

# GROUP PROJECTS ABROAD (GPA) LANGUAGE PROJECT DIRECTOR

CFDA NUMBER: 84.021

## *IFLE REPORTING SYSTEM PROPOSED SCREENS*

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## International and Foreign Language Education International Resource Information System

### WELCOME

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

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

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

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

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

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

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 Office of Postsecondary Education  
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## Update Password

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

Your password must meet the following requirements:

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

Current password:

New password:

Confirm password:

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## Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions.

**\* Required fields**

Name:

Title:

Street: \*

Street 2:

City: \*

State: District of Columbia

Postal code: \*

Phone: \*

Fax:

Email:

Web site:

Home institution:

Institution Type: Select one

MSI Designation: \* Eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.  
 Not eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under Title V of the HEA.

Community College Designation: \* Meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or, an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent), or master's, professional, or other advanced degrees.

Does not meet the definition in section 312(f) of the HEA (20 U.S.C. 1058(f) or, is not an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent), or master's, professional, or other advanced degrees.

Project title: \*

World area:

\* Southeast Asia

Program officer:

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## Additional Users i

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

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

Action	Name	Email

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## Add a User

\* Required fields

User name: \*

First Name

Last Name

Email: \*

Do you wish to receive IFLE blast emails and newsletter?

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

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## International Travel Approval Request

Create an international Travel Approval Request (TAR) for your participants. You can have more than one participant on a TAR. You should create one TAR for each travel itinerary. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)

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

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

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
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## Performance Measure - Project Goal

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

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

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

Characters and Spaces:

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

**Performance Measure Goal:** [\[Edit\]](#)

**Add/Update Performance Measure:**

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

Characters and Spaces:

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

## Performance Measure - Activity

**Add/Update Activity:**

**Activity Type:** (select up to 3)

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

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

Characters and Spaces:

## Performance Measure - Data Indicator

**Add/Update Data Indicator:**

**Indicator:**

Characters and Spaces:

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

Characters and Spaces:

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

Characters and Spaces:

**Baseline:**

**Targets** \*Required

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

	Year 1	Year 2	Year 3	Year 4
Targets				

**Comments:** (limit 1000 characters and spaces)

Characters and Spaces:

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## International Travel Approval Request

**(Submit 30 days in advance of travel)**

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

**\* Required fields**

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

Number of participant(s) \*

Plus Project Director:

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

Purpose of travel: \*  Select one

Justification: \*  (limit 2000 characters)

Characters and Spaces:

Country(ies): \*  Select one  
 Select one  
 Select one  
 Select one  
 Select one

GPA funds requested: \* \$

Fiscal year funds to be used: \*  2008

(limit 2000 characters)

Detailed itemization of Fulbright-Hays GPA funds e.g., travel, lodging, and meals and incidental expenses. Please refer to [GSA for domestic per diem rates](#) and [US Dept. of State for international rates](#).

Characters and Spaces:

Departure date: \* (mm/dd/yyyy)

Return date: \* (mm/dd/yyyy)

Comments: (limit 1000 characters)

Characters and Spaces:

■ Participant's Departure Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
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■ Participant's Return Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
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\* Please select from one of the following:

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

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

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Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Fall Report	Spring Report

## Performance Measure Form

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

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

Action	Project Goal	Status

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Administrative

Reports

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## Report Schedule

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

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

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

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
<input type="radio"/>	Fall Year 1 (Report Data/Budget)	2008	06/29/2009	04/01/2008	03/31/2009	\$81,965		<b>Current Report</b>
<input type="radio"/>	Fall Year 2 (Report Data/Budget)	2009	06/29/2010	04/01/2009	03/31/2010	\$81,966		
<input type="radio"/>	Spring Year 3 (Narratives/Budget)	2010	12/31/2010	04/01/2010	11/30/2010	\$81,966		
<input type="radio"/>	Fall Year 3 (Report Data/Budget)	2010	04/30/2011	04/01/2010	03/31/2011	\$0		Budget
<input type="radio"/>	Final Year 4	2011	06/29/2012	04/01/2011	03/31/2012	\$81,966		

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Spring Report Screens	Participant Administration	Instructor Admin	In-Country Activities	In-Country Experience Comments	Sources of Funding	Budget	Performance Measure Reporting

## Time Extension

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

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

Characters and Spaces:

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

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

\$

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

No Previous Time Extension Requests

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Fall Report Screens:		Project Overview	Participant Information	Instructor Admin	Priorities	Budget

## Project Overview

\* Required fields

Upload the required files below in one of the following formats: Word, PowerPoint, Excel or Adobe PDF. Press the "Browse..." button to the right of each attachment field to attach a file. When prompted, locate and select the file to upload.

