

# U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education  
International and Foreign Language Education  
Washington, DC 20202  
[www.ed.gov/ope/iegps](http://www.ed.gov/ope/iegps)

Fiscal Year 2020  
APPLICATION FOR GRANTS  
under the  
INTERNATIONAL RESEARCH AND STUDIES PROGRAM  
CFDA NUMBER: 84.017A  
Form Approved  
OMB No. 1840-0795



**DATED MATERIAL – OPEN IMMEDIATELY**

**Applications Available: TBD**

**CLOSING DATE: TBD**

**Federal Funding Opportunity Number: ED-GRANTS-TBD**

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## Dear Applicant Letter



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a fiscal year (FY) 2020 International Research and Studies (IRS) program grant award. 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 IRS program provides grants to institutions, public and private agencies, organizations, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields.

For the FY 2020 competition, applicants may submit an IRS application to request support for either a Research, Studies, and Surveys project or a Specialized Instructional Materials project. Applicants must provide in section 15 of the SF 424 Application for Federal Assistance, a description that clearly identifies the type of IRS project for which funding is requested. Additional submission details are included in the 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, however, include the CFDA suffix in your search, i.e., search for 84.017, *not* 84.017A.

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.

We look forward to receiving compelling and innovative projects that are consistent with the allowable activities and would be a worthwhile investment of federal funds to strengthen area studies, modern foreign language teaching and learning, research, and other aspects of international fields.

If you should have any questions or require additional information, do not hesitate to contact me at (202) 453-5690, or via email at [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov).

Sincerely,

/s/

Cheryl E. Gibbs  
Senior Director  
International and Foreign Language Education

## FY 2020 IRS Competition Overview

1. The estimated amounts for the FY 2020 competition are below.

Estimated available funds: \$900,000

Estimated range of awards: \$36,000-\$60,000 for each 12-month budget period

Estimated average size of awards: \$48,000

Estimated number of awards: 18

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

Project Period: Up to 36 months.

2. For the FY 2020 competition, eligible applicants may submit an International Research and Studies (IRS) application for one of the following project types:

- Research, Studies, and Surveys
- Specialized Instructional Materials

Applicants must provide in **section 15 of the SF 424 Application for Federal Assistance**, a description that clearly identifies the type of IRS project for which funding is requested. Additional application submission details are included in the Notice Inviting Applications.

3. Eligible Applicants: Public and private agencies, organizations, institutions, and individuals.
4. Budget Periods Covered by the FY 2020-2023 Grant Cycle:

Year 1	FY 2020-21	October 1, 2020 - September 30, 2021
Year 2	FY 2021-22	October 1, 2021 - September 30, 2022
Year 3	FY 2022-23	October 1, 2022 - September 30, 2023

5. Competitive Preference Priorities: For FY 2020 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities.

Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets one of Competitive Preference Priority 1, Competitive Preference 2, or Competitive Preference Priority 3. An applicant may receive points under only one competitive preference priority.

In the application project abstract, you must indicate the selected competitive preference priority being addressed by the FY 2020 proposed project and provide a substantive description of how the project activities meet the priority.

These priorities are:

Competitive Preference Priority 1. (5 points)

Research on more effective methods of providing instruction and achieving competency in modern foreign languages, area studies, or other international fields.

Competitive Preference Priority 2. (5 points)

Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs.

Competitive Preference Priority 3. (5 points)

Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists.

6. 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.

Grants.gov has relaxed the requirement for applicants to have an active registration in the System for Award Management (SAM) in order to apply for funding during the COVID-19 pandemic. An applicant that does not have an active SAM registration can still register with Grants.gov, but must contact the Grants.gov Support Desk, toll-free, at 1–800–518–4726, in order to take advantage of this flexibility.

***Note:** Grants.gov does not allow an applicant to un-submit an application after it has been submitted. If you discover that you need to revise your application after you have submitted it, you must **submit another application that is date-and-time stamped by Grants.gov no later than 11:59:59 p.m., Eastern Time, on the application deadline date*** The replacement application will be submitted to the peer review process.

We suggest that you submit your application several days before the deadline date in case you discover that you need to submit a replacement application.

