

# **U.S. DEPARTMENT OF EDUCATION**

Office of Postsecondary Education  
Washington, DC 20006-8510



**Fiscal Year 2021**

## **APPLICATION FOR GRANTS UNDER THE BUSINESS AND INTERNATIONAL PROGRAM (CFDA NUMBER: 84.0153A)**

Form Approved  
OMB No. 1840-0794, Exp. Date: xx/xx/20xx

**DATED MATERIAL - OPEN IMMEDIATELY**

**CLOSING DATE: TBD**

# Table of Contents

	Page
<b><u>Program-Specific Instructions and Forms</u></b>	
Dear Applicant Letter .....	3
FY 2021 BIE Competition Overview .....	4
Supplemental Information.....	8
Federal Register Notice.....	14
Program Regulations (Selection Criteria).....	35
Authorizing Legislation .....	38
Code of Federal Regulations.....	42
Findings and Purposes.....	45
BIE Program Profile Form.....	48
Instructions for Completing the BIE Application Package .....	49
Government Performance and Results Act (GPRA) .....	51
The Government Performance and Results Act of 1993 (GPRA) and the GPRA Modernization Act of 2010 (GPRAMA).....	52
IFLE Guidance on Developing Evaluation Plan .....	53
Grants.gov Submission Tips.....	61
Grants.gov Application Parts.....	65
Paperwork Burden Statement.....	67
Executive Order 12372.....	68
BIE Program FY 2021 Application Checklist.....	69

## **STANDARD INSTRUCTIONS AND FORMS (<http://www.grants.gov>)**

Application Transmittal Instructions  
 Application for Federal Assistance (SF 424)  
 Supplemental Information Required for Department of Education  
 Assurances – Non-Construction Programs (SF 424B)  
 U.S. Department of Education Budget Information Non-Construction Programs  
     Section A – Budget Summary (ED 524)  
     Section B – Budget Summary Non-Federal Funds (ED 524)  
 Grants.gov Lobbying Form (formerly ED 80-0013)  
 Intergovernmental Review, State Single Point of Contact  
 Disclosure of Lobbying Activities (SF LLL)

Dear Applicant:

Thank you for your interest in applying for a Fiscal Year (FY) 2021 grant under the Business and International Education (BIE) program. This application package includes information about the program as well as the instructions and forms needed to submit a complete application to the U.S. Department of Education.

The BIE program provides grants to institutions of higher education, that enter into an agreement with a trade association to improve the academic teaching of the business curriculum and to conduct outreach activities that will assist the local business community to compete in the global arena.

For the FY 2021 competition, the U. S. Department of Education has announced two invitational priorities. We encourage you to describe in your application narrative how your proposed project will address the invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets the invitational priorities a competitive or absolute preference over other applications. For additional information about the priorities, please refer to the Notice Inviting Applications published in the *Federal Register* on February 11, 2020 and included in this application package.

All applicants to this competition must submit applications electronically using Grants.gov. You may access the electronic grant application at [www.Grants.gov](http://www.Grants.gov) (<http://www.Grants.gov>). You must search for the downloadable application package by the CFDA number. Do not include the CFDA number's alpha suffix in your search, i.e., search for 84.153, *not* 84.153.

Please be advised that the amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your internet connection. Therefore, we recommend that you allow yourself plenty of time to complete your submission. Your application must be fully uploaded and submitted and must be date-and time-stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements.

The International and Foreign Language Education (IFLE) office looks forward to receiving competitive grant applications that will provide access to meaningful research and training opportunities overseas, promote intercultural collaborations and networking activities, and strengthen U.S. capacity in postgraduate research, exchanges, and area studies.

If you have any questions or require additional information, please contact Tanyelle Richardson at [tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov).

Cheryl E. Gibbs  
Senior Director  
International and Foreign Language Education

## FY 2021 BIE COMPETITION OVERVIEW

1. **Award Information:** This is the award information for the FY 2020 grant competition.

**Available Funds:** \$1,663,532

**Estimated Range of Awards:** \$70,000 - \$95,000 per year  
**Estimated Average Size of Awards:** \$58,000 per year  
**Estimated Number of Awards:** 20

(Note: The Department is not bound by the estimated amounts announced in the Notice Inviting Applications (NIA) and this application package.)

2. **Project Period:** Up to 24 months.
3. **Eligible Applicants:** Institutions of higher education that enter into agreements with business enterprises, trade organizations or associations that are engaged in international economic activity—or a combination of associations—for the purpose of pursuing the activities authorized under this program.

4. **BIE Partnership Agreement**

The authorizing statute requires that each application be accompanied by a signed copy of the "Agreement" entered by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations, or association, for the purposes of establishing, developing, improving, or expanding activities eligible for assistance under Section 613 (b) of the statute.

Include a copy of all signed "Agreement(s)" for each party in the "Other Attachments Form" section of the application. The content of the "Agreement(s)" should provide sufficient detail to show how the assistance (e.g., technical or monetary assistance) furthers the establishment, improvement or expansion of the eligible activities, and should describe the responsibilities incumbent upon each party to the "Agreement(s)."

4. **Cost Sharing or Matching:** To be eligible for an award, an applicant shall provide matching funds through non-Federal contributions, either in cash or in-kind donations. The applicant must propose the amount of cash or in-kind resources to be contributed for each year of the grant. As described in section 613(d) of the HEA, (20 U.S.C. 1130a(d)), the applicant's share of the total cost of carrying out a program supported by a grant under the Business and International Education Program must be no less than 50 percent of the total cost of the project in each fiscal year. Given

the importance of matching funds to the long-term success of the project, eligible entities must identify appropriate matching funds in the proposed budget.

5. **Budget Periods Covered by the FY 2021-2023 Grant Cycle:**

Year 1	FY 2021-22	October 1, 2021 - September 30, 2022
Year 2	FY 2022-23	October 1, 2022 - September 30, 2023

6. **Assurances:** In addition to any other requirements outlined in the application package for this program, each application must include the following program assurance: Explain how the activities funded by the grant will **reflect diverse perspectives and a wide range of views, and generate debate on world regions and international affairs, where applicable.**
7. **Invitational Priorities:** The FY 2021 NIA contains two invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets the priorities a competitive or absolute preference over other applications in the competition.

These priorities are:

**Minority Serving Institutions and Community Colleges**

Applications from Minority-Serving Institutions (MSIs) (as defined in this application) and community colleges (as defined in this application), for the purposes of pursuing the activities authorized under this program.

**Training in Less Commonly Taught Languages or Thematic Focus on International Business Programs.**

Applications that propose programs or activities focused on language training or the development of area or international business programs focused on contemporary topics or themes in conjunction with training in any foreign languages, except French, German, or Spanish.

