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# FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIP (FLAS) DIRECTOR

CFDA NUMBER: 84.015B

## *IFLE REPORTING SYSTEM PROPOSED SCREENS*

**Paperwork Reduction Notice.** 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 1840-0759. Public reporting burden for this collection of information is estimated to average 360 minutes 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. If you have comments or concerns regarding the status of your individual submission of this form, **please contact Sara Starke at 202.453.7681 or at [sara.starke@ed.gov](mailto:sara.starke@ed.gov).**

ATTACHMENT B: IFLE REPORTING SYSTEM PROPOSED SCREENS

<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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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:

<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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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.

**\* 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: \* Latin America

Program officer:

**Approved Languages**

Abkhaz

Countries and disciplines are populated from your fellows' information.

**Countries**

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**Disciplines**

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<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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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 \* FLAS Coordinator

Do you wish to receive IFLE blast emails and newsletter?

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

Program: FLAS	Grant Start Date:	Report:
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		AY Amount:
		Summer Amount:
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## International Travel Approval Request

Create an international Travel Approval Request (TAR) for each fellow using a Title VI-funded summer travel award. (If a fellow is not receiving a travel award, you do not need to create a TAR.)

- 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	AY/Summer	Travel Dates	Country	Purpose
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Program: FLAS	Grant Start Date:	Report:
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		AY Amount:
		Summer Amount:
		Total:

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<a href="#">Project Info</a>	<a href="#">Add User</a>	<a href="#">Travel Requests</a>	<a href="#">Select, View, Submit Reports</a>	<a href="#">Language Request</a>	<a href="#">Overseas Request</a>	<a href="#">Fellow Admin</a>	<a href="#">Instructor Admin</a>	<a href="#">FLAS Competition Description</a>	<a href="#">Priorities</a>	<a href="#">Areas of Need</a>	<a href="#">Budget</a>
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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**

Group or individual: \*     Group     Individual  
(If there is more than one participant, elaborate in the "Purpose of travel explanation.")

Number of participant(s) \*

Participant name(s): \*  
(limit 500 characters)

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

FLAS funds requested for travel: \*     In-Country     International

Type of participant: \*    Select one

Required for Student selection:  
 Did the Program Officer approve the Student's Overseas Program Request?    Yes    No

Purpose of travel: \*    Select one

Justification: \* (limit 2000 characters)

Characters and Spaces:

Discipline / Field(s):      
 Accounting  
 Agriculture  
 Anthropology  
 Archaeology  
 Architecture/urban and regional planning  
 Area studies

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

FLAS funds requested: \*    \$

Fiscal year funds to be used: \* 2010

Fellowship period: \* AY Summer

(limit 2000 characters)

Detailed itemization of Title VI FLAS 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
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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
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\* 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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## 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. 
- [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
	AY 10-11 Interim	2010	09/01/2010	08/15/2010	06/01/2011	\$165,000		<b>Current Report</b> Screens for this report <a href="#">Project Info</a> <a href="#">Add User</a> <a href="#">Select, View, Submit Reports</a> <a href="#">Language Request</a> <a href="#">Overseas Request</a> <a href="#">Fellow Admin</a> <a href="#">Instructor Admin</a> <a href="#">FLAS Competition Description</a> <a href="#">Priorities</a> <a href="#">Areas of Need</a> <a href="#">Budget</a>
	AY 10-11 Final	2010	06/01/2011	08/15/2010	06/01/2011	\$0		<a href="#">Project Info</a> <a href="#">Add User</a> <a href="#">Select, View, Submit Reports</a> <a href="#">Language Request</a> <a href="#">Overseas Request</a> <a href="#">Fellow Admin</a> <a href="#">Instructor Admin</a> <a href="#">FLAS Competition Description</a> <a href="#">Priorities</a> <a href="#">Areas of Need</a> <a href="#">Budget</a>
	Summer 11 Interim	2010	06/01/2011	06/01/2011	09/01/2011	\$45,000		<a href="#">Project Info</a> <a href="#">Add User</a> <a href="#">Select, View, Submit Reports</a> <a href="#">Language Request</a> <a href="#">Overseas Request</a> <a href="#">Fellow Admin</a> <a href="#">Instructor Admin</a>

							FLAS Competition Description Priorities Areas of Need Budget
	Summer 11 Final	2010	10/01/2011	06/01/2011	09/01/2011	\$0	Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	AY 11-12 Interim	2011	10/01/2011	09/01/2011	06/01/2012	\$165,000	Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	AY 11-12 Final	2011	06/01/2012	09/01/2011	06/01/2012	\$0	Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	Summer 12 Interim	2011	06/01/2012	06/01/2012	09/01/2012	\$45,000	Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	Summer 12 Final	2011	10/01/2012	06/01/2012	09/01/2012	\$0	Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need

