:

NATIONAL RESOURCE CENTERS (NRC)

CFDA NUMBER: 84.015A

IFLE REPORTING SYSTEM PROPOSED SCREENS

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

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International and Foreign Language Education
International Resource Information System

WELCOME

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

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

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

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

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

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

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Update Password

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

Your password must meet the following requirements:

- Minimum of 8 characters in length
- Contain an uppercase letter, lowercase letter and a number
- Cannot use your first name, last name or the word "password"

Current password:

New password:

Confirm password:

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION   INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program: NRC	**Grant Start Date:**	**Current Report Information**
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Administrative					Reports		
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Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

* Required fields

Name:

Title:

Street: *

Street 2:

City: *

State: District of Columbia

Postal code: *

Phone: *

Fax:

Email:

Web site:

Home institution:

Institution Type: Select one

MSI Designation: *   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.

Not 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 Designation: *   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.

Does not meet the definition in section 312(f) of the HEA (20 U.S.C. 1058(f or, is not 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.

Project title: *

World area: *   Middle East

Program officer:

Abstract

Insert the abstract for the approved project into the box below.

(Limit 4,000 characters and spaces)

*

Characters and Spaces:

Select the languages, countries, disciplines, and subject areas relevant to your NRC from the dropdown list below. Any entries already selected are displayed first.

Languages *

Please select no more than 40 languages most relevant to the project focus.

Hold down "ctrl" and click to make multiple selections.

Select all that apply
Abkhaz
Abron
Aceh
Achinese (Achenese)
Acholi (Lou, Lango)
Afar
Afrikaans
Aja-Gbe
Akan (Twi-Fante)

Countries *

Please select no more than 40 countries most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply
United States of America
Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antigua and Barbuda

Subject Areas *

Please select no more than 40 Subject Areas most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply
Area Studies
Assessment and Testing
Collaboration
Dissemination
Dissertation Research
Distance Learning
Evaluation
Foreign Language Across the Curriculum
Foreign Language Programs (Domestic)

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**	

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Additional Users ⓘ

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

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

Action	Name	Email	Title

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Add a User

* Required fields

User name: *

               First Name   Last Name

Email: *

Title   *   Assistant/Associate Director

                 Language Coordinator

                 Outreach Coordinator

                 Do you wish to receive IFLE blast emails and newsletter?

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

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report** **Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

Administrative					Reports		
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International Travel Approval Request

Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)

- Click the "Add a Travel Approval Request" button to create a TAR.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Approved TARs can be updated and resubmitted to US/ED for review.

The TAR must be submitted to US/ED at least 30 days prior to the traveler's departure.

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose

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

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

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International Travel Approval Request
(Submit 30 days in advance of travel)

Complete all required fields for each international traveler participating in project related activities.

* Required fields

Participant name: *

Travel to or from U.S.:   *   To   From U.S.

NRC funds requested for travel: *   In-Country   International

Type of participant: *   Select one

Purpose of travel: *   Select one

Justification: * (limit 2000 characters)

Characters and Spaces:

Discipline / Field: Select

Country(ies):   * For travel to the U.S., select the country of departure.

     Select one

     Select one

     Select one

     Select one

     Select one

NRC funds requested: * $

Fiscal year funds to be used: *   2010

(limit 2000 characters)

Detailed itemization of Title VI NRC funds e.g., travel, lodging, and meals and incidental expenses. Please refer to GSA for domestic per diem rates and US Dept. of State for international rates.

Characters and Spaces:

Departure date: *   (mm/dd/yyyy)

Return date: *   (mm/dd/yyyy)

Comments: (limit 1000 characters)

Characters and Spaces:

▪ **Participant's Departure Itinerary**
Please include connecting flights.

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

▪ **Participant's Return Itinerary**
Please include connecting flights.

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

* Please select from one of the following:

     I certify that this travel request complies with the Fly America Act and/or Open Skies agreement.

     Grant funds are being used for overseas costs, excluding international travel.

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION
INTERNATIONAL RESOURCE INFORMATION SYSTEM

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Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Performance Measure Form

In your application PMF, you entered planned Project Goals, Performance Measures, and Activities. For the purpose of evaluating your project's performance during the grant period, please enter these Project Goals, Performance Measures and Activities below. Add Data/Indicators for all Activities, and Baseline and Target units of measure for each Performance Measure. When completing the Annual Performance Report, you will provide the "Actual" units of measure at the time of reporting, to be assessed against the Targets.