8. **Intergovernmental Review:** The BIE program is subject to Executive Order 12372, which means applicants are required to send a copy of their FY 2020 grant applications to the designated State Single Point of Contact (SPOC) by the deadline date for Intergovernmental Review published in the NIA. The Single Point of Contact for each State, (if the State has one), may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.
9. **Grants.gov Electronic Submission Requirement:** FY 2021 BIE program applications must be submitted electronically using Grants.gov. For information about submitting your application through Grants.gov, you should review and follow the “U.S. Department of Education Grants.gov Submission Procedures and Tips for Applicants” on page 55. You are urged to acquaint yourself with the

Grants.gov procedures early to ensure that you have enough time for completing the registration process and submitting your application in a timely manner. Your application must be fully uploaded and submitted and must be date-and time-stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements.

Grants.gov is accessible through its portal page at: <http://www.grants.gov>

10. **Grants.gov Customer Support:** For answers to your questions about the Grants.gov system, please contact Grants.gov Customer Support at 1-800-518-4726 or email at <mailto:support@grants.gov> or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>
10. **Page Limitation:** The *suggested* page limit, for the program narrative, is **35 pages**. The Program Narrative is where applicants address the EDGAR selection criteria that the peer review panels will use to evaluate applications.
12. **BIE Program Technical Assistance:** For answers to your questions about the BIE program and application preparation, please contact Tanyelle Richardson at (202) 453-6391 or email at [tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov).
13. **Reporting Requirements**

If you receive a FY 2021 new grant award, you will be required to submit performance reports in the fall and spring, and a final performance and financial status report at the end of the project period. All performance reports for the BIE program must be submitted electronically into the IFLE web-based reporting system, International Resource Information System (IRIS). This online system collects narrative, data, and budget information about funded projects to enable IFLE program officers to determine whether grantees are making substantial progress toward approved project objectives. For more information about IRIS and to view the reporting instructions, please go to:

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

#### **14. CONTACT PERSON**

For program-related questions and assistance, please contact:

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

Telephone: (202) 453-6391  
E-mail: [tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov)

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

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

## SUPPLEMENTAL INFORMATION

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

### **Application Components**

**Project Abstract:** The abstract “introduces” the peer reviewers to your overseas center and the activities that you are proposing to undertake over the next two years. It should clearly describe how the center’s proposed activities are consistent with the BIE program purpose and the invitational priorities. The abstract should present a compelling justification as to project’s merit and its potential impact.

You might also wish to highlight the project director’s expertise and leadership skills that will contribute to the project’s success.

- The project abstract is not included in the suggested 35 pages.
- The suggested page length for the abstract is one page.
- The project abstract may be single-spaced.

**Table of Contents:** A table of contents is suggested because it helps the reviewers in locating and referencing information more easily during the peer review process. The table of contents is not included in the suggested 35 pages for the Project Narrative.

**Program Narrative:** The Program Narrative is where you respond to the six EDGAR selection criteria from 34 CFR 661.34 that the peer reviewers will use to evaluate your proposal. The full text for the selection criteria and the sub-factors begins on page 30 in this application package and in the Notice Inviting Applications.

Read each selection criterion and the sub-factor(s) carefully so that you can provide meaningful, clear, and relevant information that effectively and efficiently responds to that selection criterion and any sub- factor(s). Please be reminded that all points matter, and the extent to which you provide strong responses for all criteria, the more competitive your application will be.

To facilitate the review of the Program Narrative, IFLE suggests that you use the selection criteria titles as headings and present the narrative in the following sequence, to be consistent with how the selection criteria will appear on the technical review form:

- |     |                          |                   |
|-----|--------------------------|-------------------|
| (a) | Need for project         | (up to 25 points) |
| (b) | Plan of operation        | (up to 20 points) |
| (c) | Quality of key personnel | (up to 10 points) |



(d)	Budget and cost effectiveness	(up to 15 points)
(e)	Evaluation plan	(up to 25 points)
(g)	Adequacy of resources	<u>(up to 5 points)</u>

**Total Possible Points**

**100 points**

*Note: In addition to using the selection criteria titles as main headings, using the sub-factor headings to identify the discussions is also helpful to the reviewers.*

- Provide responses to all selection criteria and sub-factors in the Project Narrative.
- Although certain selection criteria might seem to be asking the same question, read the criteria text carefully to discern the distinction or nuance between what is being requested.
- Be sure to provide information where it is requested.
- The suggested number of pages for the program narrative is 35 pages; however, applications that slightly exceed the suggested limit will not be disqualified.

Applicants will submit the Program Narrative using the **Program Narrative Attachment Form** in the Grants.gov application template.

#### **Program Assurance:**

Provide an explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, where applicable.

#### **Project Budget:**

##### **Budget Forms**

##### ***Budget Form ED 524 Budget Summary Section A-Non-Construction Programs***

The proposed two-year budget should include the amounts requested to establish or operate the overseas center and to conduct the allowable activities under the BIE program.

Applicants must use **both** ED Form 524 ED Form 524 Budget Summary Section A – Non-Construction Programs and ED 524 Budget Summary Section B- Budget Summary Non-Federal Funds in your application to present the requested amounts for both years of the project period. The amounts included in Section A are the amounts you are requesting from the U.S. Department of Education BIE program. The amounts included in Section B represent your matching funds. As described in section 613(d) of the HEA, (20 U.S.C.

1130a(d)), the applicant's share of the total cost of carrying out a program supported by a grant under the Business and International Education Program must be no less than 50 percent of the total cost of the project in each fiscal year.

### ***Budget Form ED 524 Budget Summary Section C (Budget Narrative)***

Use ED 524 Budget Summary Section C to submit a detailed, itemized budget for the amounts you are requesting for each year of the 2-year project period. You will attach the itemized budget using the budget narrative attachment in the Grants.gov template.

### ***Budget Categories***

In presenting your detailed budget, use the categories in the ED 524 Budget Section Summary A-Non- Construction Programs. The Department uses these cost categories for all discretionary grant programs.

1. Personnel. Include the compensation for employees. The budget detail narrative that you attach in Part III should include the positions, salaries, and their time and effort on the grant.

Note: Professional services fees for consultants, external evaluators, conference speakers, workshop facilitators, etc., should be included in category 8. Other of the ED 524 form.

2. Fringe Benefits. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The fringe benefits costs are allowable, provided the costs are reasonable and required by law, the non-Federal entity-employee agreement, or an established policy of the non-Federal entity. Indicate the dollar amount as well as the fringe benefit rate, e.g., 18%. Leave this line item blank if the fringe benefits are included in the indirect costs.
3. Travel. Include the travel costs for grant-related personnel and scholars in this category. The travel costs for other project participants should be included in category 8. Other.

The definition of travel costs from 34 CFR Part 200, Uniform Administrative Requirements for Federal Awards is provided below as guidance. \$200.474 Travel costs. (a) General. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on

official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies (b) Lodging and subsistence. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that: (1) Participation of the individual is necessary to the Federal award; and (2) The costs are reasonable and consistent with non-Federal entity's established travel policy.

