to conduct dissertation research overseas for 6-12 months.

This letter highlights a few items in the Fiscal Year (FY) 2014 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the DDRA program is accessible at the U.S. Department of Education's Web site at:

<http://www.ed.gov/programs/iegpsddrap/index.html>

Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines the absolute, competitive and invitational priorities as well as other program and competition details.

Although the DDRA program funds doctoral student research, the legal applicant is the institution, and if a grant is awarded, the institution of higher education (IHE) is the legal grantee. Students are not eligible to apply for this funding independently. In order for institutions to apply electronically, representatives of IHEs (i.e., project directors) must register in the G5 e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to [ddra@ed.gov](mailto:ddra@ed.gov): first and last name of the project director, university, and e-mail address. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the G5 e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than two weeks prior to the closing date in order to facilitate timely submission of their electronic applications. Please note that the project director cannot be a student applicant.

A list of DDRA institutions and program project directors who have registered in G5 e-Application in previous years is included in this application package. If your institution is not listed, or your project director has changed, please contact Dr. Pamela J. Maimer at [pamela.maimer@ed.gov](mailto:pamela.maimer@ed.gov) with the new project director's contact information as soon as possible.

The Department of Education requires that applications for FY 2014 grants under the DDRA program are submitted electronically using the Department's G5 e-Application system. The G5 e-Application system is accessible through its portal page at:

[www.G5.gov](http://www.G5.gov)

The application must be submitted on or before the deadline date. Electronic submission of applications via the G5 e-Application system is required unless you qualify for one of the exceptions to the electronic submission requirement as determined by the Notice Inviting Applications. If you think you may need an exception, please review the requirements promptly. Applications submitted late will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

You are reminded that the document published in the Federal Register (the Notice Inviting Applications) is the official document and that you should not rely upon any information that is inconsistent with the guidance contained in the official document.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

Lenore Yaffee Garcia  
Acting Senior Director  
International and Foreign Language  
Education  
Office of Postsecondary Education  
U.S. Department of Education

## Competition Highlights

1. Please note the following program priorities:

- a. Absolute: The Department will only consider applications that meet this priority. This priority is: A research project that focuses on one or more of the following geographic areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, Central and Eastern Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories). Please note that applications that propose projects focused on the following countries are not eligible:

Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, or Vatican City.

- b. Competitive Preference Priority 1 (3 points): A research project that focuses on one or more of the following geographic areas:

*Sub-Saharan Africa*: Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mayotte, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Réunion, Rwanda, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Sudan, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

*South Asia*: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka.

*Southeast Asia*: Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Timor-Leste, Vietnam.

- c. Competitive Preference Priority 2 (2 points): A research project that focuses on any of the seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs) as 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.

- d. Competitive Preference Priority 3 (5 points): Research projects that are proposed by applicants using advanced language proficiency in one of the seventy-eight (78) LCTLs listed in Competitive Preference Priority 2 in their research, and who are in the fields of economics, engineering, international development, global education, mathematics, political science, public health, science, or technology.
  - e. Invitational Priority: While no additional points will be awarded to an application that meets this priority, we encourage applications from Minority-Serving Institutions as well as other institutions that promote the participation of students from underrepresented groups in research abroad projects and in foreign languages and international studies.
2. Please note that these priorities are explained in detail in the Federal Register. Potential applicants are strongly encouraged to review the Federal Register notice carefully before preparing an application.
  3. Please note that, although the DDRA program funds student research, the legal applicant is the institution of higher education (IHE), and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this fellowship program, it is necessary for the student and the institution to coordinate their competition activities and keep each other informed.
  4. Applications must be submitted electronically via the U.S. Department of Education's G5 e-Application system. This system may be accessed at [www.G5.gov](http://www.G5.gov). Both the student and the IHE must complete their portions of the application correctly and submit separately via the G5 e-Application system.
  5. The application must be received on or before the deadline date and time. Please note that the U.S. Department of Education's grant application deadline is at 4:30:00 pm Washington, DC time. Late applications **will not be accepted**.

6. Electronic submission of an application is required unless it qualifies for one of the (rare) exceptions to the electronic submission requirement as outlined in the Federal Register.
7. All applicants are required to adhere to the page limits for the Project Narrative and for the bibliography portion of the application in the Federal Register notice.
8. A font standard in the notice requires that applicants use one of the following 12 pt. fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow, etc.)** will not be accepted.
9. Student transcripts must be scanned as one document and uploaded into the student application.

Applicants are reminded that the Federal Register notice is the official document for application guidelines and that applicants should not rely upon any information that is inconsistent with the guidance contained within it.

4001-01-U

DEPARTMENT OF EDUCATION

PLACEHOLDER FOR FY14 NIA





## Authorizing Legislation

Mutual Educational and Cultural Exchange Act of 1961

UNITED STATES CODE

TITLE 22: CHAPTER 33

MUTUAL EDUCATIONAL AND CULTURAL EXCHANGE PROGRAM

Sec. 2451. - Congressional statement of purpose

The purpose of this chapter is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world.

Sec. 2452. - Authorization of activities

(a) Grants or contracts for educational or cultural exchanges; participation in international fairs and expositions abroad

The Director of the United States Information Agency is authorized, when he considers that it would strengthen international cooperative relations, to provide, by grant, contract, or otherwise, for -

(1) educational exchanges,

(i) by financing studies, research, instruction, and other educational activities -

(A) of or for American citizens and nationals in foreign countries, and

(B) of or for citizens and nationals of foreign countries in American schools and institutions of learning located in or outside the United States;

and

(ii) by financing visits and interchanges between the United States and other countries of students, trainees, teachers, instructors, and professors;

(2) cultural exchanges, by financing -

(i) visits and interchanges between the United States and other countries of leaders, experts in fields of specialized knowledge or skill, and other influential or distinguished persons;

(ii) tours in countries abroad by creative and performing artists and athletes from the United States, individually and in groups, representing any field of the arts, sports, or any other form of cultural attainment;

(iii) United States representation in international artistic, dramatic, musical, sports, and other cultural festivals, competitions, meetings, and like exhibitions and assemblies;

(iv) participation by groups and individuals from other countries in nonprofit activities in the United States similar to those described in subparagraphs (ii) and (iii) of this paragraph, when the Director of the United States Information Agency determines that such participation is in the national interest.

(3) United States participation in international fairs and expositions abroad, including trade and industrial fairs and other public or private demonstrations of United States economic accomplishments and cultural attainments.

(b) Other exchanges

In furtherance of the purposes of this chapter, the President is further authorized to provide for -

(1) interchanges between the United States and other countries of handicrafts, scientific, technical, and scholarly books, books of literature, periodicals, and Government publications, and the reproduction and translation of such writings, and the preparation, distribution, and interchange of other educational and research materials, including laboratory and technical equipment for education and research;

(2) establishing and operating in the United States and abroad centers for cultural and technical interchanges to promote better relations and understanding between the United States and other nations through cooperative study, training, and research;

(3) assistance in the establishment, expansion, maintenance, and operation of schools and institutions of learning abroad, founded, operated, or sponsored by citizens or nonprofit institutions of the United States, including such schools and institutions serving as demonstration centers for methods and practices employed in the United States;

(4) fostering and supporting American studies in foreign countries through professorships, lectureships, institutes, seminars, and courses in such subjects as American history, government, economics, language and literature, and other subjects related to American civilization and culture, including financing the attendance at such studies by persons from other countries;

(5) promoting and supporting medical, scientific, cultural, and educational research and development;

(6) promoting modern foreign language training and area studies in United States schools, colleges, and universities by supporting visits and study in foreign countries by teachers and prospective teachers in such schools, colleges, and universities for the purpose of improving their skill in languages and their knowledge of the culture of the people of those countries, and by financing visits by teachers from those countries to the United States for the purpose of participating in foreign language training and area studies in United States schools, colleges, and universities;

(7) United States representation at international nongovernmental educational, scientific, and technical meetings;

(8) participation by groups and individuals from other countries in educational, scientific, and technical meetings held under American auspices in or outside the United States;

(9) encouraging independent research into the problems of educational and cultural exchange;

(10) promoting studies, research, instruction, and other educational activities of citizens and nationals of foreign countries in American schools, colleges, and universities located in the United States by making available to citizens and nationals of less developed friendly foreign countries for exchange for currencies of their respective countries (other than excess foreign currencies), at United States embassies, United States dollars in such amounts as may be necessary to enable such foreign citizens or nationals who are coming temporarily to the United States as students, trainees, teachers, instructors, or professors to meet expenses of the kind described in section 2454(e)(1) of this title;

(11) interchanges and visits between the United States and other countries of scientists, scholars, leaders, and other experts in the fields of environmental science and environmental management; and

(12) promoting respect for and guarantees of religious freedom abroad by interchanges and visits between the United States and other nations of religious leaders, scholars, and religious and legal experts in the field of religious freedom.

# Doctoral Dissertation Research Abroad Regulations

Code of Federal Regulations]  
[Title 34, Volume 3]  
[Revised as of July 1, 2008]  
From the U.S. Government Printing Office via GPO  
Access  
[CITE: 34CFR662]  
[Page 391-395]

## TITLE 34--EDUCATION

### CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

#### PART 662—FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD FELLOWSHIP PROGRAM

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- [§ 662.41 What are a fellow's responsibilities after the award of a fellowship?](#)
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**Authority:** Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act), 22 U.S.C. 2452(b)(6), unless otherwise noted.

**Source:** 63 FR 46361, Aug. 31, 1998, unless otherwise noted.

##### Subpart A—General

##### **§ 662.1 What is the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program?**

(a) The Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for scholars to conduct research abroad.

(b) Under the program, the Secretary awards fellowships, through institutions of higher education, to doctoral candidates who propose to conduct dissertation research abroad in modern foreign languages and area studies.

(Authority: 22 U.S.C. 2452(b)(6))

##### **§ 662.2 Who is eligible to receive an institutional grant under this program?**

An institution of higher education is eligible to receive an institutional grant.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

##### **§ 662.3 Who is eligible to receive a fellowship under this program?**

An individual is eligible to receive a fellowship if the individual

- (a)(1) Is a citizen or national of the United States; or
- (2) Is a permanent resident of the United States;
- (b)(1) Is a graduate student in good standing at an institution of higher education; and
- (2) When the fellowship period begins, is admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
- (c) Is planning a teaching career in the United States upon completion of his or her doctoral program; and
- (d) Possesses sufficient foreign language skills to carry out the dissertation research project.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

##### **§ 662.4 What is the amount of a fellowship?**

- (a) The Secretary pays—
- (1) Travel expenses to and from the residence of the fellow and the country or countries of research;
  - (2) A maintenance stipend for the fellow and his or her dependents related to cost of living in the host country or countries;
  - (3) An allowance for research-related expenses overseas, such as books, copying, tuition and affiliation fees, local travel, and other incidental expenses; and
  - (4) Health and accident insurance premiums.

- (b) In addition, the Secretary may pay—
- (1) Emergency medical expenses not covered by health and accident insurance; and
  - (2) The costs of preparing and transporting the remains of a fellow or dependent who dies during the term of the fellowship to his or her former home.
- (c) The Secretary announces the amount of benefits expected to be available in an application notice published in the Federal Register.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e) (1) and (2))

##### **§ 662.5 What is the duration of a fellowship?**

(a) A fellowship is for a period of not fewer than six nor more than twelve months.

(b) A fellowship may not be renewed.

(Authority: 22 U.S.C. 2452(b)(6))

### **§ 662.6 What regulations apply to this program?**

The following regulations apply to this program:

- (a) The regulations in this part 662; and
- (b) The Education Department General Administrative Regulations (EDGAR) (34 CFR parts 74, 75, 77, 81, 82, 85, and 86).

(Authority: 22 U.S.C. 2452(b)(6))

### **§ 662.7 What definitions apply to this program?**

(a) Definitions of the following terms as used in this part are contained in 34 CFR part 77:

Applicant  
Application  
Award  
EDGAR  
Fiscal year  
Grant  
Secretary

(b) The definition of *institution of higher education* as used in this part is contained in 34 CFR 600.4.

(c) The following definitions of other terms used in this part apply to this program:

*Area studies* means a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

*Binational commission* means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international organization, to carry out functions in connection with the program covered by this part.

*Dependent* means any of the following individuals who accompany the recipient of a fellowship under this program to his or her training site for the entire fellowship period if the individual receives more than 50 percent of his or her support from the recipient during the fellowship period:

- (1) The recipient's spouse.
- (2) The recipient's or spouse's children who are unmarried and under age 21.

*J. William Fulbright Foreign Scholarship Board* means the presidentially-appointed board that is responsible for supervision of the program covered by this part.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

### **Subpart B—Applications**

#### **§ 662.10 How does an individual apply for a fellowship?**

(a) An individual applies for a fellowship by submitting an application to the Secretary through the institution of higher education in which the individual is enrolled.

(b) The applicant shall provide sufficient information concerning his or her personal and academic background and proposed research project to enable the Secretary to determine whether the applicant—

- (1) Is eligible to receive a fellowship under §662.3; and
- (2) Should be selected to receive a fellowship under subparts C and D of this part.

(Authority: 22 U.S.C. 2452(b)(6))

#### **§ 662.11 What is the role of the institution in the application process?**

An institution of higher education that participates in this program is responsible for—

- (a) Making fellowship application materials available to its students;
- (b) Accepting and screening applications in accordance with its own technical and academic criteria; and

(c) Forwarding screened applications to the Secretary and requesting an institutional grant.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

### **Subpart C—Selection of Fellows**

#### **§ 662.20 How is a Fulbright-Hays Doctoral Dissertation Research Abroad Fellow selected?**

(a) The Secretary considers applications for fellowships under this program that have been screened and submitted by eligible institutions. The Secretary evaluates these applications on the basis of the criteria in §662.21.

(b) The Secretary does not consider applications to carry out research in a country in which the United States has no diplomatic representation.

(c) In evaluating applications, the Secretary obtains the advice of panels of United States academic specialists in modern foreign languages and area studies.

(d) The Secretary gives preference to applicants who have served in the armed services of the United States if their applications are equivalent to those of other applicants on the basis of the criteria in §662.21.

(e) The Secretary considers information on budget, political sensitivity, and feasibility from binational commissions or United States diplomatic missions, or both, in the proposed country or countries of research.

(f) The Secretary presents recommendations for recipients of fellowships to the J. William Fulbright Foreign Scholarship Board, which reviews the recommendations and approves recipients.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

#### **§ 662.21 What criteria does the Secretary use to evaluate an application for a fellowship?**

(a) *General.* The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) *Quality of proposed project.* The Secretary reviews each application to determine the quality of the research project proposed by the applicant. The Secretary considers—

- (1) The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used;
- (2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline;
- (3) The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries;
- (4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts and affiliations abroad;
- (5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries; and
- (6) The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field.

(c) *Qualifications of the applicant.* The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers—

- (1) The overall strength of the applicant's graduate academic record;
  - (2) The extent to which the applicant's academic record demonstrates strength in area studies relevant to the proposed project;
  - (3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers; and
  - (4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience, or both.
- (d) *Priorities.* (1) The Secretary determines the extent to which the application responds to any priority that the Secretary establishes for the selection of fellows in any fiscal year. The Secretary announces any priorities in an application notice published in the Federal Register.
- (2) Priorities may relate to certain world areas, countries, academic disciplines, languages, topics, or combinations of any of these categories. For example, the Secretary may establish a priority for—
- (i) A specific geographic area or country, such as the Caribbean or Poland;
  - (ii) An academic discipline, such as economics or political science;
  - (iii) A language, such as Tajik or Indonesian; or
  - (iv) A topic, such as public health issues or the environment.
- (Approved by the Office of Management and Budget under control number 1840–0005)  
 (Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))  
 [63 FR 46361, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

**§ 662.22 How does the J. William Fulbright Foreign Scholarship Board select fellows?**

- (a) The J. William Fulbright Foreign Scholarship Board selects fellows on the basis of the Secretary's recommendations and the information described in §662.20(e) from binational commissions or United States diplomatic missions.
  - (b) No applicant for a fellowship may be awarded more than one graduate fellowship under the Fulbright-Hays Act from appropriations for a given fiscal year.
- (Authority: 22 U.S.C. 2452(b)(6), 2456(a)(1))

**Subpart D—Post-award Requirements for Institutions**

**§ 662.30 What are an institution's responsibilities after the award of a grant?**

- (a) An institution to which the Secretary awards a grant under this part is responsible for administering the grant in accordance with the regulations described in §662.6.
  - (b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in §662.11.
  - (c) The institution is responsible for disbursing funds in accordance with procedures described in §662.4.
  - (d) The Secretary awards the institution an administrative allowance of \$100 for each fellowship listed in the grant award document.
- (Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

**Subpart E—Post-award Requirements for Fellows**

**§ 662.41 What are a fellow's responsibilities after the award of a fellowship?**

- As a condition of retaining a fellowship, a fellow shall—
- (a) Maintain satisfactory progress in the conduct of his or her research;
  - (b) Devote full time to research on the approved topic;

- (c) Not engage in unauthorized income-producing activities during the period of the fellowship; and
  - (d) Remain a student in good standing with the grantee institution during the period of the fellowship.
- (Authority: 22 U.S.C. 2452(b)(6))

**§ 662.42 How may a fellowship be revoked?**

- (a) The fellowship may be revoked only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.
  - (b) The Secretary may recommend a revocation of a fellowship on the basis of—
    - (1) The fellow's failure to meet any of the conditions in §662.41; or
    - (2) Any violation of the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.
- (Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)

# Government Performance and Results Act

## What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

## How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2014-2018. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The 2014-2018 plan includes the following six goals:

- Goal 1: Increase college access, affordability, quality, and completion by improving postsecondary education and lifelong learning opportunities for youth and adults
- Goal 2: Improve the elementary and secondary system's ability to consistently deliver excellent instruction aligned with rigorous academic standards while providing effective support services to close achievement and opportunity gaps, and ensure all students graduate high school college- and career-ready
- Goal 3: Improve the health, social-emotional, and cognitive outcomes for all children from birth through third grade, so that all children, particularly those with high needs, are on track for graduating from high school college- and career-ready
- Goal 4: Increase educational opportunities for and reduce discrimination against underserved students so that all students are well-positioned to succeed
- Goal 5: Enhance the education system's ability to continuously improve through better and more widespread use of data, research, and evaluation, evidence, transparency, innovation, and technology
- Goal 6: Improve the organizational capacities of the Department to implement its strategic plan

## What are the Performance Indicators for the International Education Programs?

The objective of the DDRA program is to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for scholars to conduct research abroad for periods of 6 to 12 months.

The Department has developed (and OMB has approved) the following GPRA measures to evaluate the overall success of this IFLE grant program:



DDRA GPRA Measure 1: Percentage of DDRA fellows who increased their foreign language scores in speaking, reading, and/or writing by at least one proficiency level.

DDRA GPRA Measure 2: Percentage of DDRA fellows who complete their degree in their program of study within four years of receipt of the fellowship.

DDRA GPRA Measure 3: Percentage of DDRA fellows who found employment that utilized their language and area studies skills within eight years of receiving their award.

DDRA GPRA Measure 4: The cost per DDRA fellow who found employment that utilized their language and area studies skills within eight years. \*

\*(The US/ED IFLE office will be able to calculate Measure 4 (efficiency measure) based on future answers to DDRA GPRA Measure 3.)

**Successful applicants** (later grantees) will be required to collect data on DDRA GPRA Measures and report those data to US/ED in their interim and final performance reports.

## Guidance for Developing an Evaluation Plan

### OVERVIEW OF GPRA MEASURES, PROGRAM EVALUATION, AND PROJECT EVALUATION

The U.S. Congress passed the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 to assess and improve federally funded programs. GPRA requires that federal agencies document the achievements of grant-funded programs. Specifically, GPRA requires federal agencies, such as the U.S. Department of Education, to develop and report quantifiable annual and long-term measures to Congress. GPRA stipulates that these measures be limited in number, be specific, and have baselines and targets that are ambitious, yet achievable. Performance reporting occurs *at the program level*, meaning that the U.S. Department of Education (ED) aggregates data from all IFLE grantees and reports on measures of the IFLE program overall. ED's challenge is to articulate program-level measures that are relevant to several grant programs and that capture the achievements of many disparate grantees. ED's Budget Service and the U.S. Office of Management and Budget (OMB) review and approve IFLE's GPRA measures to make sure that the measures reflect the programs' overall goals. Therefore, once approved, GPRA measures remain relatively constant over time.

**IFLE must collect data from grantees to respond to the GPRA measures for each program.** ED IFLE aggregates the GPRA information reported by all grantees to report the impact of each grant program (e.g., the Center for International Business and Education - CIBE grant program as a whole) to Congress and other interested stakeholders. This information contributes to ED/IFLE's overall evaluation of each grant program.