- Click the "Add a Project Goal" button to enter Project Goals. Each project may have up to five Project Goals. The Project Goals do not have to encompass all of the goals of your project. They should be the goals that are most representative, in terms of time and funding, of what your project is supposed to accomplish. They are the goals that will be used to determine if your project is making substantial progress. Please complete a Performance Measure Form (PMF) for each Project Goal.
- To update or delete a Project Goal or other element, click the "Update" or "Delete" link under Action.

Action	Project Goal	Status

Program: NRC	Grant Start Date:	Current Report Information
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Project:	Final Report Due Date:	End Date:
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Performance Measure - Project Goal

In your application PMF, you entered planned Project Goals, Performance Measures, and Activities. For the purpose of evaluating your project's performance during the grant period, please enter these Project Goals, Performance Measures and Activities below. Add Data/Indicators for all Activities, and Baseline and Target units of measure for each Performance Measure. When completing the Annual Performance Report, you will provide the "Actual" units of measure at the time of reporting, to be assessed against the Targets.

- Click the "Add New Performance Measure" button to enter Performance Measures for each Project Goal. Each Project Goal must have at least one, and no more than three, performance measures. The performance measures should be both objective and time-bound. Make sure the units of measure (e.g., number of courses, number of students, etc.) are well defined.
- Click the "Add New Activity" button to enter Activities for each Performance Measure. Briefly describe the major activities that the institution will undertake to achieve each performance measure. Each performance measure must have at least one, and no more than three, activities.
- Click the "Add New Data/Indicator" button to enter Data/Indicators for each Activity. Briefly describe the data or indicators that will be used to track the progress of each Activity. Each Activity must have at least one, and no more than three, indicators. One of the indicators should be synonymous with the Performance Measure, and the other indicators should help track progress toward meeting the Performance Measure (since the Performance Measure might not change from the baseline in the early year(s) of the grant, supporting indicators are used to track and demonstrate progress).
  - Frequency - For each indicator, enter the period of measurement (e.g., quarterly, by semester, or annually).
  - Data Source - For each indicator, enter the source of the data (e.g., center records or university registrar).
- When entering performance indicators, consider what types and sources of data will best demonstrate that the project is achieving, or will achieve, its objectives. Identify the data that can serve as indicators or benchmarks that the project is meeting, or will meet, the intended outcomes, and that will most effectively demonstrate the project's impact. Also address:
  - How will the data be collected? Describe access and frequency.
  - How will the data be analyzed and reported? Describe the methodology and key personnel responsible.
- To update or delete a Project Goal or other element, click the "Update" or "Delete" link under Action.
- Baseline (BL) and Targets (T1-T4) - Enter the total units of each performance measure (e.g., number of courses, number of students, etc.) at the time that the project commences as the "Baseline." The "Targets" are the planned incremental increase. For Targets, enter the planned total units of each performance measure at the time that the Annual Performance Report is submitted for each year of the grant. When completing the Annual Performance Report, provide the "Actual" units of measure at the time of reporting. Be sure to select numerical Targets that will show progress, but will also be realistic and achievable.

Project Goal: Please limit response to one sentence. (limit 200 characters and spaces)

Characters and Spaces:

You must create/save a Project Goal in order to add Performance Measure(s).

Performance Measure Goal: [Edit]

Add/Update Performance Measure:

Performance Measure Description: Please limit response to one sentence. (limit 200 characters and spaces)

Characters and Spaces:

You must create/save a Project Goal in order to add Performance Measure(s).

Performance Measure - Activity

Add/Update Activity:

Activity Type: (select up to 3)

Activity Type(s)	Add	Selected Activity Type(s)
Area studies instruction	Activity	
Business language instruction	Type(s)	
Curriculum and/or materials development		
Dissemination		
Distance education		
Evaluation	Remove	
Faculty training/professional development	Activity	
Faculty/staff salaries and stipends	Type(s)	
Graduate courses in international business		
Graduate programs in international business		
Interdisciplinary international education programs		

Activity Description: Describe the activity and how it will address the Performance Measure above. (limit 500 characters and spaces)

Characters and Spaces:

Performance Measure - Data Indicator

Add/Update Data Indicator:

Indicator:

Characters and Spaces:

Frequency: Please limit response to one sentence. (limit 200 characters and spaces)

Characters and Spaces:

Data Source: Please limit response to one sentence. (limit 200 characters and spaces)

Characters and Spaces:

Baseline:

Targets *Required

If your grant is less than four years, please put "N/A" in the boxes which do not apply to your grant award.