4. Equipment. Non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. In the itemized budget, explain why the requested equipment is necessary and include the per-unit cost and the total number of units.
5. Supplies. All tangible personal property with an acquisition cost of less than \$5000 per unit. In the budget narrative, provide an itemized list of all requested supplies.
6. Contractual. Services covered by a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
7. Construction. Not applicable. Leave blank.
8. Other. Includes direct costs not covered in lines 1 through 5. Professional services fees for consultants and external evaluator fees, non-employee travel costs, costs for conferences, program activities, publication costs, etc., are allowable and should be included in this category. Participant support costs are also allowable for stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences, or training projects. In the budget detail attachment, provide a breakdown of all costs included in "Other".
9. Total Direct Costs. The total direct costs requested in lines 1-8.

10. Indirect Costs. Indirect (Facilities and Administrative (F&A)) costs are the costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefited. **Under the BIE program, indirect costs are limited to 8% of a modified total direct cost base both for the Federal costs and the matching costs. The Federal share of indirect cost is 8% and the matching share is 8%. You cannot match with more than 8% indirect cost.**
11. Training Stipends. Not applicable. Leave blank.
12. Total Costs. The sum of all line items.
  - ✓ The proposed budget must demonstrate that the requested costs are reasonable and necessary to conduct an effective, efficient, and high-quality project.
  - ✓ The proposed budget must include costs that are allowable and allocable to the grant.
  - ✓ The proposed budget should be in alignment with the project scale and scope.
  - ✓ The budget narrative should provide enough detail to enable the peer reviewers to make an informed judgement about whether the budget represents a sound investment of Federal funds.
  - ✓ The response to the “Adequacy of Resources” selection criterion in the Project Narrative is where you describe the extent to which the budget is adequate to support the proposed project and that the proposed costs are reasonable and necessary to accomplish the project activities. The Summary Budget Section C Budget Narrative Attachment Form is where you attach the four-year budget with itemized costs.

***Performance Measure Form (PMF):*** Use the PMF to present the project goals, performance measures, activities in the submitted proposal. IFLE will request the data indicators, frequency, data sources, the baselines and targets later, if the proposed project is recommended for funding. Information about the PMF is on pages 52.

### ***Appendices:***

Please limit supporting documents to the following:

- ✓ BIE Program Profile Form (**required**)
- ✓ BIE Partnership Agreement (**required**)
- ✓ BIE Supplemental Information Narrative (Any information directly related to the proposed program)
- ✓ Curriculum vitae of key personnel (recommended no more than five CV's; 2 page limit per CV)
- ✓ Sample evaluation and assessment tools (recommended no more than five documents; no page limit)
- ✓ PMF forms (one per goal) (**required**)
- ✓ Detailed line-item budget (both years of requested funding)
- ✓ Budget narrative justification (both years of requested funding)

## **FY 2021 Notice Inviting Applicants (NIA) FINAL**

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Business and International Education Program

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Notice.

SUMMARY: The Department of Education (Department) is issuing a notice inviting applications for fiscal year (FY) 2021 for the Business and International Education (BIE) program, Assistance Listing Number 84.153A. This notice relates to the approved information collection under OMB control number 1840-0794.

DATES:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Pre-Application Webinar information: The Department will hold a pre-application meeting via webinar for prospective applicants. Detailed information regarding this webinar will be provided on the International and Foreign Language Education website at [www2.ed.gov/about/offices/list/oie/iegps/index.html](http://www2.ed.gov/about/offices/list/oie/iegps/index.html).

Additionally, for new potential grantees unfamiliar with grantmaking at the Department, please consult our funding basics

resources at [www2.ed.gov/documents/funding-101/funding-101-basics.pdf](http://www2.ed.gov/documents/funding-101/funding-101-basics.pdf).

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 105 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and available at [www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf).

FOR FURTHER INFORMATION CONTACT: Tanyelle Richardson, U.S. Department of Education, 400 Maryland Avenue, SW, room 258-14, Washington, DC 20202. Telephone: (202) 453-6391. Email: [tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov).

If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

## SUPPLEMENTARY INFORMATION:

### Full Text of Announcement

#### I. Funding Opportunity Description

Purpose of Program: The BIE Program provides grants to enhance international business education programs and to expand the capacity of the business community to engage in international economic activities.

Priorities: This notice contains two invitational priorities.

Invitational Priorities: For FY 2021 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are an invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1--Minority Serving-Institutions and Community Colleges.

Applications from Minority-Serving Institutions (MSIs) (as defined in this notice) and community colleges (as defined in this notice), for the purposes of pursuing the activities authorized under this program.

For the purpose of this priority:

Community college means an institution that meets the definition in section 312(f) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1058(f)); or an IHE (as defined in section 101 of the HEA) that awards degrees and certificates,



more than 50 percent of which are not bachelor's degrees (or an equivalent) or master's, professional, or other advanced degrees.

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

Note: The Eligibility Matrix that lists of institutions of higher education and identifies the title III and title V programs for which they are currently eligible is available at: [www2.ed.gov/about/offices/list/ope/itudes/eligibility.html#el-inst](http://www2.ed.gov/about/offices/list/ope/itudes/eligibility.html#el-inst).

Invitational Priority 2--Training in Less Commonly Taught Languages or Thematic Focus on International Business Programs.

Applications that propose programs or activities focused on language training or the development of area or international business programs focused on contemporary topics or themes in conjunction with training in foreign languages, except French, German, or Spanish.

Program Authority: 20 U.S.C. 1130-1130b.

Note: Projects will be awarded and must be operated in a manner consistent with the nondiscrimination requirements contained in Federal civil rights laws.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79,

81, 82, 84, 85, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474. (d) The regulations for this program in 34 CFR parts 655 and 661.

Program Assurances: Each application must include an assurance that, where applicable, the activities funded by this grant will reflect diverse perspectives and a wide range of views on world regions and international affairs. (20 U.S.C. 1130a(c)).

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$1,663,532.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2022 from the list of unfunded applications from this competition.

Estimated Range of Awards: \$70,000-\$95,000 for each 12-month budget period.

Estimated Average Size of Awards: \$84,210.

Estimated Number of Awards: 20.

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

Project Period: Up to 24 months.

### III. Eligibility Information

1. Eligible Applicants: Institutions of higher education (IHEs) that have entered into agreements with business enterprises, trade organizations, or associations that are engaged in international economic activity--or a consortium of these enterprises, organizations, or associations--for the purposes of pursuing the activities authorized under this program.

2. a. Cost Sharing or Matching: To be eligible for an award, an applicant must provide matching funds through non-Federal contributions, either in cash or in-kind donations. The applicant must propose the amount of cash or in-kind resources to be contributed for each year of the grant. As described in section 613(d) of the HEA (20 U.S.C. 1130a(d)), the applicant's share of the total cost of carrying out a program supported by a grant under the BIE Program must be no less than 50 percent of the total cost of the project in each fiscal year.

b. Supplement not Supplant: This program involves supplement-not-supplant funding requirements. Grantees must use BIE grant funds to supplement, and not supplant, any other Federal, State, and local funds that would otherwise have been

available to carry out authorized activities, which are described in section 604(a)(7)(D) of the HEA, 20 U.S.C. 1124(a)(7)(D).

c. Indirect Cost Rate Information: This program uses a restricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see [www2.ed.gov/about/offices/list/ocfo/intro.html](http://www2.ed.gov/about/offices/list/ocfo/intro.html).

d. Administrative Cost Limitation: This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles described in 2 CFR part 200 subpart E of the Uniform Guidance.

3. Subgrantees: Under 34 CFR 75.708(b) and (c), a grantee under this competition may award subgrants--to directly carry out project activities described in its application--to the following types of entities: IHEs, nonprofit organizations, professional organizations, or businesses. The grantee may award subgrants to entities it has identified in the approved application or that it selects through a competition under procedures established by the grantee.

#### IV. Application and Submission Information

1. Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and

available at [www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf), which contain requirements and information on how to submit an application.

2. Submission of Proprietary Information: Given the types of projects that may be proposed in applications for the BIE grant competition, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define "business information" and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. 552, as amended). Because we plan to post on our website a selection of funded abstracts and applications' narrative sections, you may wish to request confidentiality of business information.

Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs

under Executive Order 12372 is in the application package for this competition.

4. Funding Restrictions: We specify unallowable costs in 34 CFR 658.40. We reference additional regulations outlining funding restrictions in the Applicable Regulations section of this notice.

5. Recommended Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you (1) limit the application narrative to no more than 35 pages and (2) use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended page limit does not apply to the cover sheet; budget section, including the narrative budget justification; the assurance and certifications; or the abstract,

the resumes, the biography, or letters of support. However, the recommended page limit does apply to all of the application narrative.

## V. Application Review Information

1. Selection Criteria: The selection criteria for this program are in 34 CFR 661.31 and 34 CFR 655.31. The maximum score for all of the selection criteria is 100 points. The maximum score for each criterion is included in parentheses following the title of the specific selection criterion. Each criterion also includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion.

The selection criteria are as follows:

(a) Need for the project (up to 25 points).

The Secretary reviews each application for information that shows the need for the project, and the extent to which the proposed project will promote linkages between institutions of higher education and the business community involved in international economic activities.

(b) Plan of operation (up to 20 points).

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

(2) The Secretary looks for information that shows--

- (i) High quality in the design of the project;
- (ii) An effective plan of management that ensures proper and efficient administration of the project;
- (iii) A clear description of how the objectives of the project relate to the purpose of the program;
- (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
- (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--

- (A) Members of racial or ethnic minority groups;
- (B) Women; and
- (C) persons with disabilities.
- (c) Qualifications of the key personnel (up to 10 points).

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

(2) The Secretary looks for information that shows--

- (i) The qualifications of the project director (if one is to be used);
- (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that



faculty is directly involved in the actual teaching and supervision of students;

(iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(d) Budget and cost effectiveness (up to 15 points).

(1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows--

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objectives of the project.

(e) Evaluation plan (up to 25 points).

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(f) Adequacy of resources (5 points).

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows--

(i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and

(ii) The equipment and supplies that the applicant plans to use are adequate.

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

applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary requires various assurances, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Risk Assessment and Specific Conditions: Consistent with 2 CFR 200.206, before awarding grants under this competition the Department conducts a review of the risks posed by applicants. Under 2 CFR 200.208, the Secretary may impose specific conditions and, under 2 CFR 3474.10, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$250,000), under 2 CFR 200.206(a)(2), we must make a judgment about your integrity, business ethics, and

record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through the System for Award Management. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

5. In General: In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department will review and consider applications for funding pursuant to this notice inviting applications in accordance with the following:

(a) Selecting recipients most likely to be successful in

delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR 200.205);

(b) Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115–232) (2 CFR 200.216);

(c) Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR 200.322); and

(d) Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR 200.340).

## VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

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

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the

application package and reference these and other requirements in the Applicable Regulations section of this notice.

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

3. Open Licensing Requirements: Unless an exception applies, if you are awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

4. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary

processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

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

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

5. Performance Measures: Under the Government Performance and Results Act of 1993 and for purposes of Department reporting under 34 CFR 75.110, the Department will use the following performance measure to evaluate the success of the BIE program:

Percentage of BIE projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

The Department will use information provided by grantees in their performance reports submitted via IRIS as the source of data for these measures. Reporting screens for institutions can be viewed at: [www.ieps-iris.org/iris/pdfs/BIE.pdf](http://www.ieps-iris.org/iris/pdfs/BIE.pdf).

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

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

## VII. Other Information



Accessible Format: On request to the program contact person listed under FOR FURTHER INFORMATION CONTACT, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, or compact disc, or other accessible format.

Electronic Access to This Document: The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at [www.govinfo.gov](http://www.govinfo.gov). At this site you can view this document, as well as all other documents of this Department published in the *Federal Register*, in text or Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the *Federal Register* by using the article search feature at [www.federalregister.gov](http://www.federalregister.gov). Specifically, through the advanced

search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Michelle Asha Cooper,  
*Acting Assistant Secretary  
for Postsecondary Education.*

## BIE Program Regulations (Selection Criteria)

External peer review panels with expertise in international business, area studies, world languages, and international education program administration will evaluate all FY 2021 BIE applications using the following Education Department General Administrative (EDGAR) selection criteria found at 34 CFR 661.31 and 34 CFR 655.

The Program Narrative should provide, in detail, the information that addresses each selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis. The BIE selection criteria contain sub-criteria. Applicants **MUST** specifically address each sub-criterion.

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

- |    |                                      |             |
|----|--------------------------------------|-------------|
| 1. | <u>Extent of Need</u>                | (25 points) |
| 2. | <u>Plan of Operation</u>             | (20 points) |
| 3. | <u>Quality of Key Personnel</u>      | (10 points) |
| 4. | <u>Budget and Cost Effectiveness</u> | (15 points) |
| 5. | <u>Plan of Evaluation</u>            | (25 points) |
| 6. | <u>Adequacy of Resources</u>         | ( 5 points) |

<b>Total Maximum Score for Selection Criteria</b>	<b>100 points</b>
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**The following guidance may assist you in addressing each of the selection criteria:**

1. **Extent of Need for the Project (Maximum 25 points)**
  - a. Describe how the needs outlined in Section 611 are addressed by the project.
  - b. Describe how those needs were identified.
  - c. Describe how your plans for institutional development and for linkages with the business community meet those needs.
  - d. Describe the benefits to be gained by meeting those needs.

**2. Plan of Operation (Maximum 20 points)**

- a. Describe how the objectives of the project will be accomplished, and how these activities, and the activities provided for under the "Agreement" relate to the purposes of Title VI, Part B.
- b. Describe the design of the project, and the activities that will be carried out, on a week-to-week or month-to-month basis for each year for which funding is requested. All activities, including those provided for in the "Agreement" should be included.
- c. Describe how your plans for management of the project will ensure its proper and efficient administration. Include in the description the provisions for managing the activities which are provided for in the "Agreement."
- d. Describe the ways the resources and personnel will be used to support the objectives of the project, including those which may be provided for in the "Agreement."
- e. Describe how the project will provide equal access and treatment for eligible project participants who are members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.

**3. Quality of Key Personnel (Maximum 10 points)**

- a. Describe the project director's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.
- b. Describe the other key personnel's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.
- c. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g., members of racial and ethnic minority groups, women, persons with disabilities , and the elderly) will be encouraged.

**4. Budget and Cost Effectiveness (Maximum 15 points)**

- a. Provide a detailed breakout of all project costs for each year for which Federal funding is requested. Show both the Federal and the required 50 percent non-Federal match. Explain how these costs support the project activities.

- b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.

5. **Plan of Evaluation (Maximum 25 points)**

- a. Provide a plan for evaluating the effectiveness of the project.
- b. Indicate the criteria to be used to evaluate the results of the project.
- c. Describe the kinds of data to be collected and analyzed. Will this provide an evaluation that is objective and quantifiable?
- d. Explain the methodology that will be used to determine if the needs for which the project is designed are being met.

6. **Adequacy of Resources. (Maximum 5 points)**

- a. Show that the facilities, equipment, supplies and other resources, including those identified by parties to the "Agreement," are adequate to carry out the activities of the project. Describe the sources and kinds of matching resources which will provide the non-Federal share of the costs for the project.

# Authorizing Legislation

## TITLE 34—EDUCATION

### CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

#### PART 655--INTERNATIONAL EDUCATION PROGRAMS--GENERAL PROVISIONS Table of Contents

##### Subpart A--General

Sec. 655.1 Which programs do these regulations govern?

The regulations in this part govern the administration of the following programs in international education:

- (a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);
- (b) The Language Resource Centers Program (section 603);
- (c) The Undergraduate International Studies and Foreign Language Program (section 604);
- (d) The International Research and Studies Program (section 605); and
- (e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121-1130b)

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

##### Subpart A--General

Sec. 655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
  - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
  - (2) 34 CFR part 75 (Direct Grant Programs).
  - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).
  - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
  - (5) 34 CFR part 82 (New Restrictions on Lobbying).
  - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
  - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 655; and
- (c) As appropriate, the regulations in--
  - (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
  - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
  - (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);

- (4) 34 CFR part 660 (International Research and Studies Program);
- (5) 34 CFR part 661 (Business and International Education Program); and
- (6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121-1127; 1221e-3)

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

Sec. 655.4 What definitions apply to the International Education Programs?

(a) Definitions in EDGAR. The following terms used in this part and 34 CFR parts 656, 657, 658, 660, 661, and 669 are defined in 34 CFR part 77:

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

(Authority: 20 U.S.C. 1121-1127)

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

Combination of institutions of higher education means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Critical languages means each of the languages contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act, except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of title VI of the Higher Education Act of 1965, as amended.

Institution of higher education means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Act of 1965, as amended, an institution that meets the requirements of section 101(a) except that (1) it is not located in the United States, and (2) it applies for assistance under title VI of the Higher Education Act of 1965, as amended, in consortia with institutions that meet the definitions in section 101(a).

(Authority: 20 U.S.C. 1121-1127, and 1141)

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

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

Sec. 655.10 What kinds of projects does the Secretary assist?

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

(Authority: 20 U.S.C. 1021-1027)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993, 64

FR 7739, Feb. 16, 1999]

Subpart C [Reserved]

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

Sec. 655.30 How does the Secretary evaluate an application?

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

- (a) The general criteria in Sec. 655.31; and
- (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121-1127)

[64 FR 7739, Feb. 16, 1999]

Sec. 655.31 What general selection criteria does the Secretary use?

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

(2) The Secretary looks for information that shows--

- (i) High quality in the design of the project;
- (ii) An effective plan of management that ensures proper and efficient administration of the project;
- (iii) A clear description of how the objectives of the project relate to the purpose of the program;
- (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
- (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--
  - (A) Members of racial or ethnic minority groups;
  - (B) Women; and
  - (C) Persons with disabilities.

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

(2) The Secretary looks for information that shows--

- (i) The qualifications of the project director (if one is to be used);
- (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
- (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
- (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(c) Budget and cost effectiveness. (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows--

- (i) The budget for the project is adequate to support the project activities; and
- (ii) Costs are reasonable in relation to the objectives of the project.

(d) Evaluation plan. (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.



(e) Adequacy of resources. (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows--

(i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121-1127)

Sec. 655.32 What additional factors does the Secretary consider in making grant awards?

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: 20 U.S.C. 1126(b)).

[58 FR 32575, June 10, 1993]

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2001]

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

[CITE: **34CFR661.1**]

# Code of Federal Regulations

**U.S. DEPARTMENT OF EDUCATION  
GENERAL ADMINISTRATIVE REGULATIONS  
(Title 34 Of The Code Of Federal Regulations (CFR) Chapter VI (7-1-01 Edition)  
Part 661- Business and International Education (BIE) Program Final Rule**

**Subpart A--General**

**Sec. 661.1 What is the Business and International Education Program?**

The Business and International Education Program is designed to promote linkages between institutions of higher education and American businesses engaged in international economic activities. The purpose of each project assisted under this part is both to enhance the international academic programs of institutions of higher education, and to provide appropriate services to the business community that will enable it to expand its capacity to sell its goods and services outside the United States.

**Sec. 661.2 Who is eligible to apply for a grant under the Business and International Education Program?**

Under this program the Secretary considers applications from institutions of higher education that have entered into agreements with business enterprises, trade organizations or associations engaged in international economic activity--or a combination or consortium of these enterprises, organizations or associations--for the purposes of pursuing the activities authorized under this program.

**Sec. 661.3 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 661.

**Sec. 661.4 What definitions apply to the Business and International Education Program?**

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:

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

(b) Definitions in 34 CFR part 655. The following terms used in this part are defined in 34 CFR part 655.4(b):

Combinations of institutions  
Institution of higher education

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

Sec. 661.10 What activities does the Secretary assist under this program?