7. Applicants may qualify for an **exception to the Grants.gov electronic submission requirement** and may submit their applications in paper format, if you meet one of the following exceptions:
  - You do not have access to the Internet; or
  - You do not have the capacity to upload large documents to Grants.gov

**AND**

No later than two weeks before the application deadline date you submit a written statement to the Department to notify us that you qualify for one of the exceptions.

Mail or your statement to: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., Room 257-09, Washington, DC 20202-4260, or email at [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov)

8. 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 submit your application several days in advance of the deadline date.
9. The Notice Inviting Applications (NIA) published in the Federal Register constitutes the official competition guidelines. An applicant should not rely upon external information that is inconsistent with the application preparation guidelines and submission instructions presented in the NIA. The FY 2020 IRS NIA is included in this application booklet on pages 25-51.
10. Grants.gov Customer Support: If you need assistance with 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>
11. IRS Program Technical Assistance: If you have questions about the IRS program and application preparation, please contact Cheryl E. Gibbs at (202) 453-5690 or at: [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov)

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 1840-0795. Public reporting burden for this collection of information is estimated to average 200 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 voluntary. 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 Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., Room 257-09, Washington, D.C. 20202.

## IRS Program Authorization and Regulations

### Authorization

Title VI, Part A, sections 601 and 605 of the Higher Education Act of 1965, as amended.

### Applicable Regulations

- a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99.
- (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 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 660.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

### Purpose of Program

The IRS program provides grants to institutions, public and private agencies, organizations, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields.

The research and studies may include, but are not limited to—

- (a) Studies and surveys to determine needs for increased or improved instruction in modern foreign languages, area studies, or other international fields, including the demand for foreign language, area, or other international specialists in government, education, and the private sector;
- (b) Research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;
- (c) Research on applying performance tests and standards across all areas of foreign language instruction and classroom use;
- (d) Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists;
- (e) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs;
- (f) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;
- (g) Evaluation of the extent to which programs assisted under title VI of the HEA that address national needs would not otherwise be offered;
- (h) Studies and surveys of the use of technologies in foreign language, area studies, and international studies programs;

(i) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the educational community, including elementary and secondary schools;

(j) Evaluations of the extent to which programs assisted under title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application;

(k) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of title VI, part A of the HEA; and

(l) Support for programs or activities to make data collected, analyzed, or disseminated under 20 U.S.C. 1125 publicly available and easy to understand.

### **Eligible Applicants**

Institutions, public and private agencies, organizations, and individuals.

<b>Selection Criteria used to Evaluate Research, Study, or Survey Projects (34CFR 655.31 and 660.32)</b>
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(a) Plan of operation (up to 10 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 members of racial or ethnic minority groups, women, and handicapped persons.

(b) Quality of 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, 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 (up to 5 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.

(d) Evaluation plan (up to 10 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.

(e) Adequacy of resources (up to 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.

(f) Need for the project (up to 10 points).

The Secretary reviews each application for information that shows—

(1) A need for the proposed project in the field of study on which the project focuses;

and

(2) That the proposed project will provide information about the present and future needs of the United States for study in foreign language and other international fields.

(g) Usefulness of expected results (up to 10 points).

The Secretary reviews each application for information that shows the extent to which the results of the proposed project are likely to be used by other research projects or programs with similar objectives.

(h) Development of new knowledge (up to 10 points).

The Secretary reviews each application for information that shows that the extent to which the proposed project is likely to develop new knowledge that will contribute to the purposes of the International Education Program authorized by part A of title VI of the HEA.

(i) Formulation of problems and knowledge of related research (up to 10 points).

The Secretary reviews each application for information that shows that problems, questions, or hypotheses to be dealt with by the applicant—

(j) Specificity of statement of procedures (up to 5 points).

The Secretary reviews each application for the specificity and completeness of the statement of procedures to be followed, including a discussion of such components as sampling techniques, controls, data to be gathered, and statistical and other analyses to be undertaken.

(k) Adequacy of methodology and scope of project (up to 10 points).

The Secretary reviews each application for information that shows—

- (1) The adequacy of the proposed teaching, testing, and research methodology; and  
The size, scope, and duration of the proposed project.