	Year 1	Year 2	Year 3	Year 4
Targets				

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

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Report Schedule

The reports and due dates for the grant cycle are indicated below.

- Click a radio button in the "Select Report" column.
- Click the "Enter Report Information" button to input the requested information.
- Click the "View/Submit Report" button to review the report in draft or to submit the report after completion. Info Button: Only the Project Director is authorized to submit the completed report. ℹ
- Click here to view reports from previous grants by program, institution, and world area.

This column lists the screens for each report. Links are only available for the current report.

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
	Spring Year 1 (Narratives/Budget)	2010	04/01/2011	08/15/2010	03/01/2011	$266,600		**Current Report** Screens for this report Adjustments to Project Priorities Budget
	Fall Year 1 (Update Narratives/Report Data/Budget) ℹ	2010	10/15/2011	08/15/2010	08/14/2011	$0		Instructional Materials Degree, etc Descriptions Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Performance Measure Reporting Budget
	Spring Year 2 (Narratives/Budget)	2011	04/01/2012	08/15/2011	03/01/2012	$142,530		Adjustments to Project Priorities Budget
	Fall Year 2 (Update Narratives/Report	2011	10/15/2012	08/15/2011	08/14/2012	$0		Instructional Materials

	Data/Budget) ⓘ							Degree, etc Descriptions Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Performance Measure Reporting Budget
	Spring Year 3 (Narratives/Budget)	2012	05/01/2013	08/15/2012	03/01/2013	$142,530		Adjustments to Project Priorities Budget
	Fall Year 3 (Update Narratives/Report Data/Budget) ⓘ	2012	10/15/2013	08/15/2012	08/14/2013	$0		Instructional Materials Degree, etc Descriptions Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Performance Measure Reporting Budget
	Final Year 4 (Narratives/Budget/Report Data)	2013	11/14/2014	08/15/2013	08/14/2014	$135,974		Adjustments to Project Priorities Instructional Materials Degree, etc Descriptions Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Performance Measure Reporting Budget

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Report Screens:

Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications	Grant Results	Performance Measure Reporting

Time Extension

Please use this screen to notify IFLE during the final year of the grant that the grantee needs additional time (up to 12 months) to complete approved project activities. Submit a Time Extension request in IRIS at least 10 days before the end date specified on the grant award notification.

Justification for the Time Extension: (limit 1,500 characters and spaces)

Characters and Spaces:

*Requested Time Extension End Date
    (mm/dd/yyyy format)

*Note: The time extension end date automatically revises the due date for submitting the final report. The final report on the project will be due 90 days after the time extension date requested. Indicate funds to be used during the time extension.

$

Note: EDGAR section 74.25(e) (2) (ii) stipulates that a time extension is not to be requested for the purpose of using unobligated funds.

No Previous Time Extension Requests

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Narratives:	Adjustments to Project	Priorities	Areas of Need	Performance Measure Reporting

Adjustments to Project *

Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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Narratives:	Adjustments to Project	Priorities	Areas of Need

Diverse Perspectives and Areas of Need

20 U.S. Code §1122(e) requires that each institution of higher education or consortium of such institutions desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may require. Each such application shall include:

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

Areas of National Need as identified by the Secretary of Education

   1. Please give examples of how the activities funded by the grant reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs. (limit 2000 characters and spaces)

Characters and Spaces:

   2. Please give examples of how the funded institution encourages government service in areas of national need, as identified by the Secretary , as well as in areas of need in the education, business, and nonprofit sectors. (limit 2000 characters and spaces)

Characters and Spaces:

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Narratives:	Adjustments to Project	Priorities	Areas of Need	Performance Measure Reporting

Priorities

Select which program priorities your project addresses by clicking the Yes radio button. Describe the grant activities conducted during the reporting period that addressed the announced program priorities, and indicate whether grant (or matching) funds were used to support the activities.

NRC Competitive Preference Priority 1: Applications that propose significant and sustained collaborative activities with one or more Minority-Serving Institutions (MSIs) or with one or more community colleges. These activities must be designed to incorporate international, intercultural, or global dimensions into the curriculum at the MSI(s) or community college(s), and to improve foreign language, area, and international studies or international business instruction at the MSI(s) or community colle ge(s). (limit 2000 characters and spaces)

    Yes   No

Characters and Spaces:

NRC Competitive Preference Priority 2: Applications that propose collaborative activities with units such as schools or colleges of education, schools of liberal arts and sciences, post-baccalaureate teacher education programs, and teacher preparation programs on or off the national resource center campus. These collaborative activities are designed to support the integration of an international, intercultural, or global dimension and world languages into teacher education and/or to promote the preparation and credentialing of more foreign language teachers in less commonly taught languages (LCTLs) for which there is a demand for additional teachers to meet existing and expected future kindergarten through grade 12 language program needs. (limit 2000 characters and spaces)