By contrast, individual *project* measures yield specific information that enables grantees to make mid-course corrections in implementing their proposed projects, if necessary. Project-specific evaluation measures are tailored by project leadership to that project's goals. Project leadership may establish specific measures to garner internal institutional support, attract and train staff, attract and retain students, and sustain the project's effort beyond the grant period.

Project-specific measures will vary greatly between institutions that have received IFLE grants before and novice applicant institutions. For example, an institution that is a current recipient of a CIBE grant or that has received CIBE grants in the past might offer many Study Abroad programs. Based on feedback from its prior project evaluations, that institution might propose a new Study Abroad program in a world region not previously served, or expand the duration of an existing program. In this case, a project-specific measure might be the number of students enrolled in the new program. However, a first-time CIBE applicant might propose to offer a few short-term Study Abroad summer programs in its first year as part of a multi-year plan that includes expanding the world regions served over time. In this case, a project-specific measure might be the number of faculty qualified to lead a summer program to specific world regions.

### THE GOVERNMENT PERFORMANCE AND RESULTS ACT OF 1993 (GPRA) AND THE GPRA MODERNIZATION ACT OF 2010 (GPRAMA)

GPRA and GPRAMA are intended to improve accountability for the expenditure of public funds, enhance congressional decision-making by providing Congress with objective information on the effectiveness of federal programs, and promoting federal programs' results, delivery of services, and customers' satisfaction. Accordingly, GPRA and the GPRAMA mandate that federal agencies, including ED, submit three major products to Congress: multi-year strategic plans, annual plans, and annual reports. To comply with GPRA and GPRAMA, ED must state clearly in these products what it intends to accomplish, identify the resources required, and report on its progress annually to Congress.

## HOW HAS THE DEPARTMENT OF EDUCATION RESPONDED TO THE GPRA REQUIREMENTS?

As required by GPRA, ED has developed a strategic plan that reflects its organizational priorities and also integrates IFLE's mission and program authorities. ED's stated goal for IFLE is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies."

The Title VI international education programs' overarching goals are to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions. The Fulbright-Hays programs provide opportunities for U.S. educators and postsecondary students to advance their studies of foreign languages, to create and improve curriculum, or to conduct learning and research activities in host country settings. Each IFLE grant program addresses a specific objective related to the overarching goal. The next section of this document provides program-specific guidance to applicants on selecting appropriate performance and evaluation measures.

### **IFLE GRANT PROJECT EVALUATION**

A strong project proposal by an applicant for an IFLE grant includes a well-designed evaluation plan that is based on clearly stated goals and objectives. The evaluation plan must address all IFLE GPRA measures, as well as include project-specific measures that are tied to the project's goals and objectives. The evaluation plan also must identify how each of the specific objectives will be achieved, and establish the quantitative and qualitative measures that will be used to demonstrate the successful implementation of the proposed project. The Performance-Measure Form (PMF) serves as a guide for applicants to plan and articulate key aspects of a well-designed evaluation plan.

IFLE offers applicant institutions the following suggestions to consider in developing the Impact and Evaluation section of the grant application.

### **DEVELOPING AN EVALUATION PLAN**

#### **Working with an Independent Project Evaluator**

Please note that an independent project evaluator may not be required for every IFLE grant program. Applicants and grantees should consult with their IFLE program officer and refer to program-specific materials for guidance.

The independent project evaluator should be involved in the project throughout the entire grant cycle from the proposal development phase through the project's funding and implementation to ensure that a well-designed evaluation plan is developed and implemented. The independent project evaluator works with key project personnel to draft measurable objectives, identify appropriate progress indicators and benchmarks, and to formalize the data collection, calculation, and analytical methodologies. The primary role of the independent project evaluator is to provide technical support and expertise to the project in order to best demonstrate its progress toward achieving stated goals and objectives. The independent project evaluator may also provide support and guidance for the development of a dissemination plan to publicize the project results to internal and external entities.

A grant applicant may wish to collaborate with other projects on a given campus to pool resources and share the cost of a professional evaluator. The guidance provided in this document is intended to help maximize evaluation resources by streamlining an evaluation process and by supporting collaboration between key project personnel and an independent evaluator. Very small projects may have very limited funds available to compensate an evaluator. In such cases, limited resources are best expended on working with an evaluator at the project's start, as opposed to its later stages.

To ensure both the quality and the credibility of the evaluation, it should be conducted by a qualified evaluator with appropriate expertise and training. The evaluator should be independent, whether the evaluator is internal or external to the grant project. The applicant should provide a plan to ensure that the evaluator maintains sufficient independence from the project team, thus avoiding any potential or perceived conflict of interest.

### **Developing Clear Goals and Objectives**

A well-designed evaluation plan includes clearly articulated goals, measurable objectives, and a way to collect concrete data to substantiate the project's progress toward achieving its goals. The evaluation plan should be limited to a few clear and specific objectives that are linked directly to the proposed goals of the project and that can be measured. The applicant/grantee should consider the following when developing measurable objectives and planning for data collection:

1. What will indicate or demonstrate that the project is meeting its goals? Describe the expected measurable outcomes.
2. What types and sources of data will best demonstrate that the project is achieving, or will achieve, its objectives? Identify the data and its sources that can serve as indicators or benchmarks that the project is meeting, or will meet, the intended outcomes.
3. How will the data be collected? Describe access and frequency.
4. How will the data be analyzed and reported? Describe the methodology and key personnel responsible.
5. Will the results demonstrate the project's proposed outcome and impact (e.g., an increase in qualified language instructors, higher graduation rate in international studies, better employment rate of program graduates, etc.)? Describe how the results may demonstrate short-term and long-term outcomes and impact.

Examples of possible project-specific quantitative objectives include:

- Increase the number of students completing advanced courses in priority languages;
- Increase the number of students in business, health, or science majors graduating with foreign language skills;
- Increase the number of study abroad opportunities for students on campus; or,
- Increase the number of certificates and degrees conferred in targeted programs of study.

Examples of possible project-specific qualitative objectives include:

- Improve employment opportunities for students who possess advanced language skills and international experience;
- Strengthen collaboration between foreign language departments, international education, and other disciplines; or,

- Improve quality of assessment tools for priority and/or less-commonly-taught languages.

Examples of specific activities that may support project objectives include:

- Recruit and hire qualified priority language faculty; or,
- Create or increase professional development and training sessions for faculty.

Progress indicators that relate to the quantitative and qualitative examples cited in the above sections include, but are not limited to, the following:

- Increase in the number of new faculty positions in priority and/or less-commonly-taught languages, area studies courses, or interdisciplinary courses that are institutionalized after grant support has ended;
- Increase in the number and type of courses developed, piloted, and subsequently submitted to the institution's review board for inclusion in the college catalog for the upcoming academic year.

### **Developing Evaluation Questions**

An applicant should formulate evaluation questions that interest all stakeholders and audiences related to the proposed project, and align the questions with appropriate information gathering techniques.

1. Who/what will change?
2. When will the change(s) take place?
3. How much change is expected?
4. How will change be measured, recorded, or documented?

### **Planning Data Collection and Analysis**

In order to show change, baseline data must be included in the final evaluation plan, submitted to the program office, once the grant is awarded. Applicants should determine if baseline data already exist and where to find them. Data collection instruments that are not readily available need to be developed. Data collection instruments may include surveys, standardized tests, exams, focus groups, and topic guides. Institutions may have additional instruments that are specific to the proposed project. The final evaluation plan must specify the types and sources of data that will be collected and describe how the data will be collected, including access and frequency. The plan must also describe how the data will be compiled, analyzed, and reported, as well as the methodology that will be used and key personnel responsible for these tasks. The institutions should work with evaluation specialists to develop a detailed analysis plan to analyze the data and interpret results. In addition, the evaluation plan should include a timeline to delineate tasks and specify when and how progress benchmarks or indicators will be met. The timeline will help projects to stay on track toward achieving their goals.

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## Guidelines for Applicant Institutions

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There are two parts to this application. The first part contains information and forms for the institution of higher education. The second part contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the U.S. Department of Education's (US/ED) G5 e-Application system. This system may be accessed at [www.g5.gov](http://www.g5.gov). Both the student and the institution must complete their portions of the application correctly and submit via G5 e-Application. Students and Project Directors should read through the following guidelines and the information in this application package carefully, especially the Federal Register notice, and follow the instructions in order to submit a timely and complete application to US/ED.

**The institution must appoint a Project Director.** The Project Director is the individual at the institution who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

### Responsibilities of the Institution's Project Director

The Project Director at the applying institution of higher education is responsible for:

- a) Registering as the Project Director for his/her university in the G5 e-Application system. **In order to obtain a password and login information, he/she must first send his/her contact information to [ddra@ed.gov](mailto:ddra@ed.gov) by the date specified in the Federal Register notice. If he/she fails to do this, he/she may not be able to access G5 e-Application and will not be able to transmit his/her institution's application package.**
- b) Completing Item #22:
  - 1) Screen individual student applications in accordance with the institution's own technical and academic criteria and the program's eligibility requirements;
  - 2) Indicate institutional endorsement of each student application by checking the box adjacent to each student's name;
  - 3) Indicate, for each student, whether Human Subjects Research Clearance (IRB) will be required by checking "Yes" or "No". Be sure to include the required narrative for each project involving human subjects as indicated in question #3 on the ED Supplemental Information for SF 424 form.
- c) Transmitting in a single submission all recommended individual Doctoral Dissertation Research Abroad student applications. One each of the following forms should be included for each student applicant: *Application for Federal Assistance* (SF 424), the *ED Supplemental Information for SF 424*, the *Assurances -- Non-Construction Programs* (ED Form 424B) and the *Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* to the U.S./ED in accordance with the guidelines published in the Federal Register for new awards and contained in the transmittal instructions.
- d) Announcing the preliminary results of the competition to individual applicants (i.e., candidate status, alternate status, non-selection). An executed copy of the Grant Award Notification between the US/ED and the institution of higher education listing fellowship holders and award benefits will constitute the official announcement of the award. We estimate the announcements will be made in September 2014.
- e) Administering the grant and disbursing funds.

## Instructions for Assembly, Duplication and Transmission

A complete institutional application to the DDRA Program is the sum of all completed student applications, plus the--

- Application for Federal Assistance (SF 424), the ED Supplement to the 424,
- *Assurances -- Non-Construction Programs* (SF 424B);
- *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters*;
- *Drug-Free Workplace Requirements*; and
- *Disclosure of Lobbying Activities* (if applicable).
- *Response to the GPRA Measures*

Institutional Project Directors must submit the application to the US/ED via G5 e-Application , in accordance with the guidelines published in the Federal Register. **Failure to meet the deadline published in the Federal Register will mean rejection of the application without consideration. There is no appeal of this requirement.**

## Supplemental Instructions for the Application for Federal Assistance (SF 424)

**The Federal forms that accompany this electronic submission MUST be filled out on paper and faxed to US/ED. Within three business days of the closing date, please print and complete the forms listed below, sign them, and fax them to US/ED's Application Control Center at (202) 245-6272.**

The instructions for the items given below are to be used in conjunction with the general instructions contained in this application packet.

- Item 1.** Select *Application*.
- Item 2.** Select *New*.
- Items 3 – 5a.** Enter *N/A*.
- Item 5b.** Enter *84.022A*
- Item 6** Enter date received by state (if appropriate). Otherwise list date of submission.
- Item 7** Enter *N/A*
- Item 8.**
- A.** Enter the legal name of the institution of higher education.
  - B.** Enter the tax identification number as assigned by the Internal Revenue Service.
  - C.** Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>
  - D.** Enter the address of the institution of higher education.
  - E.** Enter the organizational unit that will undertake the funding activity
  - F.** Enter the name of the Project Director. The Project Director should be the institution of higher education's representative who will be responsible for the daily administration of the program while the researcher is overseas. Enter the title, organizational affiliation, telephone and fax numbers and e-mail address of the Project Director.
- Item 9.** Select *H – Public/State Controlled IHE* or *O – Private IHE*.
- Item 10.** Enter *US Department of Education*.
- Item 11.** Enter *84.022A, Fulbright-Hays Doctoral Dissertation Research Abroad Program*.
- Item 12.** Enter **ED-GRANTS-DDRA, Fulbright-Hays Doctoral Dissertation Research Abroad Program**.
- Item 13.** Enter *N/A*.
- Item 14.** Enter *N/A*.
- Item 15.** Enter *Fulbright-Hays Doctoral Dissertation Research Abroad Program*.
- Item 16.**
- A.** Enter the congressional district for the applicant institution;
  - B.** Enter *N/A*.
- Item 17.**
- A.** Enter **10/1/2014**.
  - B.** Enter **03/31/2016**.
- Item 18.** Enter the total amount requested (the sum of all the student applicants' requests).
- Item 19.** Check *C. Program is not covered by E.O. 12372*.
- Item 20.** Self-explanatory.
- Item 21.** Self-explanatory – to be completed by institution's Authorized Representative.

**Item 22.** This item will populate automatically when student applicants submit their applications in G5 e-Application. To view a student's application, click on that student's name.

## Frequently Asked Questions for Project Directors

### **Q1. Who is the Project Director?**

A1. The Project Director (PD) is the individual at the institution who will actually submit the application to the U.S. Department of Education (US/ED). This individual will administer the grant and disburse funds, should any students at the university receive the DDRA fellowship. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution to serve as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

### **Q2. How does a new Project Director register in the G5 e-Application system?**

A2. The registration process for the Project Director involves three (3) steps. First, check the enclosed list of previously registered Project Directors to see if it includes one's institution. If there is no listing, or the listed information needs to be changed, please request access to the DDRA Project Director screens from the US/ED program officer at [ddra@ed.gov](mailto:ddra@ed.gov). Second, request access to the G5 e-Application system by submitting the Project Director's name, institution, and email address to the program officer at [ddra@ed.gov](mailto:ddra@ed.gov) by the date specified in the published Notice Inviting Applications. Third, register in the G5 e-Application system at [www.G5.gov](http://www.G5.gov) once the US/ED program officer informs the Project Director that access has been granted. **Current PDs do not need to register again.** If you have forgotten your G5 log in information, please use the link on the website at [www.G5.gov](http://www.G5.gov).

### **Q3. How many sections are there to the application, and who completes which section?**

A3. There are two major sections to the G5 e-application. The first section contains information and forms for the IHE. The second section contains instructions and forms for the student applicants. Upon completion of the individual component of the application, the student submits all portions of the application (narrative, curriculum vitae, individual budget, notifications to his/her references, transcripts, etc.) to the Project Director. The Project Director is responsible for reviewing all individual student applications from his/her institution and submitting them in a single student section, along with the required institutional components, to the US/ED. Only the Project Director can submit an application to US/ED.

### **Q4. How does the Project Director review and approve the student applications for submission to US/ED?**

A4. The Project Director is able to review only applications that have been submitted to him/her by individual student applicants enrolled at his/her institution. The Project Director should consult "Item 22" on Application for Federal Assistance (SF 424) to see which students have submitted applications. To review an individual application, the Project Director should click on the student's name. This will link the Project Director to that individual's application. After the review of all individual applications for accuracy and eligibility has been completed, the Project Director indicates his/her approval of each application by ensuring that the acceptance box next to each name is checked. **Only Project Director-approved applications are included in the institutional submission to US/ED.**

### **Q5. How are the student's Graduate and Language Reference Forms submitted?**

A5: The student applicant will submit, via the G5 e-Application system, the referees' names and email addresses. The referees will then receive the emails, which are automatically generated from the G5 e-Application system, with directions for completing and returning the reference forms. The emails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The referees must click on the links and provide the PINs in order to be linked to the student's reference forms. Once the forms are completed, the referees click the submit buttons. After the referees hit the submit buttons, the forms have been submitted to the



Project Director. Both the student and the Project Director can monitor the submission of, but cannot review, the reference forms. Students and Project Directors can monitor the submission of the reference forms by reviewing the “form status”. The status will state “complete” once the referees have completed and submitted their references. All referee forms must be submitted before the Project Director submits the institutional application to US/ED. We suggest that the Project Director set internal deadlines for the submission of references and remind students to inform their referees of this deadline.

**Q6. *How does the student applicant upload their transcripts?***

A6. Student applicants submit all transcripts electronically, through the G5 e-application. Students scan all transcripts and upload in the application as a single document. Transcripts obtained electronically must have all security features disabled. If the security features are not disabled, US/ED will not have access to review the document and it will not be included in the review.

**Q7. *Should transcripts be the “official” transcript or are unofficial transcripts allowed?***

A7. It is recommended that official transcripts are submitted whenever possible. Unofficial transcripts should contain the student’s name, University ID number, and institution on the document.

**Q8. *Should student applicants include their undergraduate transcripts?***

A8. Yes, undergraduate transcripts should be included if they help to demonstrate the applicant’s language and area studies academic background.

**Q9. *Can the Project Director schedule his/her own institutional deadline to meet the closing date published in the Federal Register?***

A9. Yes. The Project Director should set an institutional deadline for students and referees so there is time to review the individual application material, solve technical problems, and submit a complete institutional application before the official program deadline as specified in the Federal Register.

**Q10. *If a Project Director has access to the DDRA Program screens, does the Project Director also have access to the Faculty Research Abroad (FRA) Program and other IFLE program screens?***

A10. No. Each International Foreign Language Education (IFLE) program is separate and distinct in the G5 e-Application. The Project Director must register for each program in accordance with the instructions outlined in the Federal Register. If a Project Director is considering submitting an application for other programs, IFLE strongly suggests that potential Project Directors registers in the e-Application system as soon as possible.

**Q11. *What signatures are required for the G5 e-Application?***

A11. The Project Director is responsible for submitting all documents electronically, including the Application for Federal Assistance (SF 424), and all necessary assurances and certifications. Within three days after submitting the electronic application, the Project Director MUST obtain the institution’s Authorizing Representative’s signature on the SF 424 and fax it to the Application Control Center. The application’s identifier number (P022A1400XX) must be noted in the upper right hand corner of the faxed signature page of the SF 424. US/ED may request original signatures on other forms at a later date.

**Q12. *What happens after a Project Director submits the G5 e-Application?***

A12. After the Project Director submits the application, the entire application (both the student and institutional sections) is sent electronically to US/ED. The Project Director will receive a confirmation email. This message will include the application’s identifier number (P022A1400XX). The Project Director knows that the submission is successfully transmitted once the Project Director receives the email confirmation.

**Q13. *When does the Project Director officially submit the e-Application?***

A13. The Project Director must submit the e-Application BEFORE 4:30:00 pm Washington, DC time on the published closing date. The Project Director should first ensure that 1) all institutional and individual student applications including graduate and foreign language references are completed and included in the application; 3) each individual student application has been approved by the checked box next to the applicant's name on "Item 22" in the Application for Federal Assistance (SF 424).

**Q14. When is the Project Director notified about the status of the student applications?**

A14. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Institutional status will be announced not later than September 30, 2014. It is the responsibility of the institution to inform students of their status. US/ED does not inform students directly.

**Q15. What is the next step if an institution is awarded a DDRA grant?**

A15. If an institution receives a DDRA grant, the Project Director will receive a handbook with instructions on how to administer the grant. Technical assistance is also provided in a webinar which will be held on the date announced in the award letter. The handbook and webinar are intended for both Project Director and fellows.

**Q16. Who is responsible for submitting the Human Subjects Clearance (IRB) narrative?**

A16. The Project Director is responsible for collecting all IRB narratives from students who may need IRB approval for their research project. All student narratives must be combined into one document and uploaded in the ED Supplemental Form to the SF 424. The narrative questions that must be answered are found in the directions for the ED Supplemental Form to the SF 424.

**Q17. Whom should the Project Director contact in the event of technical problems with G5 e-application (e.g., problems accessing a form)?**

A17. Technical difficulties and inquiries regarding the G5 e-Application system must be directed to the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363). Assistance is available Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington, DC time.

**Q18. If the Project Director has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?**

A18. Inquiries about the DDRA Fellowship Program should be directed to the US/ED DDRA program officer, at [ddra@ed.gov](mailto:ddra@ed.gov).

