

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Washington, DC 20006-8510



Fiscal Year 2018

**APPLICATION FOR GRANTS
UNDER THE
UNDERGRADUATE INTERNATIONAL STUDIES
AND FOREIGN LANGUAGE PROGRAM
(CFDA NUMBER: 84.016A)**

Form Approved

OMB No. 1840-0796, Exp. Date: XX/XX/XXXX

DATED MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: TBD

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Dear Applicant:

Thank you for your interest in applying for a Fiscal Year (FY) 2018 grant under the Undergraduate International Studies and Foreign Language (UISFL) program. The program provides grants to institutions of higher education, consortia of institutions of higher education, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to strengthen and improve undergraduate instruction in international studies and foreign languages.

We have announced two competitive preference priorities and two invitational priorities for this program. The U.S. Department of Education (Department) strongly encourages all applicants to give consideration to these priorities. For additional information about the competitive preference priorities and the invitational priorities, refer to the Federal Register (FR) notice inviting applications for new awards for FY 2018.

This letter highlights a few items in the FY 2018 application package that will be important to you in applying for grants under this program; however, you should review the entire application package carefully before preparing and submitting your application.

Applicants should pay particular attention to the section entitled “Competition Highlights” that describes the invitational and competitive preference priorities as well as other program and competition details. Also, please pay close attention to the “Application Selection and Program Review” information. This section gives an overview of how each application will be reviewed and scored. Another important section is the application checklist. Please use this checklist to ensure that you have completed all the necessary steps prior to electronic submission. Applications for grants under the UISFL program must be submitted electronically using the grants.gov system. A detailed description of how to apply using this system is included in the FR notice. You are urged to acquaint yourself with the requirements of this system early. You may access the grants.gov system through its portal page at:

<http://www.grants.gov>

After you have submitted your application electronically, you will receive an e-mail with your assigned PR award number confirming that your application was received.

You are reminded that the FR notice is the official document for the FY 2018 UISFL competition, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document. For information (including dates and times) about how to submit your application electronically, please refer to the FR document.

An overview of the UISFL program is accessible at the Department Web site at:

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

If you have any questions or require additional information, please contact Tanyelle Richardson at Tanyelle.richardson@ed.gov or by phone at (202)453-6391 or Carla White at Carla.white@ed.gov, (202)453-6304.

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

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

COMPETITION HIGHLIGHTS

1. **Grants.gov and Electronic Submission:** UISFL applications submitted for FY 2018 must be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early as the registration procedures may require 5 or more days to complete. For more detailed information please see “Submission Procedures and Tips for Applicants” found in this document.

Grants.gov is accessible through its portal page at: <http://www.grants.gov>
It is important to know that the Grants.gov site works differently than the Department’s e-Application system used in past competitions. Grants.gov does not allow applicants to “un-submit” applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must “re-submit” the application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest “date/time received” validation.

2. **Page Limitation:** We recommend that you limit the application narrative to no more than **40-pages** for the Program Narrative portion of the application. The FR notice contains the specific standards for preparing the Program Narrative.
3. **Project Abstract:** Applicants are required to submit a project abstract. It is limited to a one page, single-spaced document and should include the name of the applicant institution, title of the project, name and contact information of the Project Director, and a brief overview of the proposed project. The abstract must be uploaded into the “Abstract Narrative” section of the application..
4. **Deadline Information:** Please note that you must submit your application by 4:30:00 p.m. (Washington, D.C. time) on or before the application deadline date. Late applications will not be accepted. We suggest that you submit your application several days before the deadline. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
5. **Project Start and End Dates:** Proposed start and end dates for the first twelve months of the FY 2018 grant period should be **October 1, 2018 – September 30, 2019**. Please be mindful of these dates as you develop a two- or three-year plan of operation and create an itemized budget for each budget year.
6. **Program Priorities:** Please note the following program priorities for FY 2018

Competitive Preference Priorities

Competitive Preference Priority 1 (2 or 3 points):

Applications from Minority-Serving Institutions (MSIs) (as defined in this notice) or community colleges (as defined in this notice), whether as individual applicants or as part of a consortium of institutions of higher education (IHEs) (consortium) or a partnership between nonprofit educational organizations and IHEs (partnership).

Note:

If an MSI or community college is a single applicant, or the lead applicant in a consortium or partnership, the application received three additional points. If an MSI or community college was a member of a consortium or partnership, but not the lead applicant, the application received two additional points. No application received more than three additional points for this priority.

Competitive Preference Priority 2 (2 points): Applications that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a two-year degree granting institution, offer two years of postsecondary credit in a foreign language.

Invitational Priorities

Invitational Priority 1 (0 points): Applications that propose programs or activities focused on any of the 78 priority languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs). The list of priority languages can be found in the NIA.

Invitational Priority 2 (0 points): Applicants that create innovative curricula that combine the teaching of international studies with one of the following academic fields of study: business, economics, public health, international and comparative education, science, technology, engineering, or mathematics. Programs can be located within the applicant's home IHE or within the IHE(s) that form(s) part of the consortium/partnership applying for the grant (including those that are eligible to receive assistance under part A or B of title III or under title V).

Selection Criteria:

Reviewers will review and score eligible applications on the following selection criteria:

- (a) Plan of operation;
- (b) Quality of key personnel;
- (c) Budget and cost effectiveness;
- (d) Evaluation plan;
- (e) Adequacy of resources;
- (f) Commitment to international studies;
- (g) Elements of the proposed international studies program;
- (h) Need for and prospective results of the proposed program; and
- (i) Need for and potential impact of the proposed project in improving international studies and the study of modern foreign languages at the undergraduate level, if the applicant is from a public or private nonprofit agency or organization.

Reviewers will also score the competitive preference priorities.

Please Note:

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

INTRODUCTION

UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

AUTHORIZATION

Title VI, Part A, Section 604 of the Higher Education Act of 1965, as amended.
Program regulations are in 34 CFR Parts 655 and 658.

PURPOSE

To assist institutions of higher education, consortia of such institutions, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages.

ELIGIBLE APPLICANTS

Institutions of higher education, consortia of institutions of higher education, partnerships between nonprofit educational organizations and institutions of higher education, and nonprofit agencies and organizations, including professional and scholarly associations.

PROGRAM DESCRIPTION / ACTIVITIES FUNDED UNDER THIS PROGRAM

Applicants should use Federal funds to primarily revise and update curricula and to develop additional faculty expertise.

AUTHORIZED ACTIVITIES. Eligible activities to be conducted under this section **may** include:

- (1) development of a global studies/international studies program which is interdisciplinary in design;
- (2) development of a program which focuses on issues or topics, such as international business or international health;
- (3) development of an area studies program and its languages;
- (4) creation of innovative curricula which combines the teaching of international studies with professional or pre-professional studies, such as engineering;
- (5) research for and development of specialized teaching materials, including language materials; i.e. Spanish for Healthcare Professionals;
- (6) establishment of internship/study abroad opportunities for faculty and students in domestic and overseas settings;
- (7) development of study abroad programs.

EXPECTED FUNDING LEVELS

Amounts are anticipated only; the U. S. Department of Education is not bound by the estimates given below.

•Estimated Range of Awards:

For single applicant grants: **\$70,000–\$95,000** each 12- month budget period.

For consortia or partnership grants: **\$90,000-\$150,000** each 12-month budget period.

Estimated Average Size of Awards:

For single applicant grants: \$87,726.

For consortia or partnership grants: \$120,000.

Maximum Award: We will reject any application from a single applicant that proposes a budget exceeding \$95,000 for a single budget period of 12 months, or from an applicant that is a consortium or partnership that proposes a budget exceeding \$150,000 for a single budget period of 12 months.

Estimated Number of Awards: 25.

Supplemental Information

The following information supplements the information provided in the “Dear Applicant” letter and the Federal Register notice.

I. BUDGET INFORMATION

Applicants should budget \$1,800 - \$2,000 (per person) of Federal funds to attend the annual meeting of Title VI project directors each budget year. We recommend two key staff to attend our annual project directors’ meeting. Funds can be reallocated if there is no meeting.

Single institutions may receive up to two (2) years of support, while consortia and nonprofit organizations/associations and partnerships between institutions of higher education and organizations and associations can receive up to three (3) years of support.

Applicants may request for up to **10%** of funds to be used for educational programs abroad that are closely linked to the project’s goals and promote foreign language fluency and knowledge of world regions.

Applicants are limited to 8% indirect costs under this grant. Institutions with a higher negotiated indirect cost rate cannot use the un-recovered indirect costs as a part of their matching.

NON-FEDERAL SHARE (or Matching Requirements) – the applicant’s required matching funds may be obtained in either of the following ways:

- (a) private sector cash equal to 1/3 of the total project budget; or
- (b) a combination of institutional and non-institutional cash or in-kind amounts equal to ½ (50%) of the total project budget.

*SPECIAL RULE – The Secretary may waive or reduce the required non-Federal share for institutions that-

- (A) Are eligible to receive assistance under Part A or Part B of Title III or under Title V of the Higher Education Act of 1965, as amended; and
- (B) Have submitted a grant application under the Undergraduate International Studies and Foreign Language program that demonstrates a need for a waiver or reduction.

** An applicant that meets the Special Rule ***must include a letter in its application appendices*** signed by the institution’s authorizing representative certifying that the institution meets the Special Rule.

II. APPENDICES TO APPLICATION

Please limit supporting documents to the following:

1. Letters of support;
2. Curriculum vitae of key personnel, i.e. project director(s), faculty participants, consultants, and evaluators (recommended two pages per each individual).
3. Sample evaluation and assessment tools
4. Project timeline chart
5. Letter to request Special Rule Waiver (if applicable)
6. Project-Specific Performance Measure Forms (2 measures minimum; 1 measure per form)
7. Program Profile Form
8. Supplemental Program Information Form

III. APPLICANT FUNDING

The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the “Maximum Award” section of the FR notice. The Department will not fund any application at an amount exceeding the applicable maximum funding level.

IV. EVALUATION OF APPLICATIONS FOR AWARDS

A two-member panel of non-federal evaluators reviews each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

V. SELECTION OF GRANTEES

Under 34 CFR 658.34, in addition to the selection criteria for this program, the Secretary, to the extent practicable and consistent with the criterion of excellence, may encourage diversity by ensuring that a variety of types of projects and institutions receive funding. In the FY 2018 competition, the Secretary may seek to achieve greater diversity in the types of institutions assisted under this program by selecting applicants that represent a variety of types of institutions, including minority-serving institutions eligible for assistance under Part A or B of Title III or under Title V of the HEA, community colleges, or institutions that have not received grants under the UISFL program previously.

VI. NOTICE TO SUCCESSFUL APPLICANTS

The Department’s Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for UISFL Program new grant awards. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified. Notification of successful applicants will take place no later than September 30, 2018.

VII. NOTICE TO UNSUCCESSFUL APPLICANTS

Unsuccessful applicants will be notified in writing from the IFLE office following the notice to successful applicants.

**Please note that all applicants (successful and unsuccessful) will receive copies of evaluators' scores and comments for reference purposes.

VIII. PERFORMANCE REPORTS

If you receive a FY 2018 new grant award, you will be required to submit annual and final performance reports during the two-to-three-year funding cycle using the International Resource Information System (IRIS). This online system collects narratives and data about funded projects, to enable program officers to determine if a grantee is making substantial progress toward meeting approved project objectives. When determining whether a grantee has made substantial progress, program officers will consider factors such as whether the grant activities were conducted in accordance with the approved scope of the project and budget, whether the project has faced any major problems or delays that might impede the achievement of one or more of the project objectives, and whether evaluations of the grant demonstrate effectiveness or useful recommendations. More information can be found here: <http://www.ed.gov/programs/iegpsugisf/performance.html>. The performance report will assist our program staff in determining whether or not the UISFL project is making substantial progress toward meeting the approved project objectives and whether or not a continuation award (if applicable) is in the best interest of the Federal government. Project Directors will be responsible for overall project reports as well as entering project participant information into the system.

The IRIS reporting instrument includes sections for grantees to input data that responds to the Government Performance and Results Act (GPRA) to assess overall program performance.

IX. RESOURCES FOR PROPOSAL DEVELOPMENT

National Resource Centers (NRCs) are funded by the U.S. Department of Education and serve the general purpose of training specialists in modern foreign languages and area or international studies. Most NRC institutions have outreach coordinators whose general purpose is to disseminate information and assist other institutions with accessing needed information and resources. Institutions interested in submitting proposals to the UISFL program are encouraged to contact NRCs and their outreach coordinators for assistance in accessing suitable resources for proposal and program development. Additional information can be found at the NRC program website at: <http://www.ed.gov/programs/iegpsnrc/index.html>.

X. CONTACT INFORMATION

For program-related questions and assistance, please contact:

Senior Program Officer: Tanyelle H. Richardson
Address: International and Foreign Language Education (IFLE)
U.S. Department of Education

Telephone: (202) 453-6391 Fax: 202.453.6742
E-mail: tanyelle.richardson@ed.gov

Program Officer: Carla White
Address: International and Foreign Language Education (IFLE)
U.S. Department of Education

Telephone: (202) 453-6304 Fax: 202.453.6742
E-mail: Carla.white@ed.gov

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

Grants.gov Support Desk
Telephone: (800) 518-4726
Email: support@grants.gov
Hours: 24 hours a day, 7 days a week (closed federal holidays)

Federal Register Notice Placeholder (FY 2018 To be inserted)

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Undergraduate International Studies
and Foreign Language Program

AGENCY: Office of Postsecondary Education, Department of
Education.

ACTION: Notice.

Overview Information:

Undergraduate International Studies and Foreign Language (UISFL)
Program

Notice inviting applications for new awards for fiscal year (FY)
20188.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.016A.

Dates:

Applications Available: TBD.

Deadline for Transmittal of Applications: **TBD.**

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The UISFL Program provides grants for
planning, developing, and carrying out programs to strengthen and
improve undergraduate instruction in international studies and
foreign languages in the United States.

Priorities: This notice contains two competitive preference priorities and two invitational priorities. Competitive Preference Priority 1 is from the notice of final priority, published in the Federal Register on June 11, 2014 (79 FR 33432). Competitive Preference Priority 2 is from 34 CFR 658.35(a).

Competitive Preference Priorities: For FY 2018, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2) (i), we award an additional two or three points depending on whether and how an application meets Competitive Preference Priority 1, and we award up to an additional two points to an application that meets Competitive Preference Priority 2.

These priorities are:

Competitive Preference Priority 1. (2 or 3 points)

Applications from Minority-Serving Institutions (MSIs) (as defined in this notice) or community colleges (as defined in this notice), whether as individual applicants or as part of a consortium of institutions of higher education (IHEs) (consortium) or a partnership between nonprofit educational organizations and IHEs (partnership).

An application from a consortium or partnership that has an MSI or community college as the lead applicant will receive more points under this priority than applications in which the MSI or community college is a member of a consortium or partnership but not the lead applicant.

A consortium or partnership must undertake activities designed to incorporate foreign languages into the curriculum of the MSI or community college and to improve foreign language and international or area studies instruction on the MSI or community college campus.

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) 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.

Note: We will award either two or three points to an application that meets this priority. If an MSI or community college is a single applicant, or the lead applicant in a consortium or partnership, the application will receive three additional points. If an MSI or community college is a member of a consortium or partnership, but not the lead applicant, the

application will receive two additional points. No application will receive more than three additional points for this priority.

Note: You may view lists of title III- and title V-eligible institutions at the following link:___

<https://www2.ed.gov/about/offices/list/ope/itudes/t3t5-eligibles-2015.pdf>. The eligibility status is still current for

institutions listed at the link above. You may also view the list of Historically Black Colleges and Universities at 34 CFR 608.2.

Competitive Preference Priority 2. (2 points)

Applications from an institution of higher education (IHE), a consortium of institutions of higher education (consortium), or a partnership between nonprofit educational organizations and IHEs (partnership) that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a two-year degree granting institution, offer two years of postsecondary credit in a foreign language.

Invitational Priorities: For FY 2018, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1), we do not

give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1--Priority Languages Selected from the U.S. Department of Education's List of Less Commonly Taught Languages (LCTLs).

Applications that propose programs or activities focused on language instruction or the development of area or international studies programs to include language instruction in any of the 78 priority languages selected from the U.S. Department of Education's list of LCTLs: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu,

Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

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 languages 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-2018.pdf>.

Invitational Priority 2--Developing Interdisciplinary Curriculum.

Applicants that create innovative curricula that combine the teaching of international studies with one of the following academic fields of study: business, economics, public health, international and comparative education, science, technology, engineering, or mathematics. Programs can be located within the applicant's home IHE or within the IHE(s) that form(s) part of the consortium/partnership applying for the grant (including those that are eligible to receive assistance under part A or B of title III or under title V).

Program Authority: 20 U.S.C. 1124.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 82, 84, 86, 97, 98, and 99. (b) The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 34 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 34 CFR part 3474. (d) The regulations in 34 CFR parts 655 and 658. (e) The notice of final priority, published in the Federal Register on June 11, 2014 (79 FR 33432).

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$2,257,434.

Estimated Range of Awards:

For single applicant grants: \$70,000-\$95,000 each 12-month budget period.

For consortia or partnership grants: \$90,000-\$150,000 each 12-month budget period.

Estimated Average Size of Awards:

For single applicant grants: \$86,824.

For consortia or partnership grants: \$120,000.

Maximum Award: We will reject any application from a single applicant that proposes a budget exceeding \$95,000 for a single budget period of 12 months, or from an applicant that is a consortium or partnership that proposes a budget exceeding \$150,000 for a single budget period of 12 months.

Estimated Number of Awards: 30.

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

Project Period:

For single applicant grants: Up to 24 months.

For consortia or partnership grants: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: (1) IHEs; (2) consortia of IHEs; (3) partnerships between nonprofit educational organizations and IHEs; and (4) public and private nonprofit agencies and organizations, including professional and scholarly associations.

2. Cost Sharing or Matching: This program has a matching requirement under section 604(a)(3) of the HEA, 20 U.S.C. 1124(a)(3), and the regulations for this program in 34 CFR 658.41.

UISFL Program grantees must provide matching funds in either of the following ways: (i) cash contributions from private sector corporations or foundations equal to one-third of the total project costs; or (ii) a combination of institutional and non-institutional cash or in-kind contributions including State and

private sector corporation or foundation contributions, equal to one-half of the total project costs. The Secretary may waive or reduce the required matching share for institutions that are eligible to receive assistance under part A or part B of title III or under title V of the HEA that have submitted an application that demonstrates a need for a waiver or reduction.

b. Supplement-Not-Supplant: This program involves supplement-not-supplant funding requirements. See paragraph 4(D) in section V of this notice for further information regarding this requirement.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address:

www.ed.gov/fund/grant/apply/grantapps/index.html. To obtain a copy from ED Pubs, write, fax, or call the following: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:
www.EDPubs.gov or at its email address: edpubs@inet.ed.gov.

If you request an application from ED Pubs, be sure to identify this program as follows: CFDA number 84.016A.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the person listed under For Further Information Contact in section VII of this notice.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative (Part III) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that applicants limit the application narrative to no more than 40 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions. Charts, tables, figures, and graphs in the application narrative may be single spaced and will count toward the page limit.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10-point font in charts, tables, figures, and graphs.

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

The 40-page limit does not apply to Part I, the Application for Federal Assistance face sheet (SF 424); the supplemental information form required by the Department of Education; Part II, Budget Information--Non-Construction Programs (ED 524); Part IV, assurances, certifications, and the response to section 427 of the General Education Provisions Act (GEPA); the table of contents; the one-page project abstract; the appendices; or the line item budget. However, the page limit does apply to all of the application narrative section. If you include any attachments or appendices not specifically requested, these items will be counted as part of the application narrative for the purpose of the page-limit requirement.

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

3. Submission Dates and Times:

Applications Available: June 13, 2018].

Deadline for Transmittal of Applications: **July 22, 2018.**

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

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

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

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

5. Funding Restrictions: We specify unallowable costs in 34 CFR 664.33. We reference additional regulations outlining funding restrictions in the Applicable Regulations section of this notice.

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

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

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

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

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

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

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

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

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

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

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register

yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:

www.grants.gov/web/grants/register.html.

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

a. Electronic Submission of Applications.

Applications for grants under the UISFL Program, CFDA number 84.016A, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the UISFL Program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.016, not 84.016A).

Please note the following:

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

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

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

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

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the

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

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

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

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

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

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

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

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

Application Deadline Date Extension in Case of Technical Issues

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

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

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

DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to

the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Tanyelle Richardson, U.S. Department of Education, 400 Maryland Ave., SW., room 3E211, Washington, DC 20202-4260. FAX: (202) 453-5780.

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

b. Submission of Paper Applications by Mail.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.016A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

- (1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.016A)
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. Selection Criteria: The selection criteria for this program are from 34 CFR 658.31, 658.32, 658.33, and 655.32 and are listed in this section. The maximum score for all of the criteria, including the competitive preference priorities, is 105 points.

All Applications. All applications will be evaluated based on the following criteria: (a) Plan of operation (15 points); (b) Quality of key personnel (10 points); (c) Budget and cost effectiveness (10 points); and (d) Adequacy of resources (5 points).

Applications from IHEs, Consortia, or Partnerships. All applications submitted by an IHE or a consortia or partnership will also be evaluated based on the following criteria: (e) Commitment to international studies (15 points); (f) Elements of the proposed international studies program (10 points); and (g) Need for and prospective results of the proposed program (15 points).

Applications from Public and Private Nonprofit Agencies and Organizations, Including Professional and Scholarly Associations. All applications from public and private nonprofit agencies and organizations, including professional and scholarly associations, will also be evaluated based on the following criterion: Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level (40 points).

The evaluation plan will be scored separately as described in the Review and Selection Process section of this notice.

Additional information regarding these criteria is in the application package for this program. The total number of points

available under these selection criteria, combined with the competitive preference priorities, is as follows:

Selection Criteria	UISFL IHES	UISFL Consortia and Partnerships	UISFL Public and Private Nonprofit Agencies and Organizations, Including Professional and Scholarly Associations
(a) Plan of Operation	15	15	15
(b) Quality of Key Personnel	10	10	10
(c) Budget & Cost Effectiveness	10	10	10
(d) Adequacy of Resources	5	5	5
(e) Commitment to International Studies	15	15	n/a
(f) Elements of Proposed International Studies Program	10	10	n/a
(g) Need for & Prospective Results of Proposed Program	15	15	n/a
(h) Need for & Potential Impact of the Proposed Project in Improving International Studies & the Study of Modern Foreign Languages at the Undergraduate Level	n/a	n/a	40
Competitive Preference Priority #1 (Optional)	3	3	n/a
Competitive Preference Priority #2 (Optional)	2	2	n/a
Sub-Total	85	85	80
(i) Evaluation Plan	20	20	20
Total Possible Points	105	105	100

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

For the UISFL grant applications, the Department will use a two-tier review process to review and score eligible applications. Under the first--tier review, content reviewers will review and score eligible applications on the following selection criteria: (a) Plan of operation; (b) Quality of key personnel; (c) Budget and cost effectiveness; (d) Adequacy of resources; (e) Commitment to international studies; (f) Elements of the proposed international studies program; (g) Need for and prospective results of the proposed program as applicable; as well as (h) Need for and potential impact of the proposed project in improving international studies and the study of modern foreign languages at the undergraduate level, if the applicant is from a public or private nonprofit agency or organization. These reviewers will also review and score the applications that address the competitive preference priorities. Under the second-

tier review, the top 60 ranked applications from the first tier will have the remaining criterion, Evaluation plan, reviewed and scored by a different panel of peer reviewers with evaluation expertise. Evaluation peer reviewers will be responsible for assessing the feasibility of evaluation plans and the proposed performance measure form (PMF). The PMF includes the Project Goals, Performance Measures, and Activities that all applicants must submit to demonstrate how their projects' performance will be assessed. Both tier scores will then be combined and the combined score will be used to rank the top-scoring applications.

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).

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

[200](#), subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Application Requirements: In addition to any other requirements outlined in the application package for this program, section 604(a)(7) of the HEA, 20 U.S.C. 1124(a)(7), requires that each application from an IHE, consortia, or partnership include--

(A) Evidence that the applicant has conducted extensive planning prior to submitting the application;

(B) An assurance that the faculty and administrators of all relevant departments and programs served by the applicant are involved in ongoing collaboration with regard to achieving the stated objectives of the application;

(C) An assurance that students at the applicant institutions, as appropriate, will have equal access to, and derive benefits from, the UISFL Program;

(D) An assurance that each applicant, consortium, or partnership will use the Federal assistance provided under the UISFL Program to supplement and not supplant non-Federal funds the institution expends for programs to improve undergraduate instruction in international studies and foreign languages;

(E) A description of how the applicant will provide information to students regarding federally funded scholarship programs in related areas;

(F) 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, where applicable; and

(G) A description of how the applicant will encourage service in areas of national need, as identified by the Secretary.

VI. Award Administration Information

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

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

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

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

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

(b) At the end of your project period, you must submit a final performance report, including financial information, as specified by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. Grantees are required to use the online data and reporting system, the International Resource Information System (IRIS), to complete their interim and final reports. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

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

4. Performance Measures: Under the Government Performance and Results Act of 1993, as updated by the GPRA Modernization Act

of 2010 on January 4, 2011, the Department will use the following performance measures to evaluate the success of the UISFL Program: percentage of UISFL projects that added or enhanced courses in international studies in critical world areas and priority foreign languages; and percentage of UISFL consortium projects that established certificate and/or undergraduate degree programs in international or foreign language studies.

If funded, you will be required to collect and report data in IRIS on those measures and steps taken toward improving performance on those outcomes. Consequently, applicants are advised to include these outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects. Their measurement should be a part of the proposed project evaluation plan, along with measures of progress and on the goals and objectives specific to your project.

The information provided by grantees in their performance reports submitted via IRIS will be the source of data for these performance measures.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress toward meeting the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established

performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation 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: Tanyelle Richardson, U.S. Department of Education, 400 Maryland Ave, SW., room 3E211, Washington, DC 20202-4260. Telephone: (202) 453-6391 or by email: tanyelle.richardson@ed.gov.

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

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer 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. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or PDF. To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search function at www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

Lynn B. Mahaffie,
Deputy Assistant Secretary for Policy,
Planning and Innovation, Delegated the Duties
of Assistant Secretary for Postsecondary
Education.

Authorizing Legislation

SEC. 604. UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS.