The following file is uploaded for this report: [THIS IS A TEST1.doc](#)

Orientation Agenda: \* no file selected

The following file is uploaded for this report: [THIS IS A TEST1.doc](#)

GPA Student Class Schedule : \* no file selected

The following file is uploaded for this report: [THIS IS A TEST1.doc](#)

Key personnel in host country: \* no file selected

**Language and Country Selection Instructions:** Select an item or multiple items from the left and click the ADD button marked as >>. Your selected languages or countries will appear in the selection box to the right.

Language(s):	* Master List of Languages		Selected Languages
	Aceh	Add	Abkhaz
	Achinese (Achenese)	Language(s)	Abron
	Acholi (Lou, Lango)		
	Afar		
	Afrikaans		
	Aja-Gbe	Remove	
	Akan (Twi-Fante)	Language(s)	
	Akha		
	Akkadian		
Country(ies):	* Master List of Countries		Selected Countries
	United States of America	Add	Afghanistan
	American Samoa	Country(s)	Albania
	Andorra		Algeria
	Angola		
	Anguilla		
	Antigua and Barbuda	Remove	
	Argentina	Country(s)	
	Armenia		
	Aruba		

United States of America  
American Samoa  
Andorra  
Angola  
Anguilla  
Antigua and Barbuda  
Argentina  
Armenia  
Aruba  
Australia  
Austria

Afghanistan  
Albania  
Algeria

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

<b>Program:</b> GPA <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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Administrative				Reports		
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Fall Report	Spring Report
Fall Report Screens:		Project Overview	Participant Information	Instructor Admin	Priorities	Budget

## Maintain Participants

The participant records are listed below.

- To add a participant, click the "Add Participant" button.
- To view or edit a participant, click "Update."
- To remove a participant, click "Delete."
- To send an email notification to participants, check the "Notify" box for those who should be notified. Click the "Notify Participants" button.
- To view a participant's report, click "View."
- To view all of the participant's report together, click "View all Participant Reports"

\* Enter due date for participant reports in IRIS: e.g. 01/01/2001

Action	Notify	Name	Email	Submit Date	Notified?	View Report
<a href="#">Update</a>   <a href="#">Delete</a>	<input type="checkbox"/>	--	user@domain.com		No	<a href="#">View</a>



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## Add a Participant

Enter the following information about each participant, **including all project administrators.**

\* Required fields

Participant name: \*

First name                      Last name

Institutional Email: \*

Other Email: \*

Institution or Employer: \*    Select one

Institution Type: \*    Select one

MSI Designation: \*

Eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.  
 Not eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under Title V of the HEA.

Community College Designation: \*

Meets the definition in section 312(f) of the HEA (20 U.S.C. 1058(f)); or, an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent), or master's, professional, or other advanced degrees.  
 Does not meet the definition in section 312(f) of the HEA (20 U.S.C. 1058(f) or, is not an institution of higher education (as defined in section 101 of the HEA (20 U.S.C. 1001)) that awards degrees and certificates, more than 50 percent of which are not bachelor's degrees (or an equivalent), or master's, professional, or other advanced degrees.

Select if your institution is identified as:

Low income  
 Rural

Other:  
 (If institution not in dropdown)

Street address: \*

City: \*

State: Select one

Country: \* Select one

Postal code:

Participant/Administrator type: \* Select one

Discipline: \* Select one

Time frame of training: \* Select one

City of study: \*

Country of study: \* Select all that apply  
United States of America  
Afghanistan  
Albania  
Algeria  
American Samoa  
Select all that apply  
Abkhaz  
Abron

Language of study: \*  
The language(s) available are provided through the fall Project Overview screen.

Has the individual previously participated in a Fulbright-Hays Seminars or Group Projects Abroad project? \*

Yes No

If so, for what year(s) and country(ies)?

Program name

(e.g. CASA1, RLASP, ETC)

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Fall Report Screens:		Project Overview	Participant Information	Instructor Admin	Priorities	Budget

## Instructors

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

To update an instructor, click the Update link under Action

To remove an instructor, click the Delete link under Action

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

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

Action	Notify	Name	Email	Participant(s)			
<a href="#">Update</a>   <a href="#">Delete</a>	<input type="checkbox"/>	-, -	mferanda@cds2.com	<b>Participant Name</b>	<b>Pre</b>	<b>Post</b>	<b>Language</b>
				--	No	No	Abkhaz



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## Add an Instructor

\* Required fields

Instructor name: \*

First Name Last Name

Email: \*

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




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Spring Report Screens	Participant Administration	Instructor Admin	In-Country Activities	In-Country Experience Comments	Sources of Funding	Priorities	Budget

## Spring Budget

For each category, enter the amount of Fulbright-Hays GPA funds expended during the current reporting period. Report on expenditures from 04/01/2015 through 11/30/2015. Totals will be automatically calculated.

