

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

CLOSING DATE: XX

Fiscal Year 2014 Application Materials



CFDA No. 84.022A

OMB No. 1840-0005

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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: 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 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

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. 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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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.

Guidelines for Applicant Institutions

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. 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 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. 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 by the date specified in the published Notice Inviting Applications. Third, register in the G5 e-Application system at 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.

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.

Institutional DDRA Project Directors

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

Institution Name	First Name	Last Name	Email
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	scp3@columbia.edu
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
George Mason University	Kathryn	Agoston	kagoston@gmu.edu
George Washington University	Geri	Rypkema	rypkema@gwu.edu
Georgetown University	Maria	Snyder	mfs22@georgetown.edu
Georgia State University	Amanda	Roshan-Rawaan	amandarr@gsu.edu
Graduate Theological Union	Maureen	Maloney	maloney@gtu.edu
Harvard University	Cynthia	Verba	cverba@fas.harvard.edu
Howard University	Constance	Ellison	cellison@howard.edu
Indiana University	Denise	Gardiner	dagardin@iu.edu
Johns Hopkins University	Michael	Alexander	malexander@jhu.edu
Kennesaw State University Research and Service Foundation	Charles	Amlaner	sponprog@kennesaw.edu

Kent State University	Sarah	Hull	shull14@kent.edu
Lehigh University	Sheri	Bushner	sab2@lehigh.edu
Louisiana State University	Harald	Leder	hleder@lsu.edu
Massachusetts Institute of Technology	Kimberly	Benard	benard@mit.edu
Michigan State University	Roger	Bresnahan	bresnaha@msu.edu
New School University	Patty	Bachorz	bachorzp@newschool.edu
New York University	Kathleen	Talvacchia	kathleen.talvacchia@nyu.edu
North Carolina State University	Matt	Ronning	sps@ncsu.edu
Northeastern University	Erika	Koss	e.koss@neu.edu
Northeastern University	Lawrence	Barnett	oraf@neu.edu
Northeastern University	Maureen	Kelleher	m.kelleher@neu.edu
Northern Illinois University	Deborah	Pierce	asosp@niu.edu
Northwestern University	Stephen	Hill	s-hill@northwestern.edu
Ohio State University	Joanna	Kukielka-Blaser	kukielka-blaser.1@osu.edu
Ohio University	Kelli	Cyrus	cyrusk@ohio.edu
Old Dominion University Research Foundation	Betsy	Foushee	efoushee@odu.edu
Pennsylvania State University	Barbara	Struble	bqs3@psu.edu
Portland State University	Barbara	Struble	bqs3@psu.edu
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Princeton University	Cole	Crittenden	ccritt@princeton.edu
Princeton University	David	Redman	dnredman@princeton.edu
Purdue University	Mohan	Dutta	mdutta@purdue.edu
Rensselaer Polytechnic Institute	Mecaila	Smith	SMITHM12@rpi.edu
Rice University	Arnaud	Chevallier	chevallier@rice.edu
Rice University	Robert	Meyer	rjm6@rice.edu
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Stanford University	John	Pearson	john.pearson@stanford.edu
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Technical Review Coversheet

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

Questions	Points Possible	Points Scored
Quality of Proposed Project		
1. Proposed Project	60	
Sub Total	60	
Qualifications of Applicant		
1. Applicant	40	
Sub Total	40	
General Comments		
1. General Comments	0	
Sub Total	0	
Priority Questions		
Competitive Preference		
Priorities		
Preference Priority		
1. Geographic Region	Sub Total	3
2. Language	Sub Total	2
3. Field	Sub Total	5
Invitational Preference		
Priority		
Invitational Priority	Sub Total	0
Preference Priority	Sub Total	10
Reader Total	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. 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. 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, 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

5. Name of US Institution of Higher Education	6. Major Academic Discipline
7. Language and Area Studies Specialization - Check One Area Only <input type="checkbox"/> Africa • AF <input type="checkbox"/> Near East • NE <input type="checkbox"/> Western Hemisphere • WH <input type="checkbox"/> South Asia • SA <input type="checkbox"/> Central/Eastern Europe and Eurasia • CEE <input type="checkbox"/> Southeast Asia • SEA <input type="checkbox"/> East Asia • EA	
8. Country(ies) of Research	9. Language(s) of Research
10. Dates of Proposed Research	11. Tentative Date Advanced to Candidacy
12. Current Address, Phone & E-Mail	13. Citizenship <input type="checkbox"/> United States <input type="checkbox"/> Resident Alien Alien Registration No. _____
14. Veteran's Status <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Career Goal <input type="checkbox"/> Teaching <input type="checkbox"/> Other
16. Proposed Dissertation Title	
17. Dissertation Abstract (no more than 120 words)	

18.	Name(s) of Accompanying Dependent(s)	Relationship	Age
19.	Previous Overseas Travel		
20.	Grant Refunds Due <input type="checkbox"/> Yes <input type="checkbox"/> No	21.	Default on Loans <input type="checkbox"/> Yes <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.
For Official US/ED Use Only - do not write in the section below			

25.	Budget Request				
a.	International Travel and Baggage 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
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Countries of Research	Language(s)
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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.

1. **How long and in what capacity have you known the applicant?**

2. **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%)	Excep-tional (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							

3. **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
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Signature	Date
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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)
ALBANIA			
Tirana	2592	1037	518
Other	1269	508	254
ALGERIA			
Algiers	3348	1339	670
Other	2295	918	459
ANDORRA			
Andorra	2988	1195	598
ANGOLA			
	5175	2070	1035
ANGUILLA			
	2178	871	436
ANTIGUA AND BARBUDA			
Antigua and Barbuda	2691	1076	538
Other	621	248	124
ARGENTINA			
Bariloche	2970	1188	594
Buenos Aires	3078	1231	616
Mendoza	2583	1033	517
Other	2628	1051	526
ARMENIA			
	2160	864	432
AUSTRALIA			
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
AUSTRIA			
Graz	3789	1516	758
Linz	3582	1433	716
Salzburg	3906	1562	781
Vienna	3753	1501	751
Other	3708	1483	742
AZERBAIJAN			
	3357	1343	671
Baku	3357	1343	671
Ganja	1746	698	349
Other	1467	587	293
BAHAMAS, THE			
Andros Island	2124	850	425
Eleuthera Island	2295	918	459
Grand Bahama Island	2565	1026	513
Nassau	3780	1512	756
Other	2124	850	425
BAHRAIN			
	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
	Oberamergau	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 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 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) 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.

Application for Federal Assistance SF-424

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

*Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name:

*b. Employer/Taxpayer Identification Number (EIN/TIN):

*c. Organizational DUNS:

d. Address:

*Street 1:

Street 2:

*City:

County/Parish:

*State:

Province:

*Country:

*Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

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.	Type of Submission: (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Pre-application • Application • 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. 	10.	Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: 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.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • 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. <p>A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration</p>	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: 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.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (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.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.	16.	Congressional Districts Of: 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 th 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.	Federal Award Identifier: 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.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (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 www.Grants.gov .	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (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.	Estimated Funding: (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.
	c. Organizational DUNS: (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 www.Grants.gov .	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (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.

	<p>d. Address: 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).</p>	20.	<p>Is the Applicant Delinquent on any Federal Debt? (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.</p>		
	<p>e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: 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.</p>	21.	<p>Authorized Representative: 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.)</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p>				
	<table border="0"> <tr> <td data-bbox="154 548 488 1083"> <ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority </td> <td data-bbox="488 548 800 1083"> <ul style="list-style-type: none"> M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify) </td> </tr> </table>	<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify) 		
<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity 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 12th 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.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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.

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

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.

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

ED 80-0013

08/05

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	CFDA Number, <i>if applicable</i> : _____	
7. Federal Action Number, if known:	\$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
3. Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

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.

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

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