Competitive Preference Priority (5 points)

<b>Selection Criteria used to Evaluate Specialized Instructional Materials Projects (34 CFR 655.31 and 660.33)</b>
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(a) Plan of operation (up to 10 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 members of racial or ethnic minority groups, women, and handicapped persons.

(b) Quality of 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, 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 (up to 5 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.

(d) Evaluation plan (up to 10 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.

(e) Adequacy of resources (up to 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.

(f) Need for the project (up to 10 points).

The Secretary reviews each application for information that shows that—

(1) The proposed materials are needed in the educational field of study on which the project focuses; and

(2) The language or languages, the area, region, or country, or the issues or studies for which the materials are to be developed, are of sufficient priority and significance to the national interest to warrant financial support by the Federal Government.

(g) Potential for the use of materials in other programs (up to 10 points).

The Secretary reviews each application for information that shows the extent to which the proposed materials may be used elsewhere in the United States.

(h) Account of related materials (up to 5 points).

The Secretary reviews each application for information that shows that—

- (1) All existing related or similar materials have been accounted for and the critical commentary on their adequacy is appropriate and accurate; and
- (2) The proposed materials will not duplicate any existing adequate materials.

(i) Likelihood of achieving results (up to 10 points).

The Secretary reviews each application for information that shows that the outlined methods and procedures for preparing the materials are practicable and can be expected to produce the anticipated results.

(j) Expected contribution to other programs (up to 10 points).

The Secretary reviews each application for information that shows the extent to which the proposed work may contribute significantly to strengthening, expanding, or improving programs of foreign language studies, area studies, or international studies in the United States.

(k) Description of final form of materials (up to 5 points).

The Secretary reviews each application for information that shows a high degree of specificity in the description of the contents and final form of the proposed materials.

(l) Provisions for pretesting and revision (up to 5 points).

The Secretary reviews each application for information that shows that adequate provision has been made for —

- (1) Pretesting the proposed materials; and
- (2) If necessary, revising the proposed materials before publication.

Competitive Preference Priority (5 points)

**The total maximum score for the selection criteria and the selected competitive preference priority is 100 points for applications for research, studies, and surveys; and the total maximum score for the selection criteria and the selected competitive preference priority is 100 points for specialized instructional materials projects.**



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## EVALUATION PLAN

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When developing your response to the “Quality of the Project Evaluation” selection criterion in the Program Narrative, the Department offers these evaluation overview tips for your consideration.

- A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and outcome measures to assess the impact on teaching and learning, post graduate research, area studies, world language training or other important outcomes for project participants.
- The plan should identify the individual and/or the organization that have/has agreed to serve as the evaluator for the project and describe the qualifications of that evaluator.
- The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports of results and outcomes will be available; and (7) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote an appropriate level of resources to project evaluation.

Successful applicants will be expected to include information in the annual performance reports information about the progress of each project or study included in the grant, including a description of preliminary or key findings and an explanation of any changes in goals, objectives, methodology, or planned products or publications.

## Supplemental Information

### Application Components

#### *SF424 Application for Federal Assistance Cover Page*

#### *Supplemental Information for SF 424*

**Project Abstract:** The project abstract introduces the peer reviewers to the project that you are proposing for FYs 2020-2022. It should clearly describe how the IRS proposed activities are consistent with the program purpose. It should also include information about the Competitive Preference Priority that the application addresses, the proposed project methodology, and the project's anticipated outcomes and impact.

- The project abstract is not included in the suggested 30 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 find and reference information more easily during the peer review process. The table of contents is not included in the suggested 30 pages for the Project Narrative.

**Project Narrative:** The Project Narrative is where you respond to the selection criteria from 34 CFR 655.31, 660.32, and 660.33. The selection criteria are listed on pages 7-12 above 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 the extent to which you provide strong responses to all criteria, the more competitive your application will be.

To better organize the Project Narrative and to facilitate the review of the Program Narrative, we suggest that you use the selection criteria as headings throughout the Project Narrative.

- Provide responses to all selection criteria and sub-factors in the Project Narrative.
- Although certain selection criteria might seem to be asking for duplicative information, read the criteria carefully to discern the nuances of what is being requested.
- Be sure to provide the information where it is requested.
- The suggested number of pages for the program narrative is 30 pages; however, applications that slightly exceed the suggested limit will not be disqualified.

