

**U.S. Department of Education  
OFFICE OF POSTSECONDARY EDUCATION  
International and Foreign Language Education  
Washington, DC 20202**

[www.ed.gov/ope/iegps](http://www.ed.gov/ope/iegps)

**FY 2017**

**APPLICATION FOR GRANTS**

under the

**INTERNATIONAL RESEARCH AND STUDIES PROGRAM**

**Research, Surveys, and Studies (01)**

**CFDA NUMBER: 84.017A**

FORM APPROVED

OMB No. 1840-0795

Applications Available: **TBD**



**DATED MATERIAL – OPEN IMMEDIATELY**

**CLOSING DATE: TBD**

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Dear Applicant:

Thank you for your interest in applying for a fiscal year (FY) 2017 grant under the International Research and Studies (IRS) program. This application booklet includes information about the program, instructions, and the forms that applicants need to submit a complete application package to the U.S. Department of Education (Department). We encourage you to review these instructions in their entirety before preparing and submitting your application.

The IRS program provides grants to institutions, public and private agencies, organizations, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields. You may view more information about the IRS program at: <http://www.ed.gov/programs/iegpsits/index.html>

For the FY 2017 competition, the Department will only consider applications that meet the **absolute priority** of research projects, surveys, or studies.

In addition to the absolute priority, there are two **competitive preference priorities**. We will award up to an additional 10 points to an application, depending on how well the application meets one or both of the following priorities:

1. Research projects, surveys, and studies regarding U.S. school-based Dual Language Immersion Programs. (Up to 10 points)
2. Research projects, surveys, and studies on the outcomes of international education programs for U.S. postsecondary education students. (Up to 10 points)

Please refer to the Notice Inviting Applications published in the Federal Register and included in this application package for further information about the competition priorities.

We are hopeful that these priorities will inspire interesting research projects, surveys, and studies that will be useful to a wide range of stakeholders in the K-16 education, international education, and other communities. We appreciate your interest in this program and look forward to receiving your application.

Sincerely,

Lenore Yaffee Garcia  
Senior Director, International and Foreign Language Education

## COMPETITION HIGHLIGHTS

1. FY 2017 IRS applications must be submitted electronically using Grants.gov. We advise that you acquaint yourself with the requirements of Grants.gov early, as the registration procedures may require 5 or more days to complete. A more thorough discussion about Grants.gov is included under “U.S. Department of Education Grants.gov Submission Procedures and Tips for Applicants” on pages 9-14 in this application package.

Grants.gov is accessible through its portal page at: <http://www.grants.gov>

2. Please note that you must submit your application by 4:30.00 p.m. (Washington, D.C. time) on or before the application deadline date. Late applications will not be accepted. We suggest that you submit your application several days before the deadline. The Department is required to enforce the established deadline date to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
3. Grants.gov does not allow applicants to “un-submit” applications. If you discover that you need to make revisions to your application after you have submitted it, you must submit another application on or before the application deadline date. The Department will accept and process the application with the latest “date/time received” validation.
4. The requirements for obtaining an exception to the electronic submission are included in the Notice Inviting Applications for New Awards (NIA) for FY 2017. If you think you might need an exception, you should review the exception requirements early in the application preparation process. The Department must receive your written waiver request and justification at least fourteen days prior to the application deadline date.
5. The page limitation for the Application (Project) Narrative (Part III) is 30 pages. The Application (Project) Narrative is where you address the selection criteria that the peer reviewers will use to evaluate your application. The NIA contains the standards for preparing the Application(Project) Narrative.
6. The project abstract is limited to one page, single - spaced. The abstract should include information about the proposed project, the project methodology and the proposed deliverable at the end of the grant period. Upload your project abstract into the ED Abstract form in Part III.
7. There is one **absolute priority** for the FY 2017 competition.

This priority is:

Applications that propose research projects, surveys, or studies.

8. There are two **competitive preference priorities** for the FY 2017 competition. We will award up to an additional 10 points to an application, depending on how well the application meets one or both of these priorities.

**Competitive Preference Priority 1—Research Projects, Surveys, and Studies regarding U.S. School-based Dual Language Immersion Programs.** (Up to 10 points)

Research projects, studies, and surveys focused on Dual Language Immersion (DLI) programs in U.S. preschool to grade 12 schools.

**Competitive Preference Priority 2—Research Projects, Surveys, and Studies on the Outcomes of International Education Programs for U.S. Postsecondary Education Students.** (Up to 10 points)

Research projects, surveys, and studies that focus on the outcomes of participation in and/or access to international education programs for students in the U.S. postsecondary education sector.

**Please note that these priorities are explained in detail in the Notice Inviting Applications (NIA) contained in this application package (pp 17-44). You are urged to fully review the NIA carefully before preparing your application.**

8. The following are estimated amounts for this competition. The Department is not bound by these estimated amounts.
- Estimated available funds: \$712,329
  - Estimated range of awards: \$40,000-\$101,761 per year
  - Estimated average size of awards: \$67,750 per year
  - Maximum award: \$101,761
- We will reject any application that proposes a budget exceeding \$101,761 for a single budget period of 12 months.*
- Estimated number of awards: 7
9. The project period for an IRS grant is up to 36 months.
10. Once you download the IRS application package from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer, because you will need upload your work into Grants.gov to submit the application.

For help with Grants.gov, you should call toll-free at 1-800-516-4726, or email [Support@grants.gov](mailto:Support@grants.gov). The Support Desk is available 24 hours, 7 days a week except Federal holidays.

11. The NIA published in the Federal Register constitutes the official competition guidelines. An applicant should not rely upon external information that is inconsistent with the application preparation guidelines and submission instructions presented in the NIA.

# OVERVIEW

## INTERNATIONAL RESEARCH AND STUDIES PROGRAM

### AUTHORIZATION

Title VI, Part A, sections 601 and 605 of the Higher Education Act of 1965, as amended.

### APPLICABLE REGULATIONS

(a) Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 82, 84, 86, 97, 98, and 99. (b) The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 3474. (d) The regulations for this program in 34 CFR parts 655 and 660.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

### PURPOSE

To improve and strengthen instruction in modern foreign languages, area studies, and other international fields.

### ELIGIBLE APPLICANTS

Institutions, public and private agencies, organizations, and individuals.

### ACTIVITIES FUNDED UNDER THIS PROGRAM

Research and studies that contribute to achieving the purpose of the legislation. Such research and studies may include:

### ACTIVITIES FUNDED UNDER THIS PROGRAM

An applicant may apply for funds to carry out any of the following types of activities:

- (a) Studies and surveys to determine the need for increased or improved instruction in--
  - (1) Modern foreign languages; and
  - (2) Area studies and other international fields needed to provide full understanding of the places in which those languages are commonly used.
- (b) Research and studies--
  - (1) On more effective methods of instruction and achieving competency in modern foreign languages, area studies, or other international fields;
  - (2) To evaluate competency in those foreign languages, area studies, or other international fields; or
  - (3) On the application of performance tests and standards across all areas of foreign language instruction and classroom use.
- (c) The development and publication of specialized materials--

- (1) For use by students and teachers of modern foreign languages, area studies, and other international fields; and
- (2) For use in--
  - (i) Providing such instruction and evaluation; or
  - (ii) Training individuals to provide such instruction and evaluation.
- (d) Research, surveys, studies, or the development of instructional materials that serve to enhance international understanding.
- (e) Other research or material development projects that further the purposes of the International Education Program authorized by Part A of Title VI of the HEA.
- (f) Studies and surveys to assess the use of graduates of programs supported under Title VI of the HEA by governmental, educational, and private-sector organizations, and other studies assessing the outcomes and effectiveness of supported programs.
- (g) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education.
- (h) Evaluations of the extent to which programs assisted under Title VI of the HEA that address national needs would not otherwise be offered.
- (i) Studies and surveys of the uses of technology in foreign language, area studies, and international studies programs.
- (j) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques through the education community, including elementary and secondary schools.
- (k) Evaluations of the extent to which programs assisted under Title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application.
- (l) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of Title VI, Part A of the HEA.
- (m) Support for programs or activities to make data collected, analyzed, or disseminated under Title VI, Part A of the HEA publicly available and easy to understand.

