# SEMINARS ABROAD (SA)
## *Administering Agency*

## CFDA NUMBER: 84.021

## *IFLE REPORTING SYSTEM PROPOSED SCREENS*

| **Program:** | Fulbright-Hays Seminars Abroad | **Country:** |
| **Seminar Title:** | | **Report Due Date:** |
| **U.S. Dept of Education Contact:** | | |

| Project Info | Add User | Budget | Orientation Comments | Itinerary | In-Country Experience Comments | View/Submit Report | View Participant Reports | View Domestic Inst Report |

# International and Foreign Language Education
# International Resource Information System

# WELCOME

Congratulations on receiving a grant award for a Title VI, and/or Fulbright-Hays project. The U.S. Department of Education (US/ED) requires grant recipients to administer their projects efficiently and to submit annual and final performance reports about project objectives, impacts, and outcomes.

The International Resource Information System (IRIS) online information system provides access to screens that allow grantees to conduct the day-to-day administrative tasks related to the funded project as well as submit the required performance reports.

Click on a tab on the Home page to be directed to the relevant screens and instructions for initiating and completing administrative or reporting tasks.

Please be advised that although various project staff may participate in the administration and reporting activities associated with the project, the "Project Director" named on the grant award documents is the only person that the US/ED authorizes to submit the annual and final performance reports on behalf of the grantee.

The IFLE program officers are available to assist you with project-related questions. If you have system-related questions, please contact IRIS Help Desk at the Contact Us link.

**This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.**

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International and Foreign Language Education
U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700

| **Program:** | Fulbright-Hays Seminars Abroad | **Country:** |
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## Update Password

To update your password, enter your current password and the new password. Re-enter the new password again to confirm. Then click "Update."

Current password:

New password:

Confirm password:

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## Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions.

* Required fields

Name:

Title:

Street:     *

Street 2:

City:     *

State:       Select one

Country:     *    Afghanistan

Postal code:

Phone:     *

Fax:

Email:

Web site:

Administering agency:

Project title:     *

World area:     *    Africa

Program officer:

# IFLE · IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION | INTERNATIONAL RESOURCE INFORMATION SYSTEM

| | | |
|---|---|---|
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|---|---|---|---|---|---|---|---|---|

## Additional Users ℹ️

Click the "Add User" button to list no more than five persons authorized to access the IRIS reporting screens to input and/or to review information. IRIS will issue log in credentials to the additional users.

To update a user, click the "Update" link under Action.
To remove a user, click the "Delete" link under Action.

| Action | Name | Email |
|---|---|---|
| Update \| Delete | | |
| Update \| Delete | | |
| | | |

# IFLE IRIS

**INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION**

**INTERNATIONAL RESOURCE INFORMATION SYSTEM**

| | |
|---|---|
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|---|---|---|---|---|---|---|---|---|

## Add a User

\* Required fields

User name:     \*

First Name         Last Name

Email:     \*

Do you wish to receive IFLE blast emails and newsletter?

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

| Program: | Fulbright-Hays Seminars Abroad | Country: |
|---|---|---|
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|---|---|---|---|---|---|---|---|---|

## Administering Agency Budget

Enter your pre-seminar projected budget amounts in the "Projected" column. Review the amounts below that were entered in the "Awarded" column by the program officer. At the conclusion of the seminar, enter the post-seminar budget amounts in the "Expended" column. Please upload a detailed budget (using Excel) and a narrative with an explanation of each line item.

\* Required fields

| Budget Category | Projected | Awarded | Expended |
|---|---|---|---|
| Personnel | | | |
| Staff Salaries | $ | $ | $ |
| Postage | $ | $ | $ |
| Printing and Copying | $ | $ | $ |
| Other Related Expenses | $ | $ | $ |
| Travel | | | |
| International Air Travel | $ | $ | $ |
| Inter-Country and Inter-City Travel | $ | $ | $ |
| Local Travel | $ | $ | $ |
| Lodging | $ | $ | $ |
| Other | | | |
| Visas | $ | $ | $ |
| Per Diem | $ | $ | $ |
| Escort(s) and Interpreter(s) | $ | $ | $ |
| Honoraria and Lectures | $ | $ | $ |
| Pre-Departure Orientation ⓘ | $ | $ | $ |
| In-Country Orientation | $ | $ | $ |
| Curriculum Project Costs | $ | $ | $ |
| Other | $ | $ | $ |
| Total | $ | $ | $ |

**Budget attachment:** * Provide a detailed budget narrative with an explanation of each line item. Your project file must be formatted for letter-size paper prior to upload.

no file selected

(Click the "Browse..." button to attach an electronic copy of the awarded budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

no file selected

(Click the "Browse..." button to attach an electronic copy of the awarded budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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## Pre-Departure Preparation and Orientation Comments

Submit feedback for the pre-departure and / or the in-country orientation. Describe any impactful activities and note areas for improvement.

Include the following categories, if applicable:

- Language instruction;
- Delivery of the information in the orientation, including pacing and appropriateness;
- Cultural sensitivity of program coordinators;
- Adequacy of preparation to make participants feel comfortable and ready to travel; and
- Overall preparation for the orientation.

\* Required fields

Comments: \* (limit 5,000 characters and spaces)

Characters and Spaces:

**Agenda attachment:** \* Upload an attachment with the agenda for the orientation.

no file selected

(Click the "Browse..." button to attach an electronic copy of the orientation agenda. When prompted, locate and select the file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

| Program: | Fulbright-Hays Seminars Abroad | Country: |
| --- | --- | --- |
| Seminar Title: | | Report Due Date: |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |

# Itinerary

| Departure Date (mm/dd/yyyy) | From City | From State or Country | Arrival Date (mm/dd/yyyy) | To City | To State or Country | Airline and Flight Number |
| --- | --- | --- | --- | --- | --- | --- |

Upload the detailed International Travel and Seminar Agenda. Include international flight and travel information.

**Upload a file with the International Travel in Word, Excel or Adobe PDF. (for example, individual flight information or group itineraries).**

no file selected

(Click the "Browse..." button to attach an electronic copy of the International Travel. When prompted, locate and select the International Travel file. Only one International Travel file may be attached to this report. Uploading a document replaces the one previously attached.)

**Upload a file with the Seminar Agenda in Word, Excel or Adobe PDF.**

no file selected

(Click the "Browse..." button to attach an electronic copy of the Seminar Agenda. When prompted, locate and select the Seminar Agenda file. Only one Seminar Agenda file may be attached to this report. Uploading a document replaces the one previously attached.)

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## In-Country Experience Comments

Evaluate the in-country experience. Describe any exemplary activities, challenges, areas for improvement, or any additional comments. For example, discuss: pace of itinerary, participant challenges, staff challenges and activities that were of impact. When discussing the impact of activites, please explain why this activity made an impact.

Optional

(limit 5,000 characters and spaces)

Characters and Spaces: