

FY 2018  
**APPLICATION FOR GRANTS**  
under the  
**NATIONAL RESOURCE CENTERS PROGRAM**  
**AND**  
**FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAM**

**CFDA NUMBER: 84.015A and 84.015B**

FORM APPROVED

OMB No. 1840-0807

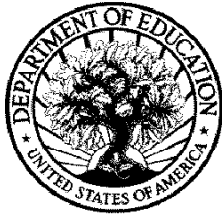
Applications Available: **TBD**



**DATED MATERIAL - OPEN IMMEDIATELY**  
**CLOSING DATE: TBD**

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## UNITED STATES DEPARTMENT OF EDUCATION

Dear Applicant:

Thank you for your interest in applying for a fiscal year 2018 (FY 18) grant under the National Resource Centers (NRC) Program (CFDA 84.015A), the Foreign Language and Area Studies (FLAS) Fellowships Program (CFDA 84.015B), or both. This application booklet includes the information about the programs, and the instructions and forms that applicants need to submit a complete application package to the U.S. Department of Education (ED). We encourage you to review these instructions in their entirety before preparing and submitting your application.

The NRC Program provides grants to institutions of higher education (IHEs) or consortia of IHEs to establish, strengthen, or operate comprehensive or undergraduate centers that will be national resources for area and international studies instruction and the teaching of modern world languages. The FLAS Fellowship Program awards allocations of fellowships, through IHEs, to meritorious students enrolled in programs that offer performance-based instruction in modern world languages in combination with area studies, international studies, or the international aspects of professional studies.

Together, these programs respond to the ongoing national need for individuals with expertise and competence in world languages and area or international studies; advance national security by developing a pipeline of highly proficient linguists and experts in critical world regions; and contribute to developing a globally competent workforce able to engage with a multilingual/multicultural clientele at home and abroad.

You may view more information about the NRC and FLAS Programs at:

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

<https://www2.ed.gov/programs/iegpsflasf/index.html>

For the FY 18 competition, there is an NRC absolute priority, as well as NRC and FLAS competitive preference priorities. Please refer to the Notice Inviting Applications published in the Federal Register and included in this application for further information about the competition priorities.

The NRC and FLAS Programs have a long tradition of exemplary contributions to meeting the national need in world languages and area and international studies, and to strengthening global competencies for educators and students at all levels of the education system. We appreciate your interest in these programs and look forward to receiving your application.

Sincerely,  
/signed/

Lenore Yaffee Garcia  
Acting Deputy Assistant Secretary  
International and Foreign Language Education

## COMPETITION HIGHLIGHTS

### 1. Competition Priorities

#### *National Resource Centers Program*

##### **Absolute priority**

This priority is an **absolute priority** for the NRC Program. We will consider only applications that meet this priority.

Applications that provide for teacher training activities on the language, languages, area studies, or thematic focus of the Center.

##### **Competitive preference priorities**

Applications may be awarded up to an additional five points, depending on how well the application meets NRC Competitive Preference Priority 1, and up to an additional five points, depending on how well the application meets NRC Competitive Preference Priority 2. An application may receive a maximum of 10 points for these competitive preference priorities.

These priorities are:

**Competitive preference priority 1:** Applications that propose significant and sustained collaborative activities with one or more Minority-Serving Institutions or with one or more community colleges. (up to 5 points)

**Competitive preference priority 2:** Applications that propose collaborative activities with units such as schools or colleges of education, schools of liberal arts and sciences, post-baccalaureate teacher education programs, and teacher preparation programs on or off the national resource center campus. (up to 5 points)

#### *Foreign Language and Area Studies Fellowships Program*

##### **Competitive preference priorities**

Applications may be awarded up to an additional five points, depending on how well the application meets FLAS Competitive Preference Priority 1, and up to an additional five points, depending on how well the application meets FLAS Competitive Preference Priority 2. An application may receive a maximum of 10 points for these competitive preference priorities.

These priorities are:

**Competitive preference priority 1:** Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students or both, to students who demonstrate financial need as indicated by the students' expected family contribution, as determined under part F of title IV of the HEA. This need determination will be based on the students' financial circumstances and not on other aid. The applicant must describe how it will ensure that all fellows who receive such preference show potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine. (up to 5 points)

**Competitive preference priority 2:** Applications that propose to make 25 percent or more of academic year FLAS fellowships in any of the 78 priority languages selected from the U.S. Department of Education's list of less commonly taught languages (LCTLs). (up to 5 points)

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

## 2. Submission Requirements

- a. Applications must be submitted in paper format to the U.S. Department of Education Application Control Center in accordance with the **Application Transmittal Instructions** on page 15.
- b. You must submit your application by 4:30.00 p.m. (Eastern time) on or before the application deadline. (We suggest that you submit your application several days before the deadline.) The Department is required to enforce the established deadline to ensure fairness to all applicants.
- c. No revisions to an application will be accepted after the deadline.
- d. The Application (Project) Narrative is the place to address the program selection criteria that the peer reviewers will use to evaluate your application. The Notice Inviting Applications (NIA) contains the suggested standards for preparing the Application (Project) Narrative.
- e. The suggested maximum number of pages for the Application (Project) Narrative is **50 pages** for an application submitted by a single institution. The suggested maximum number of pages for the Application (Project) Narrative for an application submitted by a consortium of institutions is **60 pages**.
- f. The suggested maximum number of pages for the application abstract is two pages. The abstract should include an overview of the project, its goals, and the intended outcomes. The abstract should be future-oriented, for the most part, and should not be used to elaborate on previous projects.

## 3. FY 18 Estimated Amounts

- g. These are estimated amounts for FY 18. The Department is not bound by these amounts.
  - **National Resource Centers Program**  
Estimated available funds: \$22,743,107  
Estimated range of awards: \$115,000 - \$285,000 per year  
Estimated average size of awards: \$200,000 per year  
Estimated number of awards: 105  
  
Project period: up to 48 months  
(August 15, 2018 – August 14, 2022)
  - **Foreign Language and Area Studies Fellowships Program**  
Estimated available funds: \$30,343,000  
Estimated range of awards: \$140,000 - \$332,000  
Estimated average size of awards: \$250,000  
Estimated number of institutional awards: 108

Project period: up to 48 months  
(August 15, 2018 – August 14, 2022)

h. FLAS Fellowship Institutional Payments and Subsistence Allowances

**Academic Year Fellowships**

<b>Academic Year Undergraduate</b>	<b>Academic Year Graduate</b>
Institutional Payment: \$10,000	Institutional Payment: \$18,000
Subsistence Allowance: \$5,000	Subsistence Allowance: \$15,000
<b>Total AY/UG: \$15,000</b>	<b>Total AY/G: \$33,000</b>

**Summer Fellowships**

Institutional Payment: \$5,000
Subsistence Allowance: \$2,500
<b>Total Summer/ UG and G: \$7,500</b>

# **OVERVIEW**

## **NATIONAL RESOURCE CENTERS (NRC) PROGRAM**

### **AUTHORIZATION**

Title VI, Part A, sections 601 and 602 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.  
Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.
- (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 656.

### **PURPOSE**

The NRC Program provides grants to institutions of higher education and consortia of such institutions to establish, strengthen, and operate comprehensive and undergraduate foreign language and area or international studies centers to serve as national resources for (a) teaching of any modern foreign language; (b) instruction in fields needed to provide full understanding of areas, regions, or countries in which the modern foreign language is commonly used; (c) research and training in international studies and international and foreign language aspects of professional and other fields of study; and (d) instruction and research on issues in world affairs that concern one or more countries.

### **ELIGIBLE APPLICANTS**

An institution of higher education or a consortium of institutions of higher education is eligible to receive a grant.

### **ALLOWABLE ACTIVITIES**

A grant may be used to pay all or part of the cost of establishing or operating a center or program, including the cost of--

- (A) teaching and research materials;
- (B) curriculum planning and development;
- (C) establishing and maintaining linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the center or program;
- (D) bringing visiting scholars and faculty to the center to teach or to conduct research;
- (E) professional development of the center's faculty and staff;



(F) projects conducted in cooperation with other centers addressing themes of world regional, cross-regional, international, or global importance;

(G) summer institutes in the United States or abroad designed to provide language and area training in the center's field or topic; and

(H) support for faculty, staff, and student travel in foreign areas, regions, or countries, and for the development and support of educational programs abroad for students.

### **EXPECTATIONS OF AN NRC IN THE PROGRAM REGULATIONS**

A comprehensive or an undergraduate National Resource Center—

(a) Teaches at least one modern foreign language;

(b) Provides—

(1) Instruction in fields necessary to provide a full understanding of the areas, regions, or countries in which the modern foreign language taught is commonly used;

(2) Resources for research and training in international studies, and the international and foreign language aspects of professional and other fields of study; or

(3) Instruction and research on issues in world affairs that concern one or more countries;

(c) Provides outreach and consultative services on a national, regional, and local basis;

(d) Maintains linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the Center;

(e) Maintains important library collections;

(f) Employs faculty engaged in training and research that relates to the subject area of the Center;

(g) Conducts projects in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance;

(h) Conducts summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic;

(i) Supports instructors of the less commonly taught languages; and

(j) Encourages projects that support students in the science, technology, engineering, and mathematics fields to achieve foreign language proficiency.

### **SCOPE OF TRAINING AND INSTRUCTION**

Grants may be awarded to Centers that-

(a) Focus on—

(1) A single country or on a world area (such as East Asia, Africa, or the Middle East) and offer instruction in the principal language or languages of that country or area and those disciplinary fields necessary to provide a full understanding of the country or area; or

(2) International studies or the international aspects of contemporary issues or topics (such as international business or energy) while providing instruction in modern foreign languages; and

(b) Provide training at the—

(1) Graduate, professional, and undergraduate levels, as a **comprehensive** Center; or

(2) Undergraduate level only, as an **undergraduate** Center.

## **TYPES OF CENTERS**

### **Comprehensive Center**

Comprehensive Center means a Center that—

- (1) Contributes significantly to the national interest in advanced research and scholarship;
- (2) Offers \*intensive language instruction;
- (3) Maintains important library collections related to the area of its specialization;
- (4) Makes training available to a graduate, professional, and undergraduate clientele; and
- (5) Engages in curriculum development and community outreach

*\*Intensive language instruction* means instruction of at least five contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer.

### **Undergraduate Center**

Undergraduate Center means a center that-

- (1) Contributes significantly to the national interest through the education of students who matriculate into advanced language and area studies programs or professional school programs;
- (2) Incorporates substantial international and foreign language content into baccalaureate degree program;
- (3) Makes training available predominantly to undergraduate students; and
- (4) Engages in research, curriculum development, and community outreach.

# **OVERVIEW**

## **FOREIGN LANGUAGE AND AREA STUDIES (FLAS) FELLOWSHIPS PROGRAM**

### **AUTHORIZATION**

Title VI, Part A, sections 601 and 602 of the Higher Education Act of 1965, as amended.

### **APPLICABLE REGULATIONS**

- (d) Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 82, 84, 86, 97, 98, and 99.  
Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.
- (e) 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.
- (f) 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 657.

### **PURPOSE**

The FLAS Fellowship Program awards allocations of fellowships, through institutions of higher education, to meritorious students enrolled in programs that offer performance-based instruction in less commonly taught languages in combination with area studies, international studies, or the international aspects of professional studies.

### **TYPES/DURATION OF FELLOWSHIPS**

An institution may award a fellowship to an eligible student for one academic year or one summer session if the summer session provides the fellow with the equivalent of one academic year of modern foreign language study.

### **FLAS INSTITUTION ELIGIBILITY**

- (a) The Secretary awards an allocation of fellowships to an institution of higher education or to a consortium of institutions of higher education that—
  - (1) Operates a Center or program approved by the Secretary under this part;
  - (2) Teaches modern foreign languages under a program described in paragraph (b) of this section; and
  - (3) In combination with the teaching described in paragraph (a)(2) of this section—
    - (i) Provides instruction in the disciplines needed for a full understanding of the area, regions, or countries in which the foreign languages are commonly used; or
    - (ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.
- (b) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.

(c) The Secretary uses the criteria in §657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.

(d) An institution does not need to receive a grant under the National Resource Center Program (34 CFR part 656) to receive an allocation of fellowships.

**BIENNIAL SURVEY REQUIREMENT**

All institutions receiving FY 18 FLAS grant awards must conduct a survey of FLAS alumni once every two years over a period of eight (8) years. The survey is mandated by sec. 601 (d) of the HEA to determine postgraduate employment, education, or training of FLAS fellows.

## SUPPLEMENTAL INFORMATION

1. The application (project) narrative is the place to respond to the program selection criteria. The selection criteria in 34 CFR sections 656.21, 656.22, and 657.21 are used to evaluate NRC and FLAS applications. The selection criteria and maximum possible points are included in this booklet on pages 49-61. In addressing the selection criteria in the application (project) narrative, please follow the same order as that in which the selection criteria are presented in the **program regulations**. Please be advised that the selection criteria in the technical review form (TRF) that review panels will use to evaluate FY 18 applications will be in the **same order as they appear in the program regulations**.

2. An NRC and/or FLAS application also includes the following information:
- ED Form 524 (Section A Budget Summary)
  - Budget detail to accompany the ED Form 524 (Section A Budget Summary)
  - General Education Provisions Act (GEPA) statement
  - Applicant type (comprehensive or undergraduate NRC; single institution or consortium; world region or thematic focus; requested FLAS allocation , etc.)
  - Abstract
  - Diverse perspectives and areas of need statements
  - FLAS-eligible languages
  - Course lists indicating courses with 25% - 100% area-related content

Timeframe	Courses
2016-2017	Courses and enrollments
2017-2018	Courses being offered
2018-2019	Courses to be offered

- Curriculum vitae for faculty and instructors
- Position descriptions for positions to be filled and paid with grant funds
- Performance Measure Form
- Letters of support
- Federal forms, assurances, and certifications

3. Recommended Start Date

The Department recommends a start date of August 15, 2018.

4. Evaluation of Applicants for Awards

A three-member panel of independent reviewers with area studies and world language expertise evaluates each application. Each reviewer provides scores and comments for the NRC and/or FLAS selection criteria.

5. Notifying ineligible or unsuccessful 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 includes 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 (Reviewers' Evaluations)

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

8. Reporting Requirements

If you receive a FY 18 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 grantees are making substantial progress toward meeting their 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 and Foreign Language Education (IFLE) Web site at:

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

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

Please be advised that the above-referenced reporting screens are for informational purposes and do not necessarily reflect the actual reporting instrument that you will use if you receive a FY 18 grant award.

FLAS performance reports that grantees submit in IRIS must include the language instructors' scores that assess FLAS fellows' language-speaking skills prior to and after their FLAS training. The language instructors' assessment tool is included in the IRIS FLAS performance report screens.

9. Diverse Perspectives and Areas of National Need Statements

20 U.S.C §1122(e) of Title VI International Education Programs legislation requires that each institution of higher education or consortium of such institutions desiring a grant under the NRC and FLAS programs shall submit an application that includes the following:

- An explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and
- A description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as areas of need in education, business, and non-profit sectors

10. Consultation with Federal Agencies

Section 601(c)(1) of the Higher Education Act of 1965 (HEA) requires that prior to conducting grant competitions, the Secretary of Education consult with Federal agency heads in order to receive recommendations regarding areas of national need for expertise

in foreign languages and world regions. The Secretary takes those recommendations into account when identifying areas of national need for certain Title VI programs. The consultation recommendations will be published in the FY 18 Notice Inviting Applications (NIA).

11. Contact Information for purposes of this **information collection clearance**.

Cheryl E. Gibbs  
Director, Advanced Training and Research Division  
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)

## 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 84.015A; 84.015B; 84.015A and 84.015B)  
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, 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, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA Number 84.015A; 84.015B; 84.015A and 84.015B)  
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, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.



**THE FY 14 NOTICE INVITING APPLICATIONS (NIA) IS A  
PLACEHOLDER DOCUMENT.  
THE FY 18 NIA WILL REFLECT THE DEPARTMENT'S NEW  
POLICY AND REQUIREMENTS FOR THE CONTENT AND  
FORMAT OF GRANT APPLICATIONS**

4000-01-U  
DEPARTMENT OF EDUCATION

Applications for New Awards; National Resource Centers Program  
for Foreign Language and Area Studies or Foreign Language and  
International Studies Program and

Foreign Language and Area Studies Fellowships Program

AGENCY: Office of Postsecondary Education, Department of  
Education

ACTION: Notice.

Overview Information

National Resource Centers (NRC) Program for Foreign Language and  
Area Studies or Foreign Language and International Studies  
Program and Foreign Language and Area Studies Fellowships (FLAS)  
Program

Notice inviting applications for new awards for fiscal year (FY) 2014.  
Catalog of Federal Domestic Assistance (CFDA) Numbers: 84.015A and  
84.015B.

Note: This notice invites applications for two separate competitions.  
For funding and other key information for the two competitions, see  
the Award Information section of this notice.

Dates:

Applications Available: May 30, 2014

Deadline for Transmittal of Applications: June 30, 2014

Deadline for Intergovernmental Review: August 29, 2014.

Full Text of Announcement

## I. Funding Opportunity Description

Purpose of Programs: The NRC Program provides grants to institutions of higher education and consortia of such institutions to establish, strengthen, and operate comprehensive and undergraduate foreign language and area or international studies centers to serve as national resources for (a) teaching of any modern foreign language; (b) instruction in fields needed to provide full understanding of areas, regions, or countries in which the modern foreign language is commonly used; (c) research and training in international studies and international and foreign language aspects of professional and other fields of study; and (d) instruction and research on issues in world affairs that concern one or more countries.

The FLAS Program allocates academic year and summer fellowships to institutions of higher education and consortia of institutions of higher education to assist meritorious undergraduate and graduate students undergoing training in modern foreign languages and related area or international studies.

Priorities: This notice contains one absolute priority, two competitive preference priorities, and one invitational priority for NRC Program applicants. The NRC absolute priority is from 34 CFR 656.23(a)(4). The NRC Competitive Preference Priorities 1 and 2 are from the notice of final priorities for the NRC program published elsewhere in this issue of the Federal Register.

This notice also contains two competitive preference priorities and one invitational priority for FLAS Program applicants. The FLAS Competitive Preference Priority 1 is from the notice of final

priorities for the FLAS Program published elsewhere in this issue of the Federal Register. The FLAS Competitive Preference Priority 2 is from 34 CFR 657.22(a)(2).

NRC Program Priorities:

Absolute Priority: For FY 2014, this priority is an absolute priority for the NRC Program. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Applications that provide for teacher training activities on the language, languages, area studies, or thematic focus of the center.

Competitive Preference Priorities: For FY 2014, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award up to an additional five points to an application, depending on how well the application meets NRC Competitive Preference Priority 1, and up to an additional five points to an application, depending on how well the application meets NRC Competitive Preference Priority 2. An applicant may receive a maximum of 10 points for its response to these competitive preference priorities.

These priorities are:

NRC Competitive Preference Priority 1 (0-5 points): Applications that propose significant and sustained collaborative activities with one or more Minority-Serving Institutions (MSIs) (as defined in this notice) or with one or more community colleges (as defined in this notice).

These activities must be designed to incorporate international, intercultural, or global dimensions into the curriculum at the MSI(s)

or community college(s), and to improve foreign language, area, and international studies or international business instruction at the MSI(s) or community college(s). If an applicant institution is an MSI or a community college (as defined in this notice), that institution may propose intra-campus collaborative activities instead of, or in addition to, collaborative activities with other MSIs or community colleges.

For the purpose of this priority:

Community college means an institution that meets the definition in section 312(f) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1058(f)); or an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent) or master's, professional, or other advanced degrees.

Minority-Serving Institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of Title III, under part B of Title III, or under Title V of the HEA.

You may view lists of Title III and Title V eligible institutions at the following links:

<http://www.ed.gov/about/offices/list/ope/itudes/t3t5-eligibles-2014.pdf>

<http://www2.ed.gov/programs/itudesaitcc/tribal-newgrantees2013.pdf>

<http://www.ed.gov/programs/itudesaitcc/tribal-f-nccgrantees2013.pdf>

Note: The eligibility status is still current for institutions listed at the links above. You may also view the list of Historically Black Colleges and Universities at 34 CFR 608.2.

NRC Competitive Preference Priority 2 (0-5 points): Applications that propose collaborative activities with units such as schools or colleges of education, schools of liberal arts and sciences, post-baccalaureate teacher education programs, and teacher preparation programs on or off the national resource center campus.

These collaborative activities are designed to support the integration of an international, intercultural, or global dimension and world languages into teacher education and/or to promote the preparation and credentialing of more foreign language teachers in less commonly taught languages (LCTLs) for which there is a demand for additional teachers to meet existing and expected future kindergarten through grade 12 language program needs.

Invitational Priority: For FY 2014, this priority is an invitational priority for the NRC Program. Under 34 CFR 75.105(c)(1), we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

Programs or projects that develop, maintain, or enhance linkages with overseas institutions of higher education or other educational organizations, especially by centers that focus on sub-Saharan Africa, South Asia, and Southeast Asia, in order to improve understanding of these societies and provide for greater engagement with institutions in these areas.

FLAS Program Priorities:

Competitive Preference Priorities: For FY 2014, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets FLAS Competitive Preference Priority 1, and an additional five points to an application that meets FLAS Competitive Preference Priority 2. An applicant may receive a maximum of 10 points for its response to these competitive preference priorities.

These priorities are:

FLAS Competitive Preference Priority 1: Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students, or both, to students who demonstrate financial need as indicated by the students' expected family contribution, as determined under part F of title IV of the HEA. This need determination will be based on the students' financial circumstances and not on other aid. The applicant must describe how it will ensure that all fellows who receive such preference show potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine. For grants awarded with fiscal year 2014 funds, the preference applies to fellowships awarded for study during academic years 2015-16, 2016-17, and 2017-18.

FLAS Competitive Preference Priority 2: Applications that propose to make 25 percent or more of academic year FLAS fellowships in any of the 78 priority languages selected from the U.S. Department of Education's list of less commonly taught languages (LCTLs).

The list includes the following: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandigo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukranian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

Invitational Priority: For FY 2014, this priority is an invitational priority for the FLAS Program. Under 34 CFR 75.105(c) (1), we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

Applications that propose to award academic year fellowships in any of the priority languages used in sub-Saharan Africa, South Asia, and Southeast Asia.

Program Authority: 20 U.S.C. 1122.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77,



79, 82, 84, 86, 97, 98, and 99. (b) The Education Department debarment and suspension regulations in 2 CFR part 3485. (c) The regulations in 34 CFR part 655. (d) The regulations for the NRC Program in 34 CFR part 656. (e) The regulations for the FLAS Program in 34 CFR part 657.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

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

Area of National Need: In accordance with section 601(c) of the HEA (20 U.S.C. 1121(c)), the Secretary has consulted with and received recommendations regarding national need for expertise in foreign language and world regions from the head officials of a wide range of Federal agencies. The Secretary has taken these recommendations into account and a list of foreign languages and world regions identified by the Secretary as areas of national need may be found on the following Web site:

<http://www2.ed.gov/about/offices/list/ope/iegps/consultation-2014.pdf>.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds:

NRC Program: \$22,743,107.

FLAS Program: \$30,398,500.

The estimated funds to be allocated to each world area are as follows:

NRC Program: Africa (\$2,370,671); Canada (\$385,178); East Asia (\$3,574,282); International (\$1,730,010); Latin America (\$3,300,340); Middle East (\$3,302,898); Russia/Eastern Europe/Eurasia (\$2,612,477); South Asia (\$2,130,312); Southeast Asia (\$1,607,434); Western Europe (\$1,729,505).