`(a) INCENTIVES FOR THE CREATION OF NEW PROGRAMS AND THE STRENGTHENING OF EXISTING PROGRAMS IN UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS-

`(1) AUTHORITY- The Secretary is authorized to make grants to institutions of higher education, consortia of such institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist such institutions, consortia or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages. Such grants shall be awarded to institutions, consortia or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

`(2) USE OF FUNDS- Grants made under this section may be used for Federal share of the cost of projects and activities which are an integral part of such a program, such as--

`(A) planning for the development and expansion of undergraduate programs in international studies and foreign languages;

`(B) teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--

`(i) the expansion of library and teaching resources; and

`(ii) pre-service teacher training and in-service teacher professional development;

`(C) expansion of opportunities for learning foreign languages, including less commonly taught languages;

`(D) programs under which foreign teachers and scholars may visit institutions as visiting faculty;

`(E) programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;

`(F) the development of undergraduate educational programs--

`(i) in locations abroad where such opportunities are not otherwise available or that serve students for whom such opportunities are not otherwise available; and

`(ii) that provide courses that are closely related to on-campus foreign language and international curricula;

`(G) the integration of new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;

`(H) the development of model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and the integration of educational programs abroad into the curriculum of the home institution;

- (I) the provision of grants for educational programs abroad that—
 - (i) are closely linked to the program’s overall goals; and
 - (ii) have the purpose of promoting foreign language fluency and knowledge of world regions;
 - (J) the development of programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;
 - (K) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this subsection;
 - (L) the conduct of summer institutes in foreign area, foreign language, and other international fields to provide faculty and curriculum development, including the integration of professional and technical education with foreign area and other international studies, and to provide foreign area and other international knowledge or skills to government personnel or private sector professionals in international activities;
 - (M) the development of partnerships between--
 - (i) institutions of higher education; and
 - (ii) the private sector, government, or elementary and secondary education institutions, in order to enhance international knowledge and skills; and
 - N) the use of innovative technology to increase access to international education programs.
- (3) NON-FEDERAL SHARE- The non-Federal share of the cost of the programs assisted under this subsection--
- (A) may be provided in cash from the private sector corporations or foundations in an amount equal to one-third of the total cost of the programs assisted under this section; or
 - (B) may be provided as an in-cash or in-kind contribution from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the programs assisted under this section.
- (4) SPECIAL RULE- The Secretary may waive or reduce the required non-Federal share for institutions that--
- (A) are eligible to receive assistance under part A or B of title III or under title V; and
 - (B) have submitted a grant application under this section that demonstrates a need for a waiver or reduction.
- (5) PRIORITY- In awarding grants under this section, the Secretary shall give priority to applications from institutions of higher education, consortia or partnerships that require entering students to have successfully completed at least 2 years of secondary school foreign language instruction or that require each graduating student to earn 2 years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer 2 years of postsecondary credit in a foreign language.

`(6) GRANT CONDITIONS- Grants under this subsection shall reflect the purposes of this part and be made on such conditions as the Secretary determines to be necessary to carry out this subsection.

`(7) APPLICATION- Each application for assistance under this subsection shall include--

`(A) evidence that the applicant has conducted extensive planning prior to submitting the application;

`(B) an assurance that the faculty and administrators of all relevant departments and programs served by the applicant are involved in ongoing collaboration with regard to achieving the stated objectives of the application;

`(C) an assurance that students at the applicant institutions, as appropriate, will have equal access to, and derive benefits from, the program assisted under this subsection;`

(D) an assurance that applicant, consortium or partnership will use the Federal assistance provided under this subsection to supplement and not supplant non-Federal funds the institution expends for programs to improve undergraduate instruction in international studies and foreign languages;

(E) a description of how the applicant will provide information to students regarding federally funded scholarship programs in related areas;

(F) 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, where applicable; and

(G) a description of how the applicant will encourage service in areas of national need, as identified by the Secretary.

`(8) EVALUATION- The Secretary may establish requirements for program evaluations and require grant recipients to submit annual reports that evaluate the progress and performance of students participating in programs assisted under this subsection.

`(b) PROGRAMS OF NATIONAL SIGNIFICANCE- The Secretary may also award grants to public and private nonprofit agencies and organizations, including professional and scholarly associations, whenever the Secretary determines such grants will make an especially significant contribution to improving undergraduate international studies and foreign language programs.

`(c) FUNDING SUPPORT-

(1) IN GENERAL - The Secretary may use not more than 20 percent of the total amount appropriated for this part for carrying out the purposes of this section.

(2) GRANTEES – Of the total amount of grant funds awarded to a grantee under this section, the grantee may use not more than ten percent of such funds for the activity described in subsection (a)(2)(I).

Code of Federal Regulations

PART 655—INTERNATIONAL EDUCATION PROGRAMS— GENERAL PROVISIONS

Subpart A—General

Sec.

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

(Authority: [20 U.S.C. 1121](#)–1127)

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

Combination 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]

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

§655.10 What kinds of projects does the Secretary assist?

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

(Authority: [20 U.S.C. 1021](#)–1027)

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

Subpart C **[Reserved]**

Subpart D—How Does the Secretary Make a Grant?

§655.30 How does the Secretary evaluate an application?

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

(a) The general criteria in §655.31; and

(b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: [20 U.S.C. 1121](#)–1127)

[64 FR 7739, Feb. 16, 1999]

§655.31 What general selection criteria does the Secretary use?

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

(2) The Secretary looks for information that shows—

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

(ii) An effective plan of management that ensures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—

(A) Members of racial or ethnic minority groups;

(B) Women; and

(C) Handicapped persons.

(b) *Quality of key personnel.* (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and

- (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
- (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.
- (c) *Budget and cost effectiveness.* (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
- (2) The Secretary looks for information that shows—
- (i) The budget for the project is adequate to support the project activities; and
 - (ii) Costs are reasonable in relation to the objectives of the project.
- (d) *Evaluation plan.* (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
- (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
- (e) *Adequacy of resources.* (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
- (2) The Secretary looks for information that shows—
- (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.
- (Authority: [20 U.S.C. 1121](#)-1127)

§655.32 What additional factors does the Secretary consider in making grant awards? Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: [20 U.S.C. 1126\(b\)](#)).

[58 FR 32575, June 10, 1993]

Code of Federal Regulations

U.S. DEPARTMENT OF EDUCATION
GENERAL ADMINISTRATIVE REGULATIONS
(Title 34 of The Code of Federal Regulations (CFR) Chapter VI (7-1-09 Edition)
Part 658 Undergraduate International Studies and Foreign Language Program

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2009]

From the U.S. Government Printing Office via GPO Access

[CITE: 34CFR658.1]

[Page 381]

TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 658--UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM--Table of Contents

Subpart A--General

Sec. 658.1 What is the Undergraduate International Studies and Foreign Language Program?

The Undergraduate International Studies and Foreign Language Program is designed to provide assistance to institutions of higher education, combinations of those institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist those institutions, combinations, or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages.

Sec. 658.2 Who is eligible to apply for assistance under this program?

The following are eligible to apply for assistance under this part:

- (a) Institutions of higher education.
- (b) Combinations of institutions of higher education.
 - (c) Partnerships between nonprofit educational organizations and institutions of higher education.
 - (d) Public and private nonprofit agencies and organizations, including professional and scholarly associations.

Sec. 658.3 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 658.

Sec. 658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

The definitions in 34 CFR 655.4 apply to this program.

Subpart B--What Kinds of Projects Does the Secretary Assist Under This Program?

Sec. 658.10 For what kinds of projects does the Secretary assist institutions of higher education?

(a) The Secretary may provide assistance to an institution of higher education, a combination of institutions of higher education, or a partnership between a nonprofit educational organization and an institution of higher education to plan, develop, and carry out a program to improve undergraduate instruction in international studies and foreign languages. Those grants must be awarded to institutions, combinations, or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

(b) The Secretary gives consideration to an applicant that proposes a program that--

- (1) Initiates new or revised courses in international or area studies;
- (2) Makes instruction in foreign languages available to students in the program; and
- (3) Takes place primarily in the United States.

(c) The program shall focus on--

- (1) International or global studies;
- (2) One or more world areas and their languages; or
- (3) Issues or topics, such as international environmental studies or international health.

Sec. 658.11 What projects and activities may a grantee conduct under this program?

The Secretary awards grants under this part to assist in carrying out projects and activities that are an integral part of a program to improve undergraduate instruction in international studies and foreign languages. These include projects such as--

- (a) Planning for the development and expansion of undergraduate programs in international studies and foreign languages;
- (b) Teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--
 - (1) Expanding library and teaching resources;
 - (2) Conducting faculty workshops, conferences, and special lectures;

- (3) Developing and testing new curricular materials, including self-instructional materials in foreign languages, or specialized language materials dealing with a particular subject (such as health or the environment);
- (4) Initiating new and revised courses in international studies or area studies and foreign languages; and
- (5) Conducting pre-service and in-service teacher training;
- (c) Expanding the opportunities for learning foreign languages, including less commonly taught languages;
- (d) Providing opportunities for which foreign faculty and scholars may visit institutions as visiting faculty;
- (e) Placing U.S. faculty members in internships with international associations or with governmental or nongovernmental organizations in the U.S. or abroad to improve their understanding of international affairs;
- (f) Developing international education programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;
- (g) Developing undergraduate educational programs--
 - (1) In locations abroad where those opportunities are not otherwise available or that serve students for whom those opportunities are not otherwise available; and
 - (2) That provide courses that are closely related to on-campus foreign language and international curricula;
- (h) Integrating new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;
- (i) Developing model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and integrating educational programs abroad into the curriculum of the home institution;
- (j) Developing programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;
- (k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this part;
 - (l) Developing partnerships between--
 - (1) Institutions of higher education; and
 - (2) The private sector, government, or elementary and secondary education institutions in order to enhance international knowledge and skills; and
- (m) Using innovative technology to increase access to international education programs.