The activities that the Secretary may assist institutions of higher education to conduct under this program, include but are not limited to--

- (a) Innovation and improvement of international education curricula to serve the needs of the business community, including the development of new programs for nontraditional, mid-career, or part-time students;
- (b) Development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;
- (c) Internationalization of curricula at junior and community colleges, and at undergraduate and graduate schools of business;
- (d) Development of area studies programs and interdisciplinary international programs;
- (e) Establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;
- (f) Research for and development of teaching materials relating to international education, including language materials, and facilities appropriate to business-oriented students;
- (g) Establishment of student and faculty fellowships and internships for training and education in international business activities;
- (h) Development of opportunities for business and other professional school junior faculty to acquire or strengthen international skills and perspectives;
- (i) Development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;
- (j) The establishment of internships overseas to enable foreign language students to develop their foreign language skills and their knowledge of foreign cultures and societies;
- (k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this program; and
- (l) Summer institutes in international business, foreign area, and other international studies designed to carry out the purposes of this program.

Sec. 661.20 What must an application include?

An institution that applies for a grant under this program shall include the following in its application:

- (a)(1) A copy of the agreement between the applicant and the other party or parties described in Sec. 661.2 for the purpose of carrying out the activities for which the applicant seeks assistance.
- (2) The agreement must be signed by all parties and it must describe the manner in which the business enterprise, trade association, or organization will assist in carrying out the activities proposed in the application.
- (b) An assurance that the applicant will use the funds to supplement and not to supplant activities conducted by the applicant.

Sec. 661.30 How does the Secretary evaluate an application?

- (a) The Secretary evaluates an application for a grant under this program on the basis of the criteria in Sec. 661.31.
  - (b) The Secretary awards up to 100 possible points for these criteria. The maximum possible points for each criterion are shown in parentheses.
- Subpart D--How Does the Secretary Make a Grant?

Sec. 661.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate applications for a grant under this program.

- (a) Plan of operation. (Maximum 20 points) (See 34 CFR 655.31(a).)
- (b) Qualifications of the key personnel. (Maximum 10 points) (See 34 CFR 655.31(b).)
- (c) Budget and cost effectiveness. (Maximum 15 points) (See 34 CFR 655.31(c).)
- (d) Evaluation plan. (Maximum 25 points) (See 34 CFR 655.31(d).)
- (e) Adequacy of resources (Maximum 5 points) (See 34 CFR 655.31(e).)
- (f) Need for the project. (Maximum 25 points)

The Secretary reviews each application for information that shows the need for the project, and the extent to which the proposed project will promote linkages between institutions of higher education and the business community involved in international economic activities.

Sec. 661.32 What priorities may the Secretary establish?

- (a) The Secretary may each year establish priorities for funding from the activities described in Sec. 661.10.
- (b) The Secretary announces any priorities in the application notice published in the Federal Register.

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

Sec. 661.40 What are the matching requirements?

A grantee shall pay a minimum of 50 percent of the cost of the project for each fiscal year.

(Authority: 20 U.S.C. 1130a)

**TITLE VI OF THE HIGHER EDUCATION ACT**  
**Part B - BUSINESS AND INTERNATIONAL EDUCATION PROGRAM**

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**FINDINGS AND PURPOSES**

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**Section 611 (a) The Congress finds that--**

- (1) the future economic welfare of the United States will depend substantially on increasing international skills in the business community and creating an awareness among the American public of the internationalization of our economy;
- (2) concerted efforts are necessary to engage business schools, language and area study programs, public and private sector organizations, and United States business in a mutually productive relationship which benefits the Nation's future economic interest;
- (3) few linkages presently exist between the manpower and information needs of United States business and the international education, language training and research capacities of institutions of higher education in the United States, and public and private organizations; and
- (4) organizations such as world trade councils, world trade clubs, chambers of commerce and State departments of commerce are not adequately used to link universities and business for joint venture exploration and program development.

**(b) It is the purpose of this part-**

- (1) to enhance the broad objective of this Act by increasing and promoting the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and
- (2) to promote institutional and noninstitutional educational and training activities that will contribute to the ability of United States business to prosper in an international economy.

**SEC. 613 EDUCATION AND TRAINING PROGRAMS**

**(a) PROGRAM AUTHORIZED.**-The Secretary shall make grants to, and enter into contracts with, institutions of higher education to pay the Federal share of the cost of programs designed to promote linkages between such institutions and the American business community engaged in international economic activity. Each program assisted under this part shall both enhance the international academic programs of institutions of higher education and provide appropriate services to the business community which will expand its capacity to engage in commerce abroad.

**(b) AUTHORIZED ACTIVITIES.**-Eligible activities to be conducted by institutions of higher education under this section shall include,

- (1) innovation and improvement in international education curricula to serve the needs of the business community, including development of new programs for nontraditional, mid-career, or part-time students;
- (2) development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;
- (3) internationalization of curricula at the junior and community college level, and at undergraduate and graduate schools of business;
- (4) development of areas studies programs and interdisciplinary international programs;
- (5) establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;
- (6) research for and development of specialized teaching materials, including language materials, and facilities appropriate to business-oriented students;
- (7) establishment of student and faculty fellowships and internships for training and education in international business activities;
- (8) development of opportunities for junior business and other professional school faculty to acquire or strengthen international skills and perspectives;
- (9) development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;
- (10) the establishment of internships overseas to enable foreign language students to develop their foreign language skills and knowledge of foreign cultures and societies.
- (11) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this section; and
- (12) summer institutes in international business, foreign area and other international studies designed to carry out the purposes of this section.

**(c) APPLICANTS.**-No grant may be made and no contact may be entered into under the provisions of this part unless an institution of higher education submits an application at such time and in such manner as the Secretary may reasonably require. Each such application shall be accompanied by a copy of the agreement entered into by the institution

of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations or associations, for the purpose of establishing, developing, improving or expanding activities eligible for assistance under subsection (b) of this section. Each such application shall contain assurances that the institution of higher education will use the assistance provided under this part to supplement and not to supplant activities conducted by institutions of higher education described in subsection (b). Each such application shall include an assurance that, where applicable, the activities funded by the grant will reflect diverse perspectives and a wide range of views on world regions and international affairs.

**(d) FEDERAL SHARE.**-The Federal share under this part for each fiscal year shall not exceed 50 per centum of the cost of such program.

## Business and International Education (BIE) Program Profile Form

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

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

**DUNS#:**

**2. Participating Agreement Partner(s)**

3a. Name of Applicant Institution (Lead):

3b. Name of Agreement Partner(s)

Location (city/state/country)

1.

2.

3.

**3. Program Assurances:**

☐ By checking this box, the applicant has submitted a brief statement and certifies that where applicable, the activities funded in this grant will reflect diverse perspectives and a wide range of views on world regions and international affairs.

☐ By checking this box, the applicant has submitted a brief statement and certifies use BIE grant funds to supplement, and not supplant, any other Federal, State, and local funds that would otherwise have been available to carry out activities authorized which are described in section 604(a)(7)(D) of the HEA, 20 U.S.C. 1124(a)(7)(D).

**4. Invitational Priority 1:** ☐ By checking this box, the applicant certifies that they are applying under the FY 2021 Invitational Priority 1 as announced in the Federal Register Notice.