								Budget
	AY 12-13 Interim	2012	10/01/2012	09/01/2012	06/01/2013	\$165,000		Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	AY 12-13 Final	2012	06/01/2013	09/01/2012	06/01/2013	\$0		Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	Summer 13 Interim	2012	06/01/2013	06/01/2013	09/01/2013	\$45,000		Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	Summer 13 Final	2012	10/01/2013	06/01/2013	09/01/2013	\$0		Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	AY 13-14 Interim	2013	10/01/2013	09/01/2013	06/01/2014	\$165,000		Project Info Add User Select, View, Submit Reports Language Request Overseas Request Fellow Admin Instructor Admin FLAS Competition Description Priorities Areas of Need Budget
	AY 13-14 Final	2013	06/01/2014	09/01/2013	06/01/2014	\$0		Project Info Add User Select, View, Submit

								<a href="#">Reports</a> <a href="#">Language Request</a> <a href="#">Overseas Request</a> <a href="#">Fellow Admin</a> <a href="#">Instructor Admin</a> <a href="#">FLAS Competition</a> <a href="#">Description</a> <a href="#">Priorities</a> <a href="#">Areas of Need</a> <a href="#">Budget</a>
	Summer 14 Interim	2013	06/01/2014	06/01/2014	08/14/2014	\$45,000		<a href="#">Project Info</a> <a href="#">Add User</a> <a href="#">Select, View, Submit</a> <a href="#">Reports</a> <a href="#">Language Request</a> <a href="#">Overseas Request</a> <a href="#">Fellow Admin</a> <a href="#">Instructor Admin</a> <a href="#">FLAS Competition</a> <a href="#">Description</a> <a href="#">Priorities</a> <a href="#">Areas of Need</a> <a href="#">Budget</a>
	Summer 14 Final	2013	11/14/2014	06/01/2014	08/14/2014	\$0		<a href="#">Project Info</a> <a href="#">Add User</a> <a href="#">Select, View, Submit</a> <a href="#">Reports</a> <a href="#">Language Request</a> <a href="#">Overseas Request</a> <a href="#">Fellow Admin</a> <a href="#">Instructor Admin</a> <a href="#">FLAS Competition</a> <a href="#">Description</a> <a href="#">Priorities</a> <a href="#">Areas of Need</a> <a href="#">Budget</a>

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## Language Requests

Create a language request for each fellow whose language is not on your approved language list. You can make requests for one-time approvals for **AY 10-11** to have the language approved for this fellowship period only or you can request to have the language approved for the remainder of the grant cycle. You can view a list of approved languages for this grant on the [Project Information](#) screen.

- If you wish to make a summer request, select the report first on the [Report Schedule](#) screen.
- To add a language request, click the "Add a Language Request" button.
- The language requests for this report are listed below.
- To view or edit a language request, click "Update."
- To remove a language request, click "Delete."
- To view a printer-friendly version of the request, click "Print."
- After entering a language request, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
- The IRIS system will notify your program officer by email when the language request is submitted.
- When the language request is approved or disapproved, the IRIS system will send you an email with additional information from your program officer.

**Note:** If you wish to add a language request for **Summer 2011**, click [here](#) to select your summer report first.

Action	Fellow Name	Request Status	Submit Date	Approval Date	Language	Level	One-time?
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## Language Requests


Create a language request for each fellow whose language is not on your approved language list. You can make requests for one-time approvals to have the language approved for this fellowship period (AY 10-11) only or you can request to have the language approved for the remainder of the grant cycle.

**\* Required fields**

Fellow name: \*

First name Last name

Language: \* Select one

Level: \* Select one 

Request this language approval: \*  
 One-time (AY 10-11 only)  
 Remainder of the grant cycle

Supporting materials: \*  
 (Including instructor's CV) no file selected  
 Press the "Browse..." button to to attach a file. When prompted, locate and select the file to upload.

Explanation of request: \* (limit 2,000 characters)

Characters and Spaces:

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## Overseas Program Requests

Create an overseas program request for each fellow attending an overseas program during the AY 10-11 fellowship period. If you have more than one fellow attending the same program, you can click the "Save [or Submit to IRIS] and Add Another Request for the same Program" button. If you click one of these buttons, a new record will display with all fields pre-populated except the fellow's name.

**\* Required fields**

Fellow name: \*

First name Last name

Language: \* Select one  
(Only your approved languages appear in this dropdown. Use the [Language Request](#) screen to request an additional language.)

Level: \* Select one 

Total number of weeks: \*

\* Single program Multiple programs

Total number of hours: \*

Country: \* Select one

Additional countries: Select all that apply  
(if applicable) Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra

Program brochure: **no file selected**  
Note: Either upload a program brochure or enter the URL for the program Web site.  
Press the "Browse..." button to to attach a file. When prompted, locate and select the file to upload.