FLAS Program: Africa (\$3,310,140); Canada (\$272,190); East Asia (\$4,693,950); International (\$1,652,490); Latin America (\$4,156,300); Middle East (\$4,504,393); Russia/Eastern Europe/Eurasia (\$4,712,370); South Asia (\$2,978,075); Southeast Asia (\$2,270,452); Western Europe (\$1,848,140).

Estimated Range of Awards:

NRC Program: \$115,000 to \$285,000 per year.

FLAS Program: \$150,000 to \$350,000 per year.

Estimated Average Size of Awards:

NRC Program: \$200,000 per year.

FLAS Program: \$250,000 per year.

Estimated FLAS Program Subsistence Allowance: The academic year 2014-2015 subsistence allowance for a graduate student fellowship is \$15,000; the academic year subsistence allowance for an undergraduate student fellowship is \$5,000. The summer 2015 subsistence allowance is \$2,500 for graduate and undergraduate student fellowships.

Estimated FLAS Program Institutional Payment: The academic year 2014-2015 institutional payment for a graduate student fellowship is \$18,000; the academic year 2014-2015 institutional payment for an

undergraduate student fellowship is \$10,000. The summer 2015 institutional payment is \$5,000 for graduate and undergraduate student fellowships.

Estimated Number of Awards:

NRC Program: 105.

FLAS Program: 108.

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

Project Period: Up to 48 months.

### III. Eligibility Information

1. Eligible Applicants: An institution of higher education or consortia of institutions of higher education.

2. Cost Sharing or Matching: These programs do not require cost sharing or matching.

### IV. Application and Submission Information

1. Address to Request Application Package: Monet Peterson-Cox, U.S. Department of Education, 1990 K Street, NW., room 6089, Washington, DC 20006. Telephone: (202) 502-7726 or by email: monet.peterson-cox@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 may obtain a copy of an 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 these programs.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the narrative to the equivalent of no more than 50 pages for a single institution application or the equivalent of no more than 60 pages for a consortium application, 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.
- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, figures and graphs. These items may be single-spaced. Charts, tables, figures, and graphs in the application narrative count toward the page limit.
- 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. Applications submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to the Application for Federal Assistance (SF 424); the Department of Education Supplemental

Information form (SF 424); Budget Information–Non-Construction Programs (ED524); the assurances and certifications; the one-page project abstract; the acronym guide, project budget line item detail pages, or performance measure forms (PMFs); or the project personnel biographical profiles or course list.

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

3. Submission Dates and Times:

Applications Available: May 30, 2014.

Deadline for Transmittal of Applications: June 30, 2014.

Applications for grants under these competitions must be submitted in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application by mail or hand delivery, please refer to section IV. 7. Other Submission Requirements in 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 one of the persons 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.

Deadline for Intergovernmental Review: August 30, 2014.

4. Intergovernmental Review: These programs are subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application packages for these competitions.

5. Funding Restrictions: We reference 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) (formerly the Central Contractor Registry (CCR)), 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. 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 2-5 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 entered into the SAM database by an entity. 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, you will need to allow 24 to 48 hours for the information to be available in Grants.gov and before you can 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>.

7. Other Submission Requirements: Applications for grants under these competitions must be submitted in paper format by mail or hand delivery.

a. Submission of Applications by Mail.

If you submit your application by mail (through the U.S. Postal Service or a commercial carrier), 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 Numbers 84.015A and 84.015B)  
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 Applications by Hand Delivery.

If you submit your application by hand delivery, you (or a courier service) 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 Numbers 84.015A and 84.015B)  
550 12th Street, SW.  
Room 7039, 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. General: Applications are divided into categories based on their focus on a single country or on a world area, such as Africa, East Asia, or the Middle East, or on international studies. For FY 2014, all NRC and FLAS applications will be assigned to a geographic or international studies review panel, based on the designation that the applicant has specified on the form (page 25) in its application. The peer reviewers are selected on the basis of their area studies, international studies, and modern foreign language expertise. For the competitions, each distinct geographic or international studies reader panel will separately review, score, and rank its assigned NRC and FLAS grant applications. For the NRC Program and for the FLAS Program, the Department will select applications for funding consideration from each distinct reader panel based on their ranking from highest to lowest within that panel.

2. Selection Criteria: The selection criteria for the NRC Program are in 34 CFR 656.21 and 656.22 and are listed in the application package. The selection criteria for the FLAS Program are in 34 CFR 657.21 and are listed in the application package.

3. 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 also 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).

4. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special 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 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

## 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 these competitions, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 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 multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For the NRC and FLAS Programs, final and annual reports must be submitted into the International Resource Information System (IRIS) online data and reporting system. You can view the performance report screens and instructions at:

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

[http://iris.ed.gov/iris/pdfs/FLAS\\_director.pdf](http://iris.ed.gov/iris/pdfs/FLAS_director.pdf)

[http://iris.ed.gov/iris/pdfs/FLAS\\_fellow.pdf](http://iris.ed.gov/iris/pdfs/FLAS_fellow.pdf).

4. Performance Measures: The Secretary has established the following key performance measures for assessing the effectiveness of the NRC Program and the FLAS Program:

NRC Program

a. Percentage of priority languages defined by the Secretary taught at NRCs.

b. Percentage of NRC grants teaching intermediate or advanced courses in priority languages as defined by the Secretary.

c. Percentage of NRCs that increased the number of intermediate or advanced level language courses in the priority and/or LCTLs during the course of the grant period (long-term measure).

d. Percentage of NRCs that increased the number of certificate, minor, or major degree programs in the priority and/or LCTLs, area studies, or international studies during the course of the four-year grant period.

e. Percentage of less and least commonly taught languages as defined by the Secretary taught at Title VI NRCs.

f. Cost per NRC that increased the number of intermediate or advanced level language courses in the priority and/or LCTLs during the course of the grant period.

FLAS Program

a. Percentage of FLAS-graduated fellows who secured employment that utilizes their foreign language and area studies skills within eight years after graduation based on a FLAS tracking survey.

b. Percentage of FLAS master's and doctoral graduates who studied priority languages as defined by the Secretary.

c. Percentage of FLAS fellows who increased their foreign language reading, writing, and/or listening/speaking scores by at least one proficiency level.

d. Cost per FLAS fellowship program fellow who increased his/her reading, writing, and/or listening/speaking language score by at least one proficiency level.

5. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, 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 Contact

For Further Information Contact: The following persons on the NRC/FLAS team: Tim Duvall, Telephone: (202) 502-7622 or by email: [tim.duvall@ed.gov](mailto:tim.duvall@ed.gov); Cheryl E. Gibbs, Telephone: (202) 502-7634 or by email: [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov); Kate Maloney, Telephone: (202) 502-7521

or by email: [kate.maloney@ed.gov](mailto:kate.maloney@ed.gov); or Stephanie McKissic, Telephone: (202) 502-7589 or by email: [stephanie.mckissic@ed.gov](mailto:stephanie.mckissic@ed.gov), U.S.

Department of Education, 1990 K Street, NW., Washington, DC 20006-8521.

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 Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

You may also access documents of the Department published in the Federal Register by using the article search function 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: May 27, 2014

/signed/

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Lynn B. Mahaffie,  
Senior Director, Policy Coordination,  
Development, and Accreditation Service,  
delegated the authority to perform the  
functions and duties of the Assistant  
Secretary for Postsecondary Education.



THE HIGHER EDUCATION ACT OF 1965, AS AMENDED (HEA)  
TITLE VI – INTERNATIONAL EDUCATION PROGRAMS  
20 USC §§1121-1122

**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 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, including through linkages with overseas institutions; 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.

(c) CONSULTATION

(1) In general

The Secretary shall, prior to requesting applications for funding under this subchapter during each grant cycle, consult with and receive recommendations regarding national need for expertise in foreign language 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 subchapter; 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 subchapter 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. 602. GRADUATE AND UNDERGRADUATE LANGUAGE AND AREA CENTERS AND PROGRAMS**

(a) NATIONAL LANGUAGE AND AREA CENTERS AND PROGRAMS AUTHORIZED -

(1) CENTERS AND PROGRAMS -

(A) IN GENERAL - The Secretary is authorized--

- (i) to make grants to institutions of higher education, or combinations thereof, for the purpose of establishing, strengthening, and operating comprehensive foreign language and area or international studies centers and programs; and
- (ii) to make grants to such institutions or combinations for the purpose of establishing, strengthening, and operating a diverse network of undergraduate foreign language and area or international studies centers and programs.

(B) NATIONAL RESOURCES- The centers and programs referred to in paragraph (1) shall be national resources for--

- (i) teaching of any modern foreign language;
- (ii) instruction in fields needed to provide full understanding of areas, regions, or countries in which such language is commonly used;
- (iii) research and training in international studies, and the international and foreign language aspects of professional and other fields of study; and
- (iv) instruction and research on issues in world affairs that concern one or more countries.

(2) AUTHORIZED ACTIVITIES- Any such grant may be used to pay all or part of the cost of establishing or operating a center or program, including the cost of--

- (A) teaching and research materials;
- (B) curriculum planning and development;
- (C) establishing and maintaining linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the center or program;
- (D) bringing visiting scholars and faculty to the center to teach or to conduct research;
- (E) professional development of the center's faculty and staff;
- (F) projects conducted in cooperation with other centers addressing themes of world regional, cross-regional, international, or global importance;
- (G) summer institutes in the United States or abroad designed to provide language and area training in the center's field or topic; and
- (H) support for faculty, staff, and student travel in foreign areas, regions, or countries, and for the development and support of educational programs abroad for students.

(3) GRANTS TO MAINTAIN LIBRARY COLLECTIONS- The Secretary may make grants to centers described in paragraph (1) having important library collections, as determined by the Secretary, for the maintenance of such collections.

(4) OUTREACH GRANTS AND SUMMER INSTITUTES- The Secretary may make additional grants to centers described in paragraph (1) for any one or more of the following purposes:

(A) Programs of linkage or outreach between foreign language, area studies, or other international fields, and professional schools and colleges.

(B) Programs of linkage or outreach with 2- and 4-year colleges and universities.

(C) Programs of linkage or outreach with departments or agencies of Federal and State governments.

(D) Programs of linkage or outreach with the news media, business, professional, or trade associations.

(E) Summer institutes in foreign area, foreign language, and other international fields designed to carry out the programs of linkage and outreach described in subparagraphs (A), (B), (C), and (D).

(b) GRADUATE FELLOWSHIPS FOR FOREIGN LANGUAGE AND AREA OR INTERNATIONAL STUDIES-

(1) IN GENERAL- The Secretary is authorized to make grants to institutions of higher education or combinations of such institutions for the purpose of paying stipends to individuals undergoing advanced training in any center or program approved by the Secretary.

(2) ELIGIBLE STUDENTS- Students receiving stipends described in paragraph (1) shall be individuals who are engaged in an instructional program with stated performance goals for functional foreign language use or in a program developing such performance goals, in combination with area studies, international studies, or the international aspects of a professional studies program, including predissertation level studies, preparation for dissertation research, dissertation research abroad, and dissertation writing.

(c) SPECIAL RULE WITH RESPECT TO TRAVEL- No funds may be expended under this part for undergraduate travel except in accordance with rules prescribed by the Secretary setting forth policies and procedures to assure that Federal funds made available for such travel are expended as part of a formal program of supervised study.

(d) ALLOWANCES- Stipends awarded to graduate level recipients may include allowances for dependents and for travel for research and study in the United States and abroad.

#### 20 USC 1132-2. RULE OF CONSTRUCTION.

**SEC. 633.** Nothing in this title shall be construed to authorize the Secretary to mandate, direct, or control an institution of higher education's specific instructional content, curriculum, or program of instruction.

## **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	Grant period	

(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]

### **§ 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]

**PART 656—NATIONAL RESOURCE CENTERS PROGRAM FOR FOREIGN LANGUAGE AND AREA STUDIES OR FOREIGN LANGUAGE AND INTERNATIONAL STUDIES**

**Subpart A—General**

[§ 656.1 What is the National Resource Centers Program?](#)

[§ 656.2 Who is eligible to receive a grant?](#)

[§ 656.3 What activities define a comprehensive or undergraduate National Resource Center?](#)

[§ 656.4 What types of Centers receive grants?](#)

[§ 656.5 What activities may be carried out?](#)

[§ 656.6 What regulations apply?](#)

[§ 656.7 What definitions apply?](#)

**Subpart B—How Does One Apply for a Grant?**

[§ 656.10 What combined application may an institution submit?](#)

**Subpart C—How Does the Secretary Make a Grant?**

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

[§ 656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?](#)

[§ 656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?](#)

[§ 656.23 What priorities may the Secretary establish?](#)

**Subpart D—What Conditions Must Be Met By a Grantee?**

[§ 656.30 What are allowable costs and limitations on allowable costs?](#)

Authority: 20 U.S.C. 1122, unless otherwise noted.

Source: 61 FR 50193, Sept. 24, 1996, unless otherwise noted.

**Subpart A—General**

**§ 656.1 What is the National Resource Centers Program?**

Under the National Resource Centers Program for Foreign Language and Areas Studies or Foreign Language and International Studies (National Resource Centers Program), the Secretary awards grants to institutions of higher education and consortia of institutions to establish, strengthen, and operate comprehensive and undergraduate Centers that will be national resources for—

- (a) Teaching of any modern foreign language;
- (b) Instruction in fields needed to provide full understanding of areas, regions, or countries in which the modern foreign language is commonly used;
- (c) Research and training in international studies and the international and foreign language aspects of professional and other fields of study; and



(d) Instruction and research on issues in world affairs that concern one or more countries.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

### **§ 656.2 Who is eligible to receive a grant?**

An institution of higher education or a consortium of institutions of higher education is eligible to receive a grant under this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 74 FR 35072, July 17, 2009]

### **§ 656.3 What activities define a comprehensive or undergraduate National Resource Center?**

A comprehensive or undergraduate National Resource Center—

- (a) Teaches at least one modern foreign language;
- (b) Provides—
  - (1) Instruction in fields necessary to provide a full understanding of the areas, regions, or countries in which the modern foreign language taught is commonly used;
  - (2) Resources for research and training in international studies, and the international and foreign language aspects of professional and other fields of study; or
  - (3) Instruction and research on issues in world affairs that concern one or more countries;
- (c) Provides outreach and consultative services on a national, regional, and local basis;
- (d) Maintains linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the Center;
- (e) Maintains important library collections;
- (f) Employs faculty engaged in training and research that relates to the subject area of the Center;
- (g) Conducts projects in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance;
- (h) Conducts summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic;
- (i) Supports instructors of the less commonly taught languages; and
- (j) Encourages projects that support students in the science, technology, engineering, and mathematics fields to achieve foreign language proficiency.

(Authority: 20 U.S.C. 1122)

[64 FR 7739, Feb. 16, 1999, as amended at 74 FR 35072, July 17, 2009]

### **§ 656.4 What types of Centers receive grants?**

The Secretary awards grants to Centers that—

- (a) Focus on—
  - (1) A single country or on a world area (such as East Asia, Africa, or the Middle East) and offer instruction in the principal language or languages of that country or area and those disciplinary fields necessary to provide a full understanding of the country or area; or
  - (2) International studies or the international aspects of contemporary issues or topics (such as international business or energy) while providing instruction in modern foreign languages; and
- (b) Provide training at the—
  - (1) Graduate, professional, and undergraduate levels, as a comprehensive Center; or
  - (2) Undergraduate level only, as an undergraduate Center.

(Authority: 20 U.S.C. 1122)

**§ 656.5 What activities may be carried out?**

- (a) A Center may carry out any of the activities described in §656.3 under a grant received under this part.
- (b) The Secretary may make an additional grant to a Center for any one or a combination of the following purposes:
  - (1) Linkage or outreach between foreign language, area studies, and other international fields and professional schools and colleges.
  - (2) Linkage or outreach with 2- and 4-year colleges and universities.
  - (3) Linkage or outreach between or among—
    - (i) Postsecondary programs or departments in foreign language, area studies, or other international fields; and
    - (ii) State educational agencies or local educational agencies.
  - (4) Partnerships or programs of linkage and outreach with departments or agencies of Federal and State governments, including Federal or State scholarship programs for students in related areas.
  - (5) Linkage or outreach with the news media, business, professional, or trade associations.
  - (6) Summer institutes in area studies, foreign Language, and other international fields designed to carry out the activities in paragraphs (b) (1) through (b)(5) of this section.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

**§ 656.6 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 656.

(Authority: 20 U.S.C. 1122)

### **§ 656.7 What definitions apply?**

The following definitions apply to this part:

- (a) The definitions in 34 CFR part 655.
- (b) *Area studies* means a program of comprehensive study of the aspects of a world area's society or societies, including study of history, culture, economy, politics, international relations, and languages.
- (c) *Center* means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational resources, including language training and various academic disciplines, in the area and subject matters described in §656.3.
- (d) *Comprehensive Center* means a Center that—
  - (1) Contributes significantly to the national interest in advanced research and scholarship;
  - (2) Offers intensive language instruction;
  - (3) Maintains important library collections related to the area of its specialization;
  - (4) Makes training available to a graduate, professional, and undergraduate clientele; and
  - (5) Engages in curriculum development and community outreach.
- (e) For purposes of this section, *intensive language instruction* means instruction of at least five contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer.
- (f) *Undergraduate Center* means an administrative unit of an institution of higher education that—
  - (1) Contributes significantly to the national interest through the education of students who matriculate into advanced language and area studies programs or professional school programs;
  - (2) Incorporates substantial international and foreign language content into baccalaureate degree program;
  - (3) Makes training available predominantly to undergraduate students; and
  - (4) Engages in research, curriculum development, and community outreach.

(Authority: 20 U.S.C. 1122)

### **Subpart B—How Does One Apply for a Grant?**

#### **§ 656.10 What combined application may an institution submit?**

An institution that wishes to apply for a grant under this part and for an allocation of fellowships under 34 CFR part 657 may submit one application for both.

(Authority: 20 U.S.C. 1122)

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

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

- (a) The Secretary evaluates an application for a comprehensive Center under the criteria contained in §656.21, and for an undergraduate Center under the criteria contained in §656.22.
- (b) 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. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005]

**§ 656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?**

The Secretary evaluates an application for a comprehensive Center on the basis of the criteria in this section.

- (a) *Program planning and budget.* The Secretary reviews each application to determine—
  - (1) The extent to which the activities for which the applicant seeks funding are of high quality and directly related to the purpose of the National Resource Centers Program;
  - (2) The extent to which the applicant provides a development plan or timeline demonstrating how the proposed activities will contribute to a strengthened program and whether the applicant uses its resources and personnel effectively to achieve the proposed objectives;
  - (3) The extent to which the costs of the proposed activities are reasonable in relation to the objectives of the program; and
  - (4) The long-term impact of the proposed activities on the institution's undergraduate, graduate, and professional training programs.
- (b) *Quality of staff resources.* The Secretary reviews each application to determine—
  - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed Center activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;
  - (2) The adequacy of Center staffing and oversight arrangements, including outreach and administration and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and
  - (3) 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, persons with disabilities, and the elderly.
- (c) *Impact and evaluation.* The Secretary reviews each application to determine—
  - (1) The extent to which the Center's activities and training programs have a significant impact on the university, community, region, and the Nation as shown through indices such as enrollments, graduate placement data,

- participation rates for events, and usage of Center resources; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;
- (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;
  - (3) The degree to which activities of the Center address national needs, and generate information for and disseminate information to the public; and
  - (4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.
- (d) *Commitment to the subject area on which the Center focuses.* The Secretary reviews each application to determine the extent to which the institution provides financial and other support to the operation of the Center, teaching staff for the Center's subject area, library resources, linkages with institutions abroad, outreach activities, and qualified students in fields related to the Center.
- (e) *Strength of library.* The Secretary reviews each application to determine—
- (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) in the subject area and at the educational levels (graduate, professional, undergraduate) on which the Center focuses; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the Center; and
  - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases and the extent to which teachers, students, and faculty from other institutions are able to access the library's holdings.
- (f) *Quality of the Center's non-language instructional program.* The Secretary reviews each application to determine—
- (1) The quality and extent of the Center's course offerings in a variety of disciplines, including the extent to which courses in the Center's subject matter are available in the institution's professional schools;
  - (2) The extent to which the Center offers depth of specialized course coverage in one or more disciplines of the Center's subject area;
  - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the Center to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and
  - (4) The extent to which interdisciplinary courses are offered for undergraduate and graduate students.

- (g) *Quality of the Center's language instructional program.* The Secretary reviews each application to determine—
- (1) The extent to which the Center provides instruction in the languages of the Center's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the Center or other providers;
  - (2) The extent to which the Center provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;
  - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and
  - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.
- (h) *Quality of curriculum design.* The Secretary reviews each application to determine—
- (1) The extent to which the Center's curriculum has incorporated undergraduate instruction in the applicant's area or topic of specialization into baccalaureate degree programs (for example, major, minor, or certificate programs) and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and will result in an undergraduate training program of high quality;
  - (2) The extent to which the Center's curriculum provides training options for graduate students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and result in graduate training programs of high quality; and
  - (3) The extent to which the Center provides academic and career advising services for students; the extent to which the Center has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.
- (i) *Outreach activities.* The Secretary reviews each application to determine the extent to which the Center demonstrates a significant and measurable regional and national impact of, and faculty and professional school involvement in, domestic outreach activities that involve—
- (1) Elementary and secondary schools;
  - (2) Postsecondary institutions; and
  - (3) Business, media, and the general public.

- (j) *Degree to which priorities are served.* If, under the provisions of §656.23, the Secretary establishes competitive priorities for Centers, the Secretary considers the degree to which those priorities are being served.

(Approved by the Office of Management and Budget under control number 1840-0068)

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

**§ 656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?**

The Secretary evaluates an application for an undergraduate Center on the basis of the criteria in this section.