## SUPPLEMENTAL INFORMATION

1. Additional Attachments to Applications

Please limit additional attachments to the following:

- a. Curricula vitae of key personnel and other persons who are vital to the proposed project.
- b. Position descriptions
- c. Letters of support
- d. Project timeline

**NOTE:** These appendices must be attached to the “Other Attachments Form” in the Grants.gov application package.

2. Recommended Start Date

The Department recommends a start date of October 1, 2017.

3. Evaluation of Applicants for Awards

A three-member panel of independent reviewers evaluates each application. Each reviewer assigns points for each selection criterion and prepares evaluation comments.

4. Selection Criteria

The selection criteria in 34 CFR sections 655.31, 660.31, 660.32, and 660.33 are used to evaluate applications. The selection criteria and maximum possible points are included in this booklet on **page XX**.

5. Notifying successful applicants

If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); **or** we may send you an email containing a link to access G5, the Department’s Grant Management System. The email will be sent to both the project director and certifying representative in order for them to view and print the Adobe Acrobat version of the electronically signed GAN. If neither the project director nor certifying representative is registered in G5, they will immediately be prompted to register once the link is accessed. The Department’s **electronic signature and issuance of the GAN makes it crucial that your application include correct email addresses for both the project director and the certifying representative.**

6. Notifying ineligible or unsuccessful applicants

If your application is not evaluated or not selected for funding, we notify you in writing.

7. Technical Review Forms

All applicants will receive copies of the peer reviewers’ evaluations.



8. Reporting Requirements

If you receive a FY 2017 new grant award, you will be required to submit annual and final performance reports during the entire funding cycle using the International Resource Information System (IRIS). This online system collects narrative, data, and budget information about funded projects to enable program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. At the end of the project period, grantees are required to submit both a final performance report and a federal financial report (SF 425).

If you wish to view the IRS program reporting instrument currently required, visit the International Education Programs Service (IEPS) Web site at

<https://www2.ed.gov/programs/iegpsirs/performance.html>

Please be advised that the report is for informational purposes only, and does not reflect the actual reporting instrument that you will use, should you receive a FY 2017 grant award.

9. Contact Information.

**For IRS program-related questions and assistance, please contact:**

Program Officer: Cheryl E. Gibbs  
Address: International and Foreign Language Education  
U.S. Department of Education  
400 Maryland Avenue, SW/ Room 3E245  
Washington, D.C. 20202  
Telephone: (202) 453-5690  
E-mail Address: [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov)

**For Grants.gov-related questions and assistance, please contact:**

Support Desk: Grants.gov Support Desk  
Telephone: (800) 518-4726  
Email: [support@grants.gov](mailto:support@grants.gov)  
Hours: 24 hours a day, 7 days a week, except Federal holidays

**IMPORTANT – PLEASE READ FIRST**  
**U.S. Department of Education**  
**Grants.gov Application Submission Procedures and Tips for Applicants**

<http://www.Grants.gov>

**IMPORTANT – PLEASE READ FIRST**

**U.S. Department of Education**  
**Grants.gov Submission Procedures and Tips for Applicants**

To facilitate your use of Grants.gov, this document includes important 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.

**ATTENTION – ADOBE FORMS AND PDF FILES REQUIRED**

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on [www.Grants.gov](http://www.Grants.gov) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)<sup>1\*</sup>.]
  
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes

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<sup>1</sup> Please note that the Central Contractor Registry (CCR) was replaced by the System for Award Management (SAM) effective July 30, 2012. For more information on the migration of CCR data to SAM, grant applicants should read this information located on Grants.gov: <http://grants-gov.blogspot.com/2012/07/information-about-pending-migration.html#!/2012/07/information-about-pending-migration.html>.

Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR - Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.**

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: [http://www.grants.gov/applicants/applicant\\_faqs.jsp#54](http://www.grants.gov/applicants/applicant_faqs.jsp#54). For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### **SUBMISSION PROBLEMS – WHAT SHOULD YOU DO?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

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 the Federal Register 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 4:30:00 p.m., unless you follow the procedures in the Federal Register 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. (See the Federal Register notice for detailed instructions.)

### HELPFUL HINTS WHEN WORKING WITH GRANTS.GOV

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/contactus/contactus.jsp> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov [http://www.grants.gov/applicants/submit\\_application\\_faqs.jsp](http://www.grants.gov/applicants/submit_application_faqs.jsp).

### 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, e.g. cable modem/DSL/T1. 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 the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### MAC USERS

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources: [http://www.grants.gov/applicants/app\\_help\\_reso.jsp](http://www.grants.gov/applicants/app_help_reso.jsp).
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, \*, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. 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. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

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## GRANTS.GOV REGISTRATION INSTRUCTIONS FOR INDIVIDUALS

An individual submits grant applications on his/her own behalf, not representing an organization, institution or government. Individual applicants are only eligible for grants that are open to individuals and that have already been published on the Grants.gov website. Individuals do not need a DUNS Number to register to submit applications. The system will generate a default value in that field.

Note: In order to register as an individual you will need to obtain the Funding Opportunity Number (FON) for a grant application that you intend to apply for.

**Please note that if you register as an individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is only open to organizations.**

### REGISTER WITH GRANTS.GOV

1. Go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
2. Select the **Register with Grants.gov** button on the main screen.
3. This will take you to the **Register with Grants.gov** screen where you will need to enter the **Funding Opportunity Number (FON)** of an individual opportunity and then select **Register**.
4. Once you enter a valid Funding Opportunity Number (FON) you will need to complete a profile. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9). When you have completed the form select the **Continue** button.
5. On the next page you will need to validate your information. If you need to change your information select the **Edit** button, if your information is correct as entered select the **Submit** button.
6. You will see a message at the top of the screen that will read "You are successfully registered." To continue to the Applicant login page select the Continue button on the bottom of the page. If you don't receive the successful message another message will appear stating what issue needs to be addressed. Simply correct the error or contact the Contact Center for further assistance.
7. You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.

## EXCEPTION to ELECTRONIC SUBMISSION REQUIREMENT

**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 Grants.gov because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to Grants.gov; 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 email your statement to: Cheryl Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., Room 3E245, Washington, DC 20202-4260; [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov)

# APPLICATION TRANSMITTAL INSTRUCTIONS

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 (INSERT month, day, year) deadline date**, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.017A)  
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 84.017A)  
550 12<sup>th</sup> Street, SW.  
Room 7039, Potomac Center Plaza  
Washington, DC 20202-4260**

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.

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; International Research and Studies  
Program--Research, Studies, and Surveys

AGENCY: Office of Postsecondary Education, Department of  
Education.

ACTION: Notice.

Overview Information:

International Research and Studies Program

Notice inviting applications for new awards for fiscal year (FY)  
2017.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.017A.

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE  
FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS  
AFTER PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The International Research and Studies (IRS)  
Program provides grants to institutions, public and private  
agencies, organizations, and individuals to conduct research and  
studies to improve and strengthen instruction in modern foreign  
languages, area studies, and other international fields.

The Department is authorized to invite applications for research, surveys, or studies and applications for instructional materials for an IRS competition. For FY 2017, however, the Department is inviting applications only for research, surveys, or studies.