## Institutional DDRA Project Directors

Please check with the listed contact **BEFORE** completing your application as Project Directors may have changed.

| <b>Institution Name</b>                                   | <b>First Name</b> | <b>Last Name</b> | <b>Email</b>   |
|---|-------------------|------------------|--|
| American University                                       | Catherine         | Kirby            | ckirby@american.edu                                      |
| Arizona State University                                  | Heather           | Clark            | asu.awards@asu.edu                                       |
| Arizona State University                                  | Janet             | Burke            | jmburke@asu.edu  |
| Arizona State University                                  | Tamara            | Deuser           | prospalandnegotiation@asu.edu                            |
| Auburn University   | George            | Crandell         | crandgw@auburn.edu                                       |
| Ball State University                                     | James             | Coffin           | jcoffin@bsu.edu  |
| Boston University   | W Jeffrey         | Hughes           | hughes@bu.edu  |
| Brandeis University                                       | Brooke            | Harrison         | Bharrison@brandeis.edu                                   |
| Brandeis University                                       | Gregory           | Freeze           | freeze@brandeis.edu                                      |
| Brigham Young University                                  | Gary              | Hooper           | Gary_hooper@byu.edu                                      |
| Brown University  | John              | Tyler            | john_tyler@brown.edu                                     |
| California Institute of Integral Studies                  | Karen             | Villanueva       | kvillanueva@ciis.edu                                     |
| Case Western Reserve University                           | Denise            | Douglas          | denise.douglas@case.edu                                  |
| Catholic University                                       | John              | Convey           | convey@cua.edu   |
| City University of New York                               | Matthew           | Schoengood       | MSchoengood@gc.cuny.edu                                  |
| Clark University  | Nancy             | Budwig           | Nbudwig@clarku.edu                                       |
| Clemson University  | Bruce             | Rafert           | jbruce@clemson.edu                                       |
| College of William and Mary                               | Cynthia           | Corbett          | cacorb@wm.edu  |
| Colorado State University                                 | Marilyn           | Morrissey        | marilyn.morrissey@colostate.edu                          |
| Columbia University                                       | Sandra            | Peters           | <a href="mailto:scp3@columbia.edu">scp3@columbia.edu</a> |
| Cornell University  | Gil               | Levine           | fulbright@einaudi.cornell.edu                            |
| Duke University   | Nancy             | Robbins          | nhare@duke.edu   |
| Emory University  | Cathryn           | Johnson          | cjohns@emory.edu   |
| Emory University  | leah              | Carswell         | lcarswe@emory.edu  |
| Florida International University                          | Arie              | Spirgel          | aspirgel@fiu.edu   |
| Florida State University                                  | Anne Marie        | West             | amwest@fsu.edu   |
| Florida State University                                  | Keisha            | John             | kajohn@fsu.edu   |
| George Mason University                                   | Deirdre           | Moloney          | dmoloney@gmu.edu   |
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Technical Review Coversheet

| I. NAME OF INDIVIDUAL APPLICANT | NAME OF APPLICANT INSTITUTION | WORLD AREA |
|---------------------------------|-------------------------------|------------|
|                                 |                               |            |

| Questions                          | Points<br>Possible | Points<br>Scored |
|------------------------------------|--------------------|------------------|
| <b>Quality of Proposed Project</b> |                    |                  |
| 1. Proposed Project                | 60                 |                  |
| Sub Total                          | 60                 |                  |
| <b>Qualifications of Applicant</b> |                    |                  |
| 1. Applicant                       | 40                 |                  |
| Sub Total                          | 40                 |                  |
| <b>General Comments</b>            |                    |                  |
| 1. General Comments                | 0                  |                  |
| Sub Total                          | 0                  |                  |
| <b>Priority Questions</b>          |                    |                  |
| <b>Competitive Preference</b>      |                    |                  |
| <b>Priorities</b>                  |                    |                  |
| <b>Preference Priority</b>         |                    |                  |
| 1. Geographic Region               | Sub Total          | 3                |
| 2. Language                        | Sub Total          | 2                |
| 3. Field                           | Sub Total          | 5                |
| <b>Invitational Preference</b>     |                    |                  |
| <b>Priority</b>                    |                    |                  |
| Invitational Priority              | Sub Total          | 0                |
| Preference Priority                | Sub Total          | 10               |
| <b>Reader Total</b>                | 110                |                  |

**DO NOT USE DECIMAL POINTS**

## Technical Review Form

**Quality of Proposed Project - Quality of Proposed Project (60 points)**

| RATING SCALE         |   |    |    |
|----------------------|---|----|----|
| If total points are: | 5 | 10 | 15 |
| Outstanding          | 5 | 10 | 15 |
| Very Good            | 4 | 8  | 12 |
| Good                 | 3 | 6  | 9  |
| Average              | 2 | 4  | 6  |
| Poor                 | 1 | 2  | 3  |
| Missing              | 0 | 0  | 0  |

**Quality of Proposed Project - The Secretary reviews each application to determine the quality of the research project proposed by the applicant. The Secretary considers:**

- 1. The statement of the major hypotheses to be tested or questions to be examined and the description and justification of the research methods to be used. (15 points)**

General comments:

Reader's Score:

- 2. The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline. (10 points)**

General Comments:

Reader's Score.

- 3. The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries. (10 points)**

General Comments:

Reader's Score:

- 4. The justification for overseas field research, and preparations to establish appropriate and sufficient research contacts and affiliations abroad. (10 points)**

General Comments:

Reader's Score:

- 5. The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries. (5 points)**

General Comments:

Reader's Score:

- 6. The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field. (10 points)**

General Comments:



Readers Score:

**Qualifications of the Applicant - (40 points)**

| RATING SCALE         |   |    |    |
|----------------------|---|----|----|
| If total points are: | 5 | 10 | 15 |
| Outstanding          | 5 | 10 | 15 |
| Very Good            | 4 | 8  | 12 |
| Good                 | 3 | 6  | 9  |
| Average              | 2 | 4  | 6  |
| Poor                 | 1 | 2  | 3  |
| Missing              | 0 | 0  | 0  |

**Qualifications of the Applicant - The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers:**

- 1. The overall strength of the applicant's graduate academic record. (10 points)**

General Comments:

Reader's Score.

- 2. The extent to which the applicant's academic record demonstrates a strength in area studies relevant to the proposed project. (10 points)**

General Comments:

Reader's Score:

- 3. The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers. (15 points)**

General Comments:

Reader's Score:

- 4. The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experiences, or both. (5 points)**

General Comments:

Reader's Score:

**General Comments - General Comments**

**Please provide general comments.**

**Priority Questions**

| RATING SCALE                           |   |   |   |
|--|---|---|---|
| If total points are:                   | 3 | 2 | 5 |
| Meets the competitive priority         | 3 | 2 | 5 |
| Does not meet the competitive priority | 0 | 0 | 0 |

**Competitive Preference Priority One – Geographic Region**

We award an additional three (3) points to an application that meets this priority: A research project that focuses on one or more of the following geographic areas: sub-Saharan Africa, South Asia and Southeast Asia as follows:

**Sub-Saharan Africa:** Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mayotte, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Réunion, Rwanda, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Sudan, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

**South Asia:** Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka.

**Southeast Asia:** Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Timor-Leste, Vietnam.

**Note:** The score will be EITHER THREE (3) OR ZERO (0). Do not enter any other number.

General:

Reader's Score:

**Competitive Preference Priority Two – Language**

We award an additional two (2) points to an application if it meets this priority:

A research project that focuses on any of the seventy-eight (78) priority languages 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.

**Note:** The score will be EITHER TWO (2) OR ZERO (0). Do not enter any other number.

General:

Reader's Score:

**Competitive Preference Priority Three – Field**

We award an additional five (5) points to an application if it meets this priority: Research projects that are proposed by applicants using advanced language proficiency in one of the 78 LCTLs listed in competitive preference priority #1 in their research and are in

**the fields of economics, engineering, international development, global education, mathematics, political science, public health, science, or technology. Note: The score will be EITHER FIVE (5) OR ZERO (0). Do not enter any other number.**

General:

Reader's Score:

**Invitational Preference Priority**

We encourage applications from Minority-Serving Institutions as well as other institutions that promote the participation of students from underrepresented groups in research abroad projects and in foreign languages and international studies.

General:

Reader's Score:

## Guidelines for Student Applicants

There are two parts to this application. The first section contains information and forms for the institution of higher education (IHE). The second section contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the US/ED's G5 grant management system. This system may be accessed at [www.G5.gov](http://www.G5.gov). Both the student and the institution must complete their portions of the application correctly and submit via G5. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the [Federal Register](#) notice, and follow the instructions in order to submit a timely and complete application to US/ED.

**The institution must appoint a Project Director.** The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This person is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

A student should:

- Read the entire application package carefully.
- Contact his/her university's Project Director as soon as possible, to inform him/her that he/she will be submitting an application, and to inquire about any internal deadlines.
- Register in the G5 system as a student, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays. Remind his/her reference writer of the internal deadline set by the institutional project director.
- Submit his/her completed application via the G5 e-Application system well in advance of the Closing Date. (It is a good idea for a student to contact the Project Director and let him/her know when the student has submitted his/her application)
- Confer with the Project Director before the Closing Date to ensure that all portions of the application were submitted successfully, and no changes need to be made.
- Prepare the required narrative, if the project involves Human Subjects Research and/or requires IRB approval, and submit the narrative to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the Instructions for ED Supplemental Information for SF 424. The student must then submit their narrative to their Project Director for uploading into the application.
- Upload a scanned copy of their transcript into G5 e-Application.

### Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States. To help accomplish this objective the Doctoral Dissertation Research Abroad Program provides opportunities for scholars to conduct research overseas in the field of modern foreign languages and area studies.

For the purpose of these programs, area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

Research overseas means research outside the United States and its territories. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Federal Register notice.

For a complete description of the program, consult the US Department of Education Regulations 34 Code of Federal Regulations Part 662.

### **Eligibility Requirements**

**To be eligible to receive a fellowship under the DDRA Program, a student must:**

1. (a) Be a citizen of the United States; or  
(b) Be a permanent resident of the United States\*;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation, or plan to apply language skills (in world areas vital to US national security) and knowledge of these countries in the fields of government, international development, and various professions; and
4. Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

Note: Students may not accept certain grants (IIE, Boren, IREX, Japan Foundation) in the same fiscal year that they receive a US/ED Fulbright-Hays grant. If a student accepts both a US/ED Fulbright-Hays grant and another grant, it may be necessary for the student to choose which grant to accept, or to negotiate a cost-sharing arrangement, so that funding is not duplicated. Student applicants who have received support for more than 6 months under the DDRA Program are not eligible to re-apply.

**\*Please note that for the Fiscal Year 2014 DDRA competition, we will only accept applications from students to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.**

### **Instructions for Students - Fulbright-Hays Application Form**

In order that each individual applicant is properly evaluated in accordance with the published procedures, eligibility requirements, and evaluation criteria, each individual scholar applying for the Fulbright-Hays fellowship must complete this electronic form.

**Item 1-4:** Self-explanatory

**Item 5:** Select the name of the institution through which you are applying. If your institution does not appear on this drop-down list, please contact your institution's grants/sponsored research office to inquire about a project director. Only institutions whose project directors have registered in G5 e-Application appear on this list. Please ensure that you choose the right campus (i.e., University of Texas at Austin, University of Texas at Brownsville, etc.). A student planning to conduct dissertation research must apply to the DDRA Program through the university in which he/she or she is enrolled in a doctoral program.

**Items 6-7:** Self-explanatory

**Item 8:** Indicate all countries in which you plan to conduct research with Fulbright-Hays Doctoral Dissertation Research Abroad support. If successful, these are the only countries you will be approved to conduct research in.

**Item 9:** Indicate all foreign languages to be used in your research during the fellowship period and obtain a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. If English or your native tongue is the language of research, you must list it here, but a Foreign Language Reference Form is not required. Though a reference form is not required, the G5 system mandates a form. For English only, please list yourself as the reference writer and submit the form. This will alleviate any technical problems with the form. Please see criteria 3 under Qualifications of the Applicant.

**Item 10:** Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as October 15, 2014, provided: a US/ED Grant Award Notification has been executed; travel has been approved; the appropriate research clearances and research visas have been secured by the individual scholar; and, if requested, human subject research clearance has been obtained. All research and travel must be completed by March 31, 2016. Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

**Item 11:** Indicate the date on which you were or will be advanced to candidacy for a doctoral degree. An applicant must be advanced to candidacy by the time his/her or her overseas research begins, but not necessarily at the time of application.

Note: Fellowships are from 6 to 12 *consecutive* months in the field. Fellows may not leave their research sites for the duration of the research period, except in cases of family or medical emergencies. Fellows have 18 months in which to schedule their research periods. Family events such as weddings or anniversaries, or academic events such as conferences or presentations, should be taken into account by the fellow when planning his or her research.

**Item 12:** **Self-explanatory**

**Item 13:** If resident alien, provide Alien Registration Number, country of birth, and previous citizenship. Please refer to the program's citizenship requirements in the program-specific regulations.

**Item 14:** Self-explanatory

**Item 15:** Note that doctoral candidates planning careers other than teaching are eligible to apply.

**Item 16:** Please list title of research project. Remember to take care when choosing the title. If successful, the review process is multi-layered.

**Item 17:** Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted as well as institutional and individual affiliations. Remember to take care when writing the abstract. If successful, the review process is multi-layered.

**Item 18:** Self-explanatory

**Item 19:** Indicate previous relevant foreign travel, period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

**Items 20-21:** Indicate whether you are in default on any U.S. Department of Education Student Financial Assistance loan, U.S. Department of Education grant or any other Federal loan.

**Item 22:** Indicate all previously held fellowships.

**Item 23:** Indicate current applications for other fellowships.

**Item 24:** Enter the name, address and telephone number of the physician or certified nurse practitioner, and the date of recent physical exam. This is to ensure that the applicant is physically capable of carrying out the proposed research project. Do not send a separate medical evaluation. Actual signatures may be requested at a later date.

**Item 25a:** List, starting with the airport closest to your address, all points of international travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested. All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers and should also include baggage fees. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Award Notification. Travel by sea also must be on a U.S. flag carrier. You will not be authorized to travel on grant funds until you have secured the appropriate "research" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution. (Note: please see **Important Note Regarding Host Country Research Clearances**). All travel paid for with grant funds must be in accordance with the **Fly America Act** (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available, regardless of cost. In cases of "code-share" tickets between an American and an overseas carrier, the name and flight number of the American carrier, rather than those of the overseas carrier, must be displayed on the airline tickets. Travel must be approved by the US/ED program officer before a fellow departs. No support for dependents' travel is provided.

**Item 25b:** Enter the maintenance stipend for all countries of research utilizing the information provided in the link to **Fulbright-Hays Maintenance Allowances**. Allowances from other than personal sources (e.g. fellowships) which duplicate benefits received under this program will be deducted from the fellowship. Adjustments will also be made in cases where other organizations assume all or part of a fellow's maintenance costs.

**Item 25c:** A dependent means any of the following individuals who will accompany you to your research site and for whom you will be providing over 50 percent support during the entire overseas research period:

- a. Spouse of program participant ; A student is considered married if the student was legally married in any domestic or foreign jurisdiction that recognizes the relationship as a valid marriage, regardless of where the couple resides. The Department has determined that any legal marriage that is recognized

by the jurisdiction in which the marriage was celebrated will be recognized for DDRA program purposes without regard to whether the marriage is between persons of the same sex or opposite sex, and without regard to where the couple resides. It also applies to a student attending an institution located in a jurisdiction that recognizes same-sex marriage and in a jurisdiction (e.g., a state) that does not recognize same-sex marriage. Further, this determination applies only to marriages and does not apply to registered domestic partnerships, civil unions, or similar formal relationships recognized under state law. These definitions are found in *United States v. Windsor*, 570 U.S. or

**b.** Children unmarried and under 21 years of age.

Note: Dependents must accompany the researcher for the entire research period in order to be eligible for an allowance. Enter the dependents' allowance by referring to the **Fulbright-Hays Maintenance Allowances**.

**Item 25d:** Compute and justify in detail your needs for this allowance that may include expenses such as books, copying, hard drives, travel within host countries, affiliation fees, etc. This allowance does not cover any visa fees, passport expenses, including photographs, equipment costs (laptops, digital cameras, recorders, etc.), research or transcription assistants, language tutoring, tuition or fees that might be required by the American grantee institution, or medical expenses such as malaria pills or vaccinations.

**Item 25e:** The Department of Education will include sufficient funds to enable an institution to purchase basic health and accident insurance for each student fellowship recipient only. The university may use its discretion whether to use a university-contracted carrier or a student-contracted carrier. Compute the amount requested utilizing group rates of university-contracted carriers for coverage overseas. The amount requested for insurance must be prorated to reflect only the student's time in the field.

**Item 25f:** Fixed \$100 administrative fee paid to institution.

**Item 25g:** This will be the sum of 25a-f.

**Item 26-27:** Self-explanatory

**Item 28:** The curriculum vita must be uploaded into the G5 e-Application system. It should address those previously cited evaluation criteria focused on the qualifications of the individual applicant. You should list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar

**Item 29:**

1. The application narrative must be uploaded as an attachment into the G5 e-Application system. **Please note the page limitations specified in the Federal Register notice.** You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. It is advised that the applicant review the Technical Review Form provided and write their narrative in a way that answers all questions thoroughly. Do not leave out answers for any questions. Please note that in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted. You may also wish to consider the following factors when developing your narrative:
  - a. Host country political sensitivities and interests
  - b. Host country visa requirements (it is recommended that applicants review host country visa requirements before applying)
  - c. Feasibility of research
  - d. Safety and security concerns
  - e. The use of English that can readily be understood by well-educated non-specialists.

Awards are not made to applicants planning to conduct research on topics that are determined to be politically sensitive or unfeasible by the U.S. Embassy or Fulbright Commission in the host country. It should also be noted that the U.S. Department of Education will not submit to the host country "dummy" proposals (i.e., proposals that do not accurately reflect the research purpose in the hope of avoiding difficulties with host country acceptance of the proposal).

When writing the narrative students should have a well-thought out hypothesis; use well-defined terms and variables. The proposed research should be based on solid reasoning and previous research. It should pose a specific research question with a predicted outcome and a reasonable scope given the time to completion.

2. The bibliography must be uploaded as an attachment into the G5 grant management system. **Please note the page limitations specified in the Federal Register notice.**
3. Host country supporting materials must be uploaded as an attachment into the G5 e-Application system. Host country supporting materials refers to letters of invitation, affiliation, etc. Though not required for the application, this information only serves to strengthen an application. All host country supporting materials must be combined into one document for uploading into the G5 e-Application system.
4. Transcripts must be uploaded as an attachment into the G5 e-Application system. All transcripts must be combined into one document for uploading into the G5 e-Application system.
5. Please note the following tips related to attaching images of transcripts to your application: Make a copy of the original file before continuing.
  - a. Crop the image using any standard image editing tool and remove any unnecessary portions of the picture.
  - b. Change the overall pixel dimensions to go smaller either by “Image Size,” “Resize,” or “Resample”. Try to make the image dimension closer to 640 x 480 pixel (approximately 4 x 7 image size). This will make the image smaller and easy for sharing.
  - c. After sizing the image, be sure to do a Save As so you don’t overwrite your original file. Save the image as a JPEG or JPG file.
  - d. When choosing the compression level, keep quality in the medium to high range. You may want to target a file size of 30 to 100 KB per image. Try not to exceed 100 KB per image.
  - e. Once the images have been resized and saved as JPEG/JPG format, they will have a small size compared to the original files. Use these new images to create the final document in PDF format.

### **Instructions for Fulbright-Hays Foreign Language Reference Form**

The language reference form, which is required for this program, should be completed by a specialist in the language. Student applicants must initiate an e-mail to their referring specialists via the G5 e-Application system. Upon receipt of this e-mail, the reference will be able to access the G5 e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student’s application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via G5 e-Application. Do not submit your references directly to US/ED, as they will not be accepted or included with your application. **Please remind your reference writer to submit the form by the internal deadline set by your institutional Project Director. The G5 e-Application system will not accept submission from web/email accounts and servers not located in the United States.**

A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted.

### **Heritage Language Learners**

For the purposes of the DDRA program, a Heritage Language Learner is a student who grew up using the language of research at home and/or received K-12 education in the language. It is the student’s responsibility to ensure their status (heritage language learner, native speaker, or non-native or heritage speaker) is clear in the application. We recommend that students list this information in their CV to clarify their status. During the review process, if the language learner status is not clear in the application, the reviewers will score as they feel appropriate based on the information provided.

Please be aware that native speakers are not eligible for points (please see Criteria 3 under “Qualifications of the Applicant”). Heritage speakers usually score between 7-8 points. The reasoning behind this scoring is that the DDRA program was originally intended to enhance the foreign language competence of individuals trained in American schools, and the criteria gives greater emphasis to having acquired a foreign language and would encourage non-native born United States citizens or resident aliens to acquire an additional foreign language.