    Yes   No

Characters and Spaces:

NRC Invitational Priority: Programs or projects that develop, maintain, or enhance linkages with overseas institutions of higher

education or other educational organizations, especially by centers that focus on sub-Saharan Africa, South Asia, and Southeast Asia, in order to improve understanding of these societies and provide for greater engagement with institutions in these areas. (limit 2000 characters and spaces)

Yes   No

Characters and Spaces:

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Narratives: | Adjustments to Project | Priorities | Areas of Need | Performance Measure Reporting |

Diverse Perspectives and Areas of Need

20 U.S. Code §1122(e) requires that each institution of higher education or consortium of such institutions desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may require. Each such application shall include:

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

Areas of National Need as identified by the Secretary of Education

1. Please give examples of how the activities funded by the grant reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs. (limit 2000 characters and spaces)

Characters and Spaces:

2. Please give examples of how the funded institution encourages government service in areas of national need, as identified by the Secretary , as well as in areas of need in the education, business, and nonprofit sectors. (limit 2000 characters and spaces)

Characters and Spaces:

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Narratives:	Adjustments to Project	Priorities	Areas of Need	Performance Measure Reporting

Performance Measure Reporting Form

All grantees must report Project-Specific Measures on an annual basis. Each grantee must have at least one and no more than three Project Goals. Each Project Goal must have at least one and no more than three Performance Measures. The institutions that are recommended for funding must submit a fully completed Performance Measure Form for each Program Officer approved Project Goal.

- To report annual Performance Measure Data, click the "Update" link under Action.

Action	Project Goal	Status
Update	-	Reporting Required

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

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Narratives:	Adjustments to Project	Priorities	Areas of Need	Performance Measure Reporting

Performance Measure Reporting

- Please view each Performance Measure in order to report your annual Performance Measure Data.

Performance Measure(s):

Action	Data Complete	Performance Measure Description

Add/Update Performance Measure:

Performance Measure Description:

Performance Measure Activities

Action	Activity Type	Activity Description

Add/Update Activity:

Activity Type:

Activity Description:

Performance Measure Data

Action	Data Complete	Data Indicator

Update Data Indicator Reporting:

Indicator:

Frequency:

Data Source:

Baseline:

Targets *Required

	Year 1	Year 2	Year 3	Year 4
Targets				
Annual Data				

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Spring Budget

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel, PDF, or .doc only. Attach a spreadsheet with the proposed budget for the next one year budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

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

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Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Fall Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 08/15/2015 through 08/14/2016. Totals will be automatically calculated.

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period	Total Other ⓘ
Personnel	$	$
Fringe Benefits	$	$
Travel	$	$
Equipment	$	$
Supplies	$	$
Contractual	$	$
Other	$	$
Total Direct Costs	$	$
Total Indirect Costs (may not exceed 8% of direct costs)	$	$
Total Budget	$	$
Carryover	$	

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * Excel, PDF, or .doc only. Attach a spreadsheet with the final budget expenditures for the just completed one-year budget period.

Your project file must be formatted for letter-size paper prior to upload.

(Note: The file may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

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

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Final Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 08/15/2013 through 08/14/2014. Totals will be automatically calculated. Click the link to download the SF-425 Federal Financial Report. You must complete and submit this form as part of your final performance report using the upload function below.

* Required fields

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period
Personnel	$
Fringe Benefits	$
Travel	$
Equipment	$
Supplies	$
Contractual	$
Other	$
Total Direct Costs	$
Total Indirect Costs (may not exceed 8% of direct costs)	$
Total Budget	$

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

SF-425 Federal Financial Report Long Form attachment: PDF only. Attach a PDF containing your completed <u>SF-425 Federal Financial Report Long Form</u>.

(Note: The file must have a .pdf extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

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

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Phone: (202) 502-7700

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Development of Instructional Materials

List all instructional materials developed with NRC funds during the current reporting period.

- Instructional materials previously entered for this project are listed first.
- Click on Action/Update to view or edit an entry.
- Click on Action/Delete to remove an entry.
- Click "Add Instructional Materials" to add an entry.

Action	Type	Title

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Program:	NRC	Grant Start Date:	Current Report Information
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Development of Instructional Materials

Enter information for each instructional material developed during the current reporting period with support from NRC funds.