Priorities: In accordance with 34 CFR 75.105(b)(2)(ii), these priorities are from regulations (34 CFR 660.1, 660.10, 660.32, and 660.34).

Absolute Priority: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Applications that propose research projects, surveys, or studies.

Competitive Preference Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award up to an additional 10 points to an application, depending on how well the application meets one or both of these priorities.

These priorities are:

Competitive Preference Priority 1--Research Projects, Surveys, and Studies regarding U.S. School-based Dual Language Immersion Programs. (Up to 10 points)

Under this priority the Department gives competitive preference to research projects, studies, and surveys focused on Dual Language Immersion (DLI) programs in U.S. preschool to grade 12 schools. For the purpose of this priority, a DLI program means a program that includes native English-speaking students and native speakers of a foreign language. The goals of DLI programs are to develop bilingualism/biliteracy, academic achievement, and cross-cultural competencies for all students. In DLI programs, students learn content through both their native language and the target language.<sup>2</sup>

Topics may include, but are not limited to, the effect of participation in DLI programs on student outcomes such as proficiency level in the second language or graduation or employment rates; the effectiveness of specific DLI approaches or models; the relationship between DLI instruction and learners' cognitive and problem-solving skills or achievement in other academic areas; the availability and articulation of DLI programming as students matriculate through the grade levels in their current school or at other educational institutions, and the effect of DLI programming on students' progress in the second

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<sup>2</sup> Lindholm-Leary, Kathryn J. Dual Language Education. Avon, England: Multilingual Matters, 2001, p. 30.

language or on other outcomes; and contexts that may support successful adoption of DLI, among other topics.

Competitive Preference Priority 2--Research Projects, Surveys, and Studies on the Outcomes of International Education Programs for U.S. Postsecondary Education Students. (Up to 10 points)

Under this priority the Department gives competitive preference to research projects, surveys, and studies that focus on the outcomes of participation in and/or access to international education programs for students in the U.S. postsecondary education sector. Topics may include, but are not limited to: the relationship between participation in international education and students' persistence, completion, and/or academic and/or personal achievement in postsecondary education; underserved students' access to, and participation and success in international education; the impact of international education participation on career readiness and post-college employment outcomes; and international education and the development of global competence that contributes to economic competitiveness, among other topics.

For the purpose of this priority:

Global competence means the acquisition of in-depth knowledge and understanding of international issues, an appreciation of and ability to learn and work with people from diverse linguistic and cultural backgrounds, proficiency in

foreign language(s), and skills to function productively in an interdependent world community.

("Global Competence is a 21<sup>st</sup> Century Imperative" (2010), National Education Association, Education Policy and Practice Department, Washington, D.C.)

International education means teaching and learning about other world regions. It is generally understood to include, but is not limited to, knowledge of other world regions, cultures, and global issues; proficiency in communicating in languages other than English; working in global or cross-cultural environments; critical thinking skills and the ability to apply them flexibly to world problems; and study abroad. A study abroad program might be a part of undergraduate or graduate training and occurs outside the student's home country. It could include experiential learning such as work, volunteering, non-credit internships, and directed travel, as long as these experiences are guided to a significant degree by learning goals.

International education opportunities are designed to prepare American students to be contributing citizens, productive employees, and competent leaders in the interconnected world of the 21<sup>st</sup> century.<sup>3</sup>

Program Authority: 20 U.S.C. 1125.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 82,

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<sup>3</sup> Asia Society and the Council of Chief State School Officers, "Putting the World into World Class Education: State Innovations and Opportunities," 2008.

84, 86, 97, 98, and 99. (b) The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474. (d) The regulations for this program in 34 CFR parts 655 and 660.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$712,329.\_

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2018 from the list of unfunded applications from this competition.

Estimated Range of Awards: \$40,000 - \$101,761 per year.

Estimated Average Size of Awards: \$67,750 per year.

Maximum Award: The maximum award amount is \$101,761. We will reject any application that proposes a budget exceeding \$101,761 for a single budget period of 12 months.

Estimated Number of Awards: 7.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 36 months.

### III. Eligibility Information

1. Eligible Applicants: Public and private agencies, organizations, and institutions, and individuals.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

### IV. Application and Submission Information

1. Address to Request Application Package: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E245, Washington, DC 20202-4260. Telephone: (202) 453-5690 or by email: [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov).

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program. The IRS program covers two types of applications, 84.017A-1 for research, surveys, and studies; and 84.017A-3 for instructional materials. For FY 2017, all potential applicants must submit applications under type 84.017A-



1 for research, surveys, and studies because the Department will only consider applications for research, studies, and surveys.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to no more than 30 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin.

- Double space (no more than three lines per vertical inch) all text in the project narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in figures and graphs. Text in charts and tables may be single-spaced.

- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the Application for Federal Assistance cover sheet (SF 424); Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the

resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative [Part III].

We will reject your application if you exceed the page limit.

3. Submission Dates and Times:

Applications Available: INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER.

Deadline for Transmittal of Applications: INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Other Submission Requirements in section IV of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's

application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: We specify unallowable costs in 34 CFR 660.40. We reference additional regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the System for Award Management (SAM), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you enter into the SAM database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a

SAM.gov Tip Sheet, which you can find at:

<http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:

[www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).

7. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the IRS Program, CFDA number 84.017A, must be submitted electronically using the Governmentwide Grants.gov Apply site at [www.Grants.gov](http://www.Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you 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. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the IRS Program at [www.Grants.gov](http://www.Grants.gov). You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.017, not 84.017A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after

4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at [www.G5.gov](http://www.G5.gov). In addition, for specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms:

the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a read-only, non-modifiable Portable Document Format (PDF). Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF (e.g., Word, Excel, WordPerfect, etc.) or submit a password-protected file, we will not review that material. Please note that this could result in your application not being considered for funding because the material in question--for example, the project narrative--is critical to a meaningful review of your proposal. For that reason it is important to allow yourself adequate time to upload all material as PDF files. The Department will not convert material from other formats to PDF.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only, not receipt by the Department. Grants.gov will also notify you automatically by email if your application met all the Grants.gov validation



requirements or if there were any errors (such as submission of your application by someone other than a registered Authorized Organization Representative or inclusion of an attachment with a file name that contains special characters). You will be given an opportunity to correct any errors and resubmit, but you must still meet the deadline for submission of applications.

Once your application is successfully validated by Grants.gov, the Department will retrieve your application from Grants.gov and send you an email with a unique PR/Award number for your application.

These emails do not mean that your application is without any disqualifying errors. While your application may have been successfully validated by Grants.gov, it must also meet the Department's application requirements as specified in this notice and in the application instructions. Disqualifying errors could include, for instance, failure to upload attachments in a read-only, non-modifiable PDF; failure to submit a required part of the application; or failure to meet applicant eligibility requirements. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems

submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the

Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

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 the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

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: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E245, Washington, DC 20202-4260. FAX: (202) 453-5780.

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

b. 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 84.017A)  
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.

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.

We will not consider applications postmarked after the application deadline date.

c. 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 84.017A)  
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 4:30:00 p.m., Washington, DC 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 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.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 655.31, 660.31, and 660.32, and are listed in the application package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Risk Assessment and Special Conditions: Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may impose special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$150,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal

Awardee Performance and Integrity Information System (FAPIIS)), accessible through SAM. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

#### VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.



We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

Performance reports for the IRS Program must be submitted electronically using the International Resource Information System (IRIS), the International and Foreign Language Education office's Web-based reporting system. For information about the system and to view the reporting instructions, please go to

<http://iris.ed.gov/iris/pdfs/IRS.pdf>.