**5. Invitational Priority 2:** ☐ By checking this box, the applicant certifies that they are applying under the FY 2021 Invitational Priority 2 as announced in the Federal Register Notice.

**6. World Area Concentration (If applicable)**

☐ Africa (AF)

☐ Central/Eastern Europe and Eurasia (CEE)

☐ East Asia (EA)

☐ Near East (NE)

☐ South Asia (SA)

☐ Southeast Asia and the Pacific (SEA)

☐ Western Europe (WE)

☐ Western Hemisphere (WH)

**7. Program request and match (Section 658.41) for Fiscal Year 2021 only –**

Total Federal Requested Amount: \$ \_\_\_\_\_

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

Third Party match (if applicable) \$ \_\_\_\_\_



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## Instructions for Completing the BIE Application Package

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

### **Part I**

#### **Standard Forms**

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

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

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

### **Part II**

#### **Project Narrative Forms**

- ED Abstract Narrative Form (one attachment; one page limit)
- Project Narrative Form (one attachment; 35 page recommended limit)

### **Part III**

#### **Other Narrative Forms**

- BIE Program Profile Form (**required**)
- BIE Partnership Agreement (**required**)
- Letters of Support (recommended ten letter limit; two page limit per letter)
- Curriculum vitae of key personnel (recommended five CV limit; two page limit per CV)
- Sample evaluation and assessment tools (recommended five document limit; no page limit)
- Project timeline chart (recommended one chart; no page limit)
- Project-Specific Performance Measure Forms (recommended no more than three measures) (**required**)
- Assurance on diverse perspectives (**required**)
- Assurance to supplement not supplant (**required**)

### **Part IV:**

#### **Budget Narrative Forms**

- Detailed line-item budget (Both FY 2021 and FY 2022)
- Budget narrative justification (Both FY 2021 and FY 2022)

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

The Project Narrative Forms will include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition. Please include a Table of Contents as the first page of the project narrative. We recommend project narrative to no more than 35 pages, not including the Table of Contents. Pages in the Project Narrative should be numbered consecutively.

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

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

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

## General Education and Provisions Act (GEPA)

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age*.

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

### **NOTES:**

- **Applicants must include information in their applications to address this provision in order to receive funding under this program. You must provide information within the Program Narrative in response to the relevant selection criteria.**
- **You are also asked to include the ED GEPA 427 Form in Part IV (Assurances, Certifications, and Survey Forms).**

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

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

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

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

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

#### **What are the GPRA performance measures for the Business and International Education (BIE) Program?**

BIE Performance Measure 1: Percentage of BIE projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

#### **How does the Department of Education determine whether performance goals have been met?**

The Department will use the information and data that grantees submit in their IRIS performance reports to determine whether grantees have met these performance measures.

## IFLE GUIDANCE ON DEVELOPING AN EVALUATION PLAN

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

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

### **Working with an Independent Project Evaluator**

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

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

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

To ensure both the quality and the credibility of the evaluation, it should be conducted by a qualified evaluator with appropriate expertise and training. The evaluator should be independent, whether the evaluator is internal or external to the grant project. The applicant should provide a plan to ensure that the evaluator maintains sufficient

independence from the project team, thus avoiding any potential or perceived conflict of interest.

### **Developing Clear Goals and Objectives**

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

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

Examples of possible project-specific quantitative objectives include:

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

Examples of possible project-specific qualitative objectives include:

- Improve employment opportunities for students who possess advanced language skills and international experience;

- Strengthen collaboration between foreign language departments, international education, and other disciplines; or,
- Improve quality of assessment tools for priority and/or less-commonly-taught languages.

Examples of specific activities that may support project objectives include:

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

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

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

### **Developing Evaluation Questions**

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

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

### **Planning Data Collection and Analysis**

In order to show change, baseline data must be included in the final evaluation plan, submitted to the program office, once the grant is awarded. Applicants should determine if baseline data already exist and where to find them. Data collection instruments that are not readily available need to be developed. Data collection instruments may include surveys, standardized tests, exams, focus groups, and topic guides. Institutions may have additional instruments that are specific to the proposed project. The final evaluation plan must specify the types and sources of data that will be collected and describe how the data will be collected, including access and frequency. The plan must also describe how the data will be compiled, analyzed, and reported, as well as the methodology that will be used and key

personnel responsible for these tasks. The institutions should work with evaluation specialists to develop a detailed analysis plan to analyze the data and interpret results. In addition, the evaluation plan should include a timeline to delineate tasks and specify when and how progress benchmarks or indicators will be met. The timeline will help projects to stay on track toward achieving their goals.

## **Guidance to BIE Applicants**

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

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

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

### **BIE PROJECT-SPECIFIC PERFORMANCE MEASURE FORM (PMF)**

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

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

Include your BIE PMFs in the appendices.

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

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



**Figure 1: PMF for Project-Specific Measures for BIE Applicants**

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

### Instructions for Completing BIE Project Specific PMF

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

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

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

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

#### **4. Data Indicators**

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

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

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

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

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

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

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

### Sample PMF - BIE Program

Project Goal: Strengthen and expand instruction and learning opportunities in South Asian languages.									
Performance Measures	Activities	Data Indicators	Frequency	Data Source	Baseline and Targets				
					BL	T1	T2	T3	T4
1. A) Create and offer business Portuguese courses.	A.1 Recruit and hire qualified business Portuguese instructors.	<ul style="list-style-type: none"> <li>The number of qualified business Portuguese instructors in the program.</li> </ul>	Monthly	University Registrar	30	36	43	N/A	N/A
	A.2 Review and revise all language courses to ensure that a communicative-based approach is used.	The number and percentage of all courses in business Portuguese program in which a communicative-based approach is used.	Annually	University Registrar	0	3	8	N/A	N/A
B) Increase by 10% the number of students completing intermediate and advanced level courses in business Portuguese each project year.	B.1 Disseminate course information to potential students in other departments, e.g., business	<ul style="list-style-type: none"> <li>Number of students enrolled in beginning, intermediate, and advanced level courses at the beginning of each quarter/semester.</li> </ul>	Quarterly	University Registrar	25	40	50	N/A	N/A

# **IMPORTANT – PLEASE READ FIRST**

## **U.S. Department of Education**

### **Grants.gov Submission Procedures and Tips for Applicants**

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

#### **Browser Support**

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>

#### **ATTENTION – Workspace, Adobe Forms and PDF Files**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- 1) **Create a Workspace:** Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) **Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
  - a. **Adobe Reader:** If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>
  - b. **Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
  - c. **Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

- 3) **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>

## Helpful Reminders

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

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

- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

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

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with

Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### Submission Problems – What should you do?

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

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Eastern Time, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

### Helpful Hints When Working with Grants.gov

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html> as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

### Dial-Up Internet Connections

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

### Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.