* Required fields

Type: *   Select one

Title of material: *

Intended audience(s): *   Select all that apply
                          Business
                          Business executives
                          Community organization
                          Elementary and secondary education
                          Federal government
                          Foreign government   (for multiple selections, hold down the "ctrl" key and click)

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

Program: NRC	**Grant Start Date:**	**Current Report Information**
Institution:	**Grant End Date:**	**Start Date:**
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Award #:	**Amount:**	**Due Date:**
Project Director:		**Submit Date:**
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Center or Program Related Majors, Minors, or Certificates

Please describe majors, minors, or certificates offered by your university that are center or program related. Include information about the requirements to earn the major, minor, or certificate (e.g., credit hours, mandatory courses, language requirement, etc).

Majors

Discipline:
Select one
Accounting
Agriculture
Anthropology
Archaeology

Description: (Limit 1,000 characters and spaces)

Characters and Spaces:

Is this a new major program? Yes No

Minors

Discipline:
Select one
Accounting
Agriculture
Anthropology
Archaeology

Description: (Limit 1,000 characters and spaces)

Characters and Spaces:

Is this a new minor program? Yes No

Certificates

Discipline: Select one
Accounting
Agriculture
Anthropology
Archaeology

Description: (Limit 1,000 characters and spaces)

Characters and Spaces:

Is this a new certificate program?   Yes   No

Program: NRC	**Grant Start Date:**	**Current Report Information**
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Award #:	**Amount:**	**Due Date:**
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Program Graduates-Bachelor's Degrees and Certificates Earned by Discipline ⓘ

Program graduates are defined as all center- or program-related degree or certficate recipients, as defined on the Degree and Certificate Description screen. If a student received a degree as well as a certificate, enter a number in both applicable cells on this page.

- Include students who graduated between September 2015 and August 2016.
- Select each major discipline and enter the number of center-or-program-related Bachelor's degree graduates and/or certificate recipients in that discipline.
- Click the "Save / Add" button to display additional records, if needed.
- The total column will auto sum.

Discipline	Majors	Minors	Certificates	Total
Select one				
Select one				
Select one				
Total:				

Comments: (Limit 1,000 characters and spaces)

Characters and Spaces:

Program: NRC	**Grant Start Date:**	**Current Report Information**
Institution:	**Grant End Date:**	**Start Date:**
Project:	**Final Report Due Date:**	**End Date:**
Award #:	**Amount:**	**Due Date:**
Project Director:		**Submit Date:**
World Area:		**Amount:**

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Program Graduates-Master's Degrees and Certificates Earned by Discipline ⓘ

Program graduates are defined as all center- or program-related degree or certficate recipients, as defined on the Degree and Certificate Description screen. If a student received a degree as well as a certificate, enter a number in both applicable cells on this page.

- Include students who graduated between September 2015 and August 2016.
- Select each major discipline and enter the number of center-or-program-related Master's degree graduates and/or certificate recipients in that discipline.
- Click the "Save / Add" button to display additional records, if needed.
- The total column will auto sum.

Discipline	Majors	Minors	Certificates	Total
Select one				
Select one				
Select one				
Total:				

Comments: (Limit 1,000 characters and spaces)

Characters and Spaces:

Program: NRC	**Grant Start Date:**	**Current Report Information**
Institution:	**Grant End Date:**	**Start Date:**
Project:	**Final Report Due Date:**	**End Date:**
Award #:	**Amount:**	**Due Date:**
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Program Graduates-Doctoral Degrees and Certificates Earned by Discipline ⓘ

Program graduates are defined as all center- or program-related degree or certficate recipients, as defined on the Degree and Certificate Description screen. If a student received a degree as well as a certificate, enter a number in both applicable cells on this page.

- Include students who graduated between September 2015 and August 2016.
- Select each major discipline and enter the number of center-or-program-related Doctoral degree graduates and/or certificate recipients in that discipline.
- Click the "Save / Add" button to display additional records, if needed.
- The total column will auto sum.

Discipline	Majors	Minors	Certificates	Total
Select one				
Select one				
Select one				
Total:				

Comments: (Limit 1,000 characters and spaces)

Characters and Spaces:

Program: NRC	**Grant Start Date:**
Institution:	**Grant End Date:**
Project:	**Final Report Due Date:**
Award #:	**Amount:**
Project Director:	
World Area:	

Current Report Information	
Start Date:	
End Date:	
Due Date:	
Submit Date:	
Amount:	

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Career Sector Placements for Center-or Program-Related Graduates

- Include graduates during the September 2015 and August 2016 period.
- For each career sector listed, enter the number of recipients of a Bachelor's major or minor or certificate; a Master's major, minor, or certificate; or a Doctorate major, minor, or certificate and who are employed in that career sector.
- Count each graduate only once in the career placements.
- Count "out of the job market" graduates as "unemployed".
- Totals will auto sum.

