

**SEMINARS ABROAD (SA)**  
***Domestic Institution***

CFDA NUMBER: 84.021

***IFLE REPORTING SYSTEM PROPOSED  
SCREENS***

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|                                                               |                                |                              |
|---------------------------------------------------------------|--------------------------------|------------------------------|
| Program:<br>Seminar Title:<br>U.S. Dept of Education Contact: | Fulbright-Hays Seminars Abroad | Country:<br>Report Due Date: |
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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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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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## Update Password

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

Current password:

New password:

Confirm password:

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## Pre-departure Orientation Host Budget

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

\* Required fields

| Budget Category          | Projected | Awarded | Expended |
|--------------------------|-----------|---------|----------|
| <b>Personnel</b>         |           |         |          |
| Staff Salaries           | \$        | \$      | \$       |
| Postage                  | \$        | \$      | \$       |
| Printing and Copying     | \$        | \$      | \$       |
| Other Related Expenses   | \$        | \$      | \$       |
| <b>Travel</b>            |           |         |          |
| Domestic Travel          | \$        | \$      | \$       |
| Local Travel             | \$        | \$      | \$       |
| Lodging                  | \$        | \$      | \$       |
| <b>Other</b>             |           |         |          |
| Visas                    | \$        | \$      | \$       |
| Per Diem                 | \$        | \$      | \$       |
| Honoraria and Lectures   | \$        | \$      | \$       |
| Curriculum Project Costs | \$        | \$      | \$       |
| Other                    | \$        | \$      | \$       |
| <b>Total</b>             | \$        | \$      | \$       |

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

no file selected

(Click the "Browse..." button to attach an electronic copy of the projected 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.)

Please provide a detailed budget (using Excel) which shows costs as listed in chart, but in greater detail (i.e. demonstrates per unit costs).

no file selected

(Click the "Browse..." button to attach an electronic copy of the projected 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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| Budget                                                                                                                                                           | Orientation Comments           | View/Submit Report           |

## Pre-Departure Preparation and Orientation Comments

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

Include the following categories, if applicable:

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

\* **Required fields**

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

Characters and Spaces:

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

no file selected

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