- (a) *Program planning and budget.* The Secretary reviews each application to determine—
- (1) The extent to which the activities for which the applicant seeks funding are of high quality and directly related to the purpose of the National Resource Centers Program;
  - (2) The extent to which the applicant provides a development plan or timeline demonstrating how the proposed activities will contribute to a strengthened program and whether the applicant uses its resources and personnel effectively to achieve the proposed objectives;
  - (3) The extent to which the costs of the proposed activities are reasonable in relation to the objectives of the program; and
  - (4) The long-term impact of the proposed activities on the institution's undergraduate training program.
- (b) *Quality of staff resources.* The Secretary reviews each application to determine—
- (1) The extent to which teaching faculty and other staff are qualified for the current and proposed Center activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;
  - (2) The adequacy of Center staffing and oversight arrangements, including outreach and administration and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and
  - (3) 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, persons with disabilities, and the elderly.
- (c) *Impact and evaluation.* The Secretary reviews each application to determine—
- (1) The extent to which the Center's activities and training programs have a significant impact on the university, community, region, and the Nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of Center resources; the extent to which students matriculate into advanced language and area or international studies programs or related professional programs; and the extent to which the applicant supplies a clear description of how the

- applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;
- (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;
  - (3) The degree to which activities of the Center address national needs, and generate information for and disseminate information to the public; and
  - (4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.
- (d) *Commitment to the subject area on which the Center focuses.* The Secretary reviews each application to determine the extent to which the institution provides financial and other support to the operation of the Center, teaching staff for the Center's subject area, library resources, linkages with institutions abroad, outreach activities, and qualified students in fields related to the Center.
- (e) *Strength of library.* The Secretary reviews each application to determine—
- (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) in the subject area and at the educational levels (graduate, professional, undergraduate) on which the Center focuses; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the Center; and
  - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases and the extent to which teachers, students, and faculty from other institutions are able to access the library's holdings.
- (f) *Quality of the Center's non-language instructional program.* The Secretary reviews each application to determine—
- (1) The quality and extent of the Center's course offerings in a variety of disciplines;
  - (2) The extent to which the Center offers depth of specialized course coverage in one or more disciplines of the Center's subject area;
  - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the Center to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and
  - (4) The extent to which interdisciplinary courses are offered for undergraduate students.
- (g) *Quality of the Center's language instructional program.* The Secretary reviews each application to determine—
- (1) The extent to which the Center provides instruction in the languages of the Center's subject area and the extent to which students enroll in the



- study of the languages of the subject area through programs offered by the Center or other providers;
- (2) The extent to which the Center provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;
  - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and
  - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.
- (h) *Quality of curriculum design.* The Secretary reviews each application to determine—
- (1) The extent to which the Center's curriculum has incorporated undergraduate instruction in the applicant's area or topic of specialization into baccalaureate degree programs (for example, major, minor, or certificate programs) and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and will result in an undergraduate training program of high quality; and
  - (2) The extent to which the Center provides academic and career advising services for students; the extent to which the Center has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.
- (i) *Outreach activities.* The Secretary reviews each application to determine the extent to which the Center demonstrates a significant and measurable regional and national impact of, and faculty and professional school involvement in, domestic outreach activities that involve—
- (1) Elementary and secondary schools;
  - (2) Postsecondary institutions; and
  - (3) Business, media and the general public.
- (j) *Degree to which priorities are served.* If, under the provisions of §656.23, the Secretary establishes competitive priorities for Centers, the Secretary considers the degree to which those priorities are being served.

(Approved by the Office of Management and Budget under control number 1840-0068)

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

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

- (a) The Secretary may select one or more of the following funding priorities:

- (1) Specific countries or world areas, such as, for example, East Asia, Africa, or the Middle East.
  - (2) Specific focus of a Center, such as, for example, a single world area; international studies; a particular issue or topic, e.g., business, development issues, or energy; or any combination.
  - (3) Level or intensiveness of language instruction, such as intermediate or advanced language instruction, or instruction at an intensity of 10 contact hours or more per week.
  - (4) Types of activities to be carried out, for example, cooperative summer intensive language programs, course development, or teacher training activities.
- (b) The Secretary may select one or more of the activities listed in §656.5 as a funding priority.
- (c) The Secretary announces any priorities in the application notice published in the Federal Register.
- (Authority: 20 U.S.C. 1122)
- Subpart D—What Conditions Must Be Met By a Grantee?

**§ 656.30 What are allowable costs and limitations on allowable costs?**

- (a) *Allowable costs.* Except as provided under paragraph (b) of this section, a grant awarded under this part may be used to pay all or part of the cost of establishing, strengthening, or operating a comprehensive or undergraduate Center including, but not limited to, the cost of—
- (1) Faculty and staff salaries and travel;
  - (2) Library acquisitions;
  - (3) Teaching and research materials;
  - (4) Curriculum planning and development;
  - (5) Bringing visiting scholars and faculty to the Center to teach, conduct research, or participate in conferences or workshops;
  - (6) Training and improvement of staff;
  - (7) Projects conducted in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance; and
  - (8) Summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic.
- (b) *Limitations on allowable costs.* The following are limitations on allowable costs:
- (1) Equipment costs exceeding 10 percent of the grant are not allowable.
  - (2) Funds for undergraduate travel are allowable only in conjunction with a formal program of supervised study in the subject area on which the Center focuses.
  - (3) Grant funds may not be used to supplant funds normally used by applicants for purposes of this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999]

**PART 657—FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS  
PROGRAM**

## **Section Contents**

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- § 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?
- § 657.22 What priorities may the Secretary establish?

### **Subpart D—What Conditions Must Be Met by a Grantee and a Fellow?**

- § 657.30 What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?
- § 657.31 What is the amount of a fellowship?
- § 657.32 What is the payment procedure for fellowships?
- § 657.33 What are the limitations on the use of funds for overseas fellowships?
- § 657.34 Under what circumstances must an institution terminate a fellowship?

**Authority:** 20 U.S.C. 1122, unless otherwise noted.

**Source:** 61 FR 50202, Sept. 24, 1996, unless otherwise noted.

### **Subpart A—General**

#### **§ 657.1 What is the Foreign Language and Area Studies Fellowships Program?**

Under the Foreign Language and Area Studies Fellowships Program, the Secretary awards fellowships, through institutions of higher education, to students who are—

- (a) Enrolled for undergraduate or graduate training in a Center or program approved by the Secretary under this part; and
- (b) Undergoing performance-based modern foreign language training or training in a program for which performance-based modern foreign language instruction is being developed, in combination with area studies, international studies, or the international aspects of professional studies.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

#### **§ 657.2 Who is eligible to receive an allocation of fellowships?**

- (a) The Secretary awards an allocation of fellowships to an institution of higher education or to a consortium of institutions of higher education that—
  - (1) Operates a Center or program approved by the Secretary under this part;
  - (2) Teaches modern foreign languages under a program described in paragraph (b) of this section; and
  - (3) In combination with the teaching described in paragraph (a)(2) of this section—
    - (i) Provides instruction in the disciplines needed for a full understanding of the area, regions, or countries in which the foreign languages are commonly used; or
    - (ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.
- (b) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.
- (c) The Secretary uses the criteria in §657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.
- (d) An institution does not need to receive a grant under the National Resource Center Program (34 CFR part 656) to receive an allocation of fellowships under this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

### **§ 657.3 Who is eligible to receive a fellowship?**

A student is eligible to receive a fellowship if the student—

- (a) (1) Is a citizen or national of the United States; or
- (2) Is a permanent resident of the United States;
- (b) Is accepted for enrollment or is enrolled—
  - (1) In an institution receiving an allocation of fellowships; and
  - (2) In a program that combines modern foreign language training with—
    - (i) Area or international studies; or
    - (ii) Research and training in the international aspects of professional and other fields of study;
- (c) Shows potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine;
- (d) Is enrolled in a program of modern foreign language training in a language for which the institution has developed or is developing performance-based instruction;
- (e) In the case of an undergraduate student, is in the intermediate or advanced study of a less commonly taught language; or
- (f) In the case of a graduate student, is engaged in—

- (1) Predissertation level study;
- (2) Preparation for dissertation research;
- (3) Dissertation research abroad; or
- (4) Dissertation writing.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

#### **§ 657.4 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 657.

(Authority: 20 U.S.C. 1122)

#### **§ 657.5 What definitions apply?**

The following definitions apply to this part:

- (a) The definitions in 34 CFR 655.4.
- (b) *Center* means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational activities, including training in modern foreign languages and various academic disciplines, in its subject area.
- (c) *Fellow* means a person who receives a fellowship under this part.
- (d) *Fellowship* means the payment a fellow receives under this part.
- (e) *Program* means a concentration of educational resources and activities in modern foreign language training and related studies.

(Authority: 20 U.S.C. 1122)

### **Subpart B—How Does an Institution or a Student Submit an Application?**

#### **§ 657.10 What combined application may an institution submit?**

An institution that wishes to apply for an allocation of fellowships and for a grant to operate a Center under 34 CFR part 656 may submit a combined application for both grants to the Secretary.

(Authority: 20 U.S.C. 1122)

#### **§ 657.11 How does a student apply for a fellowship?**

- (a) A student shall apply for a fellowship directly to an institution of higher education that has received an allocation of fellowships.
- (b) The applicant shall provide sufficient information to enable the institution to determine whether he or she is eligible to receive a fellowship and whether he or she should be selected to receive a fellowship.

(Authority: 20 U.S.C. 1122)

## **Subpart C—How Does the Secretary Select an Institution for an Allocation of Fellowships?**

### **§ 657.20 How does the Secretary evaluate an institutional application for an allocation of fellowships?**

- (a) The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the quality of the applicant's Center or program. The applicant's Center or program is evaluated and approved under the criteria in §657.21.
- (b) 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. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005]

### **§ 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?**

The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the criteria in this section.

- (a) *Foreign language and area studies fellowships awardee selection procedures.* The Secretary reviews each application to determine whether the selection plan is of high quality, showing how awards will be advertised, how students apply, what selection criteria are used, who selects the fellows, when each step will take place, and how the process will result in awards being made to correspond to any announced priorities.
- (b) *Quality of staff resources.* The Secretary reviews each application to determine—
  - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;
  - (2) The adequacy of applicant staffing and oversight arrangements and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and
  - (3) 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, persons with disabilities, and the elderly.
- (c) *Impact and evaluation.* The Secretary reviews each application to determine—
  - (1) The extent to which the applicant's activities and training programs have contributed to an improved supply of specialists on the program's subject as shown through indices such as undergraduate and graduate enrollments and placement data; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members

- of racial or ethnic minority groups, women, persons with disabilities, and the elderly;
- (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;
  - (3) The degree to which fellowships awarded by the applicant address national needs; and
  - (4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.
- (d) *Commitment to the subject area on which the applicant or program focuses.* The Secretary reviews each application to determine—
- (1) The extent to which the institution provides financial and other support to the operation of the applicant, teaching staff for the applicant's subject area, library resources, and linkages with institutions abroad; and
  - (2) The extent to which the institution provides financial support to students in fields related to the applicant's teaching program.
- (e) *Strength of library.* The Secretary reviews each application to determine—
- (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) for students; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the applicant; and
  - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases.
- (f) *Quality of the applicant's non-language instructional program.* The Secretary reviews each application to determine—
- (1) The quality and extent of the applicant's course offerings in a variety of disciplines, including the extent to which courses in the applicant's subject matter are available in the institution's professional schools;
  - (2) The extent to which the applicant offers depth of specialized course coverage in one or more disciplines on the applicant's subject area;
  - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the applicant to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and
  - (4) The extent to which interdisciplinary courses are offered for students.
- (g) *Quality of the applicant's language instructional program.* The Secretary reviews each application to determine—
- (1) The extent to which the applicant provides instruction in the languages of the applicant's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers;

- (2) The extent to which the applicant provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;
  - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and
  - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.
- (h) *Quality of curriculum design.* The Secretary reviews each application to determine—
- (1) The extent to which the applicant's curriculum provides training options for students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for an applicant in this subject area and result in graduate training programs of high quality;
  - (2) The extent to which the applicant provides academic and career advising services for students; and
  - (3) The extent to which the applicant has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.
- (i) *Priorities.* If one or more competitive priorities have been established under §657.22, the Secretary reviews each application for information that shows the extent to which the Center or program meets these priorities.

(Approved by the Office of Management and Budget under control number 1840-0068)  
(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

**§ 657.22 What priorities may the Secretary establish?**

- (a) The Secretary may establish one or more of the following priorities for the allocation of fellowships:
  - (1) Specific world areas, or countries, such as East Asia or Mexico.
  - (2) Languages, such as Chinese.
  - (3) Levels of language offerings.
  - (4) Academic disciplines, such as linguistics or sociology.
  - (5) Professional studies, such as business, law, or education;
  - (6) Particular subjects, such as population growth and planning, or international trade and business.
  - (7) A combination of any of these categories.



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

(Authority: 20 U.S.C. 1122)

Subpart D—What Conditions Must Be Met by a Grantee and a Fellow?