Sector	Bachelor's			Master's			Doctorate		
	Major	Minor	Certificate	Major	Minor	Certificate	Major	Minor	Certificate
Elementary or secondary education									
Federal government									
Foreign government									
Graduate study									
Higher education									
International organization (in U.S.)									
International organization (outside U.S.)									
Private sector (for profit)									
Private sector (non-profit)									
State or local									

government								
Unemployed or out of job market								
Unknown								
U.S. military								
Total Students Placed								
Total Students Awarded Degrees	0	0	0	0	0	0	0	0	0

Comments: (Limit 1,000 characters and spaces)

Characters and Spaces:

Select the Hiring Institutions for Doctoral Degree Higher Education Placements

Select all that apply
Abilene Christian University
Abraham Baldwin Agricultural College
Adams State College
Adelphi University
Adler School of Professional Psychology
Adrian College
Agnes Scott College
Aims Community College
Air Force Institute of Technology
Alamo Community College District Central Office
(Press the Ctrl or apple key and click to select more than one.)

IFLE IRIS

INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program: NRC	**Grant Start Date:**	**Current Report Information**
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Outreach Activity

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.

- The outreach activities already entered for this report are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a new outreach activity, click the "Add an Outreach Activity" button.

Action	Activity Title	Dates	Location

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Program:	NRC	Grant Start Date:	Current Report Information
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Award #:		Amount:	Due Date:
Project Director:			Submit Date:
World Area:			Amount:

Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.

* Required fields

Title of activity: *
(limit 500 characters and spaces)

Characters and Spaces:

Theme / topic   *
(limit 100 characters and spaces)

World Area of Focus   *   Select one

Language(s) addressed:
Select all that apply
Abkhaz
Abron
Aceh
Achinese (Achenese)
Acholi (Lou, Lango)
Afar
Afrikaans
Aja-Gbe
Akan (Twi-Fante)
Akha
(for multiple selections, hold down the "ctrl" key and click)

Target audience(s):   *
Select all that apply
Business
Business executives
Community organization
Elementary and secondary education
Federal government
(for multiple selections, hold down the "ctrl" key and click)

Presenter(s):
Select all that apply
Doctoral student
Faculty of institution
Faculty of other institution
Grant Project Director
Independent Consultants

Is this a teacher training activitiy?   Yes   No

For broadcast events, select type: Select one

Broadcast event audience scope: Select one

City: *

State: Select one

Country: *   Select one

Dates of activity: * From: To:

                                        mm   dd   yyyy   mm   dd   yyyy

                                   *

Total number of attendees:

                                   (Attendees are not required for broadcast events.)

Number of student attendees:

Number of educator attendees:

Primary activities   Select one

Activity outcomes:
(limit 1,000 characters and spaces)

                                   Characters and Spaces:

Partnership(s):   Select the type of partnership(s) that was utilized for this activity.
(limit 1,000 characters and spaces)
                                     Select all that apply
                                     Government Agencies
                                     Domestic Educational Institutions
                                     International Educational Institiutions
                                     Non-Government Organizations
                                     Title VI Funded Entities
                                     Other
                                   Describe activities conducted with partner(s).

                                   Characters and Spaces:

Comments:
(limit 1,000 characters and spaces)

                                   Characters and Spaces:

Program: NRC **Institution:** **Project:** **Award #:** **Project Director:** **World Area:**	**Grant Start Date:** **Grant End Date:** **Final Report Due Date:** **Amount:**	**Current Report Information** **Start Date:** **End Date:** **Due Date:** **Submit Date:** **Amount:**

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Additional Resources that Supported the NRC Project ⓘ

For the current reporting period, indicate the funds that the NRC host institution and that any other entity contributed to the development of the activities listed below, to augment the support provided by the NRC grant.

* Required fields

	NRC Grant Funds	Host Institution Funds ⓘ	Other Funding Sources ⓘ	Total
Language Assessment				
Commonly Taught Language Instruction				
Less Commonly Taught Language Instruction (Excluding French, German, Spanish)				
International and Area Studies Instruction				
Total				

Indicate the number and dollar amount of faculty and student grants obtained during the current reporting period that are relevant to the NRC activities and objectives. Do not include FLAS fellowships that were awarded to students. *

Faculty-obtained: Total value of these grants * $

Student-obtained: Total value of these grants * $

Relevant federal grants:

List additional federal grants that the Center has obtained that are relevant to the NRC program activities that the Center is conducting.