Program Web site: http://  
Note: Ensure that the link works before you submit the request.

Departure date: \* (all dates in mm/dd/yyyy format)

Return date: \*

Program start date: \*

Program end date: \*

Justification of request: \* (limit 2,000 characters)

Characters and Spaces:

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U.S. Department of Education  
Office of Postsecondary Education  
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Phone: (202) 502-7700

<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## Overseas Program Requests

Create an overseas program request for each fellow attending an overseas program during the **AY 10-11** fellowship period.

**Note:** If you wish to add an overseas program request for **Summer 2011**, click [here](#) to select your summer report first.

- If you wish to make a summer request, select the report first on the [Report Schedule](#) screen.
- To add an overseas program request, click the "Add an Overseas Program Request" button.
- The overseas program requests for this report are listed below.
- To view or edit an overseas program request, click "Update."
- To remove an overseas program request, click "Delete."
- To view a printer-friendly version of the request, click "Print."
- After entering an overseas program request, click the "Submit to IRIS" button at the bottom of the page to submit it to IRIS.
- The IRIS system will notify your program officer by email when the overseas program request is submitted.
- When the overseas program request is approved or disapproved, the IRIS system will send you an email with additional information from your program officer.

Action	Fellow Name	Request Status	Submit Date	Approval Date	Country
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## Fellow Administration for the AY 10-11 Report

Enter information for each fellowship awarded. This should be done as early as possible in the grant period.

- To add a new fellow, click the "Add a Fellow" button.
- To view or edit a fellow's record, click "Update." To remove a fellow's record, click "Delete."
- If you add a dissertation research fellow, an email will be sent to your program officer requesting approval.
- To display the fellow's pages in PDF format, click [here](#).

Action	Interim / Final	Name	Email	Award
<a href="#">Update</a>   <a href="#">Delete</a>	Both	-, -	user@domain.com	\$2
<b>Total:</b>				<b>\$2</b>

<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## Add a Fellow to your AY 10-11 report

Enter information for each fellowship awarded. This should be done as early as possible in the grant period.

Only languages for which the grant is approved appear in the "Award language" dropdown. Use the [Language Request](#) screen to request a language that is not approved for this award.

**\* Required fields**

Fellow name: \*

First name Last name

Email: \*

Fellow Type: \* Only undergraduate students who are at the intermediate or advanced level of language study and who are studying a Less Commonly Taught Language are eligible to receive a FLAS award.  
Select one

Award language: \* Select one  
(Only the approved languages for the grant appear on this dropdown.)

Language level: \* Select one

Fellow's Home Institution: \* Select one

Degree program enrolled in when fellowship awarded: \* Bachelor's Master's Doctorate Master's / Doctorate

Major / Discipline: \* Select one

Degree program: Select one

Fellowship program name: \*

Study site: \* Select one

Other:

Program: \* U.S. Overseas Both

Country of destination: Select one

Stipend: \* \$

Tuition and fees: \* \$

University contribution-stipend: \$

University contribution-tuition and fees: \$

Total Title VI FLAS grant funds: \$ (Tuition and fees + stipend)

Total university contribution: \$ (Tuition and fees + stipend)

This fellowship is for: \* Language and area studies coursework **or** Dissertation research overseas **or** Summer intensive language program

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

■ **Dissertation Research Overseas**

If the purpose of the fellowship is for dissertation research overseas, provide the following information. When you click Save, an email will be sent to your program officer to notify them of your request for a dissertation research fellowship.

Organization affiliation(s):  
(limit 500 characters and spaces)

Characters and Spaces:

Individual affiliation(s):  
(limit 500 characters and spaces)

Characters and Spaces:

Advisor name:

Advisor email:

Dissertation research topic:

Methodology:  
(limit 5,000 characters and spaces)

Characters and Spaces:

Proposed research dates: From \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yyyy)

Visa status:  Issued  Not applicable

Visa issued date:

Research permission status:  Received  Not applicable

Research permission issued date:

■ **Oral Proficiency Scores**

Did the fellow take a standardized language test before or after the fellowship? \*  Yes  No

If so, name of standardized test:

Select the score received.

Pre-fellowship score:

Post-fellowship score:

<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## Instructors

To add an instructor for Pre/Post student evaluations, click the add an instructor button.

To update an instructor, click the Update link under Action

To remove an instructor, click the Delete link under Action

To send email notifications to instructors, click one or more check boxes under Notify then click the Notify Instructor button.

To display the instructor's pages in PDF format, click [here](#).

To view the Instructor Business Process document, click [here](#).