**§ 657.30 What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?**

- (a) *Duration.* An institution may award a fellowship to a student for—
  - (1) One academic year; or
  - (2) One summer session if the summer session provides the fellow with the equivalent of one academic year of modern foreign language study.
- (b) *Vacancies.* If a fellow vacates a fellowship before the end of an award period, the institution to which the fellowship is allocated may reaward the balance of the fellowship to another student if—
  - (1) The student meets the eligibility requirements in §657.3; and
  - (2) The remaining fellowship period comprises at least one full academic quarter, semester, trimester, or summer session as described in paragraph (a)(2) of this section.

(Authority: 20 U.S.C. 1122)

**§ 657.31 What is the amount of a fellowship?**

- (a)
  - (1) An institution shall award a stipend to fellowship recipients.
  - (2) Each fellowship includes an institutional payment and a subsistence allowance to be determined by the Secretary.
  - (3) If the institutional payment determined by the Secretary is greater than the tuition and fees charged by the institution, the institutional payment portion of the fellowship is limited to actual tuition and fees. The difference between actual tuition and fees and the Secretary's institutional payment shall be used to fund additional fellowships to the extent that funds are available for a full subsistence allowance.
  - (4) If permitted by the Secretary, a stipend awarded to a graduate level recipient may include allowances for dependents and travel for research and study in the United States and abroad.
  - (5) A stipend awarded to an undergraduate level recipient may include an allowance for educational programs in the United States or educational programs abroad that—
    - (i) Are closely linked to the overall goals of the recipient's course of study; and
    - (ii) Have the purpose of promoting foreign language fluency and knowledge of foreign cultures.
- (b) The Secretary announces in an application notice published in the Federal Register—

- (1) The amounts of the subsistence allowance and the institutional payment for an academic year and the subsistence allowance and the institutional payment for a summer session;
- (2) Whether travel and dependents' allowances will be permitted; and
- (3) The amount of travel and dependents' allowances.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

**§ 657.32 What is the payment procedure for fellowships?**

- (a) An institution shall pay a fellow his or her subsistence and any other allowance in installments during the term of the fellowship.
- (b) An institution shall make a payment only to a fellow who is in good standing and is making satisfactory progress.
- (c) The institution shall make appropriate adjustments of any overpayment or underpayment to a fellow.
- (d) Funds not used by one recipient for reasons of withdrawal are to be used for alternate recipients to the extent that funds are available for a full subsistence allowance.

(Authority: 20 U.S.C. 1122)

**§ 657.33 What are the limitations on the use of funds for overseas fellowships?**

- (a) Before awarding a fellowship for use outside the United States, an institution shall obtain the approval of the Secretary.
- (b) The Secretary may approve the use of a fellowship outside the United States if the student is—
  - (1) Enrolled in an overseas foreign language program approved by the institution at which the student is enrolled in the United States for study at an intermediate or advanced level or at the beginning level if appropriate equivalent instruction is not available in the United States; or
  - (2) Engaged during the academic year in research that cannot be done effectively in the United States and is affiliated with an institution of higher education or other appropriate organization in the host country.

(Authority: 20 U.S.C. 1122)

**§ 657.34 Under what circumstances must an institution terminate a fellowship?**

An institution shall terminate a fellowship if—

- (a) The fellow is not making satisfactory progress, is no longer enrolled, or is no longer in good standing at the institution; or
- (b) The fellow fails to follow the course of study, including modern foreign language study, for which he or she applied, unless a revised course of study is otherwise approvable under this part.

(Authority: 20 U.S.C. 1122)

## **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.

- **Include information in the Application (Project) Narrative to address the selection criteria that are relevant to the GEPA requirements.**
- **Include the institution's policy statement that demonstrates its commitment to the spirit and intent of the GEPA 427 requirements.**

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

### **What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a 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 National Resource Centers (NRC) and Foreign Language and Area Studies (FLAS) Fellowships Programs:

### **What are the Performance Indicators for the NRC Program?**

The NRC Program provides grants to institutions of higher education or a consortium of institutions of higher education to establish, strengthen, and operate comprehensive and undergraduate language and area or international studies centers. The Department will use the following measures to evaluate the overall success of the NRC Program:

1. Percentage of priority languages defined by the Secretary of Education taught at NRCs.
2. Percentage of NRC grants teaching intermediate or advanced courses in priority languages as defined by the Secretary of Education.
3. Percentage of NRCs that increased the number of intermediate or advanced level language courses in the priority and/or LCTLs (less commonly taught languages) during the course of the grant period.
4. Percentage of NRCs that increased the number of certificate, minor, or major degree programs in the priority and/or LCTLs, area studies, or international studies during the course of the four-year grant period.
5. Percentage of less and least commonly taught languages as defined by the Secretary of Education taught at Title VI NRCs.
6. Cost per NRC that increased the number of intermediate or advanced level language courses in the priority and/or LCTLs during the course of the grant period.

### **What are the Performance Indicators for the FLAS Program?**

The FLAS Program provides academic year and summer fellowships to institutions of higher education to assist undergraduate and graduate students in foreign language and area or international studies. The Department will use the following measures to evaluate the overall effectiveness of the FLAS Program:

1. Percentage of FLAS-graduated fellows who secured employment that utilizes their foreign language and area studies skills within 8 years after graduation based on FLAS tracking survey.
2. Percentage of FLAS master's and doctoral graduates who studied priority languages as defined by the Secretary of Education.
3. Percentage of FLAS fellows who increased their foreign language reading, writing, and/or listening/speaking scores by at least 1 proficiency level.

**NRC (84.015A) and FLAS (84.015B) APPLICATION PROFILE  
FY 2018-2021**

***Type of Application (check all that apply)***

- Comprehensive National Resource Center
- Undergraduate National Resource Center
- Foreign Language and Area Studies Fellowships

***Type of Applicant***

- Single institution \_\_\_\_\_
- Consortium of institutions
  - Lead \_\_\_\_\_
  - Partner 1 \_\_\_\_\_
  - Partner 2 \_\_\_\_\_
  - Partner 3 \_\_\_\_\_

***The NRC (Center, Institute, Program) Focus***

An application may focus on a single country or on a world area or on international studies or the international aspects of contemporary issues or topics (see 34 CFR Part 656, §656.4)

- AFRICA
- CANADA
- EAST ASIA/PAN ASIA
- EUROPE
- INTERNATIONAL
- LATIN AMERICA and the CARIBBEAN
- MIDDLE EAST
- PACIFIC ISLANDS
- RUSSIA; EASTERN EUROPE; EURASIA
- SOUTH ASIA
- SOUTHEAST ASIA
- WESTERN EUROPE
- OTHER CONFIGURATION (SPECIFY) \_\_\_\_\_

***FLAS –eligible Languages:*** List the languages that are FLAS-eligible at the time of application submission, meaning that you currently provide performance-based instruction and can offer fellowships for these languages now, if the institution is recommended for a new FY 2018 grant.

(Example: )

Bengali, Hindi, Malayalam, Tamil, Telugu, Urdu

## **Diverse Perspectives and Areas of Need**

Sec. 602 (e) of the Title VI of the Higher Education Act of 1965, as amended requires that each institution of higher education desiring a grant (NRC and/or FLAS) shall include in the application -

- (1) An explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs (3000 characters); **and**
- (2) A description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as in areas of need in the education, business, and nonprofit sectors (3000 characters).

### **Suggested formatting for the Diverse Perspectives and Areas of Need descriptions**

- Provide both descriptions on one, single-spaced page, or on two separate, single-spaced pages, with the descriptions clearly labeled
- If a consortium applicant, include Diverse Perspectives and Areas of Need descriptions for the lead and partner institutions
- Insert these descriptions at the beginning of the application

## FORMAT AND APPLICATION COMPONENTS

### **Suggested Format**

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 suggested fonts: Times New Roman, Courier, Courier New or Arial.

### **Abstract**

The suggested maximum number of pages for the abstract is two pages. An effective abstract will convey how the proposed project directly relates to the purposes and priorities of the program(s) for which you are requesting federal funds. The abstract should summarize the activities and intended outcomes of the project for the FY 2018-2021 grant period. References to previous grants, if applicable, should be limited, as the purpose of the abstract is to introduce the institution(s) to the reviewers and to draw their attention to what you intend to accomplish in this proposed project and the intended impact.

The abstract should also provide an overview of the Center’s unique characteristics, including, but not limited to, its mission, world area or thematic focus, the internal and external constituencies it serves, degree programs, faculty and staff resources, scope of area studies, international studies, and language courses; library resources; and outreach.

### **Acronyms**

Include a list of acronyms to identify the administrative units, organizations, entities, etc., referenced in the application. So that reviewers are not distracted by the overuse of acronyms, it is advised to occasionally use the full name instead of the acronym.

### **Application Budget (ED 524 form and budget detail)**

The application budget consists of the ED 524 form Section A Budget Summary and a detailed line item budget that provides descriptive notes for all items of costs for which you are requesting NRC and/or FLAS support. The ED 524 form and the budget detail notes must cover all four years in the project period. Present the four-year budget detail using the categories from the ED 524 form: Personnel, Fringe Benefits, Travel, Supplies, Training Stipends, and Other.

- The FLAS requested amount is entered on line 11, “Training Stipends.”
- The indirect cost rate for NRC projects is eight percent.
- An indirect cost rate is not applicable to the FLAS program.

Please use the cost categories on the ED 524 form to present your detailed budget.



## **NRC Line Item Budget**

1. **Personnel:** Include the salaries for key project personnel. Indicate the title, e.g., area studies faculty, language instructor, fellowship coordinator, and the time and effort for each person. You may reflect the level of effort in days or months or as a percentage. The fees for consultants and evaluators, the hourly wages for administrative support, graduate assistants, Web masters, etc., belong in the “Other” category.

- Do not request support for the project director’s salary
- Limit the compensation and time effort to 50% for all non-language positions
- Request time and effort and compensation at 100% for language instructors, if necessary

2. **Fringe Benefits:** You may charge the institution’s normal fringe benefit contribution to the grant. (Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs). If the normal fringe benefit contribution exceeds 20 percent of salaries, provide an explanation.

### ***2 CFR Part 200 of the Uniform Administrative Requirements, §200.431(a)***

***Compensation-Fringe Benefits.*** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to: the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity.

3. **Travel:** Include the costs for project employees’ travel. Indicate the number of persons traveling, their destinations, and a breakdown of travel costs (transportation, lodging, per diem). Include domestic and international travel requests. Airfare should not exceed economy rates.

Non-employees’ travel for consultants, evaluators, facilitators for training workshop speakers for conferences, visiting scholars and visa fees (for short-term stays), belong in “Other”.

4. **Supplies:** Include materials necessary for conducting, developing, or implementing the project, such as library resources, conference and workshop materials, curriculum toolkits, software, computers, etc. Supplies are items that have an acquisition cost of \$5,000 or less per unit.

5. **Contractual:** Not applicable. Leave blank.

6. **Construction:** Not applicable. Leave blank.

7. **Other:** Allowable project costs that do not fall into the previous line items are placed here. Costs in this category are reasonable and necessary for implementing the project activities. These might include, but are not limited to: travel expenses for non-employees; conference registrations, consultant and evaluator fees, hourly wages for teaching/graduate assistants, personal services fees, speakers’ fees, etc. Provide a detailed breakdown of the costs, such as the number of days for the per diem being requested; number of days and the fees for consultant or evaluator services; printing

costs; ground transportation costs, advertising costs for outreach activities, memberships in business, technical, and professional organizations related to the project, workshop materials for teacher institutes, etc.

**2 CFR Part 200 of the Uniform Administrative Requirements, §200.459(a)**  
**Professional services costs.** *Costs of professional and consultant services rendered by person who are members of a particular profession or possess a special skill and who are not officials or employees of the non-Federal entity are allowable.*

Professional services fees should not exceed amounts permitted under comparable institutional policies.

## **FLAS Budget**

**Allocation of Fellowships.** Your FLAS budget may request academic year fellowships and/or summer fellowships. (Institutional eligibility requirements are in §657.2 of the FLAS program regulations; student eligibility requirements are in §657.3 of the FLAS program regulations.)