### **Instructions for Fulbright-Hays Graduate Student Reference Form**

One of the three personal references must be obtained from the student's dissertation advisor. Student applicants must initiate an e-mail to their references via the G5 e-Application . Upon receipt of this e-mail, the reference will be able to access the G5 e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student’s application, so that it is submitted to US/ED when the Project Director



transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via the G5 e-Application . Do not submit your references directly to US/ED as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director. The G5 e-Application will not accept submission from web/email accounts and servers not located in the United States.**

You must check with your institution to determine if your institution will be submitting all applications via G5, as required in the Federal Register, or if it has been granted a waiver from that requirement. All of the institution's applications must be submitted in the same format.

Upon submittal via G5 e-Application , students' applications will become available to their university's Project Director for review and transmittal to the U.S. Department of Education. **Only the Project Director is able to submit the application to the U.S. Department of Education.** A completed student application should contain the items specified below:

- Fulbright-Hays DDRA Application Form
- Curriculum vita
- Application narrative
- Application bibliography
- One Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referring specialist via G5 e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via G5 e-Application
- Transcripts (Graduate transcripts are required. Undergraduate transcripts are recommended to demonstrate the student's language and area studies experience.)
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to G5 e-Application. Letters of affiliation may not be mailed.

#### **Important Note Regarding Host Country Research Clearances**

When Fulbright Commissions or other overseas organizations apply for host country clearance for a DDRA fellow's project, US/ED expects that the organization will use the proposal submitted to USED by that fellow for the DDRA competition. It is not acceptable to "transfer" clearances from a project submitted under one program's competition to a project submitted under another program's competition, in order to expedite clearance. The project that we fund must be the one submitted to US/ED that was reviewed and scored by US/ED peer reviewers according to the DDRA program's selection criteria, and has undergone US/ED review procedures. This review process is the basis of US/ED funding decisions, which are approved by officials throughout the Department. US/ED understands that the proposals that students submit for other programs may be "basically" the same, but we simply do not have the ability to verify this. The proposals for other programs often have different page limits, requirements and selection criteria, resulting in an application that is really quite different from what was submitted to US/ED. US/ED can only be responsible for funding the projects submitted under the DDRA program.

US/ED urges fellows to begin the clearance process as soon as possible, and to understand that they may have to be flexible with regard to when they begin their research.

#### **Important Note Regarding Host Country Visa Requirements**

It is the applicant's responsibility to ensure that the research they propose can actually be carried out under the visa issued by the host country. Visa requirements change often and it is the applicant's responsibility to ensure the research proposes meets the requirements/limitations of the visa. Students should review the host country visa requirements BEFORE submitting their application.

## Frequently Asked Questions for Student Applicants

**Q1. *Can a student apply independently of his/her university?***

A1. No. Eligible applicants are institutions of higher education in the U.S. The student's application must be submitted to his/her university and transmitted to US/ED via G5 e-Application by the university's Project Director.

**Q2. *How does a student find information about his/her Project Director?***

A2: A student should check the list of Project Directors included in this application package. If a university has submitted applications for DDRA funding in any of the previous DDRA competitions, the name(s) of the Project Director(s) might be on the list. If an institution does not appear on the list, it may be necessary for that university's administration to appoint a Project Director, and ensure that he/she registers in the G5 e-Application system. Do not assume that an institution listed in the drop down list in G5 e-Application has a registered Project Director for the DDRA program. Please check the "Registered Project Director" list provided in the application for this information.

**Q3. *What is the role of the student's academic advisor?***

A3. The student's advisor will continue to serve as his/her mentor regarding the academic details of his/her research. Any changes to the student's research plans as proposed in the application will require the advisor's written approval. The advisor should not serve as the student's Project Director. There can be only one current Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

**Q4. *What is the process for completing the G5 e-Application?***

A4. There are two primary sections to G5 e-Application – the student's individual section and the Project Director section. When the student submits his/her application via the G5 e-Application system, it is transmitted to his/her university's Project Director for review and submission to US/ED. Student applicants are not able to transmit their applications directly to US/ED. The Project Director is responsible for reviewing each student's individual application and submitting all student applications as a single form, including the required federal forms, to US/ED. Included in this submission are the graduate and language reference forms that were transmitted to the Project Director by the references. **Only the Project Director can submit an application to US/ED.**

**Q5. *When should a student submit his/her application?***

A5. The Project Director determines the institutional deadline by which all sections of the application must be submitted. It is the responsibility of the student to ensure that the graduate and language references are submitted by references no later than the institutions' deadline which is determined by the Project Director.

**Q6. *What is the difference between the institutional deadline and the official Federal Register notice Inviting Applications (NIA)?***

A6. The Project Director has authority to determine an institutional deadline to ensure that he/she receives all of the components of the application before the official closing date in the Federal Register notice. The Project Director may not submit an e-Application to US/ED after the published transmittal deadline.

**Q7. *How will a student know that his/her Project Director has access to his/her application?***

A7. After the student submits his/her application via the G5 e-Application system, he/she will receive an email notification noting that his/her application has been received by the Project Director at his/her university.

If he/she does not receive this email, the student should immediately contact the Help Desk. The Project Director will be copied on the email notification.

**Q8. How does a student know that the Project Director has submitted his/her application to US/ED?**

A8. Only the Project Director will receive a notification email once the application has been successfully transmitted to US/ED. The student will not receive an email notification and must check with his/her institution's Project Director to determine whether the institutional application has been successfully submitted.

**Q9. Can transcripts be uploaded electronically, or must they still be submitted in paper format?**

A9. Students must scan all transcripts and upload into the G5 e-Application. Only one upload is allowed, so all transcripts must be scanned and combined into one document. Transcripts obtained electronically must have all security features disabled. Failure to disable all security features may result in the inability of the panel reviewers to access the document as part of the official application process.

**Q10. Should student applicants include their undergraduate transcripts?**

A10. Yes, US/ED recommends that undergraduate transcripts are included with the student's application to demonstrate the applicant's language and area studies academic experience. Undergraduate transcripts should be combined with the graduate transcripts and uploaded into the G5 e-Application .

**Q11. Should student applicants list their language and area studies course work in their CV?**

A11. Yes. A list of language and area studies courses in the student's CV helps the panel reviewers to rate and score your academic qualifications and to determine if the applicant meets the eligibility requirements.

**Q12. May a student apply for support to go to more than one country?**

A12. Yes. A student may propose research in multiple countries. Please be aware that a copy of all principal and alternate candidate applications will be sent to the Fulbright Commission or American Embassy in each host country to be reviewed for political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each proposed country.

**Q13. Even though the DDRA Program doesn't fund proposals that focus on Western European topics, may a student go to Western Europe to consult or research human or material resources on a non-Western European topic not available in the U.S.?**

A13. Yes.

**Q14. Are U.S. citizens enrolled at foreign institutions eligible for the DDRA program?**

A14. No. Only U.S. institutions of higher education are eligible to apply to the DDRA program.

**Q15. How important is the page limit cited in the Federal Register notice?**

A15. The page limit is extremely important. If the student's application narrative exceeds the page limit, the application will be disqualified and will not be reviewed for funding. Please adhere strictly to all of the guidelines in the Federal Register notice.

**Q16. Should students include endnotes, footnotes or a bibliography?**

A16. Endnotes, footnotes or a bibliography will certainly strengthen an application. However, footnotes and endnotes will be included with the application narrative and bibliography and is subject to the page limit restrictions specified in the NIA.

**Q17. What if a student proposes to use a much less commonly taught language and cannot find someone to evaluate him/her?**

A17. The student should contact the US/ED program office by email at [ddra@ed.gov](mailto:ddra@ed.gov). An application will be significantly less competitive if a language reference form is not included.

**Q18. *Should Letters of Affiliation from overseas host institutions or organizations be included in an application?***

A18. Yes. Letters of Affiliation are helpful to the panel to review an application. Students must upload the letters into the G5 e-Application system and submit them as “Host Country Supporting Materials”. Only one “Host Country Supporting Materials” document may be uploaded, so all letters must be scanned as one document. Letters or references sent in the mail will not be included with the student’s application.

**Q19. *Do the provisions of the “Fly America Act” apply to this program? Does it benefit a student’s application to request a lower amount, if he/she can find a cheaper non-U.S. carrier airfare?***

A19. All travel must comply with the Fly America Act. International travel budget estimates should be based on jet economy high season rates on U.S. Flag carriers where available. Reviewers do not evaluate a student’s budget request as part of the application review process.

**Q20. *What if a student is planning to get married after he/she applies, or is expecting a baby? Is he/she eligible for a dependent’s allowance?***

A20. Availability of funds and the date of the marriage or birth will determine whether an allowance can be awarded. Funds will not be available after September 30, 2014.

**Q21. *What signatures are required for G5 e-Application?***

A22. No signatures are necessary for the student’s application at the time of application submittal. However, signatures from a student’s doctor/nurse practitioner and advisor may be requested at a later date.

**Q23. *Whom should the student contact in the event of technical problems with G5 e-Application (e.g., problems accessing the form)?***

A23. If the student experiences any technical difficulties, he/she should contact the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-855-333-2807, local 202-401-6238) Monday-Friday from 8:00 a.m. to 6:00 p.m. EST time.

**Q24. *If the student has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?***

A24. The student’s first point of contact is always the institutional Project Director. The Project Director may then contact the US/ED program office at [ddra@ed.gov](mailto:ddra@ed.gov), if further clarification is needed.

**Q25. *When will students be notified whether or not they have been selected?***

A25. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Please contact the Project Director for institutional notification deadlines.

**Q26. *When are fellowships activated?***

A26. A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met; human subject research clearance, if required, has been given by the student’s institution and US/ED reviewer; and travel approval has been obtained by the Project Director from US/ED. The GAN will specify the performance and budget periods. All research must be completed during these periods. The performance and budget period for the FY 2014 fellows begins October 1, 2014.

**Q27. *If a student relocates after submitting his/her application, should he/she send US/ED address updates?***

A27. No. The Project Director is the first point of contact for students. Students must provide any changes and update to application information to the Project Directors.

**Q28. May the university accept the award on a student's behalf if the student is overseas during the notification period?**

A28. Yes. If the student has not received a fellowship that duplicates the DDRA award benefits, the university can accept an award on the student's behalf. The student should leave a letter with the Project Director authorizing acceptance of the award on his/her behalf.

**Q29. Must a fellow apply for his/her own visa and research clearance?**

A29. Yes. Fellows are advised to contact the host country's Fulbright Commissions and U.S. embassies for guidance on obtaining appropriate visas and clearances.

**Q30. May a student request copies of his/her application's panel reviewers' comments?**

A30. All panel reviewers' comments will be sent to the institutional Project Director upon announcement of the awards. Students should contact their Project Director to request a copy.

**Q31. If a student's research project requires Institutional Review Board (IRB) approval what information needs to be provided in the DDRA application?**

A31. Student applicants submit a completed Human Subjects Narrative. IRB approval is not needed at the time of application, however, a narrative must be submitted to the Project Director for uploading into the final application. The instructions for completing the narrative are in the ED Supplemental Form to the SF 424.

**Q32. Am I eligible to apply for a DDRA fellowship if my language of research is English or my heritage language?**

A32. Yes. Students whose language of research is English or their heritage language are eligible to apply for a DDRA fellowship. However, applicants using English or their heritage language should review the "Qualifications of the Applicant" question on the technical review form. Only applicants who are using languages **other than** English or a heritage language are eligible to receive points for this criterion. [Please see section on "Heritage Language Learners" regarding heritage language applicants.]

**Q33. May I request funds for hotel, lodging or per diem expenses?**

A33. No. The maintenance amount awarded is based on the cities/regions and the research period spent in the approved area and should cover the lodging and other living expenses of the fellow. Therefore, DDRA funds will not be awarded for hotel stays nor for per diem expenses during the same research period when a maintenance allowance is awarded.

**Q34. May permanent residents of Russia apply to Russia as one of the research sites?**

A34. For the Fiscal Year 2014 DDRA competition, we will only accept applications from students to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.

OMB No. 1840-XXXX  
Form Expires XXXX

**US Department of Education  
Fulbright-Hays Doctoral Dissertation Research Abroad Program**

|    |                          |    |                  |    |        |                            |
|----|--------------------------|----|------------------|----|--------|----------------------------|
| 1. | Last Name, First, Middle |    |                  |    |        |                            |
| 2. | Date of Birth            | 3. | Country of Birth | 4. | Gender | <input type="checkbox"/> M |
|    |                          |    |                  |    |        | <input type="checkbox"/> F |



|  |  |              |  |
|--|--|--------------|--|
| 18.  | Name(s) of Accompanying Dependent(s)   | Relationship | Age  |
| 19.  | Previous Overseas Travel   |              |  |
| 20.  | Grant Refunds Due <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | 21.          | Default on Loans <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 22.  | Previously Awarded Fellowships   |              |  |
|  | <input type="checkbox"/> Group Projects Abroad (GPA)   |              | <input type="checkbox"/> Title VI FLAS                                       |
|  | <input type="checkbox"/> Jacob Javits  |              | <input type="checkbox"/> State Dept. / IIE Fulbright                         |
|  | <input type="checkbox"/> Other (please specify) _____  |              |  |
| 23.  | Current Application for Other Fellowships  |              |  |
|  | <input type="checkbox"/> Group Projects Abroad (GPA)   |              | <input type="checkbox"/> Social Science Research Council (SSRC)              |
|  | <input type="checkbox"/> Int'l Research and Exchanges Board (IREX)   |              | <input type="checkbox"/> Title VI FLAS                                       |
|  | <input type="checkbox"/> Jacob Javits  |              | <input type="checkbox"/> State Dept. / IIE Fulbright                         |
|  | <input type="checkbox"/> NSEP / Academy for Educational Development  |              | <input type="checkbox"/> Other (please specify) _____                        |
| 24.  | Certification  |              |  |
|  | <i>List date of physical. Enter the name of the physician or certified nurse who can testify that the candidate named in this application is physically and psychologically able to carry out all phases of the project as described in this proposal.</i> |              |  |
|  | Name of Physician or Certified Nurse Practitioner  | Address      | Telephone No.  |
|  |  |              |  |
| <b>For Official US/ED Use Only - do not write in the section below</b> |  |              |  |
|  |  |              |  |

|     |   |                      |                     |                 |       |
|-----|---|----------------------|---------------------|-----------------|-------|
| 25. | Budget Request  |                      |                     |                 |       |
| a.  | International Travel and Baggage<br>Jet travel for the itinerary:                                   |                      |                     |                 | \$    |
| b.  | <u>City and Country</u>   | <u>No. of Months</u> | <u>Monthly Rate</u> | <u>Subtotal</u> | \$    |
| c.  | Dependent(s) Allowance  |                      |                     |                 | \$    |
|     | <u>1st Dependent</u>  | <u>No. of Months</u> | <u>Monthly Rate</u> | <u>Subtotal</u> |       |
|     | <u>Additional Dependents</u>  | <u>No. of Months</u> | <u>Monthly Rate</u> | <u>Subtotal</u> |       |
| d.  | Project Allowance   |                      |                     |                 | \$    |
| e.  | Health and Accident Insurance (for fellow only)   |                      |                     |                 | \$    |
| f.  | Administrative Fee to US Applicant Institution  |                      |                     |                 | \$100 |
| g.  | Total   |                      |                     |                 | \$    |
|     |   |                      |                     |                 |       |
| 26. | Student Certification   |                      |                     |                 |       |
|     | <i>I certify that all information provided on this form is correct to the best of my knowledge.</i> |                      |                     |                 |       |
|     | Name of Applicant   |                      |                     | Date            |       |
| 27. | Advisor Review  |                      |                     |                 |       |
|     | <i>Date of advisor's review of application.</i>   |                      |                     |                 |       |
|     | Name of Dissertation Advisor  |                      |                     | Date            |       |



**28. Curriculum Vita**

**29. Project Description**  
  
(Application Narrative May Not Exceed the Page Limit as Described in the Federal Register.)

**Bibliography**

**Host Country Supporting Materials**  
(Only one document may be uploaded. Please combined all materials into one document for uploading)

**Unofficial Transcript(s)**  
(Only one document may be uploaded. Please combined all materials into one document for uploading)

**FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM  
U.S. DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20006-8521**

|  |                     |
|--|---------------------|
| Name of Individual Applicant           | Name of Institution |
| Countries of Research                  | Language            |
| Proposed Project or Dissertation Title |                     |

To be completed by a college/university language teacher and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

**Speaking and Listening (check one)**

Unable to function in the spoken language

Able to satisfy basic survival needs and maintain very simple conversation on familiar topics

Able to satisfy routine social demands and limited work requirements

Able to participate effectively in most formal and informal conversations on practical and social topics and on professional topics in restricted contexts

Able to use the language fluently and accurately on all levels pertinent to professional needs

Use of the language is functionally equivalent to a well-educated native speaker

**Reading (check one)**

No practical ability to read the language

Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript

- Sufficient comprehension to read simple, authentic texts on subjects within a familiar context
- Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects, as well as technical material
- Able to read fluently and accurately all styles and forms of the language pertinent to professional needs, including all materials in one's special field
- Reading proficiency is functionally equivalent to a well-educated native speaker

**Writing (check one)**

- No functional ability in writing
- Sufficient control of the writing system to meet limited demands
- Sufficient control of the writing system to meet most survival needs and limited social demands
- Ability to write with some precision and in some detail about most common topics
- Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics
- Writing proficiency is equal to that of a well-educated native speaker

**Please indicate briefly how your evaluation was determined (e.g. two years of coursework, a test, etc.).**

|           |                   |            |
|-----------|-------------------|------------|
| Name      | Position or Title | University |
| Signature | Date              |            |

**FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM**  
**U.S. Department of Education**  
**WASHINGTON, DC 20006-8521**

|                              |                     |
|------------------------------|---------------------|
| Name of Individual Applicant | Name of Institution |
|------------------------------|---------------------|

|                       |             |
|-----------------------|-------------|
| Countries of Research | Language(s) |
|-----------------------|-------------|

Proposed Project or Dissertation Title

**To be completed by referee and sent to the contact person at the applicant's college or university.** Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

- How long and in what capacity have you known the applicant?**
- Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:**

|  | Below Average (lowest 40%) | Average (mid 20%) | Above Average (next 15%) | Very Good (next 10%) | Out-standing (next 10%) | Exceptional (highest 5%) | Inadequate opportunity to observe |
|--|----------------------------|-------------------|--------------------------|----------------------|-------------------------|--------------------------|-----------------------------------|
| A. General knowledge                                 |                            |                   |                          |                      |                         |                          |                                   |
| B. Knowledge in chosen field                         |                            |                   |                          |                      |                         |                          |                                   |
| C. Motivation and seriousness of purpose             |                            |                   |                          |                      |                         |                          |                                   |
| D. Ability to plan and carry out research            |                            |                   |                          |                      |                         |                          |                                   |
| E. Ability to express thoughts in speech and writing |                            |                   |                          |                      |                         |                          |                                   |
| F. Ability to withstand stress                       |                            |                   |                          |                      |                         |                          |                                   |
| G. Self-reliance and independence                    |                            |                   |                          |                      |                         |                          |                                   |
| H. Ability to make sound judgments                   |                            |                   |                          |                      |                         |                          |                                   |
| I. Potential for future growth in chosen field       |                            |                   |                          |                      |                         |                          |                                   |
| J. Ability to communicate with people                |                            |                   |                          |                      |                         |                          |                                   |
| K. Impression to be made abroad                      |                            |                   |                          |                      |                         |                          |                                   |
- On an extra 8-1/2" X 11" sheet, please comment specifically on the feasibility of the applicant's project in terms of resources available abroad, ability of the applicant to carry out the project in the allotted time, linguistic preparation for the proposed plan, the candidate's ability to adapt to a different cultural environment, and any other factors which you believe may have a bearing on the candidate's successful experience overseas. Also indicate your opinion as to the merit or validity of the project itself.**

|      |                   |            |
|------|-------------------|------------|
| Name | Position or Title | University |
|------|-------------------|------------|

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## Fulbright-Hays Maintenance Allowances

Fulbright-Hays training grants maintenance allowances are based on current cost-of-living data provided by the Department of State. Additional and more up-to-date information on costs of living obtained at the time individual applications are reviewed by diplomatic missions and binational commissions overseas may require modifications of these rates at a later date. The allowances of fellows jointly sponsored by US/ED and other organizations [e.g., SSRC, NSF] will be adjusted accordingly.