Applicants will submit the Program/Project Narrative in Part III Program Narrative Attachment Form in Grants.gov

## ***Project Budget***

The budget should show that the proposed costs are reasonable and necessary for conducting an effective, efficient, and high-quality project.

The budget should include allowable and allocable costs.

The budget should be in alignment with the proposed project scale and scope.

The budget narrative should provide sufficient detail to enable the peer reviewers to make an informed judgement about whether the budget represents a sound investment of Federal funds.

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

Applicants should use **ED Form 524 Budget Summary Section A – Non-Construction Programs** to present the amounts you are requesting for all three years of the project. DO NOT include ED 524 Budget Summary Section B- Budget Summary Non-Federal Funds in your application. This form is required only for programs that have a legislatively mandated cost-sharing or matching requirement. The IRS program does not require cost-sharing or matching.

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

Use ED 524 Budget Summary Section C to submit the detailed, itemized budget for amounts you are requesting for each year of the 3-year proposed project. Asterisk all costs that are related to the selected Competitive Preference Priority.

### **Budget Categories**

In presenting your detailed budget, use the categories in the ED 524 Budget Section Summary A-Non-Construction Programs.

1. Personnel. Include the salaries for all personnel who will be assuming key roles in conducting the proposed project. The budget detail narrative that you attach in Part III should provide information to support the requested positions, the level of compensation, and the time in effort being charged to 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 percentage calculation for the fringe benefits.



3. Travel. Include the travel costs for the center-related personnel and scholars in this category. The travel costs for other project participants should be included in category 8. Other.

The definition for travel costs from 34 CFR Part 200, Uniform Administrative Requirements for Federal Awards is provided below.

§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, space rental and printing and 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.

The IRS program is a Title VI discretionary training grant program. EDGAR §75.562(c)(4) limits reimbursement to grantees for the indirect costs they incur under training grants to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or 8 percent of the modified total direct cost (MTDC), *whichever is lower*.

11. Training Stipends. Not applicable. Leave blank.

*Note: Funds under the IRS program may not be used for the training of students and teachers. (34 CFR 660.40 "What are the limitations on allowable costs?")*

12. Total Costs. The sum of all line items.

### ***Appendices***

Curricula vitae

Letters of support

Project timeline

Information to demonstrate compliance with Section 427 of GEPA

Certification of Eligibility (ED 80-0016) (required for ***individual*** applicants only)

**NOTE:** Use the "Other Attachments Form" in Grants.gov to upload the appendices.

### ***Post-award Performance Reporting Requirements***

If you receive a FY 2020 new grant award, you will be required to submit annual performance reports during the three-year project period into the IFLE International Resource Information System (IRIS). This online system collects progress narratives, data, and budget information from grantees to enable program officers to assess whether the grantee is making substantial progress toward meeting the approved project objectives. At the end of the project period, grantees will submit both a final performance report and a financial status report (SF 425).

### ***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); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.

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

**\*\*Updated 02/2019\*\***

## **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 Registration Instructions for Individuals

An individual submits grant applications on his/her own behalf, not representing an organization, institution or government. Individual applicants are only eligible for grants that are open to individuals and that have already been published on the Grants.gov website. Individuals do not need a DUNS Number to register to submit applications. The system will generate a default value in that field.

Note: In order to register as an individual, you will need to obtain the Funding Opportunity Number (FON) for the grant program. **Please note that if you register as an individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is only open to organizations.**

### Register with Grants.gov

1. Go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
2. Select the **Register with Grants.gov** button on the main screen.
3. This will take you to the **Register with Grants.gov** screen where you will need to enter the **Funding Opportunity Number (FON)** of an individual opportunity and then select **Register**.
4. Once you enter a valid Funding Opportunity Number (FON) you will need to complete a profile. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9). When you have completed the form select the **Continue** button.
5. On the next page you will need to validate your information. If you need to change your information select the **Edit** button; if your information is correct as entered, select the **Submit** button.
6. You should see a message at the top of the screen that reads, "You are successfully registered." To continue to the Applicant login page, select the Continue button on the bottom of the page. If you do not receive the successful message, another message will appear that describes the registration error. Correct the error, if possible, or contact the Contact Center for further assistance.
7. When the error is corrected, you will receive an email notification that you are able to apply for the funding opportunity number as an Individual.