(c) Under 34 CFR 75.250(b), the Secretary may provide a grantee with additional funding for data collection analysis and reporting. In this case the Secretary establishes a data collection period.

4. Performance Measures: The following performance measures have been established to assess the effectiveness of the IRS Program:

1. Percentage of IRS projects that are focused on improving or strengthening K-16 instruction in less commonly taught languages, area studies, or other international fields.
2. Percentage of IRS projects that are focused on the evaluation of the outcomes and effectiveness of Title VI-Fulbright-Hays International Education programs in addressing national needs.
3. Percentage of IRS projects that result in information from IRS studies, surveys, or research on language, area, and international studies being made available and accessible to the public.
4. The cost per IRS project that is focused on improving or strengthening K-16 instruction in modern foreign languages, area studies, and other international fields.
5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things:

whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

#### VII. Agency Contacts

For Further Information Contact: Cheryl E. Gibbs, U.S.

Department of Education, 400 Maryland Avenue, SW., room 3E245, Washington, DC 20202-4260. Telephone: (202) 453-5690 or by email: [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov)

If you use a TDD or a TTY, call the FRS, toll free, at 1-800-877-8339.

#### VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc)

on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or PDF. To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: [www.federalregister.gov](http://www.federalregister.gov).

Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Lynn B. Mahaffie,  
Delegated the Duties of Assistant  
Secretary for Postsecondary Education.

**TITLE VI—INTERNATIONAL EDUCATION PROGRAMS**

**SEC. 601. FINDINGS; PURPOSES; CONSULTATION; SURVEY.**

Section 601 (20 U.S.C. 1121) is amended—

- (1) in the section heading, by striking “**AND PURPOSES**” and inserting “; **PURPOSES; CONSULTATION; SURVEY**”;
- (2) in subsection (a)(3), by striking “post-Cold War”;
- (3) in subsection (b)(1)(D), by inserting “, including through linkages with overseas institutions” before the semicolon; and

(4) by adding at the end the following:

“(c) **CONSULTATION.**—

“(1) **IN GENERAL.**—The Secretary shall, prior to requesting applications for funding under this title during each grant cycle, consult with and receive recommendations regarding national need for expertise in foreign languages and world regions from the head officials of a wide range of Federal agencies.

“(2) **CONSIDERING RECOMMENDATIONS; PROVIDING INFORMATION.**—The Secretary—

“(A) may take into account the recommendations described in paragraph (1); and

“(B) shall—

“(i) provide information collected under paragraph (1) when requesting applications for funding under this title; and

“(ii) make available to applicants a list of areas identified as areas of national need.

“(d) **SURVEY.**—The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this title to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.”.

**SEC. 605. RESEARCH; STUDIES.**

Section 605(a) (20 U.S.C. 1125(a)) is amended--

(1) in paragraph (8), by striking “and” after the semicolon;

(2) in paragraph (9), by striking the period and inserting a semicolon; and

(3) by adding at the end the following:

“(10) evaluation of the extent to which programs assisted under this title reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application;

“(11) the systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of this part; and

“(12) support for programs or activities to make data collected, analyzed, or disseminated under this section publicly available and easy to understand.”.

PUBLIC LAW 89-329—HIGHER EDUCATION ACT OF 1965, AS AMENDED (HEA)  
TITLE VI – INTERNATIONAL EDUCATION PROGRAMS

**SEC. 601. INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.**

Part A of title VI (20 U.S.C. 1121 et seq.) is amended to read as follows:

**PART A--INTERNATIONAL AND FOREIGN LANGUAGE STUDIES**

**SEC. 601. FINDINGS AND PURPOSES.**

(a) FINDINGS- Congress finds as follows:

(1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.

(2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.

(3) Dramatic post-Cold War changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.

(4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--

(A) producing graduates with international and foreign language expertise and knowledge; and

(B) research regarding such expertise and knowledge.

(5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

(b) PURPOSES- The purposes of this part are--

(1)(A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;

(B) to develop a pool of international experts to meet national needs;

(C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;

(D) to promote access to research and training overseas; and

(E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;

(2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and

(3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

#### **SEC. 605. RESEARCH; STUDIES; ANNUAL REPORT**

(a) AUTHORIZED ACTIVITIES- The Secretary may, directly or through grants or contracts, conduct research and studies that contribute to achieving the purposes of this part. Such research and studies may include-

(1) studies and surveys to determine needs for increased or improved instruction in foreign language, area studies, or other international fields, including the demand for foreign language, area, and other international specialists in government, education, and the private sector;

(2) studies and surveys to assess the utilization of graduates of programs supported under this title by governmental, educational, and private sector organizations and other studies assessing the outcomes and effectiveness of programs so supported;

(3) evaluation of the extent to which programs assisted under this title that address national needs would not otherwise be offered;

(4) comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;

(5) research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;

(6) the development and publication of specialized materials for use in foreign language, area studies, and other international fields, or for training foreign language, area, and other international specialists;

(7) studies and surveys of the uses of technology in foreign language, area studies, and international studies programs;

(8) studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the education community, including elementary and secondary schools; and

(9) the application of performance tests and standards across all areas of foreign language instruction and classroom use.

(b) ANNUAL REPORT- The Secretary shall prepare, publish, and announce an annual report listing the books and research materials produced with assistance under this section.



## **PART 655—INTERNATIONAL EDUCATION PROGRAMS—GENERAL PROVISIONS**

### **Subpart A—General**

[§ 655.1 Which programs do these regulations govern?](#)

[§ 655.3 What regulations apply to the International Education Programs?](#)

[§ 655.4 What definitions apply to the International Education Programs?](#)

### **Subpart B—What Kinds of Projects Does the Secretary Assist?**

[§ 655.10 What kinds of projects does the Secretary assist?](#)

### **Subpart C [Reserved]**

### **Subpart D—How Does the Secretary Make a Grant?**

[§ 655.30 How does the Secretary evaluate an application?](#)

[§ 655.31 What general selection criteria does the Secretary use?](#)

[§ 655.32 What additional factors does the Secretary consider in making grant awards?](#)

Authority: 20 U.S.C 1121–1130b, unless otherwise noted.

Source: 47 FR 14116, Apr. 1, 1982, unless otherwise noted.

### **Subpart A—General**

#### **§ 655.1 Which programs do these regulations govern?**

The regulations in this part govern the administration of the following programs in international education:

- (a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);
- (b) The Language Resource Centers Program (section 603);
- (c) The Undergraduate International Studies and Foreign Language Program (section 604);
- (d) The International Research and Studies Program (section 605); and
- (e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121–1130b)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

#### **§ 655.3 What regulations apply to the International Education Programs?**

The following regulations apply to the International Education Programs:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
  - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
  - (2) 34 CFR part 75 (Direct Grant Programs).

- (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).
- (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
- (5) 34 CFR part 82 (New Restrictions on Lobbying).
- (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
- (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 655; and
- (c) As appropriate, the regulations in—
  - (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
  - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
  - (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
  - (4) 34 CFR part 660 (International Research and Studies Program);
  - (5) 34 CFR part 661 (Business and International Education Program); and
  - (6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121-1127; 1221e-3)  
 [47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

**§ 655.4 What definitions apply to the International Education Programs?**

(a) *Definitions in EDGAR.* The following terms used in this part and 34 CFR parts 656, 657, 658, 660, 661, and 669 are defined in 34 CFR part 77:

|             |             |                          |                          |
|-------------|-------------|--------------------------|--------------------------|
| Acquisition | EDGAR       | Grant period             | Private                  |
| Applicant   | Equipment   | Local educational agency | Public                   |
| Application | Facilities  | Nonprofit                | Secretary                |
| Award       | Fiscal year | Project                  | State educational agency |
| Budget      | Grant       | Project period           | Supplies                 |
| Contract    | Grantee     |                          |                          |

(Authority: 20 U.S.C. 1121-1127)

(b) *Definitions that apply to these programs:* The following definitions apply to International Education Programs:

*Consortium of institutions of higher education* means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

*Critical languages* means each of the languages contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act, except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of title VI of the Higher Education Act of 1965, as amended.