Action	Notify	Report Type	Name	Email	Fellow(s)				
<a href="#">Update</a>   <a href="#">Delete</a>		AY 10-11 Interim	-, -	user@domain.com	<b>Fellow Name</b>	<b>Pre</b>	<b>Post</b>	<b>Report Type</b>	<b>Language</b>
					--	No	No	AY 10-11 Final	Abkhaz

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## Add an Instructor

\* Required fields

Instructor name: \*

First Name                      Last Name

Email: \*

Instructor fellow(s) \*    Select all that apply  
 -- (Abkhaz)  
 -- (Abkhaz)

<b>Program:</b> FLAS <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Report:</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>AY Amount:</b> <b>Summer Amount:</b> <b>Total:</b>
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## FLAS Competition Description

### Undergraduate applicants:

*Major / Discipline of Undergraduate applicants:*

Select one

Delete	Major / Discipline	Total Applicants
--------	--------------------	------------------

*Language level of Undergraduate Applicants*

Language Level	Total Applicants
----------------	------------------

Intermediate:

Advanced:

### Master's applicants:

*Major / Discipline of Master's applicants:*

Select one

Delete	Major / Discipline	Total Applicants
--------	--------------------	------------------

*Language level of Master's applicants*

Language Level	Total Applicants
----------------	------------------

Beginner:

Intermediate:

Advanced:

### Doctoral applicants:

*Major / Discipline of Doctoral Applicants:*

Select one

Delete	Major / Discipline	Total Applicants
--------	--------------------	------------------

*Language level of Doctoral Applicants*

Language Level	Total Applicants
----------------	------------------

Beginner:

Intermediate:

Advanced:

---

**Master's / Doctoral applicants:**

*Major / Discipline of Master's / Doctoral Applicants:*

Select one

Delete	Major / Discipline	Total Applicants
--------	--------------------	------------------

*Language level of Doctoral Applicants*

Language Level	Total Applicants
----------------	------------------

Beginner:

Intermediate:

Advanced:

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**Number of FLAS Awards**

Awards	Total
--------	-------

Undergraduate:

Master's:

Doctoral:

Master's / Doctoral:

Total:

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**Number of Alternates**

Alternates	Total
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Undergraduate:

Master's:

Doctoral:

Master's / Doctoral:

Total:

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## 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.

**FLAS Competitive Preference Priority1:** Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students, or both, to students who demonstrate financial need as indicated by the students' expected family contribution, as determined under part F of title IV of the HEA. This need determination will be based on the students' financial circumstances and not on other aid. The applicant must describe how it will ensure that all fellows who receive such preference show potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine. For grants awarded with fiscal year 2014 funds, the preference applies to fellowships awarded for study during academic years 2015-16, 2016-17, and 2017-18. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

**FLAS Competitive Preference Priority2:** Applications that propose to make 25 percent or more of academic year FLAS fellowships in any of the 78 priority languages selected from the U.S. Department of Education's list of less commonly taught languages (LCTLs). The list includes the following: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandigo, Maninka, Dyula), Belarusian, Bengali(Bangla), Berber (all languages),Bosnian, Bulgarian, Burmese, Cebuano(Visayan), Chechen, Chinese(Cantonese), Chinese (Gan), Chinese(Mandarin), Chinese (Min), Chinese(Wu), Croatian, Dari, Dinka, Georgian,Gujarati, Hausa, Hebrew (Modern),Hindi, Igbo, Indonesian, Japanese ,Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani),Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan,Tigrigna, Turkish, Turkmen, Ukranian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

**FLAS Invitational Priority:** Applications that propose to award academic year fellowships in any of the priority languages used in sub-Saharan Africa, South Asia, and Southeast Asia. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

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## Diverse Perspectives and Areas of Need

20 U.S. Code Â§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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## AY Budget

\* Required fields

AY Allocation:	\$165,000
Carryover funds:	\$
Total AY FLAS funds awarded to Interim fellows: (Tuition + Stipend )	\$2
Total AY FLAS funds received from other institutions:	
Select all that apply	
Boston University	
Brigham Young University	\$
Columbia University	
Received From: Cornell University	
Duke University	
Total AY FLAS funds given to other institutions:	
Select all that apply	
Boston University	
Brigham Young University	\$
Columbia University	
Given To: Cornell University	
Duke University	
Unexpended AY FLAS grant funds:	\$
Comments: (limit 1,000 characters and spaces)	

Characters and Spaces:

Budget attachment: \* Excel spreadsheet only. Attach a spreadsheet with detailed budget information. 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 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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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Language Request	Overseas Request	Fellow Admin	Instructor Admin	FLAS Competition Description	Priorities	Areas of Need	Budget
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## 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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