Sec. 658.12 For what kinds of projects does the Secretary assist associations and organizations?

The Secretary may award grants under this part to public and private nonprofit agencies and organizations including scholarly associations, that propose projects that will make an especially significant contribution to strengthening and improving undergraduate instruction in international studies and foreign languages at institutions of higher education.

Subpart D--How Does the Secretary Make a Grant?

Sec. 658.30 How does the Secretary evaluate an application?

- (a)(1) The Secretary evaluates an application from an institution of higher education or a combination of such institutions on the basis of the criteria in Secs. 658.31 and 658.32. The Secretary awards up to 85 possible points for these criteria.
- (2) Under Secs. 658.31 and 658.32 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.
- (b)(1) The Secretary evaluates an application from an agency or organization or professional or scholarly association on the basis of the criteria in Secs. 658.31 and 658.33. The Secretary awards up to 75 possible points for these criteria.
- (2) Under Secs. 658.31 and 658.33 the Secretary evaluates** applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.
- (c) The maximum possible points for each criterion are indicated in parentheses.

Sec. 658.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria in evaluating an application for a project under this part.

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

Sec. 658.32 What additional criteria does the Secretary apply to institutional applications?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criteria to applications submitted by an institution of higher education or a combination of such institutions:

- (a) Commitment to international studies. (1) The Secretary reviews each application for information that shows the applicant's commitment to the international studies program.
- (2) The Secretary looks for information that shows--
 - (i) The institution's current strength as measured by the number of international studies courses offered;
 - (ii) The extent to which planning for the implementation of the proposed program has involved the applicant's faculty, as well as administrators;
 - (iii) The institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources; and
 - (iv) The institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives.
- (b) Elements of the proposed international studies program.
- (1) The Secretary reviews each application for information that shows the nature of the applicant's proposed international studies program.
- (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities will contribute to the implementation of a program in international studies and foreign languages at the applicant institution;
 - (ii) The interdisciplinary aspects of the program;
 - (iii) The number of new and revised courses with an international perspective that will be added to the institution's programs; and
 - (iv) The applicant's plans to improve or expand language instruction.
- (c) Need for and prospective results of the proposed program.
- (1) The Secretary reviews each application for information that shows the need for and the prospective results of the applicant's proposed program.
- (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities are needed at the applicant institution;
 - (ii) The extent to which the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages at the applicant institution;
 - (iii) The likelihood that the activities initiated with Federal funds will be continued after Federal assistance is terminated; and
 - (iv) The adequacy of the provisions for sharing the materials and results of the program with other institutions of higher education.

Sec. 658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criterion to applications from organizations and associations:

- (a) Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level.
- (b) The Secretary reviews each application for information that shows the need for and the potential impact of the applicant's proposed projects in improving international studies and the study of modern foreign language at the undergraduate level.
- (1) The Secretary looks for information that shows--
 - (i) The extent to which the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project will contribute to achieving results;
 - (ii) The international nature and contemporary relevance of the proposed project;
 - (iii) The extent to which the proposed project will make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level; and
 - (iv) The adequacy of the applicant's provisions for sharing the materials and results of the proposed project with the higher education community.
- (2) [Reserved]

Sec. 658.34 What additional factors does the Secretary consider in selecting grant recipients?

In addition to applying the selection criteria in, as appropriate Secs. 658.31, 658.32, and 658.33, the Secretary, to the extent practicable and consistent with the criterion of excellence, seeks to encourage diversity by ensuring that a variety of types of projects and institutions receive funding.

Sec. 658.35 What priority does the Secretary give?

- (a) The Secretary gives priority to applications from institutions of higher education or combinations of these institutions that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer two years of postsecondary credit in a foreign language.

- (b) The Secretary announces the number of points to be awarded under this priority in the application notice published in the Federal Register.

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 658.40 What are the limitations on allowable costs?

Equipment costs may not exceed five percent of the grant amount.

Sec. 658.41 What are the cost-sharing requirements?

- (a) The grantee's share may be derived from cash contributions from private sector corporations or foundations in the amount of one-third of the total cost of the project.
- (b) The grantee's share may be derived from cash or in-kind contributions from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the project.
- (c) In-kind contributions means property or services that benefit a grant-supported project or program and that are contributed by non-Federal third parties without charge to the grantee.
- (d) The Secretary may waive or reduce the required non-Federal share for institutions that--
 - (1) Are eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended; and
 - (2) Have submitted a grant application under this part.

(Authority: 20 U.S.C. 1124 and 3474; OMB Circular A-110)

[58 FR 32577, June 10, 1993, as amended at 64 FR 7740, Feb. 16, 1999]

Undergraduate International Studies and Foreign Language Program Profile Form

INSTRUCTIONS: ALL applicants must complete and submit this profile. You may copy or recreate this form, but do not amend or modify the required information or format. Please complete all sections of this form. Upon completion, attach this document as a .pdf into the "Other Narrative Forms" section of the grants.gov application package.

Name of Institution/Campus Requesting: (Use your institution's complete name. If your institution is a branch campus, use the parent institution's name but follow it with the name of the branch campus. For example, you would cite the State University of New York, Brockport Campus.)

DUNS#:

Applicant Address: (All applicants must indicate the address where the project will be located)

Project Address:

City:

State:

Zip:

Project Title:

Consortial Application? Yes No

If Yes, please list partner institutions:

- 1.
- 2.

World Area Concentration:

- Africa (AF)
 Central/Eastern Europe and Eurasia (CEE)
 East Asia (EA)
 Near East (NE)

- South Asia (SA)
 Southeast Asia and the Pacific (SEA)
 Western Europe (WE)
 Western Hemisphere (WH)

Program request and match (Section 658.41) for Fiscal Year 2018 only -

Total Federal Requested Amount: \$ _____

Total Program In-kind/institutional match: \$ _____

The Secretary may waive or reduce the required non-Federal share for institutions that are eligible.

Are you requesting a matching waiver or reduction under the Special Rule? Yes No If so, which one?

Waiver Reduction

If you are requesting a reduction, what percentage of non-Federal share are you proposing for Year 1? _____%

The applicant is eligible to receive assistance under (check at least one):

- part A or B of title III under the Higher Education Act of 1965, as amended
 title V under the Higher Education Act of 1965, as amended

Check below (required)

I have included a letter to request a Special Rule waiver or reduction to the appendices in this application.

Please check all that apply: By checking the box(es) below, the applicant certifies that they are applying under the FY 2018 priority(ies) as announced in the Federal Register:

Competitive Preference Priority 1: Competitive Preference Priority 2:

Invitational Priority 1: Invitational Priority 2:

Supplemental Information to Meet Statutory Requirements

Changes made to Title VI of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA) require that UISFL applicants shall provide the information requested in section 604(a)(7) of the HEA and listed below, with their applications for funding. You may want to use this form or separate pages that provide the descriptions to meet these requirements. Be advised that the pages needed to provide this information are not included in the page limit for the application narrative. If the application is submitted on behalf of a consortium, include signed forms for the lead institution and for each partner institution.

INSTRUCTIONS: ALL applicants must complete and submit this profile. You may copy or recreate this form, but do not amend or modify the required information or format. Please complete all sections of this form. Upon completion, attach this document as a .pdf into the “Other Narrative Forms” section of the www.grants.gov application package. The program recommends no more than 3000 characters per requirement.

Information Requirement A: Extensive Planning. Provide evidence that the applicant has conducted extensive planning prior to submitting the application.

Information Requirement B: Ongoing Collaboration. Provide a description outlining that the faculty and administrators of all relevant departments and programs served by the applicant are involved in ongoing collaboration with regard to achieving the stated objectives of the application.

Information Requirement C: Equal Access. Provide an explanation of how students at the applicant institutions, as appropriate, will have equal access to, and derive benefits from, the UISFL program.

Information Requirement D: Supplement not Supplant. Provide a description outlining that each institution, combination or partnership will use the Federal assistance provided under the UISFL program to supplement and not supplant non-Federal funds the institution expends for programs to improve undergraduate instruction in international studies and foreign languages.

Information Requirement E: Federally funded Scholarship Programs. Provide an explanation of how the applicant will provide information to students regarding federally funded scholarship programs in related areas.

Information Requirement F: Diverse Perspectives. Provide 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, where applicable.

Information Requirement G: Areas of National Need. Provide a description of how the applicant will encourage service in areas of national need, as identified by the Secretary.

Government Performance and Results Act

What is GPRA?