*Institution of higher education* means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Act of 1965, as amended, an institution that meets the requirements of section 101(a) except that (1) it is not located in the United States, and (2) it applies for assistance under title VI of the Higher Education Act of 1965, as amended, in consortia with institutions that meet the definitions in section 101(a).

(Authority: 20 U.S.C. 1121-1127, and 1141)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

## **Subpart B—What Kinds of Projects Does the Secretary Assist?**

### **§ 655.10 What kinds of projects does the Secretary assist?**

Subpart A of 34 CFR parts 656, 657, and 669 and subpart B of 34 CFR parts 658, 660, 661 describe the kinds of projects that the Secretary assists under the International Education Programs.

(Authority: 20 U.S.C. 1121-1127)

[74 FR 35072, July 17, 2009]

## **Subpart C [Reserved]**

## **Subpart D—How Does the Secretary Make a Grant?**

### **§ 655.30 How does the Secretary evaluate an application?**

The Secretary evaluates an applications for International Education Programs on the basis of—

- (a) The general criteria in §655.31; and
- (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121-1127)

[64 FR 7739, Feb. 16, 1999]

### **§ 655.31 What general selection criteria does the Secretary use?**

(a) *Plan of operation.*

(1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) High quality in the design of the project;

- (ii) An effective plan of management that ensures proper and efficient administration of the project;
- (iii) A clear description of how the objectives of the project relate to the purpose of the program;
- (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
- (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—
  - (A) Members of racial or ethnic minority groups;
  - (B) Women; and
  - (C) Handicapped persons.

(b) *Quality of key personnel.*

- (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.
- (2) The Secretary looks for information that shows—
  - (i) The qualifications of the project director (if one is to be used);
  - (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
  - (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
  - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
- (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(c) *Budget and cost effectiveness.*

- (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
- (2) The Secretary looks for information that shows—
  - (i) The budget for the project is adequate to support the project activities; and
  - (ii) Costs are reasonable in relation to the objectives of the project.

(d) *Evaluation plan.*

- (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
- (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(e) *Adequacy of resources.*

- (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
- (2) The Secretary looks for information that shows—
  - (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
  - (ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121-1127)

**§ 655.32 What additional factors does the Secretary consider in making grant awards?**

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: 20 U.S.C. 1126(b)).

[58 FR 32575, June 10, 1993]

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 17, 2009]

[CITE: 34CFR660]

## **TITLE 34--EDUCATION**

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

#### **PART 660—THE INTERNATIONAL RESEARCH AND STUDIES PROGRAM**

##### **SUBPART A—GENERAL**

§ 660.1 What is the International Research and Studies Program?

§ 660.2 Who is eligible to apply for grants under this program?

§ 660.3 What regulations apply?

§ 660.4 What definitions apply to the International Research and Studies Program?

##### **SUBPART B—WHAT KINDS OF PROJECTS DOES THE SECRETARY ASSIST UNDER THIS PROGRAM?**

§ 660.10 What activities does the Secretary assist?

##### **SUBPART C [RESERVED]**

##### **SUBPART D—HOW DOES THE SECRETARY MAKE A GRANT?**

§ 660.30 How does the Secretary evaluate an application?

§ 660.31 What selection criteria does the Secretary use for all applications for a grant?

§ 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?

§ 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?

§ 660.34 What priorities may the Secretary establish?

##### **SUBPART E—WHAT CONDITIONS MUST BE MET BY A GRANTEE?**

§ 660.40 What are the limitations on allowable costs?

Authority: 20 U.S.C. 1125, unless otherwise noted.

Source: 47 FR 14124, Apr. 1, 1982, unless otherwise noted.

#### **Subpart A—General**

##### **§ 660.1 What is the International Research and Studies Program?**

The Secretary may, directly or through grants or contracts, conduct research and studies which contribute to the purposes of the International Education Program authorized by part A of title VI of the Higher Education Act of 1965, as amended (HEA). The research and studies may include, but are not limited to—

(a) Studies and surveys to determine needs for increased or improved instruction in modern foreign languages, area studies, or other international fields, including the demand for foreign

language, area, and other international specialists in government, education, and the private sector;

(b) Research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;

(c) Research on applying performance tests and standards across all areas of foreign language instruction and classroom use;

(d) Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists;

(e) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs;

(f) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;

(g) Evaluations of the extent to which programs assisted under title VI of the HEA that address national needs would not otherwise be offered;

(h) Studies and surveys of the use of technologies in foreign language, area studies, and international studies programs;

(i) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the educational community, including elementary and secondary schools;

(j) Evaluations of the extent to which programs assisted under title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application;

(k) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of title VI, part A of the HEA; and

(l) Support for programs or activities to make data collected, analyzed, or disseminated under this part publicly available and easy to understand.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 64 FR 7740, Feb. 16, 1999; 74 FR 35074, July 17, 2009]

### **§ 660.2 Who is eligible to apply for grants under this program?**

Public and private agencies, organizations, and institutions, and individuals are eligible to apply for grants under this part.

(Authority: 20 U.S.C. 1125)

### **§ 660.3 What regulations apply?**

The following regulations apply to this program:

(a) The regulations in 34 CFR part 655.

(b) The regulations in this part 660.

(Authority: 20 U.S.C. 1121-1125)

[58 FR 32577, June 10, 1993]

### **§ 660.4 What definitions apply to the International Research and Studies Program?**

The definitions in 34 CFR 655.4 apply to this program.

(Authority: U.S.C. 1121-1127)

## **Subpart B—What Kinds of Projects Does the Secretary Assist Under This Program?**

### **§ 660.10 What activities does the Secretary assist?**

An applicant may apply for funds to carry out any of the following types of activities:

- (a) Studies and surveys to determine the need for increased or improved instruction in—
  - (1) Modern foreign languages; and
  - (2) Area studies and other international fields needed to provide full understanding of the places in which those languages are commonly used.
- (b) Research and studies—
  - (1) On more effective methods of instruction and achieving competency in modern foreign languages, area studies, or other international fields;
  - (2) To evaluate competency in those foreign languages, area studies, or other international fields; or
  - (3) On the application of performance tests and standards across all areas of foreign language instruction and classroom use.
- (c) The development and publication of specialized materials—
  - (1) For use by students and teachers of modern foreign languages, area studies, and other international fields; and
  - (2) For use in—
    - (i) Providing such instruction and evaluation; or
    - (ii) Training individuals to provide such instruction and evaluation.
- (d) Research, surveys, studies, or the development of instructional materials that serve to enhance international understanding.
- (e) Other research or material development projects that further the purposes of the International Education Program authorized by part A of title VI of the HEA.
- (f) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations, and other studies assessing the outcomes and effectiveness of supported programs.
- (g) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education.
- (h) Evaluations of the extent to which programs assisted under title VI of the HEA that address national needs would not otherwise be offered.
- (i) Studies and surveys of the uses of technology in foreign language, area studies, and international studies programs.
- (j) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques through the education community, including elementary and secondary schools.
- (k) Evaluations of the extent to which programs assisted under title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application.
- (l) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of title VI, part A of the HEA.
- (m) Support for programs or activities to make data collected, analyzed, or disseminated under this part publicly available and easy to understand.