## Electronic Submission Waiver Requirements

Applicants may qualify for an **exception to the Grants.gov electronic submission requirement** and may submit their applications in paper format, if you meet one of the following exceptions:

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to Grants.gov

**AND**

No later than two weeks before the application deadline date you submit a written statement to the Department to notify us that you qualify for one of the exceptions.

Mail or your statement to: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., Room 257-09, Washington, DC 20202-4260, or email at [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@ed.gov)



## Application Transmittal Instructions

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice:

**a. Submission of Paper Applications by Mail**

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before **date TBD**, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.017A)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260**

You must show proof of mailing consisting of one of the following:

- 1) A legibly dated U.S. Postal Service postmark
- 2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
- 3) A dated shipping label, invoice, or receipt from a commercial carrier.
- 4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- 1) A private metered postmark
- 2) A mail receipt that is not dated by the U.S. Postal Service

If your application is postmarked after the application deadline date, we will not consider your application.

*Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.*

**b. Submission of Paper Applications by Hand Delivery**

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.017A)  
550 12<sup>th</sup> Street, SW  
Room 7039, Potomac Center Plaza  
Washington, DC 20202-4260**

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department—

- 1) You must indicate on the envelope and—if not provided by the Department—in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- 2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

## Fiscal Year 2020 Federal Register Notice

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; International Research and Studies Program--Research, Studies, and Surveys; and Specialized Instructional Materials

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) 2020 for the International Research and Studies (IRS) program, Catalog of Federal Domestic Assistance (CFDA) number 84.017A. This notice relates to the approved information collection under OMB control number 1840-0795.

DATES:

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

Deadline for Transmittal of Applications: [INSERT DATE 70 DAYS AFTER 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 the webinar will be provided on

the website for the IRS program at  
[www.ed.gov/programs/iegpsirs/index.html](http://www.ed.gov/programs/iegpsirs/index.html).

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: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., room 257-09, Washington, DC 20202. Telephone: (202) 453-5690. Email: [cheryl.gibbs@ed.gov](mailto:cheryl.gibbs@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 IRS program provides grants to institutions, public and private agencies, organizations, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields.

The research and studies may include, but are not limited to

–

(a) Studies and surveys to determine needs for increased or improved instruction in modern foreign languages, area studies, or other international fields, including the demand for foreign language, area, or other international specialists in government, education, and the private sector;

(b) Research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;

(c) Research on applying performance tests and standards across all areas of foreign language instruction and classroom use;

(d) Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists;

(e) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs;

(f) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;

(g) Evaluation of the extent to which programs assisted under title VI of the HEA that address national needs would not otherwise be offered;

(h) Studies and surveys of the use of technologies in foreign language, area studies, and international studies programs;

(i) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the educational community, including elementary and secondary schools;

(j) Evaluations of the extent to which programs assisted under title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application;

(k) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of title VI, part A of the HEA; and

(l) Support for programs or activities to make data collected, analyzed, or disseminated under 20 U.S.C. 1125 publicly available and easy to understand.

Priorities: Under this competition there are three competitive preference priorities. In accordance with 34

CFR 75.105(b)(2)(ii), these priorities are from regulations (34 CFR 660.1).

In this competition, the Department invites applicants to submit an application to request support for either a Research, Studies, and Surveys project or a Specialized Instructional Materials project. Applicants must provide in section 15 of the SF 424 Application for Federal Assistance, a description that clearly identifies the type of IRS project for which funding is requested. Additional submission details are included in the application package.

Competitive Preference Priorities: For FY 2020 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets one of Competitive Preference Priority 1, Competitive Preference 2, or Competitive Preference Priority 3. An applicant may receive points under only one competitive preference priority. In the application project abstract, you must indicate the selected competitive preference priority being addressed by the FY 2020 proposed project and provide a substantive description of how the project activities meet the priority. These priorities are:

Competitive Preference Priority 1. (5 points)

Research on more effective methods of providing instruction and achieving competency in modern foreign languages, area studies, or other international fields.