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

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

As required by GPRA, the Department of Education has prepared a strategic plan for 2018-2020. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The 2018-2020 plan includes the following six goals:

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

What are the Performance Indicators for the International Education Programs?

The objective of the UISFL program is to meet the nation's security and economic needs through the development of a national capacity in foreign languages, and area and international studies. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective.

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

UISFL GPRA Measure 1: Percentage of UISFL projects that added or enhanced courses in international studies in critical world areas and priority foreign languages.

UISFL GPRA Measure 2: Percentage of UISFL consortium projects that established certificates and/or undergraduate degree programs in international or foreign language studies.

The information provided by grantees in their performance reports submitted via the electronic International Resource Information System (IRIS) will be the source of data for these measures.

Instructions for Completing the UISFL Application Package

The UISFL application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

Part I

Standard Forms

- Application for Federal Assistance (SF 424)
- Standard Budget Sheet (ED 524), Sections A & B
- Assurances Non-Construction Programs (SF 424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- GEPA Section 427 Requirement
- Department of Education Supplemental Information Form for SF 424

***Note:** Section C – Budget Narrative should be included in the Budget Narrative Files section, along with the detailed line item budget.

****Also:** Applicants must complete the SF-424 form first because the information you provide here is automatically inserted into other sections of the Grants.gov application package. Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

Part II

Project Narrative Forms

- ED Abstract Narrative Form (one attachment; one page limit)
- Project Narrative Form (one attachment; 40 page limit)

Part III

Other Narrative Forms

- UISFL Program Profile Form
- UISFL Supplemental Information Form
- Letters of Support (recommended ten letter limit; two page limit per letter)
- Curriculum vitae of key personnel (recommended five CV limit; two page limit per CV)
- Sample evaluation and assessment tools (recommended five document limit; no page limit)
- Project timeline chart (recommended one chart; no page limit)
- Project-Specific Performance Measure Forms (recommended no more than three measures)
- Letter to request Special Rule Waiver or Reduction (if applicable)

Part IV:

Budget Narrative Forms

- Detailed line item budget
- Budget narrative justification

The ED Abstract Narrative Form is where you attach the one-page, single-spaced project abstract. It should include the name of the applicant institution, name and contact information for the Project Director, whether you are applying for a single institutional award or a consortial award, and a brief overview of the proposed project.

The Project Narrative Forms will include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition. Please include a Table of Contents as the first page of the project narrative. You must limit the project narrative to no more than 40 pages, not including the Table of Contents. Pages in the Project Narrative should be numbered consecutively.

The Other Narrative Forms are where you attach the proposal appendices listed above. Provide the first attachment under the Mandatory attachment heading and the others under the Other attachment heading.

The Budget Narrative Forms are where you attach a detailed line item budget and budget narrative justification. Please provide an explicit detailed line item budget in addition to the Section C (ED Form 524). The budget should demonstrate and justify that all costs are reasonable and necessary to accomplish the proposed project activities.

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed. All attachments must be in .PDF format. Other types of files will not be accepted.

INSTRUCTIONS FOR PROJECT NARRATIVE

Suggested Formatting

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 all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use of the following fonts: *Times New Roman, Courier, Courier New or Arial*.. Do not use anything smaller than a 12-point font.

Before preparing the Project Narrative, applicants should review the Dear Applicant Letter, the Federal Register notice (Notice), program statute, and program regulations for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Notice and this package.

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 655 and 658 of the UISFL Program regulations as identified in this application (see “Authorizing Legislation and Regulations”). The Project Narrative should provide, in detail, the information that addresses each selection criterion.

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

- 1. Plan of Operation (maximum 15 points)**
 - a. Provide a brief introduction to your institution, program, and/or project.
 - b. Describe how the design of the project shows high quality.
 - c. Describe how effective the plan of operation is and to what extent it will ensure proper and efficient administration.
 - d. Describe to what extent the objectives of the project relate to the purpose of the program.
 - e. Describe the ways resources and personnel will be used to achieve the objectives of the project.
 - f. Explain how the applicant will provide equal access and treatment to members of racial and ethnic minorities, women, handicapped persons, and the elderly.

- 2. Quality of Key Personnel (Maximum 10 points)**
 - a. Describe the project director(s)’ education, experience and other qualifications. Indicate the required time commitment of the project director(s). Include any evidence of past experience and training in fields related to the objectives of the project, as well as other relevant

information such as administrative, geographic area, and subject area expertise.

- b. Describe the other key personnel's education, experience and other qualifications. Indicate the required time commitment and include evidence of relevant experience as discussed above.
- c. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g. members of racial and ethnic minority groups, women, handicapped persons, and the elderly) will be encouraged.

3. Budget and Cost Effectiveness (Maximum 10 points)

- a. Demonstrate how the budget supports the project activities by providing a detailed breakout for each year for which Federal funding is requested.
- b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.
- c. Discuss how travel will be compliant with the Fly America Act (FAA), both for federal and matching funding.

4. Adequacy of Resources (Maximum 5 points)

- a. Describe the sources of institutional and matching resources and how they will support the project.
- b. Show that the facilities, equipment, supplies and other resources, including where appropriate, library and language facilities, are adequate to carry out the activities of the project.

5. Plan of Evaluation (Maximum 20 points)

- a. Provide a plan for evaluating the effectiveness of the project.
- b. Indicate the criteria to be used to evaluate the results of the project.
- c. Describe the methods of evaluation. Describe the kinds of data to be collected and analyzed. Will this methodology provide an evaluation that is objective and quantifiable? Indicate how evaluation results will be measured and used to shape the development of the project before, during, and after activities take place.

Describe or provide examples (in the appendices) of evaluation tools. How will these tools determine that the project needs are being met? Present a proposed timetable for the evaluation process.

6. Commitment to International Studies (Maximum 15 points for Institutional Applicants; Maximum 10 points for Consortial Applicants)

- a. Show current strengths as measured by the number of international studies courses offered.
- b. Explain how faculty and administrators have been involved in the planning for the implementation of the proposed program.

- c. Describe the institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources.
 - d. Show level of institutional commitment as demonstrated by the use of institutional funds to support program objectives.
- 7. Elements of the Proposed International Studies Program (Applicable only to institutional applicants) (Maximum 10 points)**
- a. Describe how the proposed activities contribute to the implementation of a program in international studies and foreign languages.
 - b. Show how adequate and appropriate the interdisciplinary aspects of the program are.
 - c. Demonstrate how the number of new and revised courses will be adequate to meet programmatic needs.
 - d. Explain how adequate the plans are for improving and expanding language instruction.
- 8. Need for and Prospective Results of the Proposed Program (Applicable only to institutional applicants) (Maximum 15 points)**
- a. Explain why the proposed activities are needed.
 - b. Explain how the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages.
 - c. Describe the likelihood of project activities continuing after the project ends.
 - d. Explain how program materials and results will be shared with other institutions and organizations/associations.
- 9. Need for and Potential Impact of the Proposed Program in Improving International Studies and the Study of Modern Foreign Languages at the Undergraduate Level (Applicable only to organizations and associations) (Maximum 40 points)**
- a. Explain how the Federal funds will contribute to achieving results.
 - b. Explain how the proposed project makes an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level.
 - c. Demonstrate how the proposed project will have a major regional and national impact on undergraduate education.
 - d. Demonstrate how adequate the provisions are for sharing the materials and the results of the proposed project with the higher education community.
- 10. Competitive Preference Priority #1 (Maximum 3 points)**

Applicants that create innovative curricula that combine the teaching of international studies with one of the following academic fields of study: business, economics, public health, international and comparative education, science, technology, engineering, or mathematics. Programs can be located within the applicant's home IHE or within the IHE(s) that form(s) part of the consortium/partnership applying for the grant (including those that are eligible to receive assistance under part A or B of title III or under title V).

11. Competitive Preference Priority #2 (0 or 2 points)

Increasing Foreign Language Capacity: Applications from institutions of higher education (IHEs), consortia, or partnerships of these institutions that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a two-year degree granting institution, offer two years of postsecondary credit in a foreign language.

12. Invitational Priority #1 (No points)

We encourage applications that propose programs or activities focused on language instruction or the development of area or international studies programs to include language instruction in any of the 78 priority languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs).

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

11. Invitational Priority #2 (No points)

Applications from Minority-Serving Institutions (MSIs) (as defined in this application) or community colleges (as defined in this application), whether as

individual applicants or as part of a consortium. A consortium must undertake activities designed to incorporate foreign languages into the curriculum of the MSI or community college and to improve foreign language and international or area studies instruction on the MSI or community college campus.

Minority-Serving Institution (MSI) 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.