| LOCALITY                    | MONTHLY STIPEND | FIRST DEPENDENT | ADD'L DEPENDENT(S) |
|-----------------------------|-----------------|-----------------|--------------------|
| <b>ALBANIA</b>              |                 |                 |                    |
| Tirana                      | 2592            | 1037            | 518                |
| Other                       | 1269            | 508             | 254                |
| <b>ALGERIA</b>              |                 |                 |                    |
| Algiers                     | 3348            | 1339            | 670                |
| Other                       | 2295            | 918             | 459                |
| <b>ANDORRA</b>              |                 |                 |                    |
| Andorra                     | 2988            | 1195            | 598                |
| <b>ANGOLA</b>               |                 |                 |                    |
|                             | 5175            | 2070            | 1035               |
| <b>ANGUILLA</b>             |                 |                 |                    |
|                             | 2178            | 871             | 436                |
| <b>ANTIGUA AND BARBUDA</b>  |                 |                 |                    |
| Antigua and Barbuda         | 2691            | 1076            | 538                |
| Other                       | 621             | 248             | 124                |
| <b>ARGENTINA</b>            |                 |                 |                    |
| Bariloche                   | 2970            | 1188            | 594                |
| Buenos Aires                | 3078            | 1231            | 616                |
| Mendoza                     | 2583            | 1033            | 517                |
| Other                       | 2628            | 1051            | 526                |
| <b>ARMENIA</b>              |                 |                 |                    |
|                             | 2160            | 864             | 432                |
| <b>AUSTRALIA</b>            |                 |                 |                    |
| Adelaide                    | 3474            | 1390            | 695                |
| Brisbane                    | 3015            | 1206            | 603                |
| Cairns                      | 2682            | 1073            | 536                |
| Canberra                    | 3105            | 1242            | 621                |
| Darwin Northern Territories | 3177            | 1271            | 635                |
| Fremantle                   | 3132            | 1253            | 626                |
| Hobart                      | 3276            | 1310            | 655                |
| Melbourne                   | 3609            | 1444            | 722                |
| Perth                       | 3852            | 1541            | 770                |
| Sydney                      | 3087            | 1235            | 617                |
| Other                       | 2682            | 1073            | 536                |
| <b>AUSTRIA</b>              |                 |                 |                    |
| Graz                        | 3789            | 1516            | 758                |
| Linz                        | 3582            | 1433            | 716                |
| Salzburg                    | 3906            | 1562            | 781                |
| Vienna                      | 3753            | 1501            | 751                |
| Other                       | 3708            | 1483            | 742                |
| <b>AZERBAIJAN</b>           |                 |                 |                    |
|                             | 3357            | 1343            | 671                |
| Baku                        | 3357            | 1343            | 671                |
| Ganja                       | 1746            | 698             | 349                |
| Other                       | 1467            | 587             | 293                |
| <b>BAHAMAS, THE</b>         |                 |                 |                    |
| Andros Island               | 2124            | 850             | 425                |
| Eleuthera Island            | 2295            | 918             | 459                |
| Grand Bahama Island         | 2565            | 1026            | 513                |
| Nassau                      | 3780            | 1512            | 756                |
| Other                       | 2124            | 850             | 425                |
| <b>BAHRAIN</b>              |                 |                 |                    |
|                             | 3564            | 1426            | 713                |

|                    |                     |      |      |     |
|--------------------|---------------------|------|------|-----|
| BANGLADESH         |                     |      |      |     |
|                    | Dhaka               | 2610 | 1044 | 522 |
|                    | Other               | 1296 | 518  | 259 |
| BARBADOS           |                     |      |      |     |
|                    |                     | 3240 | 1296 | 648 |
| BELARUS            |                     |      |      |     |
|                    |                     | 2763 | 1105 | 553 |
| BELGIUM            |                     |      |      |     |
|                    | Antwerp             | 3204 | 1282 | 641 |
|                    | Brugge              | 2385 | 954  | 477 |
|                    | Brussels            | 3375 | 1350 | 675 |
|                    | Diegem              | 3375 | 1350 | 675 |
|                    | Kleine Brogol       | 2106 | 842  | 421 |
|                    | Liege               | 2340 | 936  | 468 |
|                    | SHAPE/Chievres      | 2088 | 835  | 418 |
|                    | Zaventem            | 3375 | 1350 | 675 |
|                    | Other               | 1656 | 662  | 331 |
| BELIZE             |                     |      |      |     |
|                    | Belize City         | 1881 | 752  | 376 |
|                    | Belmopan            | 2106 | 842  | 421 |
|                    | San Pedro           | 2196 | 878  | 439 |
|                    | Other               | 1881 | 752  | 376 |
| BENIN              |                     |      |      |     |
|                    | Cotonou             | 2340 | 936  | 468 |
|                    | Other               | 1323 | 529  | 265 |
| BERMUDA            |                     |      |      |     |
|                    |                     | 4491 | 1796 | 898 |
| BHUTAN             |                     |      |      |     |
|                    |                     | 3528 | 1411 | 706 |
| BOLIVIA            |                     |      |      |     |
|                    | Cochabamba          | 1206 | 482  | 241 |
|                    | La Paz              | 1566 | 626  | 313 |
|                    | Santa Cruz          | 1503 | 601  | 301 |
|                    | Other               | 999  | 400  | 200 |
| BOSNIA-HERZEGOVINA |                     |      |      |     |
|                    |                     | 1764 | 706  | 353 |
| BOTSWANA           |                     |      |      |     |
|                    | Francistown         | 1773 | 709  | 355 |
|                    | Gaborone            | 1845 | 738  | 369 |
|                    | Kasane              | 2070 | 828  | 414 |
|                    | Selebi Phikwe       | 1512 | 605  | 302 |
|                    | Other               | 1917 | 767  | 383 |
| BRAZIL             |                     |      |      |     |
|                    | Belem               | 2538 | 1015 | 508 |
|                    | Belo Horizonte      | 2277 | 911  | 455 |
|                    | Brasilia            | 3150 | 1260 | 630 |
|                    | Campinas            | 2763 | 1105 | 553 |
|                    | Fortaleza           | 2916 | 1166 | 583 |
|                    | Foz do Iguacu       | 1764 | 706  | 353 |
|                    | Goiania             | 2925 | 1170 | 585 |
|                    | Manaus              | 2187 | 875  | 437 |
|                    | Natal               | 2646 | 1058 | 529 |
|                    | Porto Alegre        | 2493 | 997  | 499 |
|                    | Recife, Pernambuco  | 2628 | 1051 | 526 |
|                    | Rio de Janeiro      | 4662 | 1865 | 932 |
|                    | Salvador da Bahia   | 2898 | 1159 | 580 |
|                    | Sao Jose dos Campos | 1665 | 666  | 333 |
|                    | Sao Paulo           | 3798 | 1519 | 760 |
|                    | Other               | 2763 | 1105 | 553 |
| BRUNEI             |                     |      |      |     |
|                    | Bandar Seri Begawan | 2610 | 1044 | 522 |
|                    | Other               | 1107 | 443  | 221 |
| BULGARIA           |                     |      |      |     |
|                    | Bourgas             | 1188 | 475  | 238 |
|                    | Plovdiv             | 2043 | 817  | 409 |

|                          |                       |      |      |     |
|--------------------------|-----------------------|------|------|-----|
|                          | Ruse                  | 963  | 385  | 193 |
|                          | Sofia                 | 2439 | 976  | 488 |
|                          | Varna                 | 1395 | 558  | 279 |
|                          | Other                 | 1359 | 544  | 272 |
| BURKINA                  |                       |      |      |     |
|                          | Bobo Dioulasso        | 1422 | 569  | 284 |
|                          | Ouagadougou           | 2430 | 972  | 486 |
|                          | Other                 | 1422 | 569  | 284 |
| BURMA                    |                       |      |      |     |
|                          | Naypyitaw             | 2295 | 918  | 459 |
|                          | Rangoon               | 3123 | 1249 | 625 |
|                          | Other                 | 2871 | 1148 | 574 |
| BURUNDI                  |                       | 1683 | 673  | 337 |
| CAMBODIA                 |                       |      |      |     |
|                          | Phnom Penh            | 2043 | 817  | 409 |
|                          | Siem Riep             | 2178 | 871  | 436 |
|                          | Sihanoukville         | 1368 | 547  | 274 |
|                          | Other                 | 765  | 306  | 153 |
| CAMEROON                 |                       |      |      |     |
|                          | Douala                | 2682 | 1073 | 536 |
|                          | Limbe                 | 2115 | 846  | 423 |
|                          | Yaounde               | 2709 | 1084 | 542 |
|                          | Other                 | 1449 | 580  | 290 |
| CANADA                   |                       |      |      |     |
|                          | Banff                 | 4023 | 1609 | 805 |
|                          | Calgary               | 4041 | 1616 | 808 |
|                          | Dartmouth             | 2682 | 1073 | 536 |
|                          | Edmonton              | 2664 | 1066 | 533 |
|                          | Fredericton           | 2565 | 1026 | 513 |
|                          | Gander, Newfoundland  | 1305 | 522  | 261 |
|                          | Halifax               | 2682 | 1073 | 536 |
|                          | Mississauga           | 1773 | 709  | 355 |
|                          | Moncton               | 2277 | 911  | 455 |
|                          | Montreal              | 2835 | 1134 | 567 |
|                          | Northwest Territories | 1890 | 756  | 378 |
|                          | Ottawa                | 2475 | 990  | 495 |
|                          | Prince Edward Is.     | 2475 | 990  | 495 |
|                          | Quebec                | 3672 | 1469 | 734 |
|                          | Richmond              | 2529 | 1012 | 506 |
|                          | Saint John's          | 2421 | 968  | 484 |
|                          | Sidney                | 3105 | 1242 | 621 |
|                          | Toronto               | 2700 | 1080 | 540 |
|                          | Vancouver             | 2727 | 1091 | 545 |
|                          | Victoria              | 2601 | 1040 | 520 |
|                          | Winnipeg              | 2862 | 1145 | 572 |
|                          | Other                 | 2358 | 943  | 472 |
| CAPE VERDE               |                       |      |      |     |
|                          | Boa Vista Island      | 1890 | 756  | 378 |
|                          | Praia                 | 2178 | 871  | 436 |
|                          | Sal Island            | 2277 | 911  | 455 |
|                          | Sao Tiago Island      | 1044 | 418  | 209 |
|                          | Sao Vicente Island    | 1773 | 709  | 355 |
|                          | Other                 | 1179 | 472  | 236 |
| CAYMAN ISLANDS           |                       | 2646 | 1058 | 529 |
| CENTRAL AFRICAN REPUBLIC |                       | 2268 | 907  | 454 |
| CHAD                     |                       |      |      |     |
|                          | Ndjamena              | 3528 | 1411 | 706 |
|                          | Other                 | 648  | 259  | 130 |
| CHILE                    |                       | 2511 | 1004 | 502 |
| CHINA                    |                       |      |      |     |

|                         |      |      |     |
|-------------------------|------|------|-----|
| Beijing                 | 3393 | 1357 | 679 |
| Changchun               | 2403 | 961  | 481 |
| Chengdu                 | 2169 | 868  | 434 |
| Chongqing               | 1638 | 655  | 328 |
| Dalian                  | 2466 | 986  | 493 |
| Fuzhou                  | 2682 | 1073 | 536 |
| Guangzhou               | 3663 | 1465 | 733 |
| Guilin                  | 2412 | 965  | 482 |
| Hangzhou                | 2367 | 947  | 473 |
| Harbin                  | 2592 | 1037 | 518 |
| Jinan                   | 1854 | 742  | 371 |
| Kunming                 | 1908 | 763  | 382 |
| Lhasa                   | 1647 | 659  | 329 |
| Lijiang                 | 1296 | 518  | 259 |
| Nanjing                 | 2016 | 806  | 403 |
| Nanning                 | 2250 | 900  | 450 |
| Ningbo                  | 2214 | 886  | 443 |
| Qingdao                 | 2205 | 882  | 441 |
| Sanya                   | 2511 | 1004 | 502 |
| Shanghai                | 2970 | 1188 | 594 |
| Shantou                 | 2043 | 817  | 409 |
| Shenyang                | 2700 | 1080 | 540 |
| Shenzhen                | 3591 | 1436 | 718 |
| Suzhou                  | 2439 | 976  | 488 |
| Tianjin                 | 2187 | 875  | 437 |
| Urumqi                  | 2025 | 810  | 405 |
| Wuhan                   | 2430 | 972  | 486 |
| Xiamen                  | 2430 | 972  | 486 |
| Xian                    | 2277 | 911  | 455 |
| Zhuhai                  | 2394 | 958  | 479 |
| Other                   | 2430 | 972  | 486 |
| COCOS (KEELING) ISLANDS | 972  | 389  | 194 |
| COLOMBIA                |      |      |     |
| Barranquilla            | 2016 | 806  | 403 |
| Bogota                  | 3438 | 1375 | 688 |
| Buenaventura            | 1971 | 788  | 394 |
| Cali                    | 2241 | 896  | 448 |
| Cartagena               | 3699 | 1480 | 740 |
| Medellin                | 2358 | 943  | 472 |
| San Andres              | 2250 | 900  | 450 |
| Santa Marta             | 2241 | 896  | 448 |
| Other                   | 2250 | 900  | 450 |
| COMOROS                 |      |      |     |
| Moroni                  | 3393 | 1357 | 679 |
| Other                   | 1575 | 630  | 315 |
| CONGO, REPUBLIC OF      | 3294 | 1318 | 659 |
| COOK ISLANDS            | 3456 | 1382 | 691 |
| COSTA RICA              | 2304 | 922  | 461 |
| COTE D'IVOIRE           |      |      |     |
| Abidjan                 | 3546 | 1418 | 709 |
| Yamoussoukro            | 1620 | 648  | 324 |
| Other                   | 1404 | 562  | 281 |
| CROATIA                 |      |      |     |
| Cavtat                  | 4005 | 1602 | 801 |
| Dubrovnik               | 4005 | 1602 | 801 |
| Spilt                   | 2574 | 1030 | 515 |
| Zagreb                  | 2592 | 1037 | 518 |
| Other                   | 2592 | 1037 | 518 |
| CUBA                    |      |      |     |
| Guantanamo Bay          | 756  | 302  | 151 |

|                                  |                   |      |      |      |
|----------------------------------|-------------------|------|------|------|
|                                  | Havana            | 1692 | 677  | 338  |
|                                  | Holguin           | 1278 | 511  | 256  |
|                                  | Mantanzas         | 1296 | 518  | 259  |
|                                  | Santiago          | 1323 | 529  | 265  |
|                                  | Trinidad          | 1251 | 500  | 250  |
|                                  | Other             | 1125 | 450  | 225  |
| CYPRUS                           |                   |      |      |      |
|                                  | Akrotiri          | 3474 | 1390 | 695  |
|                                  | Limassol          | 2952 | 1181 | 590  |
|                                  | Nicosia           | 3042 | 1217 | 608  |
|                                  | Paphos            | 3150 | 1260 | 630  |
|                                  | Other             | 2700 | 1080 | 540  |
| CZECH REPUBLIC                   |                   |      |      |      |
|                                  | Brno              | 2502 | 1001 | 500  |
|                                  | Prague            | 3744 | 1498 | 749  |
|                                  | Other             | 1962 | 785  | 392  |
| DEMOCRATIC REPUBLIC OF THE CONGO |                   |      |      |      |
|                                  | Bukavu            | 2196 | 878  | 439  |
|                                  | Goma              | 1791 | 716  | 358  |
|                                  | Kinshasa          | 3654 | 1462 | 731  |
|                                  | Lubumbashi        | 2367 | 947  | 473  |
|                                  | Mbuji Mayi, Kasai | 1638 | 655  | 328  |
|                                  | Other             | 1683 | 673  | 337  |
| DENMARK                          |                   |      |      |      |
|                                  | Aalborg           | 3366 | 1346 | 673  |
|                                  | Copenhagen        | 3834 | 1534 | 767  |
|                                  | Odense            | 3528 | 1411 | 706  |
|                                  | Other             | 3438 | 1375 | 688  |
| DJIBOUTI                         |                   |      |      |      |
|                                  | Djibouti City     | 3069 | 1228 | 614  |
|                                  | Other             | 1386 | 554  | 277  |
| DOMINICA                         |                   | 1989 | 796  | 398  |
| DOMINICAN REPUBLIC               |                   |      |      |      |
|                                  | La Romana         | 2403 | 961  | 481  |
|                                  | Puerto Plata      | 1422 | 569  | 284  |
|                                  | Santo Domingo     | 2250 | 900  | 450  |
|                                  | Sosua             | 1422 | 569  | 284  |
|                                  | Other             | 1710 | 684  | 342  |
| ECUADOR                          |                   |      |      |      |
|                                  | Cuenca            | 1818 | 727  | 364  |
|                                  | Galapagos Islands | 5184 | 2074 | 1037 |
|                                  | Guayaquil         | 2457 | 983  | 491  |
|                                  | Manta             | 1611 | 644  | 322  |
|                                  | Quito             | 2385 | 954  | 477  |
|                                  | Other             | 1818 | 727  | 364  |
| EGYPT                            |                   |      |      |      |
|                                  | Alexandria        | 2070 | 828  | 414  |
|                                  | Aswan             | 2043 | 817  | 409  |
|                                  | Cairo             | 2403 | 961  | 481  |
|                                  | Luxor             | 2061 | 824  | 412  |
|                                  | Sharm el Sheikh   | 2043 | 817  | 409  |
|                                  | Other             | 1674 | 670  | 335  |
| EL SALVADOR                      |                   |      |      |      |
|                                  | San Salvador      | 1989 | 796  | 398  |
|                                  | Other             | 891  | 356  | 178  |
| EQUATORIAL GUINEA                |                   | 3501 | 1400 | 700  |
| ERITREA                          |                   |      |      |      |
|                                  | Asmara            | 1980 | 792  | 396  |
|                                  | Other             | 729  | 292  | 146  |



|                  |                        |      |      |      |
|------------------|------------------------|------|------|------|
| ESTONIA          |                        |      |      |      |
|                  | Tallinn                | 2241 | 896  | 448  |
|                  | Other                  | 1836 | 734  | 367  |
| ETHIOPIA         |                        |      |      |      |
|                  | Addis Ababa            | 3600 | 1440 | 720  |
|                  | Other                  | 783  | 313  | 157  |
| FALKLAND ISLANDS |                        | 1980 | 792  | 396  |
| FAROE ISLANDS    |                        | 3474 | 1390 | 695  |
| FIJI             |                        |      |      |      |
|                  | Korolevu               | 1458 | 583  | 292  |
|                  | Nadi                   | 2799 | 1120 | 560  |
|                  | Sigatoka               | 2232 | 893  | 446  |
|                  | Suva                   | 1971 | 788  | 394  |
|                  | Other                  | 1971 | 788  | 394  |
| FINLAND          |                        |      |      |      |
|                  | Helsinki               | 3483 | 1393 | 697  |
|                  | Other                  | 2781 | 1112 | 556  |
| FRANCE           |                        |      |      |      |
|                  | Bordeaux               | 3672 | 1469 | 734  |
|                  | Cannes                 | 6003 | 2401 | 1201 |
|                  | Deauville              | 4923 | 1969 | 985  |
|                  | Lyon                   | 3681 | 1472 | 736  |
|                  | Marseille              | 3996 | 1598 | 799  |
|                  | Montpellier            | 3906 | 1562 | 781  |
|                  | Nice                   | 3852 | 1541 | 770  |
|                  | Paris                  | 5427 | 2171 | 1085 |
|                  | Strasbourg             | 4086 | 1634 | 817  |
|                  | Toulouse               | 3861 | 1544 | 772  |
|                  | Other                  | 2943 | 1177 | 589  |
| FRENCH GUIANA    |                        | 2871 | 1148 | 574  |
| FRENCH POLYNESIA |                        | 3789 | 1516 | 758  |
| GABON            |                        |      |      |      |
|                  | Libreville             | 4320 | 1728 | 864  |
|                  | Other                  | 2853 | 1141 | 571  |
| GAMBIA, THE      |                        |      |      |      |
|                  | Banjul                 | 1917 | 767  | 383  |
|                  | Other                  | 603  | 241  | 121  |
| GEORGIA          |                        |      |      |      |
|                  | Tbilisi                | 3069 | 1228 | 614  |
|                  | Ajara Region           | 2610 | 1044 | 522  |
|                  | Gudauri                | 1863 | 745  | 373  |
|                  | Other                  | 1215 | 486  | 243  |
| GERMANY          |                        |      |      |      |
|                  | Berlin                 | 3465 | 1386 | 693  |
|                  | Boeblingen             | 3555 | 1422 | 711  |
|                  | Bonames                | 4149 | 1660 | 830  |
|                  | Bonn                   | 3096 | 1238 | 619  |
|                  | Bremen                 | 3375 | 1350 | 675  |
|                  | Cologne                | 3735 | 1494 | 747  |
|                  | Dresden                | 3429 | 1372 | 686  |
|                  | Duesseldorf            | 3375 | 1350 | 675  |
|                  | Echterdingen           | 3555 | 1422 | 711  |
|                  | Erfurt                 | 3483 | 1393 | 697  |
|                  | Eschborn               | 3753 | 1501 | 751  |
|                  | Esslingen              | 3555 | 1422 | 711  |
|                  | Frankfurt am Main      | 4149 | 1660 | 830  |
|                  | Garmisch-Partenkirchen | 2043 | 817  | 409  |
|                  | Hamburg                | 3411 | 1364 | 682  |
|                  | Hannover               | 2880 | 1152 | 576  |
|                  | Heidelberg             | 3483 | 1393 | 697  |