- Enter the total number of relevant federal grants in this cell.
- Click "Display Rows" to enter details.

Type of grant	Funding agency	Activity	Amount
		Select one	
		Select one	

		Select one	

Explain how having a NRC grant has enabled the Center and the institution to leverage the NRC status to attract additional funds to complete project activities and reach its stated objectives. *
(limit 2,000 characters)

Characters and Spaces:

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

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Language Courses

- The language courses for this report are listed below.
- To add a course, click the "Add a Language Course" button.
- To download a spreadsheet template and then upload the courses in the spreadsheet, click the "Upload Language Course Spreadsheet" button.
- To view or edit a course record, click "Update."
- To remove a single course record, click "Delete."
- Courses are displayed in the order they were entered.

Comments: (limit 1,000 characters and spaces)

Please give any comments or details about what significant changes or additions have been made to the course list this year.

Characters and Spaces:

Action	Course Title	Course Number	Language

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Language Courses

Enter the following information for each language course taught during the current reporting period.

* Required fields

Course title: *

Course number: *

Language: *   Select one

Level: *   Select one

Semester or quarter: *   Select one

Contact hours per week: *

Is this course supported with Title VI NRC funds?   *   Yes   No

Is this a new course?   *   Yes   No

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

🟨 **Sections**

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number *	Classroom Instructor *	Enrollment		
		Undergraduate *	**Graduate** *	**Other** *
	Select one			
	Select one			
	Select one			

Program:	NRC	Grant Start Date:		Current Report Information
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Award #:		Amount:		Due Date:
Project Director:				Submit Date:
World Area:				Amount:

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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

Instructions to Upload Course Records

Step 1: Download the pre-formatted Excel spreadsheet for this screen.

1. Click   to save a copy of the spreadsheet to your desktop.
2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for languages), contact the help desk at irismail@cds2helpdesk.com for assistance.

Step 2: Enter course records into the spreadsheet

I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values. (Note that you cannot click on the dropdown in the heading row.)
- For Language and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- **No more than 1000 course records can be uploaded from one spreadsheet.**

II. Specifics for Language Course Records:

Course Title: Enter the title of the course as listed in your institution's course catalog.
Course Number: Enter the number of the course as listed in your institution's course catalog.
Language: Select the language taught in the course from the drop-down list. If the language is not the list, enter the language into the "Other" column.
Level: Select the level of the course at the institution by choosing from the drop-down list.
Semester/Quarter: Select the semester or quarter in which the course was given from the drop-down list.
Contact Hours/Week: Enter the number of classroom contact hours per week.
Is course supported with Title VI monies?: If this course was supported with Title VI NRC funds, select "yes," otherwise "no."
Is course a new offering?: If the course wasn't previously offered at your institution, select "yes," otherwise "no."
Comments: Enter any further information you would like included with this course record. Limit 1000 characters.

Course sections
Create a record for each section of a course. If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.
Section: Indicate the number of the section from your institution's course catalog.

Classroom Instructor: Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

Enrollment: The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for language courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this filed to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the Language Courses page will display with a list of your courses and a message telling you how many records were loaded.
6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.
   Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.

Upload Course Spreadsheet: Select the .CSV file from your desktop

no file selected

IFLE ⊕ IRIS
INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION
INTERNATIONAL RESOURCE INFORMATION SYSTEM

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Institution:	Grant End Date:	Start Date:
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Award #:	Amount:	Due Date:
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

International and Area Studies Courses

- A full course upload will be required for the first year. All additional reporting years will only require the upload of courses supported with Title VI NRC funds.
- The international and area studies courses already entered for this report are listed below.
- To add a course funded with NRC support, click the "Add an IAS Course" button.
- To download a spreadsheet template and then upload the courses in the spreadsheet, click the "Upload IAS Course Spreadsheet" button.
- To view or edit a course record, click the "Update."
- To delete a course record, click the "Delete."
- Courses are displayed in the order they were entered.

Comments: (limit 1,000 characters and spaces)

Please give any comments or details about what significant changes or additions have been made to the course list this year.

Characters and Spaces:

Action	Course Title	Course Number

Program:	NRC	Grant Start Date:	Current Report Information
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Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

International and Area Studies Courses

An international and area studies course is defined as a course having at least 25% international content. Enter the following information for each international and area studies course taught during the current reporting period.