(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 52 FR 28424, July 29, 1987; 58 FR 32577, June 10, 1993; 64 FR 7740, Feb. 16, 1999; 74 FR 35074, July 17, 2009]

## SUBPART C [RESERVED]

### Subpart D—How Does the Secretary Make a Grant?

#### § 660.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a research project, a study, or a survey on the basis of the criteria in §§660.31 and 660.32. 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) The Secretary evaluates an application for the development of specialized instructional materials on the basis of the criteria in §§660.31 and 660.33. 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.

(Authority: 20 U.S.C. 1125)

[70 FR 13375, Mar. 21, 2005]

#### § 660.31 What selection criteria does the Secretary use for all applications for a grant?

The Secretary evaluates an application for a project under this program 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.

- (a) Plan of operation. (See 34 CFR 655.31(a))
- (b) Quality of key personnel. (See 34 CFR 655.31(b))
- (c) Budget and cost effectiveness. (See 34 CFR 655.31(c))
- (d) Evaluation plan. (See 34 CFR 655.31(d))
- (e) Adequacy of resources. (See 34 CFR 655.31(e))

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

#### § 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?

In addition to the criteria referred to in §660.31, the Secretary evaluates an application for a research project, study, or survey on the basis of the criteria in this section.

(a) Need for the project. The Secretary reviews each application for information that shows

—  
(1) A need for the proposed project in the field of study on which the project focuses; and  
(2) That the proposed project will provide information about the present and future needs of the United States for study in foreign language and other international fields.

(b) Usefulness of expected results. The Secretary reviews each application for information that shows the extent to which the results of the proposed project are likely to be used by other research projects or programs with similar objectives.

(c) Development of new knowledge. The Secretary reviews each application for information that shows that the extent to which the proposed project is likely to develop new knowledge that will contribute to the purposes of the International Education Program authorized by part A of title VI of the HEA.

(d) Formulation of problems and knowledge of related research. The Secretary reviews each application for information that shows that problems, questions, or hypotheses to be dealt with by the applicant—

- (1) Are well formulated; and
- (2) Reflect adequate knowledge of related research.

(e) Specificity of statement of procedures. The Secretary reviews each application for the specificity and completeness of the statement of procedures to be followed, including a discussion of such components as sampling techniques, controls, data to be gathered, and statistical and other analyses to be undertaken.

(f) Adequacy of methodology and scope of project. The Secretary reviews each application for information that shows—

- (1) The adequacy of the proposed teaching, testing, and research methodology; and
- (2) The size, scope, and duration of the proposed project.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

#### **§ 660.34 What priorities may the Secretary establish?**

(a) The Secretary may each year select for funding from among the following priorities:

(1) Categories of eligible projects described in §660.10.

(2) Specific languages or regions for study or materials development; for example, the Near or Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa or Latin America, or the languages of those regions.

(3) Topics of research and studies; for example, language acquisition processes, methodology of foreign language instruction, foreign language performance testing, or assessments of resources and needs.

(4) Levels of education; for example, elementary, secondary, postsecondary or university-level education, or teacher education.

(b) The Secretary announces any priorities in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1126)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993]

#### **Subpart E—What Conditions Must Be Met by a Grantee?**

##### **§ 660.40 What are the limitations on allowable costs?**

Funds awarded under this part may not be used for the training of students and teachers.

(Authority: 20 U.S.C. 1125)

## GENERAL EDUCATION PROVISIONS ACT (GEPA)

### SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The 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*.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

#### **NOTES:**

- **Applicants must include information in their applications to address this provision in order to receive funding under this program. You must provide information within the Program Narrative in response to the relevant selection criteria.**
- **You are also asked to include the ED GEPA 427 Form in Part IV (Assurances, Certifications, and Survey Forms).**

## **Government Performance and Results Act (GPRA)**

### **What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that 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 the 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.

The following performance measures have been established to assess the effectiveness of the International Research and Studies (IRS) program.

### **What is the Performance Indicator for the International Research and Studies Program?**

The IRS Program supports surveys, studies, and instructional materials development to improve and strengthen instruction in modern foreign languages, area studies, and other international fields. The following performance measures have been established to assess the effectiveness of the International Research and Studies (IRS) program.

1. Percentage of IRS projects that are focused on improving or strengthening K-16 instruction in less commonly taught languages, area studies, or other international fields.
2. Percentage of IRS projects that are focused on the evaluation of the outcomes and effectiveness of Title VI-Fulbright-Hays International Education programs in addressing national needs.
3. Percentage of IRS projects that result in information from IRS studies, surveys, or research on language, area, and international studies being made available and accessible to the public.
4. The cost per IRS project that is focused on improving and strengthening K-16 instruction in modern foreign languages, area studies, and other international fields.

## IRS Application Parts and Instructions

The Grants.gov IRS application includes Parts I, II, III, and IV. Applicants should organize their applications in accordance with the following:

**Part I: 424 Forms**

Application for Federal Assistance – (SF424)

\*Item 12. Funding Opportunity Number: ED-Grants-XXXXXX-XXX (TBD)  
Department of Education Supplemental Information Form for SF424

**Part II: 524 Forms**

Department of Education Budget Summary Form – (ED 524)-Non-Construction Programs Section A

\***Note:** Section C – Budget Narrative should be included in the Budget Narrative Attachment, located in Part III.

**Part III: Abstract, Narrative, Budget, and Appendices**

ED Abstract (limited to 1 page) Form

Application Narrative Attachment (limited to 30 pages) Form

Detailed Line Item Budget Form and Budget Narrative (Descriptions for requested Line Items)

Other Attachments Form:

Curricula Vitae (CVs)

Position Descriptions

Letters of Support

Project Timeline

The Department of Education Abstract (ED Abstract) Form is where you attach your one page, single-spaced project abstract.

The Application (Project) Narrative Attachment Form includes the narrative section addressing the program selection criteria that the peer reviewers will use to evaluate your application. The page limitation is 30 pages.

The Budget Narrative Attachment Form is where you attach a detailed line item budget and any supplemental budget information. The Department requests both a detailed line item budget and descriptions of the line items to support the funds being requested. You may attach separate sheets to ED Form 524 in Section C ED Form 524. The budget narrative should clearly explain how the requested costs are relevant, reasonable and necessary for achieving the proposed project.

The Other Attachment Form is where you attach the specified appendices, which include the CVs of key personnel, Position Descriptions for proposed personnel for the project, Letters of Support, and the Project Timeline. An additional appendix, "Certification of Eligibility" (ED 80-0016) is required only for persons who are submitting an application as individuals (as opposed to an organization or institution). An individual applicant should copy the form from the instructions part of this document, complete it, save it as a .PDF, and upload it as an Other Attachment.

**NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the SF 424 accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.**

***\*All attachments must be in .PDF format. Other types of files will not be accepted.***

**Part IV: Assurances, Certifications, and Survey Forms**

- GEPA Section 427 Requirement
- Assurances – Non-Construction Programs (SF 424B)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- Survey on Ensuring Equal Opportunity for Applicants
- Disclosure of Lobbying Activities (SF-LLL)

## Application (Project) Narrative Format and Selection Criteria

Applicants will attach the application narrative to the **Project Narrative Attachment**.

Please note that the project narrative is limited to **30 pages**. This section includes the applicant's responses to the selection criteria specified in this package.

### Formatg

A "page" is "8.5 x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, captions, as well as all text in figures, and graphs. Text in charts and tables may be single-spaced. Applicants may use one of the following fonts: Times New Roman, Courier, Courier New or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

### Helpful Tip

Before preparing the Application Narrative, applicants should review the Dear Applicant Letter, Competition Highlights, the Federal Register notice (Notice), and program statute for specific guidance and requirements.