Community college means an institution that meets the definition in section 312(f) of the 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

* Criterion will be assessed per Federal Register Notice

Guidance on Developing an Evaluation Plan

Overview of GPRA Measures, Program Evaluation, and Project Evaluation

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

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

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

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

The Government Performance and Results Act of 1993 (GPRA) and the GPRA Modernization Act of 2010 (GPRAMA)

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

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

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

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

IFLE Grant Project Evaluation

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

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

DEVELOPING AN EVALUATION PLAN

Working with an Independent Project Evaluator

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

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

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

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

Developing Clear Goals and Objectives

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

1. What will indicate or demonstrate that the project is meeting its goals? Describe the expected measurable outcomes.

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

Examples of possible project-specific quantitative objectives include:

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

Examples of possible project-specific qualitative objectives include:

- Improve employment opportunities for students who possess advanced language skills and international experience;
- Strengthen collaboration between foreign language departments, international education, and other disciplines; or,
- Improve quality of assessment tools for priority and/or less-commonly-taught languages.

Examples of specific activities that may support project objectives include:

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

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

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

Developing Evaluation Questions

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

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

Planning Data Collection and Analysis

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

Guidance to UISFL Applicants

The Title VI international education programs' overarching goal is to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions. Each IFLE grant program addresses a specific objective related to this overarching goal. The objective of the UISFL program is to strengthen and improve undergraduate instruction in international studies and foreign languages.

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

- UISFL GPRA Measure 1: Percentage of UISFL projects that added or enhanced courses in international studies in critical world areas and priority foreign languages.
- UISFL GPRA Measure 2: Percentage of UISFL consortium projects that established certificates and/or undergraduate degree programs in international or foreign language studies (**consortial applicants only**).

Applicants must define how they will collect and report data for the measure when they develop their proposed projects. **Successful UISFL applicants** (later grantees) will be required to collect data on UISFL GPRA measures, and report those data to US/ED in their interim and final performance reports.

UISFL PROJECT-SPECIFIC PERFORMANCE MEASURE FORM (PMF)

For your applicant PMFs, COMPLETE ITEMS 1, 2, and 3 ONLY.

IFLE will request fully completed PMFs if the application is recommended for funding.

Include your UISFL PMFs in the appendices.

You must create a PMF for each Project Goal in order to set a baseline. Figure 1 shows a blank template. One example of a PMF completed for UISFL Project-Specific Measures is provided in Figure 2.

Should the UISFL applicant become a grantee, a PMF will need to be completed for the applicable GPRA Measures.

Figure 1: PMF for Project-Specific Measures for UISFL Applicants

1. Project Goal Statement					7. Baseline and Targets			
2. Performance Measures	3. Activities	4. Data/ Indicators	5. Frequency	6. Data Source	BL	T1	T2	T3

Instructions for Completing UISFL Project Specific PMF

1. **Project Goal Statement** - A Project Goal is a broad, overall statement of what the project is aiming to achieve/accomplish. The Project Goals you enter into IRIS must be selected from the Project Goals that you submitted in the grant application approved for funding. The Project Goals selected for the PMF do *not* have to cover every project goal in the approved application, but the three to five selected goals must align with the overall scope of the approved 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; they should allow you and others to make a determination of your grant project’s substantial progress.
2. **The Performance Measure(s)** - is the metric against which you will measure whether the project is meeting its overall Project Goal. It should be specific and time-bound, with well-defined units of measure (number of students, number of courses, percentage increase, etc.). It should reflect the Project Goal, so that meeting the Performance Measure(s) would result in the achievement of the Project Goal, as in the sample PMFs. Performance Measures may address direct products and services delivered by a program (outputs), and/or the results of those products and services (outcomes). Performance Measures include not only “what” will be achieved, but “by how much”.
3. **Activities** - are actions that the applicant will carry out in order to meet the Performance Measure and achieve the Project Goal. Each Performance Measure will

have at least one, and up to three, Activities. You may wish to include more than one Activity, if more than one Activity is necessary to meet a Performance Measure. In addition, if meeting the Performance Measure will take longer than one reporting period, you may include up to two additional “interim” Activities to measure yearly progress toward meeting the Performance Measure. This will provide concrete evidence of progress to include in every Annual Report.

In addition, please provide a brief Activity Description to illustrate how the Activity will directly contribute to achievement of the Performance Measure. Examples of Activity Descriptions for a language program include:

- ✓ Recruit and hire qualified priority-language faculty;
- ✓ Support OPI training for more instructors;
- ✓ Send more instructors to professional conferences such as ACTFL;
- ✓ Provide access to innovative instructional pedagogy such as Content and Language Integrated Learning.

Sample PMF - UISFL Program

Project Goal: Strengthen and expand instruction and learning opportunities in South Asian languages.									
Performance Measures	Activities	Data Indicators	Frequency	Data Source	Baseline and Targets				
					BL	T1	T2	T3	T4
1. Increase by 20% annually the number of students enrolled in online and intensive summer study of South Asian languages.	1a. Implement student recruitment program for online and intensive summer study Hindi and Urdu courses.	1ai. Number of students enrolled in online and intensive summer study of South Asian Languages (Hindi and Urdu)	Monthly	University Registrar	30	36	43	N/A	N/A
	1b. Develop an online interdisciplinary South Asia language course	1bi. Number of students enrolled in online interdisciplinary South Asia language course	Semester	University Registrar	0	3	8	N/A	N/A
	1c. Offer competitive scholarships for intensive summer study of South Asian languages	1ci. Number of students enrolled in intensive summer study of South Asian Languages (Hindi and Urdu)	Monthly	University Registrar	0	3	5	N/A	N/A
2. ACTFL certifications obtained for all (5) instructors of modern South Asian languages.	2a. Hire more instructors in South Asian Languages (Hindi and Urdu)	2ai. Number of Hindi and Urdu instructors hired	Annual	Institutional records	2	5	0	N/A	N/A

	2b. Provide funding to instructors of modern South Asian languages to attend an ACTFL workshop for their language	2bi. Number of instructors of modern South Asian languages provided funding to attend an ACTFL workshop for their language.	Monthly	Project Director	0	2	5	N/A	N/A
		2bii. Number of instructors of modern South Asian languages obtaining ACTFL certification.	Monthly	Project Director	0	2	5	N/A	N/A

UISFL Plan of Evaluation, Need, and Impact Selection Criteria

This section describes the selection criteria reviewers will use to score the “Plan of Evaluation” and the “Need for and Results of the Program” (applicable only to Institutional Applicants) and “Need for and Impact of Project in Improving International Studies and Foreign Languages at the Undergraduate Level” (applicable only to Organizations and Associations) narratives in submitted grant applications. The following questions in bold are from the “Instructions for Project Narrative” from the UISFL application. Each question is followed by guidance intended to help the applicant provide information that will allow reviewers to award the appropriate level of points for the applicant’s planned impact and evaluation efforts.

For all UISFL applicants, to what extent will the institution’s, organization’s, or association’s programs, curricula, teaching materials and internships/study abroad have a significant impact on the university, community, region, and the nation as shown through indices such as enrollments, degrees earned (majors/minors) that combine international studies and/or foreign language with business, health or engineering, and graduate placement data?

The UISFL Program’s primary goal in providing funding to eligible institutions of higher education or consortia of such institutions is to enable them to establish, strengthen, and operate undergraduate foreign language and area or international studies programs, especially those that are interdisciplinary in nature. Applicants should describe how their proposed activities will address the program’s goals and help to meet the national needs in foreign language, area, and international studies.

One way to demonstrate project impact is through official records that show substantial increases in coursework, enrollment, and graduates in foreign language, area, or international studies and more qualified instructors in critical or priority languages. An increase of graduates from other disciplines with foreign language, area, and international skills is also highly desirable. Applicants should also provide detailed information on how they plan to sustain undergraduate international studies and foreign language programs through institutionalization efforts. Applicants may discuss institutional commitment and support as well as faculty hiring and development in these areas. The Department looks for projects that have data supporting sustainability, impact and that can be replicated.

For all UISFL applicants, to what extent will provisions be made for equal access and treatment for eligible students and other participants who are members of groups that have been traditionally under-represented (such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly)?

Equal access to educational opportunities is not only part of the Department of Education’s mission statement “to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access,” but has been explicitly written into the regulations for the UISFL program. Therefore, it is important that applicants demonstrate how they intend to carry out the equal access requirement surrounding UISFL funding. Current statistics show that a vast majority of participants in international education and study abroad students are middle class Caucasians, while other minority ethnic groups have limited study abroad access and opportunity. (IIE-Open Doors 2012)

Applicants should demonstrate a track record of success in achieving the equal access objective in the past and, at a minimum, explain their plans for outreach and retention support in the future.

For all UISFL applicants, to what extent does the applicant provide an evaluation plan that is comprehensive, with objectives that will produce quantifiable, outcome-measure-oriented data?

Please be sure to review the section entitled “Guidance on Developing an Evaluation Plan” in this document. An attempt has been made within this guidance document to simplify and demonstrate the key elements of a comprehensive and objective evaluation plan. Applicants need to clearly express: Who/what will change? When do you expect the change(s) to take place? How much change is expected? What are your proposed data collection methodologies? Do the credentials, qualifications, and impartial status of those who will carry out the evaluation plan provide sufficient confidence that the results will be valid and reliable?

For all applicants, to what extent have results from recent evaluations been used by the applicant to improve its program?