## GRANTS.gov APPLICATION PARTS

The Grants.gov electronic application template includes four parts where you attach the sections of your Business and International Education (BIE) grant application. Please use the following “Parts” to attach (submit) the various sections of your application:

**Part I: Title Page Form-Application for Federal Assistance SF 424 and U.S. Department of Education Supplemental Information for the SF 424 Form**

- Applicants must complete the SF 424 form first, because information that you provide on the SF 424 automatically populates other sections of the Grants.gov application package.
- **DO NOT** attach any narratives, supporting files, or other information to the SF 424. Although the SF 424 accepts attachments, the Department of Education will only review attachments that are requested in Part II and in Part III.

**Part II: Budget Forms**

**ED 524 Form Department of Education Budget Summary Form**

*Summary Section A - Budget Summary Non-Construction Programs*

*Summary Section B - Budget Summary Non-Federal Funds*

*(Note: Although Summary Section C (Budget Narrative) is listed in Part II in Grants.gov, do not attach it in Part II. Instead, upload Summary Section C as an Attachment in Part III, Other Attachment Form.)*

**Part III: Attachments**

**ED Project Abstract Form** (is not included in suggested 35-page limit for the Program Narrative)

**Program Narrative Attachment Form** (the suggested 35-page narrative that provides your responses to the seven EDGAR selection criteria that the peer reviewers will use to evaluate all FY 2021 applications.

**Other Attachments Section**

- BIE Program Profile Form (**required**)
- BIE Partnership Agreement (**required**)
- Letters of Support (recommended ten letter limit; two page limit per letter)
- Curriculum vitae of key personnel (recommended five CV limit; two page limit per CV)
- Sample evaluation and assessment tools (recommended five document limit; no page limit)
- Project timeline chart (recommended one chart; no page limit)
- Project-Specific Performance Measure Forms (recommended no more than three measures) (**required**)
- Assurance on diverse perspectives (**required**)
- Assurance to supplement not supplant (**required**)
- Detailed line-item budget (both years of requested funding)
- Budget narrative justification (both years of requested funding)

**Part IV: Assurances and Certifications**

- ED-GEPA Section 427 Requirement
- Assurances – Non-Construction Programs (SF 424B) Grants.gov Lobbying Form (formerly ED Form 80-0013) Disclosure of Lobbying Activities (SF-LLL)

## **Paperwork Burden Statement**

**According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0794. Public reporting burden for this collection of information is estimated to average 110 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *required to obtain or retain benefit (20 USC §1130A)*. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact (International and Foreign Language Education, 400 Maryland Ave.,SW, Washington DC 20202/Tanyelle Richardson, (202) 453-6391) directly.**

<p><b>EXECUTIVE ORDER 12372</b></p> <p><b>INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS</b></p>
--

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

The BIE program is subject to Executive Order 12372, which means applicants are required to send a copy of their FY 2021 grant applications to the designated State Single Point of Contact (SPOC) by the deadline date for Intergovernmental Review published in the NIA. The Single Point of Contact for each State, (if the State has one), may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.

## **Business and International Education (BIE) Program FY 2021 Application Checklist**

Before you submit your application, please use this checklist to make sure that you have included all required sections and forms.

### **Part I: Standard Forms**

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

### **Part II: Project Narrative Forms**

- ED Abstract Narrative Form (one attachment; one page limit)
- Project Narrative Form (one attachment; 35 recommended page limit)

### **Part III: Other Narrative Forms**

- BIE Program Profile Form (**required**)
- BIE Partnership Agreement (**required**)
- Letters of Support (recommended ten letter limit; two page limit per letter)
- Curriculum vitae of key personnel (recommended five CV limit; two page limit per CV)
- Sample evaluation and assessment tools (recommended five document limit; no page limit)
- Project timeline chart (recommended one chart; no page limit)
- Project-Specific Performance Measure Forms (recommended no more than three measures) (**required**)
- Assurance on diverse perspectives (**required**)
- Assurance to supplement not supplant (**required**)
- Detailed line-item budget (both years of requested funding)
- Budget narrative justification (both years of requested funding)

### **Part IV – Assurances and Certifications**

- GEPA Section 427 Requirement
- Assurances – Non-Construction Programs (SF 424B)
- Lobbying Form (Formerly ED Form 80-0013)
- Disclosure of Lobbying Activities (SF LLL)

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

## **INSTRUCTIONS FOR STANDARD FORMS**

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Form for the SF 424
- Department of Education Budget Summary Form (ED 524)
- Disclosure of Lobbying Activities (SF-LLL)

## INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	<b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</li> </ul> <div style="display: flex; justify-content: space-between;"> <div>A. Increase Award B. Decrease Award C. Increase Duration</div> <div>D. Decrease Duration E. Other (specify)</div> </div>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.	16.	<b>Congressional Districts Of:</b> 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in
5b.	<b>Federal Award Identifier:</b> For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		

6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.		Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .		17. <b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		18. <b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .		19. <b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	<b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).		20. <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.		21. <b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		
	A. State Government B. County Government C. City or Township Government	M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization	



	D. Special District Government	(Other than Small Business)		
	E. Regional Organization	Q. Small Business		
	F. U.S. Territory or Possession	R. Hispanic-serving Institution		
	G. Independent School District	S. Historically Black Colleges and Universities (HBCUs)		
	H. Public/State Controlled Institution of Higher Education	T. Tribally Controlled Colleges and Universities (TCCUs)		
	I. Indian/Native American Tribal Government (Federally Recognized)	U. Alaska Native and Native Hawaiian Serving Institutions		
	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Non-US Entity		
	K. Indian/Native American Tribally Designated Organization	W. Other (specify)		
	L. Public/Indian Housing Authority			

**[U.S Department of Education note:** As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp).]

## INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

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

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

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

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

**If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

# DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

## (Attachment to Instructions for Supplemental Information for SF 424)

### Definitions:

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

### PROTECTION OF HUMAN SUBJECTS IN RESEARCH

#### I. Definitions and Exemptions

##### A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

##### —Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

##### —Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." (1) *If an activity*

*involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

##### B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the

personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (a) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture. II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

#### **A. Exempt Research Narrative.**

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

#### **B. Nonexempt Research Narrative.**

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons

with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

**Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>**

NOTE: The State Applicant Identifier on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

## INSTRUCTIONS FOR ED 524 Form and Summary Sections

### General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

### Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

#### Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2).

Check only one response. Leave blank, if this item is not applicable.

### Section B - Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s). ]Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

"Please provide your Indirect Cost Rate (e.g. 8%) and your Restricted Indirect Cost Rate, if applicable as part of your budget narrative.". Note: The Business and International Education (BIE) Program is capped at 8% for indirect cost.

4. Provide other explanations or comments you deem necessary.

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

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

2. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
3. Identify the status of the covered Federal action.
4. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
5. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
6. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
7. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
8. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
9. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."



10. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
11. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
12. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348- 0046), Washington, DC 20503