### Selection Criteria

The selection criteria for this program are from 34 CFR 655.31, 660.31, and 660.32, and are listed in this application package.

To facilitate the review of the application, provide responses to the following selection criteria in the following order:

#### **1. Need for the project. (10 points)**

- a) Is there a need for the proposed project in the field of study on which the project focuses?
- b) Will the proposed project provide information about the present and future needs of the United States for study in foreign language and other international fields?

#### **2. Usefulness of expected results. (10 points)**

- a) To what extent are the results of the proposed project likely to be used by other research projects or programs with similar objectives?

#### **3. Development of new knowledge. (10 points)**

- a) To what extent is the proposed activity likely to develop new knowledge that will contribute to the purposes of the International Education Program (under Title VI, Part A, Higher Education Act of 1965, as amended)?

#### **4. Formulation of problems and knowledge of related research. (10 points)**

- a) Are the problems, questions, or hypotheses to be dealt with well-formulated?

b) Does this formulation reflect adequate knowledge of related research?

**5. Specificity of statement of procedures. (5 points)**

a) Is the statement of procedures to be followed specific and complete (including whenever applicable, information on sampling techniques, controls, data to be gathered, and/or statistical and other analyses to be undertaken)?

**6. Adequacy of research methodology and scope of project. (10 points)**

a) Are the proposed teaching, testing, and research methodologies adequate?

b) Are the size, scope, and duration of the project adequate?

**7. Plan of operation. (10 points)**

a) Does the design of the project show high quality?

b) How effective is the plan of management? To what extent will it ensure proper and efficient administration of the project?

c) Is there a clear description of how the objectives of the project relate to the purpose of the (Section 605) program?

d) Does the application show the way the applicant plans to use its resources and personnel to achieve each objective?

e) To what extent will the applicant provide equal access treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial and ethnic minority groups, women, and handicapped persons?

**8. Quality of personnel. (10 points)**

a) Is there information that shows the project director's qualifications?

b) Is there information that shows the qualifications of the other key personnel, if any, to participate in the project?

c) Does the application show the amount of time that the persons referred to under (a) and (b), above, plan to commit to the project?

d) To what extent does the applicant, as part of its non-discriminatory employment practices, encourage applications for employment from members of groups that have been traditionally under-represented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly?

**9. Budget and cost effectiveness. (5 points)**

a) Is the proposed budget adequate to support the project activities?

b) Are the costs reasonable in relation to the objectives of the project?

**10. Evaluation plan. (15 points)**

a) Does the application show methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable?

**11. Adequacy of resources. (5 points)**

a) Are the facilities that the applicant plans to use adequate?

b) Are the equipment and supplies which the applicant plans to use adequate?



## **12. *Competitive preference priorities.***

Competitive Preference Priority 1-- Research projects, surveys, and studies regarding U.S. school-based Dual Language Immersion Programs. (Up to 10 points)

Research projects, studies, and surveys focused on Dual Language Immersion (DLI) programs in U.S. preschool to grade 12 schools. For the purpose of this priority, a DLI program means a program that includes native English-speaking students and native speakers of a foreign language. The goals of DLI programs are to develop bilingualism/biliteracy, academic achievement, and cross-cultural competencies for all students. In DLI programs, students learn content through both their native language and the target language.

Competitive Preference Priority 2—Research projects, surveys, and studies on the outcomes of international education programs for U.S. postsecondary education students. (Up to 10 points)

Research projects, surveys, and studies that focus on the outcomes of participation in and/or access to international education programs for students in the U.S. postsecondary education sector. \_

## Instructions for Standard Forms

- 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)
- Survey Instructions on Ensuring Equal Opportunity for Applicants
- Instructions Summary Checklist for IRS Application on Grants.gov
- Paperwork Burden Statement
- Certification of Eligibility (only required for applicants applying as individuals)

## INSTRUCTIONS FOR THE SF-424

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

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

|   |   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
|---|---|---------------------|--|----------------------|--|--------------------------------|---------------|--------------------------------|--|--------------------------|-------------------|---------------------------------|---------------------------------|--------------------------------|---|--|--|--|---|---|------------------|--|--------------------|------------------------------------|--|--|--|
|   | (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.  |                     | funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
|   | <b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .  | 19.                 | <b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.   |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
|   | <b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).   | 20.                 | <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.   |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
|   | <b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.   | 21.                 | <b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.) |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
|   | <b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| 9.  | Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
|   | <table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit</td> </tr> <tr> <td>B. County Government</td> <td>N. Private Institution of Higher Education</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Individual</td> </tr> <tr> <td>D. Special District Government</td> <td>P. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>E. Regional Organization</td> <td>Q. Small Business</td> </tr> <tr> <td>F. U.S. Territory or Possession</td> <td>R. Hispanic-serving Institution</td> </tr> <tr> <td>G. Independent School District</td> <td>S. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td> <td>T. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td> <td>U. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td>V. Non-US Entity</td> </tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td> <td>W. Other (specify)</td> </tr> <tr> <td>L. Public/Indian Housing Authority</td> <td></td> </tr> </table> | A. State Government | M. Nonprofit   | B. County Government | N. Private Institution of Higher Education | C. City or Township Government | O. Individual | D. Special District Government | P. For-Profit Organization (Other than Small Business) | E. Regional Organization | Q. Small Business | F. U.S. Territory or Possession | R. Hispanic-serving Institution | G. Independent School District | S. Historically Black Colleges and Universities (HBCUs) | H. Public/State Controlled Institution of Higher Education | T. Tribally Controlled Colleges and Universities (TCCUs) | I. Indian/Native American Tribal Government (Federally Recognized) | U. Alaska Native and Native Hawaiian Serving Institutions | J. Indian/Native American Tribal Government (Other than Federally Recognized) | V. Non-US Entity | K. Indian/Native American Tribally Designated Organization | W. Other (specify) | L. Public/Indian Housing Authority |  |  |  |
| A. State Government   | M. Nonprofit  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| B. County Government  | N. Private Institution of Higher Education  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| C. City or Township Government  | O. Individual   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| D. Special District Government  | P. For-Profit Organization (Other than Small Business)  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| E. Regional Organization  | Q. Small Business   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| F. U.S. Territory or Possession   | R. Hispanic-serving Institution   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| G. Independent School District  | S. Historically Black Colleges and Universities (HBCUs)   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| H. Public/State Controlled Institution of Higher Education                    | T. Tribally Controlled Colleges and Universities (TCCUs)  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| I. Indian/Native American Tribal Government (Federally Recognized)            | U. Alaska Native and Native Hawaiian Serving Institutions   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| J. Indian/Native American Tribal Government (Other than Federally Recognized) | V. Non-US Entity  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| K. Indian/Native American Tribally Designated Organization                    | W. Other (specify)  |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |
| L. Public/Indian Housing Authority  |   |                     |  |                      |  |                                |               |                                |  |                          |                   |                                 |                                 |                                |   |  |  |  |   |   |                  |  |                    |                                    |  |  |  |

**[U.S Department of Education note:** As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp).]

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

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

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

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

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

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

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

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

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

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

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

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

*submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

**DEFINITIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424  
(ATTACHMENT TO INSTRUCTIONS FOR SUPPLEMENTAL INFORMATION FOR SF 424)**

## Definitions:

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

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

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

## 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 numbers(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).





## Instructions for ED 524

### General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

**You must consult with your Business Office prior to submitting this form.**

### Section A - Budget Summary

#### U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

**Indirect Cost Information:** If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate

specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary  
Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]  
Pay attention to applicable program specific instructions,  
if attached

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: <http://www.whitehouse.gov/omb/circulars/index.html>]

If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

#### **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 **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, 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, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

## Instructions for Budget Summary Form and Itemized Budget

**NOTE:** Applicants to the IRS program must submit (1) the ED Form 524 summary budget forms that categorizes the requested federal funds for the project period (up to 36 months) (ED Form 524, Section A), and (2) a detailed line item budget with narrative justification

**The budget summary** is to be presented on the “Budget Section A- Non-Construction Program” (ED Form 524). The applicant must complete Section A. You are not required to include Budget Section B because the IRS program does not require cost sharing or matching.