|               |                            |      |      |      |
|---------------|----------------------------|------|------|------|
|               | Herongen                   | 3375 | 1350 | 675  |
|               | Hoechst                    | 4149 | 1660 | 830  |
|               | Kalkar                     | 3375 | 1350 | 675  |
|               | Koenigswinter              | 3096 | 1238 | 619  |
|               | Kornwestheim               | 3555 | 1422 | 711  |
|               | Leipzig                    | 3231 | 1292 | 646  |
|               | Ludwigsburg                | 3555 | 1422 | 711  |
|               | Mainz                      | 3474 | 1390 | 695  |
|               | Moenchen-Gladbach          | 3375 | 1350 | 675  |
|               | Munich                     | 3591 | 1436 | 718  |
|               | Nellingen                  | 3555 | 1422 | 711  |
|               | Oberammergau               | 2043 | 817  | 409  |
|               | Offenbach                  | 4149 | 1660 | 830  |
|               | Roedelheim                 | 4149 | 1660 | 830  |
|               | Schwabach                  | 3087 | 1235 | 617  |
|               | Sindelfingen               | 3555 | 1422 | 711  |
|               | Stuttgart                  | 3555 | 1422 | 711  |
|               | Tuebingen                  | 3555 | 1422 | 711  |
|               | Twisteden                  | 3375 | 1350 | 675  |
|               | Wiesbaden                  | 3303 | 1321 | 661  |
|               | Other                      | 3177 | 1271 | 635  |
| GHANA         |                            |      |      |      |
|               | Accra                      | 2979 | 1192 | 596  |
|               | Takoradi                   | 1980 | 792  | 396  |
|               | Other                      | 1287 | 515  | 257  |
| GIBRALTAR     |                            | 1476 | 590  | 295  |
| GREECE        |                            |      |      |      |
|               | Athens                     | 3096 | 1238 | 619  |
|               | Iraklion (Crete)           | 2601 | 1040 | 520  |
|               | Other                      | 2601 | 1040 | 520  |
| GREENLAND     |                            |      |      |      |
|               | Ilulissat                  | 3744 | 1498 | 749  |
|               | Kangerlussuaq              | 3285 | 1314 | 657  |
|               | Nuuk                       | 4005 | 1602 | 801  |
|               | Thule                      | 2502 | 1001 | 500  |
|               | Other                      | 2961 | 1184 | 592  |
| GRENADA       |                            | 2673 | 1069 | 535  |
| GUADELOUPE    |                            |      |      |      |
|               | Saint Martin (French Part) | 1908 | 763  | 382  |
|               | Other                      | 1413 | 565  | 283  |
| GUATEMALA     |                            |      |      |      |
|               | Guatemala City             | 2007 | 803  | 401  |
|               | Other                      | 1638 | 655  | 328  |
| GUINEA        |                            |      |      |      |
|               | Conakry                    | 2943 | 1177 | 589  |
|               | Other                      | 945  | 378  | 189  |
| GUINEA-BISSAU |                            |      |      |      |
|               | Bissau                     | 2142 | 857  | 428  |
|               | Other                      | 1053 | 421  | 211  |
| GUYANA        |                            | 1890 | 756  | 378  |
| HAITI         |                            |      |      |      |
|               | Cap Haitien                | 2169 | 868  | 434  |
|               | Jacmel                     | 1557 | 623  | 311  |
|               | Montrouis                  | 2151 | 860  | 430  |
|               | Petionville                | 2394 | 958  | 479  |
|               | Port-au-Prince             | 2394 | 958  | 479  |
|               | Other                      | 1620 | 648  | 324  |
| HOLY SEE      |                            | 5481 | 2192 | 1096 |
| HONDURAS      |                            |      |      |      |
|               | Bay Islands                | 2277 | 911  | 455  |

|           |                    |      |      |     |
|-----------|--------------------|------|------|-----|
|           | Le Ceiba           | 1611 | 644  | 322 |
|           | San Pedro Sula     | 2358 | 943  | 472 |
|           | Tegucigalpa        | 2376 | 950  | 475 |
|           | Tela               | 1665 | 666  | 333 |
|           | Other              | 1305 | 522  | 261 |
| HONG KONG |                    | 4473 | 1789 | 895 |
| HUNGARY   |                    |      |      |     |
|           | Budapest           | 2277 | 911  | 455 |
|           | Papa               | 1125 | 450  | 225 |
|           | Other              | 1125 | 450  | 225 |
| ICELAND   |                    |      |      |     |
|           | Akureyri           | 2385 | 954  | 477 |
|           | Reykjavik          | 3060 | 1224 | 612 |
|           | Other              | 2160 | 864  | 432 |
| INDIA     |                    |      |      |     |
|           | Agra               | 1818 | 727  | 364 |
|           | Bangalore          | 4266 | 1706 | 853 |
|           | Calcutta           | 2520 | 1008 | 504 |
|           | Chennai            | 3699 | 1480 | 740 |
|           | Goa                | 1962 | 785  | 392 |
|           | Hyderabad          | 3105 | 1242 | 621 |
|           | Mumbai             | 4635 | 1854 | 927 |
|           | New Delhi          | 3600 | 1440 | 720 |
|           | Pune               | 3105 | 1242 | 621 |
|           | Trivandraum        | 2142 | 857  | 428 |
|           | Other              | 2619 | 1048 | 524 |
| INDONESIA |                    |      |      |     |
|           | Bali               | 3537 | 1415 | 707 |
|           | Banda Aceh         | 1323 | 529  | 265 |
|           | Bandung            | 2925 | 1170 | 585 |
|           | Batam              | 1170 | 468  | 234 |
|           | Jakarta            | 3258 | 1303 | 652 |
|           | Jayapura           | 1503 | 601  | 301 |
|           | Medan              | 1314 | 526  | 263 |
|           | Surabaya           | 1836 | 734  | 367 |
|           | Timika, Irian Jaya | 2898 | 1159 | 580 |
|           | Yogyakarta         | 1296 | 518  | 259 |
|           | Other              | 1314 | 526  | 263 |
| IRAN      |                    | 1395 | 558  | 279 |
| IRAQ      |                    |      |      |     |
|           | Baghdad            | 99   | 40   | 20  |
|           | Erbil              | 2484 | 994  | 497 |
| IRELAND   |                    |      |      |     |
|           | Cork               | 2997 | 1199 | 599 |
|           | Dublin             | 4167 | 1667 | 833 |
|           | Galway             | 3105 | 1242 | 621 |
|           | Other              | 2772 | 1109 | 554 |
| ISRAEL    |                    |      |      |     |
|           | Eilat              | 4815 | 1926 | 963 |
|           | En Boqeq           | 3636 | 1454 | 727 |
|           | Haifa              | 3690 | 1476 | 738 |
|           | Sedom              | 3636 | 1454 | 727 |
|           | Tel Aviv           | 4725 | 1890 | 945 |
|           | Tiberias           | 3762 | 1505 | 752 |
|           | Other              | 3762 | 1505 | 752 |
| ITALY     |                    |      |      |     |
|           | Bari               | 2898 | 1159 | 580 |
|           | Bologna            | 4419 | 1768 | 884 |
|           | Bolzano            | 2745 | 1098 | 549 |
|           | Capri              | 4167 | 1667 | 833 |

|         |                  |      |      |      |
|---------|------------------|------|------|------|
|         | Catania          | 3015 | 1206 | 603  |
|         | Como             | 5247 | 2099 | 1049 |
|         | Ferrara          | 3042 | 1217 | 608  |
|         | Florence         | 4482 | 1793 | 896  |
|         | Gaeta            | 2286 | 914  | 457  |
|         | Genoa            | 3825 | 1530 | 765  |
|         | La Spezia        | 2736 | 1094 | 547  |
|         | Milan            | 5049 | 2020 | 1010 |
|         | Modena           | 2898 | 1159 | 580  |
|         | Naples           | 3150 | 1260 | 630  |
|         | Palermo          | 2961 | 1184 | 592  |
|         | Pisa             | 2529 | 1012 | 506  |
|         | Pordenone-Aviano | 1701 | 680  | 340  |
|         | Ravenna          | 2727 | 1091 | 545  |
|         | Reggio Emilia    | 3078 | 1231 | 616  |
|         | Rimini           | 3249 | 1300 | 650  |
|         | Rome             | 5481 | 2192 | 1096 |
|         | Siena            | 4167 | 1667 | 833  |
|         | Taormina         | 3015 | 1206 | 603  |
|         | Treviso          | 3231 | 1292 | 646  |
|         | Trieste          | 3582 | 1433 | 716  |
|         | Turin            | 4248 | 1699 | 850  |
|         | Venice           | 5661 | 2264 | 1132 |
|         | Verona           | 2997 | 1199 | 599  |
|         | Vicenza          | 1746 | 698  | 349  |
|         | Other            | 3438 | 1375 | 688  |
| JAMAICA |                  | 2349 | 940  | 470  |
| JAPAN   |                  |      |      |      |
|         | Akashi           | 2970 | 1188 | 594  |
|         | Akita            | 2052 | 821  | 410  |
|         | Amagasaki        | 2970 | 1188 | 594  |
|         | Aomori           | 1980 | 792  | 396  |
|         | Asahikawa        | 1872 | 749  | 374  |
|         | Ashiya           | 3078 | 1231 | 616  |
|         | Awashima         | 4869 | 1948 | 974  |
|         | Beppu            | 2808 | 1123 | 562  |
|         | Chitose          | 1782 | 713  | 356  |
|         | Fukui            | 1566 | 626  | 313  |
|         | Fukuoka          | 3087 | 1235 | 617  |
|         | Fukuyama         | 1638 | 655  | 328  |
|         | Gifu             | 2835 | 1134 | 567  |
|         | Hamamatsu        | 2340 | 936  | 468  |
|         | Hiroshima        | 2331 | 932  | 466  |
|         | Itazuke          | 3087 | 1235 | 617  |
|         | Izumisano        | 2763 | 1105 | 553  |
|         | Kagoshima        | 2412 | 965  | 482  |
|         | Kanazawa         | 1917 | 767  | 383  |
|         | Kitakyushu       | 2763 | 1105 | 553  |
|         | Kochi            | 2016 | 806  | 403  |
|         | Komaki           | 2367 | 947  | 473  |
|         | Kumamoto         | 2898 | 1159 | 580  |
|         | Kurashiki        | 3789 | 1516 | 758  |
|         | Kure             | 2286 | 914  | 457  |
|         | Kushiro          | 1647 | 659  | 329  |
|         | Kyoto            | 3609 | 1444 | 722  |
|         | Matsue           | 1602 | 641  | 320  |
|         | Matsuyama        | 2340 | 936  | 468  |
|         | Miyazaki City    | 3771 | 1508 | 754  |
|         | Morioka          | 1926 | 770  | 385  |
|         | Nagasaki         | 3438 | 1375 | 688  |

|                        |      |      |     |
|------------------------|------|------|-----|
| Nagoya                 | 3060 | 1224 | 612 |
| Nara                   | 2016 | 806  | 403 |
| Narita                 | 2700 | 1080 | 540 |
| Niigata                | 1746 | 698  | 349 |
| Nishinomiya            | 3078 | 1231 | 616 |
| Obihiro                | 2061 | 824  | 412 |
| Oita                   | 2151 | 860  | 430 |
| Okayama                | 2673 | 1069 | 535 |
| Okinawa Prefecture     | 3735 | 1494 | 747 |
| Osaka-Kobe             | 2970 | 1188 | 594 |
| Otsu                   | 2844 | 1138 | 569 |
| Oyama                  | 2466 | 986  | 493 |
| Sapporo                | 2754 | 1102 | 551 |
| Sasebo                 | 1584 | 634  | 317 |
| Sendai                 | 2673 | 1069 | 535 |
| Shiga                  | 2466 | 986  | 493 |
| Takamatsu              | 1944 | 778  | 389 |
| Takayama               | 2484 | 994  | 497 |
| Tokushima              | 1917 | 767  | 383 |
| Tokyo City             | 3528 | 1411 | 706 |
| Tokyo-To               | 2511 | 1004 | 502 |
| Tottori                | 2061 | 824  | 412 |
| Toyama                 | 2358 | 943  | 472 |
| Toyonaka               | 2736 | 1094 | 547 |
| Tsu                    | 2385 | 954  | 477 |
| Wakayama               | 2493 | 997  | 499 |
| Yamato                 | 2151 | 860  | 430 |
| Yokohama               | 2448 | 979  | 490 |
| Yokota                 | 1539 | 616  | 308 |
| Yufuin                 | 2565 | 1026 | 513 |
| Other                  | 2376 | 950  | 475 |
| JERUSALEM              | 4392 | 1757 | 878 |
| JORDAN                 |      |      |     |
| Amman                  | 3510 | 1404 | 702 |
| Aqaba                  | 2259 | 904  | 452 |
| Dead Sea/Jordan Valley | 2997 | 1199 | 599 |
| Petra                  | 2709 | 1084 | 542 |
| Other                  | 2259 | 904  | 452 |
| KAZAKHSTAN             |      |      |     |
| Aktau                  | 2754 | 1102 | 551 |
| Almaty                 | 2844 | 1138 | 569 |
| Astana                 | 3357 | 1343 | 671 |
| Other                  | 2124 | 850  | 425 |
| KENYA                  |      |      |     |
| Lamu                   | 3393 | 1357 | 679 |
| Malindi                | 3222 | 1289 | 644 |
| Mara Area Region       | 2745 | 1098 | 549 |
| Mombasa                | 2439 | 976  | 488 |
| Mt. Kenya Area         | 3051 | 1220 | 610 |
| Nairobi                | 3690 | 1476 | 738 |
| Nanyuki                | 522  | 209  | 104 |
| Watamu                 | 2898 | 1159 | 580 |
| Other                  | 1746 | 698  | 349 |
| KIRIBATI               |      |      |     |
| Christmas Island       | 1260 | 504  | 252 |
| Tawara                 | 1296 | 518  | 259 |
| Other                  | 1296 | 518  | 259 |
| KOREA                  |      |      |     |
| Busan                  | 3231 | 1292 | 646 |
| Changwon               | 1863 | 745  | 373 |

|               |                   |      |      |     |
|---------------|-------------------|------|------|-----|
|               | Cheju             | 3015 | 1206 | 603 |
|               | Chinju            | 1503 | 601  | 301 |
|               | Chongju           | 1206 | 482  | 241 |
|               | Chonju            | 2187 | 875  | 437 |
|               | Chung Ju          | 1413 | 565  | 283 |
|               | Incheon           | 2439 | 976  | 488 |
|               | Kimhae            | 1305 | 522  | 261 |
|               | Kumi              | 1782 | 713  | 356 |
|               | Kwangju           | 1962 | 785  | 392 |
|               | Kyongju           | 2259 | 904  | 452 |
|               | Masan             | 1350 | 540  | 270 |
|               | Pohang            | 1962 | 785  | 392 |
|               | Pyongtaek         | 1395 | 558  | 279 |
|               | Seoul             | 3150 | 1260 | 630 |
|               | Sokcho            | 1953 | 781  | 391 |
|               | Taegu             | 1872 | 749  | 374 |
|               | Taejon            | 1890 | 756  | 378 |
|               | Uijongbu          | 1224 | 490  | 245 |
|               | Ulsan             | 2772 | 1109 | 554 |
|               | Other             | 1224 | 490  | 245 |
| KOSOVO        |                   |      |      |     |
|               | Pristina          | 1800 | 720  | 360 |
|               | Other             | 918  | 367  | 184 |
| KUWAIT        |                   | 4194 | 1678 | 839 |
| KYRGYZSTAN    |                   |      |      |     |
|               | Bishkek           | 2799 | 1120 | 560 |
|               | Issyk-Kaul Region | 1728 | 691  | 346 |
|               | Other             | 1152 | 461  | 230 |
| LAOS          |                   |      |      |     |
|               | Luang Prabang     | 2457 | 983  | 491 |
|               | Vientiane         | 1908 | 763  | 382 |
|               | Other             | 1719 | 688  | 344 |
| LATVIA        |                   | 2322 | 929  | 464 |
| LEBANON       |                   | 1890 | 756  | 378 |
| LESOTHO       |                   |      |      |     |
|               | Maseru            | 1485 | 594  | 297 |
|               | Other             | 1746 | 698  | 349 |
| LIBERIA       |                   |      |      |     |
|               | Monrovia          | 2655 | 1062 | 531 |
|               | Other             | 1044 | 418  | 209 |
| LIBYA         |                   |      |      |     |
|               | Benghazi          | 1764 | 706  | 353 |
|               | Misurata          | 1764 | 706  | 353 |
|               | Sirte             | 1764 | 706  | 353 |
|               | Tripoli           | 189  | 76   | 38  |
|               | Other             | 1440 | 576  | 288 |
| LIECHTENSTEIN |                   | 4005 | 1602 | 801 |
| LITHUANIA     |                   |      |      |     |
|               | Palanga           | 2871 | 1148 | 574 |
|               | Vilnius           | 2475 | 990  | 495 |
|               | Other             | 1998 | 799  | 400 |
| LUXEMBOURG    |                   | 4419 | 1768 | 884 |
| MACAU         |                   | 3969 | 1588 | 794 |
| MACEDONIA     |                   | 2286 | 914  | 457 |
| MADAGASCAR    |                   |      |      |     |
|               | Antananarivo      | 2133 | 853  | 427 |
|               | Nosy Be           | 1917 | 767  | 383 |
|               | Other             | 1503 | 601  | 301 |
| MALAWI        |                   |      |      |     |
|               | Blantyre          | 2187 | 875  | 437 |

|                  |                                |      |      |     |
|------------------|--------------------------------|------|------|-----|
|                  | Lilongwe                       | 2187 | 875  | 437 |
|                  | Mangochi                       | 1854 | 742  | 371 |
|                  | Salima                         | 2466 | 986  | 493 |
|                  | Other                          | 1854 | 742  | 371 |
| MALAYSIA         |                                |      |      |     |
|                  | Kota Kinabalu, Sabah           | 1692 | 677  | 338 |
|                  | Kuala Lumpur                   | 2520 | 1008 | 504 |
|                  | Kuantan                        | 1521 | 608  | 304 |
|                  | Langkawi                       | 2466 | 986  | 493 |
|                  | Melaka                         | 1341 | 536  | 268 |
|                  | Penang                         | 1602 | 641  | 320 |
|                  | Other                          | 1692 | 677  | 338 |
| MALDIVES         |                                | 3942 | 1577 | 788 |
| MALI             |                                |      |      |     |
|                  | Bamako                         | 2466 | 986  | 493 |
|                  | Other                          | 1197 | 479  | 239 |
| MALTA            |                                | 2529 | 1012 | 506 |
| MARSHALL ISLANDS |                                |      |      |     |
|                  | Kwajalein Atoll                | 1584 | 634  | 317 |
|                  | Likiep Atoll                   | 1017 | 407  | 203 |
|                  | Majuro                         | 1935 | 774  | 387 |
|                  | Other                          | 747  | 299  | 149 |
| MARTINIQUE       |                                | 3276 | 1310 | 655 |
| MAURITANIA       |                                |      |      |     |
|                  | Kaedi                          | 666  | 266  | 133 |
|                  | Nouadhibou                     | 1188 | 475  | 238 |
|                  | Nouakchott                     | 1971 | 788  | 394 |
|                  | Other                          | 819  | 328  | 164 |
| MAURITIUS        |                                | 2178 | 871  | 436 |
| MEXICO           |                                |      |      |     |
|                  | Acapulco                       | 2358 | 943  | 472 |
|                  | Cabo San Lucas                 | 3429 | 1372 | 686 |
|                  | Campeche                       | 1116 | 446  | 223 |
|                  | Cancun                         | 2646 | 1058 | 529 |
|                  | Chihuahua                      | 1710 | 684  | 342 |
|                  | Ciudad Juarez                  | 1269 | 508  | 254 |
|                  | Ciudad Victoria                | 1359 | 544  | 272 |
|                  | Colima                         | 1755 | 702  | 351 |
|                  | Cozumel                        | 2070 | 828  | 414 |
|                  | Cuernavaca                     | 1899 | 760  | 380 |
|                  | Culiacan                       | 1143 | 457  | 229 |
|                  | Ensenada                       | 1890 | 756  | 378 |
|                  | Guadalajara                    | 2160 | 864  | 432 |
|                  | Hermosillo                     | 1566 | 626  | 313 |
|                  | Huatulco                       | 1935 | 774  | 387 |
|                  | Ixtapa Zihuatanejo             | 1683 | 673  | 337 |
|                  | La Paz                         | 1701 | 680  | 340 |
|                  | Manzanillo                     | 2061 | 824  | 412 |
|                  | Matamoros                      | 1359 | 544  | 272 |
|                  | Mazatlan                       | 1674 | 670  | 335 |
|                  | Merida                         | 1584 | 634  | 317 |
|                  | Mexicali                       | 1998 | 799  | 400 |
|                  | Mexico City                    | 3258 | 1303 | 652 |
|                  | Monterrey                      | 2313 | 925  | 463 |
|                  | Morelia                        | 1548 | 619  | 310 |
|                  | Nogales                        | 1737 | 695  | 347 |
|                  | Nuevo Laredo                   | 1440 | 576  | 288 |
|                  | Playa del Carmel, Quintana Roo | 1701 | 680  | 340 |
|                  | Puebla                         | 1782 | 713  | 356 |