*Required fields

Course title: *

Course number: *

Semester or quarter: *   Select one

Contact hours per week: *

Discipline(s):   *   Select all that apply
                                                           Accounting
                                                           Agriculture
                                                           Anthropology
                                                           Archaeology
                                                           Architecture/urban and regional planning
                                                     (for multiple selections, hold down the "ctrl or apple" key and click)

Is this course supported with Title VI NRC funds?   *   Yes   No

Is this a new course?   *   Yes   No

Nature of enhancements: Select one
(Required if course is not new)

Degree program this course applies to: Select one

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

■ **Sections**

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *
	Select one			
	Select one			
	Select one			

Program: NRC	**Grant Start Date:**	**Current Report Information**
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Administrative					Reports		
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Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

Instructions to Upload Course Records

Step 1: Download the pre-formatted Excel spreadsheet for this screen.

1. Click _____ to save a copy of the spreadsheet to your desktop.
2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for disciplines), contact the help desk at irismail@cds2helpdesk.com for assistance.

Step 2: Enter course records into the spreadsheet

I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values. (Note that you cannot click on the dropdown in the heading row.)
- In the Discipline, Nature of Revisions, Degree, and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- **No more than 1000 course records can be uploaded from one spreadsheet.**

II. Specifics for IAS Course Records:

Course Title: Enter the title of the course as listed in your institution's course catalog.
Course Number: Enter the number of the course as listed in your institution's course catalog.
Semester/Quarter: Select the semester or quarter in which the course was given from the drop-down list.
Contact Hours: Enter the number of classroom contact hours per week.
Discipline: In each course record, select at least one discipline as listed in your institution's course catalog. Three disciplines can be specified for each course in the disciplines columns. If a discipline is not in the drop-down, enter that discipline in the "Other Discipline" column. If a course has more than three disciplines, specify additional disciplines in the "Other Discipline" column as well.
Is course supported with Title VI monies?: If this course was supported with Title VI NRC funds, select "yes," otherwise "no."
Is course a new offering?: If the course wasn't previously offered at your institution, select "yes," otherwise "no."
Nature of Revisions/Enhancements: If the course has been previously offered at your institution, select the type of revision or enhancement to the course, if any, from the drop-down list. If the revision/enhancement is not on the drop-down list, enter that revision in the "Other Revision" column.
If this course can be applied toward a professional or pre-professional program: If the course can be used to meet requirements for achieving a professional degree at your institution, select the professional degree program from the drop-down list. If the program is not on the drop-down list, enter the program in the "Other Program" column.

Comments: Enter any further information you would like included with this course record. Limit 1000 characters.

Course sections
Create a record for each section of a course. If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.
Section: Indicate the number of the section from your institution's course catalog.
Classroom Instructor: Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.
Enrollment: The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for IAS courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this filed to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the IAS Courses page will display with a list of your courses and a message telling you how many records were loaded.
6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.
   Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.

Upload Course Spreadsheet: Select the .CSV file from your desktop

no file selected

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

Program: NRC	**Grant Start Date:**	**Current Report Information**
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Report Screens:	Instructional Materials	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Publications and Research Presentations

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with NRC grant funds. Note that these can also be in electronic format.

Abstracts:

Assessment materials:

Audio, video, and/or podcasts:

Book chapters:

Books - Authored: ⓘ

Books - Edited:

Books - Reviews:

Curricula and/or textbooks:

Exhibitions:

Media interviews: ⓘ

Newsletters: ⓘ

Policy brief and/or papers:

Presentations - Conference:

Presentations - Non-conference: ⓘ

Publications - Edited: ⓘ

Publications - Non-refereed: ⓘ

Publications - Refereed: ⓘ

Reports/monographs:

Teaching cases:

Translations conducted: ⓘ

Webinars: ℹ

Working papers:

Workshops: ℹ

Other: (please specify)

:

:

:

Comments: (limit 2000 characters and spaces)

Characters and Spaces:

Program:	NRC	Grant Start Date:	Current Report Information
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Administrative					Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

| Report Screens: | Instructional Materials | Degree, etc Descriptions | Bachelor's Degrees | Master's Degrees | Doctoral Degrees | Placements | Outreach | Resource Leveraging | Language Courses | IAS Courses | Publications | Grant Results |

Results of Grant-Funded Activities *

Please identify results of grant-funded activities and note that they may be made available to the public on the IRIS Web site (iris.ed.gov). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.

Required field

(limit 5,000 characters and spaces)

Characters and Spaces:

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