**The detailed line item budget with notes that describe the funding being requested** for each budget period should be included in “Budget Narrative Attachment,” which requests information on the applicant’s financial plan for carrying out the project. **You should also asterisk items on the detailed budget that related to the announced priority for FY 2017.**

Applicants should describe how all costs support project activities. For each line item, provide detailed costs and narrative justification to support your request. Please check all figures and combined totals and compare the line item budget figures to those on the ED Form 524.

The line items that may be supported with grant funds include the following:

1. **Personnel:** Enter only the project personnel salaries. [Fees and expenses for consultants and hourly wages for administrative support, graduate assistances, etc., should be included on line 8 – “Other”.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff person. A breakdown of project personnel should include: position titles, the level of effort committed to the project for each staff person. You may reflect the level of effort in in days/months or in a percentage.
2. **Fringe Benefits:** Enter the amount of fringe benefits. The organization’s or institution’s normal fringe benefit contribution may be charged to the project. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the normal fringe benefit contribution exceeds 20 percent of salaries.
3. **Travel:** Provide the costs for project personnel. [Consultants’ travel should be included on line 8 – “Other”] Indicate the number of people traveling, whether they are faculty or administrative personnel, their destination, and a breakdown of travel costs. Travel costs should not exceed economy airfare. Foreign travel may be authorized under the grant for itineraries that are in compliance with the Fly America Act or the Open Skies Agreement. Per diem costs are allowable for project-related travel, in accordance with the Uniform Administrative Regulations in 2 CFR part 200.
4. **Equipment:** Provide the cost for property charged to the grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
5. **Supplies:** Include materials necessary for conducting, developing, or implementing the project, such as library resources, conference materials, software, computers, and general office supplies that are less than \$5000 per unit.
6. **Contractual:** Not applicable. Leave blank.



7. Construction: Not applicable. Leave blank.
8. Other: Other miscellaneous costs may be requested in this category. Examples of allowable costs include, but are not limited to, travel expenses for non-project personnel; and per diem for non-project personnel, library and archives fees, costs for dissemination of results, consultant and evaluator services, hourly wages, among other costs. Provide a detailed breakdown of the costs, such as the number of days for the per diem being requested; number of days and costs for consultant or evaluator services; quantity and cost for printing; ground transportation costs, etc. Please note that professional services fees should not exceed amounts permitted under comparable institutional policies.
9. Total Direct Costs: Enter the total direct costs (items 1-8) being requested.
10. Indirect Costs: If you are charging indirect costs to the IRS grant, you must have a current indirect cost rate agreement.
11. Training Stipends: Not applicable. Leave blank.

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

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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 subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

## Survey Instructions on Ensuring Equal Opportunity for Applicants

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**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **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 1890-0014. The time required to complete this information collection is estimated to average five (5) 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 time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

OMB No. 1890-0014 Exp. 02/28/09

## Application Contents Checklist

Before you submit the application package, please review the following list to ensure that your application includes all of the requested information, and that it is presented in the prescribed format.

Part I: Application for Federal Assistance – SF 424  
Department of Education Supplemental Information Form for SF 424

Part II: Department of Education Budget Summary Form – ED 524  
Section A

Part III: Abstract Attachment  
Project Narrative Attachment  
Budget Narrative Attachment

**Note:** Section C ED 524 (The Itemized Line Item Budget with Budget Detailed Description) is attached here. Be sure to asterisk budget items that relate to the announced Competitive Priorities for FY 2017.

Other Attachments Form:

Curricula Vitae (CVs)  
Position Descriptions  
Letters of Support  
Project Timeline

\*Only persons applying as individuals are required to submit the Certification of Eligibility (ED80-0016) – (form required for persons applying as individuals only). Individuals applying should copy the form from the instructions part of this document, complete it, save it as a .PFD, and upload it as an Other Attachment.

**NOTE:** Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.

Part IV: Assurances, Certifications, and Survey Forms

- GEPA Section 427 Requirement
- Assurances – Non-Construction Programs (SF 424B)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- Survey on Ensuring Equal Opportunity for Applicants
- Disclosure of Lobbying Activities (SF-LLL)

File Types: Attachments must be submitted in the following file type:  
.PDF format.

## **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 1840-0795. Public reporting burden for this collection of information is estimated to average 80 hours 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. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this application, please contact Cheryl E. Gibbs, International Research and Studies Program, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E245, Washington, D.C. 20202, telephone 202 453-5690, directly. [Note: Please do not return the completed application to this address.]



## Certification of Eligibility for Federal Assistance in Certain Programs

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:

A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:

1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:

- Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
- Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
- State Student Incentive Grant Program (SSIG) 20 U.S.C. 1070c, et seq.);
- Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
- Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
- Federal Stafford Loan Program, Federal Supplemental Loans for Students [SLS], Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
- William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
- Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
- Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
- Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134l);
- Patricia Roberts Harris Fellowship Program (20 U.S.C. 1134d-1134g);
- Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
- Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
- Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
- Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
- Law Enforcement Education Program (42 U.S.C. 3775);
- Indian Fellowship Program (29 U.S.C. 774(b));
- Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);

**OR**

B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

Name or number of ED program under which this certification is being made: \_\_\_\_\_  
ED 80-0016 (Revised 2/01)

## Frequently Asked Questions

- 1. What is the purpose of the International Research and Studies (IRS) program?**

The IRS program provides grants to institutions, public and private agencies, organizations, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields.
- 2. What are examples of allowable costs that may be included in an IRS budget?**

An IRS budget may request grant funds to support the salaries and fringe benefits of project personnel, conference travel, supplies, consultant and evaluator costs, publication costs for electronic and print media, production costs for project deliverables, among other relevant, reasonable, and justifiable costs.
- 3. What are unallowable costs under this program?**

Funds awarded under this program may not be used for the training of students and teachers.
- 4. What is the project period for an IRS grant?**

A project period is up to 36 months.
- 5. Does this program require cost sharing or matching?**

No. This program does not require cost sharing or matching.
- 6. What is the established indirect cost rate for the IRS program?**

The IRS program does not have an established indirect cost rate because this is not a training discretionary grant program. If an application is requesting indirect costs, the application must provide details about the negotiated indirect cost rate and what it covers.
- 7. What is the definition of “equipment”, and are equipment costs allowable?**

Per §200.33 of the Uniform Administrative Requirements (UAR) in 34 CFR part 200, equipment means tangible personal property (including information technology systems), having a useful life of more than one year and a per-unit acquisition cost of \$5000. Equipment costs are allowable if the budget narrative explains why the equipment is necessary to carry out the proposed project.
- 8. What is the definition of “supplies”?**

Per §200.94 of the UAR, “supplies” means all tangible personal property other than those described in §200.33 “equipment”. This includes items whose acquisition cost is less than \$5000, regardless of its useful life. (Note: a computing device is a supply if the acquisition cost is less than \$5000.)
- 9. Who evaluates the applications?**

Applications are read and evaluated by non-Federal peer reviewers with expertise in modern foreign languages, area and international studies, and other areas of expertise relevant to the IRS program and the announced priorities. The reviewers use the selection criteria in this application to evaluate applications.