|                            |                       |      |      |      |
|----------------------------|-----------------------|------|------|------|
|                            | Puerto Penasco        | 1845 | 738  | 369  |
|                            | Puerto Vallarta       | 2520 | 1008 | 504  |
|                            | Queretaro             | 1548 | 619  | 310  |
|                            | San Carlos            | 1458 | 583  | 292  |
|                            | San Miguel de Allende | 1611 | 644  | 322  |
|                            | Tapachula             | 1359 | 544  | 272  |
|                            | Tijuana               | 1701 | 680  | 340  |
|                            | Valle del Bravo       | 3033 | 1213 | 607  |
|                            | Veracruz              | 1719 | 688  | 344  |
|                            | Zacatecas             | 1773 | 709  | 355  |
|                            | Other                 | 1503 | 601  | 301  |
| MICRONESIA, FED. STATES OF |                       |      |      |      |
|                            | Chuuk                 | 1710 | 684  | 342  |
|                            | Kosrae                | 1800 | 720  | 360  |
|                            | Pohnpei               | 1593 | 637  | 319  |
|                            | Yap                   | 1872 | 749  | 374  |
|                            | Other                 | 1710 | 684  | 342  |
| MOLDOVA                    |                       | 2106 | 842  | 421  |
| MONACO                     |                       | 5859 | 2344 | 1172 |
| MONGOLIA                   |                       |      |      |      |
|                            | Ulaanbaatar           | 2565 | 1026 | 513  |
|                            | Other                 | 1449 | 580  | 290  |
| MONTENEGRO                 |                       | 2988 | 1195 | 598  |
| MOROCCO                    |                       |      |      |      |
|                            | Agadir                | 2187 | 875  | 437  |
|                            | Casablanca            | 2970 | 1188 | 594  |
|                            | Fes                   | 3195 | 1278 | 639  |
|                            | Marrakech             | 2961 | 1184 | 592  |
|                            | Rabat                 | 2439 | 976  | 488  |
|                            | Tangier               | 2601 | 1040 | 520  |
|                            | Taroudant             | 2349 | 940  | 470  |
|                            | Other                 | 2115 | 846  | 423  |
| MOZAMBIQUE                 |                       |      |      |      |
|                            | Maputo                | 2304 | 922  | 461  |
|                            | Pemba                 | 1980 | 792  | 396  |
|                            | Other                 | 1980 | 792  | 396  |
| NAMIBIA                    |                       |      |      |      |
|                            | Etosha                | 1368 | 547  | 274  |
|                            | Swakopmund            | 1791 | 716  | 358  |
|                            | Walvis Bay            | 1476 | 590  | 295  |
|                            | Windhoek              | 2178 | 871  | 436  |
|                            | Other                 | 1305 | 522  | 261  |
| NAURU                      |                       | 2241 | 896  | 448  |
| NEPAL                      |                       |      |      |      |
|                            | Kathmandu             | 2313 | 925  | 463  |
|                            | Pokhara               | 1656 | 662  | 331  |
|                            | Other                 | 1692 | 677  | 338  |
| NETHERLANDS                |                       |      |      |      |
|                            | Amsterdam             | 4086 | 1634 | 817  |
|                            | Coevorden             | 2979 | 1192 | 596  |
|                            | Eindhoven             | 3483 | 1393 | 697  |
|                            | Hague, The            | 3375 | 1350 | 675  |
|                            | Lisse                 | 3258 | 1303 | 652  |
|                            | Maastricht            | 4041 | 1616 | 808  |
|                            | Noordwijk             | 3222 | 1289 | 644  |
|                            | Papendrecht           | 3474 | 1390 | 695  |
|                            | Rotterdam             | 3474 | 1390 | 695  |
|                            | Schiphol              | 3483 | 1393 | 697  |
|                            | Utrecht               | 3069 | 1228 | 614  |
|                            | Ypenburg              | 3375 | 1350 | 675  |



|                      |      |      |     |
|----------------------|------|------|-----|
| Other                | 3276 | 1310 | 655 |
| NETHERLANDS ANTILLES |      |      |     |
| Aruba                | 3132 | 1253 | 626 |
| Bonaire              | 2034 | 814  | 407 |
| Curacao              | 2745 | 1098 | 549 |
| Saba                 | 2691 | 1076 | 538 |
| Sint Maarten         | 2709 | 1084 | 542 |
| Other                | 2034 | 814  | 407 |
| NEW CALEDONIA        | 2601 | 1040 | 520 |
| NEW ZEALAND          |      |      |     |
| Auckland             | 3186 | 1274 | 637 |
| Christchurch         | 2808 | 1123 | 562 |
| Queenstown           | 2448 | 979  | 490 |
| Rotarua              | 2394 | 958  | 479 |
| Wellington           | 3060 | 1224 | 612 |
| Other                | 1377 | 551  | 275 |
| NICARAGUA            |      |      |     |
| Corn Island          | 1629 | 652  | 326 |
| Managua              | 2142 | 857  | 428 |
| San Juan del Sur     | 2808 | 1123 | 562 |
| Other                | 1377 | 551  | 275 |
| NIGER                |      |      |     |
| Niamey               | 1899 | 760  | 380 |
| Other                | 1404 | 562  | 281 |
| NIGERIA              |      |      |     |
| Abuja                | 4572 | 1829 | 914 |
| Bauchi               | 2691 | 1076 | 538 |
| Calabar              | 2079 | 832  | 416 |
| Enugu                | 2214 | 886  | 443 |
| Ibadan               | 1422 | 569  | 284 |
| Jos                  | 2205 | 882  | 441 |
| Kaduna               | 2277 | 911  | 455 |
| Kano                 | 2997 | 1199 | 599 |
| Lagos                | 3447 | 1379 | 689 |
| Maiduguri            | 1674 | 670  | 335 |
| Sokoto               | 1521 | 608  | 304 |
| Warri                | 2115 | 846  | 423 |
| Yenagoa              | 2034 | 814  | 407 |
| Other                | 1674 | 670  | 335 |
| NIUE                 | 1350 | 540  | 270 |
| NORWAY               |      |      |     |
| Oslo                 | 3465 | 1386 | 693 |
| Stavanger            | 3303 | 1321 | 661 |
| Other                | 3465 | 1386 | 693 |
| OMAN                 |      |      |     |
| Muscat               | 3744 | 1498 | 749 |
| Salalah              | 2736 | 1094 | 547 |
| Other                | 2736 | 1094 | 547 |
| PAKISTAN             |      |      |     |
| Faisalabad           | 1611 | 644  | 322 |
| Islamabad            | 990  | 396  | 198 |
| Karachi              | 2790 | 1116 | 558 |
| Lahore               | 3087 | 1235 | 617 |
| Peshawar             | 1809 | 724  | 362 |
| Quetta               | 1953 | 781  | 391 |
| Other                | 1953 | 781  | 391 |
| PALAU                | 2583 | 1033 | 517 |
| PANAMA               |      |      |     |
| Colon                | 2286 | 914  | 457 |
| David, Chiriqui      | 1755 | 702  | 351 |

|                       |                   |      |      |     |
|-----------------------|-------------------|------|------|-----|
|                       | Panama City       | 2286 | 914  | 457 |
|                       | Other             | 1278 | 511  | 256 |
| PAPUA NEW GUINEA      |                   |      |      |     |
|                       | Port Moresby      | 4374 | 1750 | 875 |
|                       | Other             | 2817 | 1127 | 563 |
| PARAGUAY              |                   |      |      |     |
|                       | Asuncion          | 2439 | 976  | 488 |
|                       | Ciudad del Este   | 1962 | 785  | 392 |
|                       | Pegro Juan        | 1089 | 436  | 218 |
|                       | Other             | 1098 | 439  | 220 |
| PERU                  |                   |      |      |     |
|                       | Cusco             | 2997 | 1199 | 599 |
|                       | Lima              | 3051 | 1220 | 610 |
|                       | Paracas           | 2466 | 986  | 493 |
|                       | Other             | 1773 | 709  | 355 |
| PHILIPPINES           |                   |      |      |     |
|                       | Cebu              | 1638 | 655  | 328 |
|                       | Davao City        | 1368 | 547  | 274 |
|                       | Manila            | 2133 | 853  | 427 |
|                       | Other             | 1692 | 677  | 338 |
| POLAND                |                   |      |      |     |
|                       | Gdansk            | 2376 | 950  | 475 |
|                       | Katowice          | 2790 | 1116 | 558 |
|                       | Krakow            | 3204 | 1282 | 641 |
|                       | Poznan            | 2889 | 1156 | 578 |
|                       | Warsaw            | 2475 | 990  | 495 |
|                       | Wroclaw           | 2322 | 929  | 464 |
|                       | Zakopane          | 2079 | 832  | 416 |
|                       | Other             | 2205 | 882  | 441 |
| PORTUGAL              |                   |      |      |     |
|                       | Cascais           | 2187 | 875  | 437 |
|                       | Estoril           | 2187 | 875  | 437 |
|                       | Faial Island      | 1872 | 749  | 374 |
|                       | Lisbon            | 2529 | 1012 | 506 |
|                       | Madeira Islands   | 1872 | 749  | 374 |
|                       | Oeiras            | 2187 | 875  | 437 |
|                       | Oporto            | 2061 | 824  | 412 |
|                       | Ponta Delgada     | 2394 | 958  | 479 |
|                       | Sao Miguel Island | 2619 | 1048 | 524 |
|                       | Other             | 1782 | 713  | 356 |
| QATAR                 |                   |      |      |     |
|                       |                   | 3069 | 1228 | 614 |
| REUNION               |                   |      |      |     |
|                       |                   | 1989 | 796  | 398 |
| ROMANIA               |                   |      |      |     |
|                       | Bucharest         | 2295 | 918  | 459 |
|                       | Constanta         | 1611 | 644  | 322 |
|                       | Other             | 1656 | 662  | 331 |
| RUSSIA                |                   |      |      |     |
|                       | Moscow            | 4572 | 1829 | 914 |
|                       | St. Petersburg    | 4374 | 1750 | 875 |
|                       | Vladivostok       | 3015 | 1206 | 603 |
|                       | Yuzhno-Sakhalinsk | 3330 | 1332 | 666 |
|                       | Other             | 1953 | 781  | 391 |
| RWANDA                |                   |      |      |     |
|                       | Akagera           | 2223 | 889  | 445 |
|                       | Gisenyi           | 1476 | 590  | 295 |
|                       | Kigali            | 2610 | 1044 | 522 |
|                       | Ruhengeri         | 1548 | 619  | 310 |
|                       | Other             | 1476 | 590  | 295 |
| SAINT HELENA          |                   |      |      |     |
|                       |                   | 657  | 263  | 131 |
| SAINT KITTS AND NEVIS |                   |      |      |     |
|                       |                   | 3330 | 1332 | 666 |

|                                     |      |      |     |
|-------------------------------------|------|------|-----|
| SAINT VINCENT AND THE<br>GRENADINES | 2214 | 886  | 443 |
| SAMOA                               | 2700 | 1080 | 540 |
| SAN MARINO                          | 2340 | 936  | 468 |
| SAO TOME AND PRINCIPE               |      |      |     |
| Principe                            | 2745 | 1098 | 549 |
| Sao Tome                            | 2439 | 976  | 488 |
| SAUDI ARABIA                        |      |      |     |
| Dhahran Area                        | 3411 | 1364 | 682 |
| Jeddah                              | 4680 | 1872 | 936 |
| Medina                              | 2358 | 943  | 472 |
| Riyadh                              | 4365 | 1746 | 873 |
| Taif                                | 1890 | 756  | 378 |
| Other                               | 4077 | 1631 | 815 |
| SENEGAL                             |      |      |     |
| Dakar                               | 2898 | 1159 | 580 |
| Mbour                               | 1917 | 767  | 383 |
| Other                               | 1512 | 605  | 302 |
| SERBIA                              |      |      |     |
| Belgrade                            | 3204 | 1282 | 641 |
| Other                               | 1395 | 558  | 279 |
| SEYCHELLES                          | 4023 | 1609 | 805 |
| SIERRA LEONE                        |      |      |     |
| Freetown                            | 1755 | 702  | 351 |
| Other                               | 855  | 342  | 171 |
| SINGAPORE                           | 4077 | 1631 | 815 |
| SLOVAK REPUBLIC                     |      |      |     |
| Bratislava                          | 3078 | 1231 | 616 |
| Zilina                              | 1710 | 684  | 342 |
| Other                               | 2025 | 810  | 405 |
| SLOVENIA                            |      |      |     |
| Portoroz                            | 2637 | 1055 | 527 |
| Other                               | 2844 | 1138 | 569 |
| SOLOMON ISLANDS                     | 2754 | 1102 | 551 |
| SOMALIA                             |      |      |     |
| Mogadishu                           | 1872 | 749  | 374 |
| Other                               | 1521 | 608  | 304 |
| SOUTH AFRICA                        |      |      |     |
| Bloemfontein                        | 1620 | 648  | 324 |
| Cape Town                           | 3141 | 1256 | 628 |
| Durban                              | 2511 | 1004 | 502 |
| Johannesburg                        | 3069 | 1228 | 614 |
| Pretoria                            | 2349 | 940  | 470 |
| Sun City                            | 2295 | 918  | 459 |
| Other                               | 1773 | 709  | 355 |
| SOUTH SUDAN                         | 2448 | 979  | 490 |
| SPAIN                               |      |      |     |
| Almeria                             | 2925 | 1170 | 585 |
| Balearic Islands                    | 3366 | 1346 | 673 |
| Barcelona                           | 3888 | 1555 | 778 |
| Bilbao                              | 2529 | 1012 | 506 |
| Fuengirola                          | 2610 | 1044 | 522 |
| La Coruna                           | 2547 | 1019 | 509 |
| Las Palmas de Gran<br>Canaria       | 3033 | 1213 | 607 |
| Madrid                              | 3843 | 1537 | 769 |
| Malaga                              | 2637 | 1055 | 527 |
| Marbella                            | 2637 | 1055 | 527 |
| Oviedo                              | 2268 | 907  | 454 |
| San Sebastian                       | 2412 | 965  | 482 |

|             |                        |      |      |     |
|-------------|------------------------|------|------|-----|
|             | Santa Cruz de Tenerife | 2322 | 929  | 464 |
|             | Santander              | 2754 | 1102 | 551 |
|             | Santiago de Compostela | 2871 | 1148 | 574 |
|             | Seville                | 2682 | 1073 | 536 |
|             | Valencia               | 2448 | 979  | 490 |
|             | Vigo                   | 2475 | 990  | 495 |
|             | Zaragoza               | 3411 | 1364 | 682 |
|             | Other                  | 2664 | 1066 | 533 |
| SRI LANKA   |                        |      |      |     |
|             | Ahungalla              | 1512 | 605  | 302 |
|             | Bentota                | 1314 | 526  | 263 |
|             | Chilaw                 | 1359 | 544  | 272 |
|             | Colombo                | 2970 | 1188 | 594 |
|             | Galle                  | 1944 | 778  | 389 |
|             | Kandy                  | 2214 | 886  | 443 |
|             | Trincomalee            | 2079 | 832  | 416 |
|             | Other                  | 1368 | 547  | 274 |
| ST LUCIA    |                        | 3240 | 1296 | 648 |
| SUDAN       |                        |      |      |     |
|             | Khartoum               | 4365 | 1746 | 873 |
|             | Other                  | 3618 | 1447 | 724 |
| SURINAME    |                        | 1683 | 673  | 337 |
| SWAZILAND   |                        |      |      |     |
|             | Mbabane                | 1746 | 698  | 349 |
|             | Other                  | 774  | 310  | 155 |
| SWEDEN      |                        | 4068 | 1627 | 814 |
| SWITZERLAND |                        |      |      |     |
|             | Basel                  | 4077 | 1631 | 815 |
|             | Bern                   | 4329 | 1732 | 866 |
|             | Davos                  | 4365 | 1746 | 873 |
|             | Geneva                 | 4779 | 1912 | 956 |
|             | Klosters               | 4392 | 1757 | 878 |
|             | Lugano                 | 4149 | 1660 | 830 |
|             | Montreux               | 4851 | 1940 | 970 |
|             | Zurich                 | 4320 | 1728 | 864 |
|             | Other                  | 3753 | 1501 | 751 |
| SYRIA       |                        | 3096 | 1238 | 619 |
| TAIWAN      |                        |      |      |     |
|             | Kaohsiung              | 1764 | 706  | 353 |
|             | Taichung               | 1701 | 680  | 340 |
|             | Taipei                 | 2520 | 1008 | 504 |
|             | Other                  | 1728 | 691  | 346 |
| TAJIKISTAN  |                        |      |      |     |
|             | Dushanbe               | 2925 | 1170 | 585 |
|             | Khorog                 | 2304 | 922  | 461 |
|             | Kolub                  | 1395 | 558  | 279 |
|             | Other                  | 1395 | 558  | 279 |
| TANZANIA    |                        |      |      |     |
|             | Dar es Salaam          | 2781 | 1112 | 556 |
|             | Zanzibar               | 2583 | 1033 | 517 |
|             | Other                  | 2304 | 922  | 461 |
| THAILAND    |                        |      |      |     |
|             | Bangkok                | 2241 | 896  | 448 |
|             | Chiang Mai             | 1908 | 763  | 382 |
|             | Chiang Rai             | 1170 | 468  | 234 |
|             | Hat Yai                | 1170 | 468  | 234 |
|             | Hua Hin                | 1998 | 799  | 400 |
|             | Khao Lak               | 2529 | 1012 | 506 |
|             | Krabi                  | 2529 | 1012 | 506 |
|             | Nong Khai              | 954  | 382  | 191 |

|                          |                |      |      |     |
|--------------------------|----------------|------|------|-----|
|                          | Pattaya City   | 1737 | 695  | 347 |
|                          | Phuket         | 2529 | 1012 | 506 |
|                          | Samui Island   | 2088 | 835  | 418 |
|                          | Other          | 954  | 382  | 191 |
| TIMOR-LESTE              |                |      |      |     |
|                          | Dili           | 1890 | 756  | 378 |
|                          | Other          | 819  | 328  | 164 |
| TOGO                     |                |      |      |     |
|                          | Lama Kara      | 1062 | 425  | 212 |
|                          | Lome           | 2439 | 976  | 488 |
|                          | Other          | 801  | 320  | 160 |
| TOKELAU ISLANDS          |                |      |      |     |
|                          |                | 342  | 137  | 68  |
| TONGA                    |                |      |      |     |
|                          |                | 2349 | 940  | 470 |
| TRINIDAD AND TOBAGO      |                |      |      |     |
|                          | Port of Spain  | 3141 | 1256 | 628 |
|                          | Tobago         | 3717 | 1487 | 743 |
|                          | Other          | 3141 | 1256 | 628 |
| TUNISIA                  |                |      |      |     |
|                          | Carthage       | 2160 | 864  | 432 |
|                          | Gammarth       | 2160 | 864  | 432 |
|                          | Lamarsa        | 2160 | 864  | 432 |
|                          | Tunis          | 2160 | 864  | 432 |
|                          | Other          | 1593 | 637  | 319 |
| TURKEY                   |                |      |      |     |
|                          | Adana-Incirlik | 2385 | 954  | 477 |
|                          | Ankara         | 3078 | 1231 | 616 |
|                          | Antalya        | 2547 | 1019 | 509 |
|                          | Aydin          | 2376 | 950  | 475 |
|                          | Bursa          | 2340 | 936  | 468 |
|                          | Elmadag        | 3078 | 1231 | 616 |
|                          | Istanbul       | 3870 | 1548 | 774 |
|                          | Izmir-Cigli    | 2646 | 1058 | 529 |
|                          | Manzarali      | 3078 | 1231 | 616 |
|                          | Nevsehir       | 2097 | 839  | 419 |
|                          | Yamanlar       | 2646 | 1058 | 529 |
|                          | Other          | 1818 | 727  | 364 |
| TURKMENISTAN             |                |      |      |     |
|                          | Ashgabat       | 2322 | 929  | 464 |
|                          | Other          | 1485 | 594  | 297 |
| TURKS AND CAICOS ISLANDS |                |      |      |     |
|                          |                | 2619 | 1048 | 524 |
| TUVALU                   |                |      |      |     |
|                          |                | 1746 | 698  | 349 |
| UGANDA                   |                |      |      |     |
|                          | Entebbe        | 1818 | 727  | 364 |
|                          | Fort Portal    | 1584 | 634  | 317 |
|                          | Gulu           | 990  | 396  | 198 |
|                          | Jinja          | 2601 | 1040 | 520 |
|                          | Kampala        | 3060 | 1224 | 612 |
|                          | Other          | 990  | 396  | 198 |
| UKRAINE                  |                |      |      |     |
|                          | Kharkiv        | 2223 | 889  | 445 |
|                          | Kyiv           | 3366 | 1346 | 673 |
|                          | Other          | 2133 | 853  | 427 |
| UNITED ARAB EMIRATES     |                |      |      |     |
|                          | Abu Dhabi      | 4842 | 1937 | 968 |
|                          | Dubai          | 3717 | 1487 | 743 |
|                          | Other          | 4842 | 1937 | 968 |
| UNITED KINGDOM           |                |      |      |     |
|                          | Belfast        | 3528 | 1411 | 706 |
|                          | Birmingham     | 2772 | 1109 | 554 |
|                          | Bristol        | 3384 | 1354 | 677 |