- Summer fellowships support intensive language training only, and may be used to attend domestic or overseas programs. The training should provide the fellow with the equivalent of one academic year of modern foreign language study
- Academic year fellowships may be used for study that combines modern foreign language training with area studies, international studies, or the international aspects of professional or other fields of study
- Academic year fellowships may also be awarded for a dissertation research project, but the research must be conducted abroad
- Each fellowship includes an institutional payment and a subsistence allowance
- If your application includes an NRC and FLAS budget, we suggest that you present the FLAS detailed budget after the NRC detailed budget. If your application includes only a FLAS budget, submit ED 524 Section A Summary Budget with the FLAS funds inserted on line 11 (Training Stipends), along with the detailed FLAS budget.

A detailed FLAS budget should itemize the academic year fellowships and the summer fellowships as follows:

### **FY 2018 -2021**

#### **Academic Year Graduate Fellowships**

(7) Institutional payment @\$18,000= \$126,000

(7) Subsistence allowance @\$15,000= \$105,000

**Total AY Graduate Request:                    \$231,000**

#### **Academic Year Undergraduate Fellowships**

(4) Institutional payment @ \$10,000= \$40,000

(4) Subsistence allowance @ \$ 5,000= \$20,000

**Total AY Undergraduate Request:            \$60,000**

### **Summer Fellowships**

(3) Institutional payment @\$5,000 = \$15,000

(3) Subsistence allowance @ \$2,500 = \$ 7,500

**Total Summer Request:                                \$22,500**

**FLAS Request (Yr1, Yr2, Yr3, Yr4):                \$313,500 (Line 11, Training Stipends )**

- If a consortium application, clearly indicate the number of FLAS fellowships and the amounts requested on behalf of each institution
- To the extent possible, present all four years of the NRC and FLAS budgets across a page to show how project costs evolve throughout the grant cycle
- We suggest that you show the relevance between items in the budget to the project scope by referencing relevant page numbers from the application in the detailed budget

### **Curriculum Vitae**

Provide curriculum vitae that include the following for faculty contributing time and expertise to the project.

Department and tenure status

Education

Academic experience

Overseas experience

Language(s) and level of proficiency

Note: include a scale/legend to explain the proficiency level

Pedagogy training (language instructors)

Percent of time dedicated to expertise (area/international studies, language instruction)

Area studies, international studies, language courses taught

Research and training specialization

Recent publications

Dissertations and/or theses supervised in the past five years

Recognitions/Awards/Honors

### **Suggested Format**

- Include an index to show how the curriculum vitae are organized
- Present two profiles on a page, with the exception of the Project Director whose profile may be one full page
- Double-side all pages for the CV Appendix

### **Course List**

The course list represents the breadth and depth of the area studies courses, international studies courses, and language courses available through the Center/Institute/Program. The course list should align with/substantiate the information that was discussed in the

narrative to demonstrate the quality of the Center’s non-language instructional program and language instructional program.

The course list in FY 18 applications should provide the following information:

<b>Timeframe</b>	<b>Course Information</b>
2016-2017:	Courses and enrollments
2017-2018:	Courses being offered
2018-2019:	Courses to be offered

If Title VI funds will be used support (in full or in part) any courses during the 2018-2019 period, please identify those courses with asterisks in the course list.

- Provide an index to show how the list of courses is organized
- Indicate the 25% - 100% area studies or international studies content
- Provide descriptions for the area studies courses or the international studies courses whose titles do not explicitly convey areas studies or international studies content
- indicate course credits
- Identify courses that are cross listed

<b>NRC and FLAS Application (Project) Narrative</b>
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The application (project) narrative is the place to address the selection criteria that reviewers will use to evaluate your application. We suggest that you limit the application (project) narrative to no more than 50 pages for a single institution, and to no more than 60 pages for a consortium. Please review the FY 18 Notice Inviting Applications published in the Federal Register for the suggested standards for formatting the application (project) narrative.

**NRC SELECTION CRITERIA**

The selection criteria that the reviewers will use to evaluate **comprehensive NRC applications** are from 34 CFR part 656, **§656.21**, and are on pages 49 -51 of the application instructions. If you are submitting a comprehensive NRC application, please use the selection criteria in **§656.21** to develop your application narrative.

The selection criteria that the reviewers will use to evaluate **undergraduate NRC applications** are from 34 CFR part 656, **§656.22**, and are on pages 52 -54 of the application instructions. If you are submitting an undergraduate NRC application, please use the selection criteria in **§656.22** to develop your application narrative.

The Application (Project) Narrative for a comprehensive or an undergraduate NRC application must use the following headings and sequence:

1. Program planning and budget (up to 25 points)

- |  |                   |
|--|-------------------|
| 2. Quality of staff resources                                    | (up to 15 points) |
| 3. Impact and evaluation   | (up to 30 points) |
| 4. Commitment to the subject area<br>on which the Center focuses | (up to 10 points) |
| 5. Strength of library   | (up to 10 points) |
| 6. Quality of the Center's non-language<br>instructional program | (up to 20 points) |
| 7. Quality of the Center's language<br>instructional program     | (up to 20 points) |
| 8. Quality of curriculum design                                  | (up to 10 points) |
| 9. Outreach activities   | (up to 20 points) |
| 10. Priorities   | (up to 10 points) |

**Total points possible (up to 170 points)**

**NRC applications requesting allocations of FLAS fellowships** will have already addressed many of the FLAS selection criteria below. Please review the FLAS selection criteria carefully in order to provide any additional information to address the FLAS selection criteria.

**FLAS SELECTION CRITERIA**

The selection criteria that the reviewers will use to evaluate applications for allocations of **FLAS fellowships** are from 34 CFR part 657, **§657.21**, and are on pages 59 -61 of the application instructions. If you are requesting allocations of FLAS fellowships either as a FLAS-only application, or in addition to an NRC application, the FLAS application narrative must address the selection criteria in **§657.21**.

- |   |                   |
|---|-------------------|
| 1. FLAS awardee selection procedures                                | (up to 15 points) |
| 2. Quality of staff resources                                       | (up to 15 points) |
| 3. Impact and evaluation  | (up to 25 points) |
| 4. Commitment to the subject area<br>on which the Center focuses    | (up to 10 points) |
| 5. Strength of library  | (up to 10 points) |
| 6. Quality of the applicant's non-language<br>instructional program | (up to 20 points) |
| 7. Quality of the applicant's language<br>instructional program     | (up to 20 points) |
| 8. Quality of curriculum design                                     | (up to 20 points) |
| 9. Priorities   | (up to 10 points) |

**Total points possible (up to 145 points)**



## NRC PROJECT PERFORMANCE MEASURE FORM (PMF)

**National Resource Centers (NRC) Program** applications must include a Performance Measure Form (PMF) for the FY 2018 -2021 proposed project. The PMF presents the data elements that you have selected as necessary to demonstrate your project's performance and will make it possible for you and the U.S. Department of Education, to assess progress toward and ultimate achievement of, project goals. The data elements in your PMF should be clear, relevant, and quantifiable, to the greatest extent possible.

The instructions below for developing the PMF for inclusion in the application are consistent with the PMF instructions in the International and Foreign Language Education's International Resource Information System (IRIS) online performance reporting system. If your FY 2018 application is recommended for funding, you will be required to enter the PMF data from the submitted application into the IRIS PMF screens.

The NRC PMF example on page 81 is formatted as a table in order to give applicants a visual of the **five** data elements that you must include in a project PMF. For purposes of this application, however, you may use your discretion as to how you present the PMF information, as long as you include **all of the five required data elements.**

**NOTE:** A PMF is not required in **Foreign Language and Area Studies Fellowships Program** applications.

### **1. Project Goal (Minimum 3, Maximum 5)**

A project goal is the broad, overall statement of what the project is aiming to achieve/ accomplish. The project goals selected for the PMF do not have to cover every project goal in your application, but the three to five selected goals must align with the overall scope of the NRC project. The project goals that you select should be reasonable and realistic representations of what you anticipate achieving by the end of the grant cycle; and they should allow you and others to make a determination of substantial progress.

*Tip: Limit each project goal statement to one sentence.*

### **2. Performance Measure (Minimum 1, Maximum 3)**

The performance measure is the metric against which you will measure whether the project is meeting its overall project goal. The performance measure should be specific and time bound, with well-defined units of measure (e.g., number of students served, number of courses enhanced or created, percentage of increase/decrease, etc.). The performance measure should reflect the project goal, so that meeting the performance measure is likely to result in the achievement of the project goal.

The performance measure may address direct products and services delivered (outputs), and/or the results of those products and services (outcomes). Also, a performance measure conveys not only the "what" will be achieved, but also "by how much."

*Tip: Limit each Performance Measure to one sentence.*

### **3. Activities (Minimum 1, Maximum 3)**

Activities are actions that you will implement in order to meet the performance measure and the project goal. Each performance measure will have at least one, and up to three activities, if multiple activities are necessary to meet a performance measure.

*Tip: The activities/actions may include, but are not limited to: recruit and hire qualified priority language instructors, pay for Oral Proficiency Inventory training for more instructors, incorporate area studies content into STEM courses. The activities/actions align with allowable activities for the NRC program, such as area studies instruction, institutional linkages, outreach, faculty professional development, faculty stipends and salaries, etc.*

### **4. Data Indicators (Minimum 1, Maximum 3)**

Data indicators are specific, observable and measurable characteristics that can be used to determine whether carrying out the activity results in progress being made toward meeting the performance measure. Therefore, the data indicators are linked to and should reflect both the activity and the performance measure. When deciding on a data indicator, take into consideration which types and sources of data will be available to best demonstrate that the project is achieving or will achieve its objectives and intended outcomes. Data sources include, but are not limited to: course enrollments, exit surveys, workshop attendance records, registrar's reports, etc.

Include the frequency (period of measurement) for the data indicator, such as, by semester, quarterly, annually.

*Tip: At least one data indicator must correspond directly to the performance measure so that this relationship is explicit and that evidence of meeting the performance measure is easy to document and express.*

### **5. Baselines and Targets**

The baseline is the initial value collected for the data indicator at or prior to the start of the project, which serves as a point of reference. The target is the planned value for the data indicator(s) over the course of the project period. A target may be expressed as discrete for each reporting period or cumulative over the course of the performance period. Please include comments to describe the types of targets. A project in the planning or formative stage might not have an outcome (and hence, a value) at the beginning. In this case, it is appropriate to indicate that the target is zero

If your application is recommended for funding, you will report the "actual" values for your targets in your annual IRIS performance report.