Budget Category	Fulbright-Hays GPA Funds Spent in the Current Reporting Period	Total Other 
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$	\$
Total Budget	\$	\$
Carryover	\$	

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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

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

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

**no file selected**

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

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Spring Report Screens	Participant Administration	Instructor Admin	In-Country Activities	In-Country Experience Comments	Sources of Funding	Budget	Performance Measure Reporting
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## In-Country Activities

Please indicate which of the following are required features of the GPA Intensive Language Program: (Check all that apply)

Activity	Check all that apply
Classroom instruction	
Independent project	
Field trips	
Market shopping	
Structured interactions with schools / institutions	
Listening and video work	
Giving oral presentation	
Attending social / cultural events and activities	
Watching television, movies, DVDs, or video tapes	
Study club	
Individual tutoring	
Lectures (other than classroom)	
Technology	
Peer tutoring	
Other (please specify)	

Please indicate which of the following types of technologies are used for instructional purposes as part of the GPA Intensive Language Program: (Check all that apply)

Activity	Check all that apply
Moodles	

Wikis	
Podcasts	
Web-based courses	
Blogs	
Other (please specify)	

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Spring Report Screens	Participant Administration	Instructor Admin	In-Country Activities	In-Country Experience Comments	Sources of Funding	Budget	Performance Measure Reporting
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### In-Country Experience Comments \*

Evaluate the in-country experience. Describe any exemplary activities, challenges, areas for improvement, or any additional comments. For example, discuss: pace of itinerary, participant challenges, staff challenges and activities that were of impact. When discussing the impact of activities, please explain how this activity made an impact.

**Required field**

(limit 5,000 characters and spaces)

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Spring Report Screens	Participant Administration	Instructor Admin	In-Country Activities	In-Country Experience Comments	Sources of Funding	Priorities	Budget	Performance Measure Reporting

## Priorities

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

**Competitive Preference Priority I: Training and focus on priority Languages:** Projects that provide substantive training and thematic focus on any of the 78 priority languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs). This list includes the following: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

**Competitive Preference Priority III: U.S. participant travel to Brazil, China, India or Russia:** Applications that propose long-term projects abroad that plan to send U.S. educators and other eligible participants to Brazil, China, India, or Russia. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

Invitational Priority A: Applications from Minority-Serving Institutions (MSIs), including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended (HEA). (limit 2000 characters and spaces)

Yes No

Characters and Spaces:

Invitational Priority B: Applications from Community colleges, including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the HEA. (limit 2000 characters and spaces)

Yes No

Characters and Spaces:

Invitational Priority C: Applications from Novice applicants. Novice applicant means any applicant for a grant from the Department 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. (limit 2000 characters and spaces)

Yes No

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## Fall Budget

Unless you have previous reported carry-over funds, you will not be able to complete these fields.	
Carry-over amount from the previous fiscal year that you reported in the previous fall report:	\$
The amount that has been expended from the carry-over reported in the previous fall report:	\$

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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

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

no file selected

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





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Spring Report Screens	Participant Administration	Instructor Admin	In-Country Activities	In-Country Experience Comments	Sources of Funding	Budget	Performance Measure Reporting
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## Performance Measure Reporting Form

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

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

Action	Project Goal	Status
<a href="#">Update</a>	-	Reporting Required

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Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Fall Report	Spring Report

Fall Report Screens:

Project Overview	Participant Information	Instructor Admin	Budget
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## Performance Measure Reporting

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

### Performance Measure(s):

Action	Data Complete	Performance Measure Description
--------	---------------	---------------------------------

**Add/Update Performance Measure:**

**Performance Measure Description:**

### Performance Measure Activities

Action	Activity Type	Activity Description
--------	---------------	----------------------

**Add/Update Activity:**

**Activity Type:**

**Activity Description:**

### Performance Measure Data

Action	Data Complete	Data Indicator
--------	---------------	----------------

**Update Data Indicator Reporting:**

**Indicator:**

**Frequency:**

**Data Source:**

**Baseline:**

**Targets** \*Required

	Year 1	Year 2	Year 3	Year 4
Targets				
Annual Data				

**Comments** : (limit 1000 characters and spaces)

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