|                         |                  |      |      |     |
|-------------------------|------------------|------|------|-----|
|                         | Cardiff, Wales   | 2979 | 1192 | 596 |
|                         | Caversham        | 3510 | 1404 | 702 |
|                         | Cheltenham       | 2970 | 1188 | 594 |
|                         | Crawley          | 4968 | 1987 | 994 |
|                         | Edinburgh        | 3294 | 1318 | 659 |
|                         | Gatwick          | 3465 | 1386 | 693 |
|                         | Glasgow          | 2952 | 1181 | 590 |
|                         | Harrogate        | 2196 | 878  | 439 |
|                         | High Wycombe     | 2880 | 1152 | 576 |
|                         | Horley           | 3465 | 1386 | 693 |
|                         | Liverpool        | 2421 | 968  | 484 |
|                         | London           | 2682 | 1073 | 536 |
|                         | Loudwater        | 4968 | 1987 | 994 |
|                         | Manchester       | 2844 | 1138 | 569 |
|                         | Menwith Hill     | 3123 | 1249 | 625 |
|                         | Oxford           | 2196 | 878  | 439 |
|                         | Portsmouth       | 2646 | 1058 | 529 |
|                         | Reading          | 2421 | 968  | 484 |
|                         | Other            | 3510 | 1404 | 702 |
| URUGUAY                 |                  |      |      |     |
|                         | Colonia          | 2385 | 954  | 477 |
|                         | Montevideo       | 2268 | 907  | 454 |
|                         | Punta del Este   | 3069 | 1228 | 614 |
|                         | Other            | 2268 | 907  | 454 |
| UZBEKISTAN              |                  | 1485 | 594  | 297 |
|                         | Tashkent         | 2511 | 1004 | 502 |
|                         | Other            | 1278 | 511  | 256 |
| VANUATU                 |                  |      |      |     |
|                         | Port Vila        | 3276 | 1310 | 655 |
|                         | Santos           | 2430 | 972  | 486 |
|                         | Tanna Island     | 3204 | 1282 | 641 |
|                         | Other            | 297  | 119  | 59  |
| VENEZUELA               |                  |      |      |     |
|                         | Barquisimeto     | 3852 | 1541 | 770 |
|                         | Caracas          | 4563 | 1825 | 913 |
|                         | Maracaibo        | 3951 | 1580 | 790 |
|                         | Porlamar         | 3897 | 1559 | 779 |
|                         | Puerto La Cruz   | 3546 | 1418 | 709 |
|                         | Puerto Ordaz     | 4086 | 1634 | 817 |
|                         | Punto Fijo       | 3492 | 1397 | 698 |
|                         | Valencia         | 3645 | 1458 | 729 |
|                         | Other            | 3213 | 1285 | 643 |
| VIETNAM                 |                  |      |      |     |
|                         | Dalat            | 2196 | 878  | 439 |
|                         | Danang           | 1674 | 670  | 335 |
|                         | Hanoi            | 2502 | 1001 | 500 |
|                         | Ho Chi Minh City | 2754 | 1102 | 551 |
|                         | Other            | 1863 | 745  | 373 |
| VIRGIN ISLANDS, BRITISH |                  | 2403 | 961  | 481 |
| WALLIS AND FUTUNA       |                  | 1233 | 493  | 247 |
| YEMEN                   |                  |      |      |     |
|                         | Aden             | 1998 | 799  | 400 |
|                         | Sanaa            | 4095 | 1638 | 819 |
|                         | Other            | 1557 | 623  | 311 |
| ZAMBIA                  |                  |      |      |     |
|                         | Livingstone      | 3051 | 1220 | 610 |
|                         | Lusaka           | 2565 | 1026 | 513 |
|                         | Other            | 1575 | 630  | 315 |
| ZIMBABWE                |                  |      |      |     |
|                         | Bulawayo         | 1908 | 763  | 382 |

|                          |      |      |     |
|--------------------------|------|------|-----|
| Harare                   | 3006 | 1202 | 601 |
| Victoria Falls           | 3699 | 1480 | 740 |
| Other                    | 1593 | 637  | 319 |
| OTHER FOREIGN LOCALITIES | 495  | 198  | 99  |





## Fulbright-Hays Doctoral Dissertation Research Abroad Program FY 2014 Application Checklist

A complete institutional application to the Doctoral Dissertation Research Abroad Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs* (SF 424B); *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Disclosure of Lobbying Activities* (if applicable). **Failure to meet the deadline published in the *Federal Register* notice will mean rejection of the application without consideration. There is no appeal of this requirement.**

### G5 Hours of Operation in Eastern Time

| Sun.                                 | Mon.                                 | Tues.              | Wed.                                 | Thur.                                | Fri.               | Sat.               |
|--------------------------------------|--------------------------------------|--------------------|--------------------------------------|--------------------------------------|--------------------|--------------------|
| Unavailable from 08:00 PM - 11:59 PM | Unavailable from 12:00 AM - 05:59 AM | Available 24 hours | Unavailable from 09:00 PM - 11:59 PM | Unavailable from 12:00 AM - 05:59 AM | Available 24 hours | Available 24 hours |

**Use This Checklist While Preparing Your Application. All items are required.**

#### Institution/Project Director Checklist

- SF 424 Application for Federal Assistance
- Item 22, which will automatically populate with a list of all students from your university who have submitted applications, their disciplines, countries of research, and amounts requested. Please note that Project Directors must indicate for each student application whether or not Human Subjects Research Clearance (IRB) is required.
- ED Supplemental information for the SF 424
- 427 GEPA
- Assurances for Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- SF-LLL Disclosure of Lobbying Activities, if applicable
- GPRA PMF Forms with measures and proposed activities

***Project Directors must submit the application by 4:30:00 p.m. Washington, DC time, on the date published in the Federal Register. When Project Directors submit the application via the G5 website, they will receive an automatic email notification when the U.S. Department of Education receives the application.***

#### Student Checklist

- Fully completed Fulbright-Hays Doctoral Dissertation Research Abroad application form (022)—Which includes:
  - Curriculum Vitae
  - A narrative – submitted via G5 e-Application (Check Federal Register for page limitations)

- A bibliography – submitted via G5 e-Application (Check Federal Register for page limitations)
- Host Country Supporting Materials
- Unofficial Transcripts—Graduate and Undergraduate--submitted electronically (recommended to help demonstrate the applicant’s language and area studies academic training)
- Electronic Graduate Student References – initiate the email to your references
- Electronic Language Reference for each language of research

**Submit your application to your institution’s Project Director via G5 e-Application well in advance of the Federal Register deadline (contact your Project Director for information about institutional deadlines). When students submit the application via the G5 website, they will receive an automatic email notification when the university’s Project Director receives the application.**

## **Instructions for Standard Forms**

- **G5 Submittal Instructions for Institutional Contact Person**
- **Application for Federal Assistance (SF 424)**
- **Department of Education Supplemental Form for the SF 424**
- **Department of Education Budget Summary Form (ED 524)**
- **Disclosure of Lobbying Activities (SF-LLL)**

**IMPORTANT – PLEASE READ FIRST**  
**U.S. Department of Education**

**G5 e-Application Submission Procedures and Tips for Applicants**

<http://www.G5.gov>

To facilitate your use of G5 e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

**ATTENTION**

Applicants using the Department of Education's G5 e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you encounter difficulties, you may also contact the G5 helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application using G5 e-Application. Please note that there is a training module available on the G5 home page ([www.G5.gov](http://www.G5.gov)) that details the registration and G5 application processes in detail for users new to G5. You can access this module under the Main Menu of the homepage and link to Online Training. Look for the training topic G5 for Applicants.

Step 1 – **Register in G5** to access the electronic application package. If you are a new user, you will need to register to use G5 e-Application.

- From the G5 Portal Page <http://www.G5.gov/>, click on the Sign Up button for non-ED employees. The User Registration Screen displays.
- Click the button to the right of the ED Employee/ED Contractor field to display the employee/contractor options. Select the “no” list option. Enter all required information as noted by red asterisks (\*).
- Click the continue button to proceed to the user registration agreement. Select the agree button to accept the terms of the user agreement, and then the Submit button. **Note:** If you do not agree, then you may not complete the registration process. The system displays a message indicating that the system will send a notification to your email address.
- The system sends a message with a link to activate your account. Clicking the link takes you to the Account Activation screen. Click the **Agree** option to accept the activation terms.
- Click on the Submit button to initiate your activation. Read the EDCAPS Security memorandum with the subject “G5 User ID and Password” and click the **Continue >** button. The next Account Activation screen will require you to complete the password, security question and security answer. Fill out the required fields and press the Continue button to move to the summary information.
- Click the **Activate** button to activate your account and save your password and security information. The system displays a message indicating that the account has been activated. You will now need to log into G5 where you will be taken to the My Profile page where you should select your role for access. In the Availability Types field, select “Applicant” from the list and Continue. Proceed through the next screen and Submit. You will then receive an email with the G5 link. Your applicant role may take a few minutes to activate.

If you already have a username and password for G5 use them to login. If you have access to more than one G5 module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all G5 modules. In order to update your registration for additional G5 modules, click the appropriate tab on the top of the screen and provide the requested information.

The site is viewed best using Internet Explorer 5.5 or higher.

**Step 2 - Add Application Package to your Start Page.** From your Home Page, go to Grant Setup and click on “Package Submission.” Select the package for which you wish to apply and click on the “Initiate New Application” button. In the future, the package will now appear when you click on “Package Submission” or after using the “Click Here to view my Applications” link under “Quick View” on your Home Page.

**Step 3 - Begin the Application.** After going to the Application Package, click on the “Modify Application” button. This brings you to a page where you will see all of the application's forms and narratives listed.

**Step 4 - Fill out Forms.** Select the form you would like to complete and click on the “Edit Form” button to enter data. Remember to click the “Save” button at the bottom of the form and check the “Form Completed” box for each form as you complete it.

**Step 5 - Upload File(s) for Narrative Responses.** When prompted to attach narrative documents to application forms, enter the title of the document, and then Select the “Upload” button. Next, click on the “Browse” button to locate your file. Remember to click the “Save” button after you upload the document and check the “Form Completed” box when you finish uploading your file(s) and/or completing the form. Please note for file uploads, **we accept .pdf files only.**

**Step 6 - Verify Information/Submit your Application.** Verify your information is correct and complete before submitting. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. After all forms are completed, click on the “Continue” button at the bottom of your application. Enter and verify the Authorizing Representative information, and click the “Submit” button. At the top of the page you will see a confirmation message stating that your application was successfully submitted and providing you with your application number. You will also receive an e-mail to confirm that your application was received, and it will include your application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. G5 e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

**Step 7 – Printing Your Completed Application.** You have the option to print each form at any time by clicking on the “View Form” button after selecting the appropriate form to print. After submission of your application, you have the option to print a complete e-Application package in PDF. From the Application Packages tab you will notice that your application status has changed from Draft to Submitted. To locate the PDF of your application, select the package radio button and click the “Modify Application” button. Then select the “Click Here to view the PDF Package” in the upper right hand corner of the page under the Package Information section.

**Step 8 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application. This may be optional for some programs.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. The Online Training can be found under the main menu at <http://www.G5.gov>.

### **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file type detailed in the Federal Register application notice (read-only, non-modifiable .PDF files only). Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening

the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

## Other Submission Tips

**SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 PM Washington, DC time on the deadline date, the G5 e-Application system will not accept it.

1. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in this notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30 PM unless you follow the procedures in this notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

2. Dial-Up Internet Connections - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in this notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.
3. Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through G5 because—

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to G5; and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Dr. Pamela J. Maimer, U.S. Department of Education, 1990 K Street NW, Room 6100, Washington, D.C. 20006. FAX: (202) 502-7859 or (202) 502-7622.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

### a. Submission of Paper Applications by Mail

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.022A)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260**

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S.

Department of Education

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark
- (2) A mail receipt that is not dated by the U.S. Postal Service

If your application is postmarked after the application deadline date, we will not consider your application.

*Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.*

b. Submission of Paper Applications by Hand Delivery

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.022A)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260**

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

| <b>Application for Federal Assistance SF-424</b>  |   |
|---|---|
| <b>*1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application | <b>*2. Type of Application:</b> * If Revision, select appropriate letter(s):<br><input type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision<br>*Other (Specify): _____ |
| * 3. Date Received:   | 4. Applicant Identifier:  |
| 5a. Federal Entity Identifier:  | *5b. Federal Award Identifier:  |
| <b>State Use Only:</b>  |   |
| 6. Date Received by State:  | 7. State Application Identifier:  |
| <b>8. APPLICANT INFORMATION:</b>  |   |
| *a. Legal Name: _____   |   |
| *b. Employer/Taxpayer Identification Number (EIN/TIN): _____  | *c. Organizational DUNS: _____  |
| <b>d. Address:</b>  |   |
| *Street 1: _____  | _____   |
| Street 2: _____   | _____   |
| *City: _____  | _____   |
| County/Parish: _____  | _____   |
| *State: _____   | _____   |
| Province: _____   | _____   |
| *Country: _____   | _____   |
| *Zip / Postal Code: _____   | _____   |
| <b>e. Organizational Unit:</b>  |   |
| Department Name: _____  | Division Name: _____  |
| <b>f. Name and contact information of person to be contacted on matters involving this application:</b>   |   |
| Prefix: _____   | *First Name: _____  |
| Middle Name: _____  | _____   |
| *Last Name: _____   | _____   |
| Suffix: _____   | _____   |
| Title: _____  |   |
| Organizational Affiliation: _____   |   |
| *Telephone Number: _____  | Fax Number: _____   |
| *Email: _____   |   |



**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**

[Redacted]

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

[Redacted]

**11. Catalog of Federal Domestic Assistance Number:**

\_\_\_\_\_

CFDA Title:

\_\_\_\_\_

**\*12 Funding Opportunity Number:**

[Redacted]

\*Title:

\_\_\_\_\_

[Redacted]

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

[Redacted]

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\*a. Applicant: [Redacted]

\*b. Program/Project: [Redacted]

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: [Redacted]

\*b. End Date: [Redacted]

**18. Estimated Funding (\$):**

\*a. Federal [Redacted]  
\*b. Applicant [Redacted]  
\*c. State [Redacted]  
\*d. Local [Redacted]  
\*e. Other [Redacted]  
\*f. Program Income [Redacted]  
\*g. TOTAL [Redacted]

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes       No

If "Yes", provide explanation and attach.

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: [Redacted]  
Middle Name: \_\_\_\_\_  
\*Last Name: [Redacted]  
Suffix: \_\_\_\_\_

\*Title: [Redacted]

\*Telephone Number: [Redacted] Fax Number: \_\_\_\_\_

\* Email: [Redacted]

\*Signature of Authorized Representative: \_\_\_\_\_

\*Date Signed: \_\_\_\_\_

### INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

| Item | Entry:   | Item: | Entry:   |
|------|--|-------|--|
| 1.   | <b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.</li> </ul>  | 10.   | <b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.   |
|      |  | 11.   | <b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.   |
| 2.   | <b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</li> </ul> <p>A. Increase Award                      D. Decrease Duration<br/> B. Decrease Award                      E. Other (specify)<br/> C. Increase Duration</p> | 12.   | <b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.   |
|      |  | 13.   | <b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.   |
|      |  | 14.   | <b>Areas Affected By Project:</b> This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.   |
| 3.   | <b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.  | 15.   | <b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.   |
| 4.   | <b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.  |       |  |
| 5a.  | <b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.  | 16.   | <b>Congressional Districts Of:</b> 15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed. |
| 5b.  | <b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.  |       |  |
| 6.   | <b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.   |       |  |
| 7.   | <b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.   |       |  |
| 8.   | <b>Applicant Information:</b> Enter the following in accordance with agency instructions:  |       |  |
|      | <b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .  | 17.   | <b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.   |
|      | <b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.   | 18.   | <b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.   |
|      | <b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .   | 19.   | <b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.   |

|    |   |   |  |
|----|---|---|--|
|    | <b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).   | 20.   | <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.   |
|    | <b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.   | 21.   | <b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.) |
|    | <b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.  |   |  |
| 9. | Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.  |   |  |
|    | A. State Government<br>B. County Government<br>C. City or Township Government<br>D. Special District Government<br>E. Regional Organization<br>F. U.S. Territory or Possession<br>G. Independent School District<br>H. Public/State Controlled Institution of Higher Education<br>I. Indian/Native American Tribal Government (Federally Recognized)<br>J. Indian/Native American Tribal Government (Other than Federally Recognized)<br>K. Indian/Native American Tribally Designated Organization<br>L. Public/Indian Housing Authority | M. Nonprofit<br>N. Private Institution of Higher Education<br>O. Individual<br>P. For-Profit Organization (Other than Small Business)<br>Q. Small Business<br>R. Hispanic-serving Institution<br>S. Historically Black Colleges and Universities (HBCUs)<br>T. Tribally Controlled Colleges and Universities (TCCUs)<br>U. Alaska Native and Native Hawaiian Serving Institutions<br>V. Non-US Entity<br>W. Other (specify) |  |

**SUPPLEMENTAL INFORMATION  
REQUIRED FOR  
DEPARTMENT OF EDUCATION**

**1. Project Director:**

Prefix:  \*First Name:  Middle Name:  \*Last Name:  Suffix:

Address:

\* Street1:   
Street2:   
\* City:   
County:   
\* State  \* Zip Code:  \* Country:

\* Phone Number (give area code)  Fax Number (give area code)

Email Address:

**2. Applicant Experience:**

Novice Applicant  Yes  No  Not applicable to this program

**3. Human Subjects Research:**

Are any research activities involving human subjects planned at any time during the proposed project Period?

Yes  No

Are ALL the research activities proposed designated to be exempt from the regulations?

Yes Provide Exemption(s) #:   
 No Provide Assurance #, if available:

**Please attach an explanation Narrative:**

**INSTRUCTIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424**

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the /attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

**3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Not Human Subjects Research.** Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

**If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**3a. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**3a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human /Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

**Paperwork Burden Statement.** *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

**DEFINITIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424  
(Attachment to Instructions for Supplemental Information for SF 424)**

**Definitions:**

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant’s project or funding period, including any extensions of those periods that extend the grantee’s authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

**1. PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

**I. Definitions and Exemptions**

**A. Definitions.**

A research activity involves human subjects if the activity is research, as defined in the Department’s regulations, and the research activity will involve use of human subjects, as defined in the regulations.

**—Research**

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

**—Human Subject**

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

**B. Exemptions.**

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

**Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption number(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the

involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

**(1) Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

**(2) Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

**(3) Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

**(4) Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

**(5) Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

**(6) Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and



in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

***Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the***

***Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:  
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>***

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).



## NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

### To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

### What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds

address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

**Estimated Burden Statement for GEPA Requirements**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-XXXX**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537.

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)

which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase

- 12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593

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|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE          |
| APPLICANT ORGANIZATION                      | DATE SUBMITTED |

requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

(identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.





**2. CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

2) If any funds other Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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| Applicant's Organization                  |  |
| Printed Name of Authorized Representative | Printed Title of Authorized Representative |
| Signature                                 | Date                                       |

ED 80-0013

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## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and

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maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