The Department would like to know how the applicant has used project evaluation results and findings to inform strategic and operational decision-making in the past. Applicants should discuss the types of evaluations and studies they have carried out in past similar grant projects, what the results of those evaluations and studies were, and how the findings will inform and improve what they propose to do on the current application. Especially important to the Department will be the extent to which applicants may provide evidence-based results from past grant projects or similar efforts that point to long-term outcomes in meeting the Program’s goals and how applicants propose to scale up and institutionalize them.

For organizational and association applicants, to what degree do planned activities address national needs, and generate information for and disseminate information to other institutions of higher education?

Dissemination of information to other institutions of higher education that addresses national needs in critical languages, international, and area studies expertise is one of the overarching goals of the UISFL program. The range of information may include:

- A global studies/international studies program which is interdisciplinary in design;
- A program which focuses on issues or topics, such as international business or international health;
- An area studies program and its languages;
- An innovative curricula which combines the teaching of international studies with professional or pre-professional studies, such as engineering;
- Research for and development of specialized teaching materials, including language materials; i.e., Spanish for Healthcare Professionals; or
- Outreach material for internship/study abroad opportunities for faculty and students in domestic and overseas settings.

Dissemination may serve to inform other institutions of higher education of how the applicant is meeting national needs as well as promoting more awareness and interest in supporting foreign language, international, and area studies. Dissemination can occur through a number of different channels and have

different intended audiences and goals. The effort may range from reaching out to the underrepresented students and faculty on campus, to engaging local communities and educational institutions including K-12 and community colleges, to launching a campaign to reach a broader audience nationally. Answers to this question may include postings on internet sites, presentations at conferences and workshops, and articles published in peer reviewed journals, as well as one-on-one technical assistance for faculty that show an interest in adopting an innovative curriculum or an entire interdisciplinary program. This is a non-exhaustive illustrative list only. Each applicant needs to express what mechanisms they have used and will continue to use, as well as any new mechanisms they intend to initiate that will assist them in generating and disseminating information that addresses national needs.

For all UISFL applicants, what is 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?

Placement into post-graduate employment, education, or training in areas of national need is of paramount importance to UISFL’s congressional funders, OMB, the Department of Education’s Budget Service, and IFLE senior leadership. Efforts to not only track those placement results, but also to assist graduates in the placement process are considered critical roles of a successful UISFL grantee. Applicants should highlight successful strategies that were used to overcome difficulty in tracking graduates after they leave programs in order to obtain reliable data on post-graduate employment and/or continued international/foreign language study and how these strategies will be implemented with future grant participants. Applicants should present their track record and emphasize ongoing initiatives that rise to the level of a Promising Practice.

Instructions for Budget Summary Form & Itemized Line Item Budget

NOTE: Applicants to the UISFL program must submit (1) a budget information form to categorize requested funds (ED Form 524, Sections A & B), **AND** (2) a detailed line item budget with budget narrative justification.

The budget information form, detailed line item budget AND the accompanying budget narrative must include funding for each year that it is requested. Information must be included for Years 1 and 2 for institutional applicants. For consortial applicants, please provide information on Years 1, 2, and 3.

It is suggested that applicants organize their budgets using either two columns or categories to indicate funding streams as follows: 1) federal funds (UISFL program) requested; 2) applicant and other institutional cost share funds to be provided. (Please note that matching is required unless applicant meets the SPECIAL RULE.) Applicants should describe how all costs support project activities.

***For applicants who meet the SPECIAL RULE, it is recommended that any amount of cost share that is possible be provided to show support for the proposed project.**

For each line item, provide detailed costs and narrative justification to support your request. Please check all figures and combined totals and compare the line item budget figures to those on the ED Form 524 for both Sections A & B.

Among the costs that may be supported with grant funds are:

1. **Personnel:** Enter only the project personnel salaries and wages. [Fees and expenses for consultants should be included on line 8 – “Other”.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff member. A breakdown of project personnel should include: position titles; specific time commitments to project for each staff person in days/months or in percentage, and other relevant information.
2. **Fringe Benefits:** Enter the amount of fringe benefits. The institution’s normal fringe benefit contribution may be charged to the program. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the institution’s normal fringe benefit contribution exceeds 20 percent of salaries.
3. **Travel:** Provide the costs for project personnel. [Consultants’ travel should be included on line 8 – “Other”.] Indicate the number of people traveling, whether they are faculty or administrative personnel, where the group is traveling to, and a breakdown of the travel costs. Transportation costs should not exceed economy class airfare. For automobile mileage, the established institution rate should be used. Per diem at the established institution rate is permitted when an individual is away from home overnight on official project business (see OMB Circular A-21, J.48.c - Commercial Air Travel). Foreign travel can be authorized under the grant, but should be compliant with the “Fly America Act”. Please include in your travel budget funds to travel to the annual UISFL project

directors' meeting. Allowable expenses regarding this meeting includes, airfare and ground transportation, hotels, conference fees, meals and incidentals.

4. Study Abroad: **Up to 10 percent of funds each budget year** can be used to support students in an overseas program closely linked to the program being developed or enhanced on the home campus.
5. Equipment: Indicate the cost of equipment -- non-expendable personal property necessary for accomplishing project objectives such as a computer, which has a usefulness of greater than one year. **Equipment costs may not exceed five (5%) percent of the grant amount requested.**
5. Supplies: UISFL funds can cover the purchase of books, artifacts, and other teaching materials. An itemized list of supplies and the proposed costs for each should be provided. It should be clear how these tie into project objectives.
6. Contractual: Not applicable. Leave blank.
7. Construction: Not applicable. Leave blank.
8. Other: Other miscellaneous costs may be requested in this section. Examples may include the costs/fees for consultants and consultants' travel, rental of instructional facilities, equipment rental, communication costs, and printing costs. A clear breakdown should be provided for how all costs were calculated.

Evaluators and Consultants: If the project proposes to use outside evaluators and consultants, provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional policies.

9. Total Direct Costs: Provide the total direct costs requested.
10. Indirect Costs: Provide the amount of indirect costs that you propose to charge against the grant.

Remember: Indirect costs are limited to eight percent (8%) of the total direct cost base for both institutional request and match.
11. Training Stipends: Not applicable. Leave blank.
12. Total Costs: Provide the total you are requesting from the UISFL program.

Undergraduate International Studies and Foreign Language Program FY 2018 Application Checklist

Use This Checklist While Preparing Your Application. All items listed on this checklist are required.

Part I: Standard Forms

- Application for Federal Assistance (SF 424)*
- Standard Budget Sheet (ED 524), Sections A & B
- SF 424 B – Assurances Non-Construction Programs
- Disclosure of Lobbying Activities (SF-LLL)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- GEPA Section 427 Requirement
- Department of Education Supplemental Information Form for SF 424

Part II: Project Narrative Forms

- ED Abstract Narrative Form (one attachment; one page limit)
- Project Narrative Form (one attachment; 40 page limit)

Part III: Other Narrative Forms

- UISFL Program Profile Form
- UISFL Supplemental Information Form
- Letters of Support (recommended no more than ten letters; 2 page limit per letter)
- Curriculum vitae of key personnel (recommended no more than five CV's; 2 page limit per CV)
- Sample evaluation and assessment tools (recommended no more than five documents; no page limit)
- PMF forms (one per goal)
- Letter to request Special Rule Waiver or Reduction (if applicable)

Part IV: Budget Narrative Forms

- Detailed line item budget
- Budget narrative justification

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

Attachments must be submitted in .PDF format only.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, 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 1840-0796. Public reporting burden for this collection of information is estimated to average 110 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. The obligation to respond to this collection is required to obtain or retain a benefit (20 USC §1124). If you have comments or concerns regarding the status of your individual submission of this form, please contact Tanyelle Richardson at (202)453-6391 or at Tanyelle.richardson@ed.gov.

*****Updated 42018*** For Your Information**

IMPORTANT – PLEASE READ FIRST


U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Browser Support

Grants.gov is a Custom Java Application that uses standard web-browsers as the client. Grants.gov leverages the latest web technologies such as Ajax which relies extensively on JavaScript, HTML, and CSS. Grants.gov recommends you use the most up-to-date web browser possible for the best User Experience. If you are unsure about which version of the browser you are using, please check the following places:

- **Microsoft IE** – the *About Internet Explorer* setting under Help on your toolbar
- **Firefox** – the *About Firefox* setting under Help on your toolbar
- **Chrome**- the *About Google Chrome* setting under the *Customize and Control Google Chrome* option (located on the far right ) in your toolbar options for your browsers.

The table below lists supported Web Browsers:

Web Browser	Support	Comments
Microsoft IE 9/10/11	Supported	
Mozilla Firefox	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Google Chrome	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Apple Safari	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.

For additional information of updates, please see the Grants.gov Browser information in the Applicant FAQs:

<http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader. (Please note that in early 2018, Grants.gov discovered a compatibility issue with Adobe Reader DC. This has been resolved with *Adobe Reader DC version 2015.010.20060* but there are compatibility issues with earlier versions. Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).)]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

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

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

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html> If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

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

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

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

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

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found on the Grants.gov <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

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

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

4/2018