*Tip: Baselines, targets, and actuals are quantifiable values and should, therefore, be represented by numbers or percentages.*



<b>Project Goal:</b> Improve access of non-traditional students to international education and global competencies.									
<b>Performance Measures</b>	<b>Activities</b>	<b>Data Indicators</b>	<b>Frequency</b>	<b>Data Source</b>	<b>Baselines and Targets</b>				
					<b>BL</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>T4</b>
The North Carolina Global Distinction (NCGD) Program established at four (cumulative) community colleges to provide access for non-traditional students to intensive international education training for global careers by the end of the grant period.	1a. Contact/recruit at least twenty community colleges for participation in the NCGD Program.	1ai. Number of community colleges contacted.	Annually	Institutional records including trip reports, emails, meeting notes, etc.	0	10	15	20	0
		1aii. Number of community colleges with expressed written or verbal interest in the NCGD Program.	Annually	Institutional records including trip reports, emails, meeting notes, etc.	0	3	7	15	20
	1b. Develop at least four strategic plans with collaborating community colleges that articulate the timelines, roles, and responsibilities for implementation of the NCGD Program	1bi. Number of draft strategic plans developed with community colleges transitioned from outreach contacts to formal collaboration partners.	Annually	Institutional records including MOUs, letters of support, etc.	0	3	1	0	0
		1bii. Number of final strategic plans developed with community colleges transitioned from outreach contacts to formal collaboration partners.	Annually	Institutional records including MOUs, letters of support, etc.	0	0	2	4	0

# INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

## EXECUTIVE ORDER 12372

This program falls under Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.pdf>

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

**Important note:** The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

## **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)

## 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.	<p><b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions.</p> <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.	<p><b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.</p>
		11.	<p><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.</p>
2.	<p><b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions.</p> <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 style="margin-left: 20px;">A. Increase Award                      D. Decrease Duration B. Decrease Award                      E. Other (specify) C. Increase Duration</p>	12.	<p><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.</p>
		13.	<p><b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p><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.</p>
3.	<p><b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.</p>	15.	<p><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.</p>
4.	<p><b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.</p>		
5a.	<p><b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.</p>	16.	<p><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</p>
5b.	<p><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,</p>		

	enter the federal identifier in accordance with agency instructions.		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.
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	<b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	<b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		

	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit</p> <p>N. Private Institution of Higher Education</p> <p>O. Individual</p> <p>P. For-Profit Organization (Other than Small Business)</p> <p>Q. Small Business</p> <p>R. Hispanic-serving Institution</p> <p>S. Historically Black Colleges and Universities (HBCUs)</p> <p>T. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>U. Alaska Native and Native Hawaiian Serving Institutions</p> <p>V. Non-US Entity</p> <p>W. Other (specify)</p>		
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**[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

- 1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

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

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

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

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

**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.”

**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

**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.

**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 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 Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, 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. Please 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 breakdown 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 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. 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.

"Please provide your Indirect Cost Rate (e.g. 10%) and your Restricted Indirect Cost Rate, if applicable as part of your budget narrative."

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 **1890-0004**. 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. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to IFLE, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or 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

# FREQUENTLY ASKED QUESTIONS AND ANSWERS

- Q1. Our center has received NRC and FLAS grants in the past. Is it appropriate to refer to this in our application?**  
A. It is appropriate to limited extent to demonstrate programmatic strength/growth and to describe what you have institutionalized as a result of leveraging your Title VI grants. It is not appropriate, however, to engage in lengthy discussions that are retrospectives.
- Q2. What does the U.S. Department of Education (the "Department") consider helpful for presenting the application narrative and other important information?**  
A. In presenting the application narrative (your responses to the selection criteria and competitive preference priorities), we encourage you to follow the order of the selection criteria as listed in the program regulations on pp 49- 61. Additional technical assistance guidance includes: using cross-references in the budget and appendices, providing an acronyms list, and using tables and graphs to present information effectively.
- Q3. In the application, should we describe our center's "outreach" to institutions, organizations, and individuals in other countries?**  
A. Yes, but not in the response to the "Outreach Activities" selection criterion, which asks applicants to describe their regional, national, and local domestic outreach activities.  
You may describe linkages with overseas institutions of higher education and organizations, overseas professional development opportunities that contribute to the teaching and research of the center, and other international initiatives within the context of the other, relevant selection criteria.
- Q4. Our center engages in K - 16 outreach activities. Is this sufficient to meet the Absolute Priority for the National Resource Centers Program?**  
A. While K-16 outreach activities align with the absolute priority, the application should not rely solely on the K - 16 activities described under "Outreach Activities" as meeting the priority. There are teacher training activities that you should describe throughout your application beyond those described as domestic outreach activities, such as linkages with the schools of education (at your institution or another institution) to internationalize teach preparation courses.
- Q5. What is the difference between a Competitive Preference Priority and an Invitational Priority?**  
A. Additional points are awarded for a Competitive Preference Priority (CPP), depending upon how well an application meets the CPP. An Invitational Priority (IP) "Invites" applicants to consider including an announced project activity in their applications, but the activity is not awarded points and does not give the applicant a competitive edge.
- Q6. May more than one center at an institution submit NRC/FLAS applications?**  
A. Yes. It is allowable for multiple centers at an institution to submit applications. All applications are independently reviewed by peer review panels with the expertise relevant to the submitted applications.
- Q7. Do the appendices count against the page limit?**  
A. No.
- Q9. Are undergraduate students eligible to receive FLAS fellowships?**  
A. Yes. Undergraduate students who receive FLAS fellowships must be studying a Less Commonly Taught Language (any language other than English, Spanish, French or German) and must be at the intermediate or advanced level of study.
- Q10. How much should we request in the NRC budget and in the FLAS budget?**  
A. The requested funds should be reasonable, necessary, and appropriate for implementing the proposed project. The estimated funding information published in the Notice Inviting Applications is useful for making a determination of how much to request for each budget period of the project.
- Q11. What information does the Department take into consideration when selecting applications for new FY 2018 NRC and FLAS grants?**  
A. We consider the following: (1) the information in each application, (2) the readers' scores and comments resulting from the peer review of the applications, and (3) any other information relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants. The Department is also allowed to take into consideration an institution's performance under any previous U.S. Department of Education discretionary grant.

**Q12. How will decisions about continuation funding be made?**

- A. We make non-competing continuation funding decisions for subsequent budget periods based on whether the grantee has made substantial progress toward meeting its project objectives. We use the performance reports submitted into the International Resource Information System (IRIS), the grants monitoring information in the Department's G5 system, and A-133 audit information, in addition to other project monitoring and oversight factors, to assess substantial progress. Continuation funding is also contingent upon the available Federal funds.

Successful applicants will receive instructions for submitting their IRIS reports. To view the NRC and FLAS reporting screens, please visit the IRIS web site at:

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

[http://iris.ed.gov/iris/pdfs/FLAS\\_director.pdf](http://iris.ed.gov/iris/pdfs/FLAS_director.pdf)

[http://iris.ed.gov/iris/pdfs/FLAS\\_fellow.pdf](http://iris.ed.gov/iris/pdfs/FLAS_fellow.pdf)

**Q13. Is there a matching requirement for the NRC or FLAS program?**

- A. There is no matching requirement for either of the programs. Therefore, applicants should not include Section B of the ED 524 form in their applications. If you do, and you are recommended for funding, the center and the institution will be held accountable for the amounts reflected on that form. This is different, however, from describing in the Project Narrative the institution's commitment to the proposed project and the fiscal and human resources that will support the project. For example, the Project Narrative might include a table to show the funds the institution has contributed to area studies faculty over a specified time frame.

**Q14. Are we allowed to include project evaluation costs in our NRC budget and is there any limitation on the amount?**

- A. Including project evaluation costs in the NRC budget is appropriate and allowable. Applications should request an amount that is reasonable and justifiable in terms of the overall project scope and total budget request.

**Q15. How many copies of our application are we required to submit?**

- A. Applicants are required to submit an original application and two copies. Please submit unbound copies of your applications for ease in processing, handling, and scanning.

**Q16. Is an exception ever made to accept an application that is postmarked after the deadline date?**

- A. No. Applications must be transmitted to the Department in accordance to the Application Transmittal guidelines. In fairness to all applicants in a competition, the Department will not accept an application that is postmarked after the deadline date.

**Q17. What happens to my application after the Department's Application Control Center (ACC) receives it?**

- A. The Application Control Center logs the application in and assigns the appropriate PR Number(s) to indicate the program(s) under which it is submitted. The ACC will send you a notification of receipt of your application.

All applications are screened to ensure compliance with the announced page limitations (number of pages, formatting, etc., ) and to make a determination of eligibility. Applications are also screened to determine whether it is a comprehensive or an undergraduate Center application, whether FLAS fellowships are being requested, the world area or thematic focus, etc., to ensure that the applications are assigned to the appropriate peer review panels for evaluation.

**Q18. Who serves on the peer review panels, and what happens after the peer review process?**

- A. Each peer review panel includes three readers – two area studies experts and one language expert – who are selected from the field readers whose profiles have been submitted into the Department's G5 system and who are qualified to review Title VI NRC/FLAS applications. Three reviewers read and score each application, using the selection criteria for the NRC and FLAS Programs, and the competitive priorities. The total of the three scores is divided by three to determine the application's average score. Funding recommendations per world area panel are based on all of the average scores in that particular world area. The world area funding slates (that include applicants recommended for funding and those not recommended) are reviewed by various Department officials, with final review and approval by the Secretary. After the slates are signed by the Secretary and the Congressional notifications have been completed, IFLE notifies grantees and issues the Grant Award Notifications (GANs).

**Q19. What happens to my application if the Department finds it to be ineligible?**



- A. It is not evaluated. Section 75.216 of EDGAR prohibits the Department from evaluating an application if it does not meet the program eligibility criteria or does not otherwise comply with application requirements. If the application is deemed ineligible, all copies will be returned to the applicant with a letter explaining why the application was deemed ineligible.

**Q20. *How long does it take the Department to complete the review process?***

- A. The external peer review will be conducted in one week. After that, we hope to complete all grant-making tasks so that we can notify new FY 18 grantees before September 30, 2018.

## U.S. Department of Education Application Checklist

### National Resource Centers Program (CFDA 84.015A) Foreign Language and Area Studies Fellowships Program (CFDA 84.015B)

- An original and one copy of your application.

**Submit UNBOUND applications (no binders, no spiral binding, etc.)** Insert the copies, bound with rubber bands or binder clips, into expanding files and label the expanding file with your identifying information. The **unbound** copies make processing, handling, and scanning much easier.

We are requesting unbound copies because the peer review panels will be reading scanned copies of the applications for the FY 18 competition.

- Application for Federal Assistance (SF424)
  - ✓ The institution's correct DUNS number is entered on form SF 424 (item 8c on the SF 424 form)
  - ✓ The form is signed by the applicant's authorizing official
- U.S. Department of Education Supplemental Information for the SF-424 Form
- Budget Information Form (ED-524)
  - ✓ Completed Section A Budget Summary and attached a Detailed Line Item Budget with line items of costs and descriptions.
- General Education Provisions Act (GEPA) section 427 statement
- NRC and FLAS Applicant Profile (world area, type of application, FLAS-eligible languages)
- Abstract
- Acronyms Guide
- Application (Project) Narrative (response to the selection criteria)
- Description: Diverse Perspectives and Wide Range of Views in Funded Activities
- Description: Government Service in Areas of National Need and in Other Employment Sectors
- Appendices
  - ✓ Curriculum Vitae
  - ✓ Course List
  - ✓ Performance Measure Form for NRC applications only
  - ✓ Letters of Support
- Certifications and Assurances
  - ✓ Assurances – Non-Construction Programs (SF-424B)
  - ✓ Certification Regarding Lobbying (ED 80-0013)

✓ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)

- ❑ A copy of the application is submitted to the State Single Point of Contact in accordance with Executive Order 12372

### **Suggested Order for Assembling the Application:**

- All federal forms (including signed certifications and assurances), beginning with the SF 424, followed by the Supplemental SF 424 form. On the SF 424 Form, enter the amount of federal funds that you are requesting for Year One. Do not enter the total amount requested for all four years of the project period
- Institution's statement to respond to GEPA requirements
- ED 524 Budget Summary Budget A that indicates the NRC funds being requested in all line items and the FLAS funds being requested on line 11 (training stipends), for all four years of the project period
- ED 524 Budget Detail Pages
- Table of Contents
- Abstract
- Diverse Perspectives and Areas of Need Descriptions
- Application (Project) Narrative (responses to the NRC and/or FLAS selection criteria)
- Appendices:
  - Curriculum Vitae
  - Course List
  - Performance Measure Form
  - Letters of Support

**REMINDER:** Please send an original and two copies of your applications unbound. Unbound copies are easier for scanning and processing purposes.

## 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 1840-0807. The time required to complete this information collection is estimated to average 105 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4537.

**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** National Resource Centers and Foreign Language and Area Studies Fellowships Programs, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E245, Washington, D.C. 20202.

**FY 18 NRC AND FLAS  
APPLICATION  
FEDERAL FORMS  
(see attached zip file)**