Competitive Preference Priority 2. (5 points)

Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs.

Competitive Preference Priority 3. (5 points)

Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists.

Program Authority: 20 U.S.C. 1125.

Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 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 660.



Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$900,000.\_

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2021 from the list of unfunded applications from this competition.

Estimated Range of Awards: \$36,000 - \$60,000 for each 12-month budget period.

Estimated Average Size of Awards: \$48,000.

Estimated Number of Awards: 18.

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

Project Period: Up to 36 months.

## III. Eligibility Information

1. Eligible Applicants: Public and private agencies, organizations, institutions, and individuals.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

## 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.

Grants.gov has relaxed the requirement for applicants to have an active registration in the System for Award Management (SAM) in order to apply for funding during the COVID-19 pandemic. An applicant that does not have an active SAM registration can still register with Grants.gov, but must contact the Grants.gov Support Desk, toll-free, at 1-800-518-4726, in order to take advantage of this flexibility.

2. Submission of Proprietary Information: Given the types of projects that may be proposed in applications for the IRS 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 FY 2020 IRS 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 not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

4. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

5. Recommended Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate the application. We recommend that you (1) limit the application narrative to no more than 30 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 Part I, Application for Federal Assistance cover sheet (SF 424); the Supplemental Information For SF 424B; Part II, ED 524 (Summary Budget A) and the detailed budget justification (Summary Budget C); or Part IV, assurances and certifications. The recommended page limit also does not apply to the project abstract, curriculum vitae, or letters of support. However, the recommended page limit does apply to the entire application narrative.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 655.31, 660.31, 660.32, and 660.33. The total maximum score for the selection criteria and the selected competitive preference priority is 100 points for applications for research, studies, and surveys; and the total maximum score for the selection criteria and the selected competitive preference priority is 100 points for specialized instructional materials projects. The maximum score for each criterion is indicated in parentheses.

Note: Applications for a research project, study, or a survey will be evaluated using the criteria in 34 CFR 655.31 and 660.32. Applications for the development of specialized instructional

materials will be evaluated using the selection criteria in 34 CFR 655.31 and 660.33.

The Secretary uses the following criteria to evaluate applications for a research project, study, or a survey:

(d) Plan of operation (up to 10 points).

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

(4) 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 members of racial or ethnic minority groups, women, and handicapped persons.

(e) Quality of key personnel (up to 10 points).

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

- (5) 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, handicapped persons, and the elderly.
- (6) 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.
- (f) Budget and cost effectiveness (up to 5 points).
- (3) The Secretary reviews each application for information

that shows that the project has an adequate budget and is cost effective.

(4) 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 (up to 10 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.

(e) Adequacy of resources (up to 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.

(f) Need for the project (up to 10 points).

The Secretary reviews each application for information that shows—

(1) A need for the proposed project in the field of study on which the project focuses; and

(2) That the proposed project will provide information about the present and future needs of the United States for study in foreign language and other international fields.

(g) Usefulness of expected results (up to 10 points).

The Secretary reviews each application for information that shows the extent to which the results of the proposed project are likely to be used by other research projects or programs with similar objectives.

(h) Development of new knowledge (up to 10 points).

The Secretary reviews each application for information that shows that the extent to which the proposed project is likely to develop new knowledge that will contribute to the purposes of the International Education Program authorized by part A of title VI of the HEA.



(i) Formulation of problems and knowledge of related research (up to 10 points).

The Secretary reviews each application for information that shows that problems, questions, or hypotheses to be dealt with by the applicant—

(j) Specificity of statement of procedures (up to 5 points).

The Secretary reviews each application for the specificity and completeness of the statement of procedures to be followed, including a discussion of such components as sampling techniques, controls, data to be gathered, and statistical and other analyses to be undertaken.

(l) Adequacy of methodology and scope of project (up to 10 points).

The Secretary reviews each application for information that shows—

(2) The adequacy of the proposed teaching, testing, and research methodology; and

The size, scope, and duration of the proposed project.

The Secretary uses the following criteria to evaluate applications for development of specialized instructional materials:

(c) Plan of operation (up to 10 points).

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

(5) 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 members of racial or ethnic minority groups, women, and handicapped persons.

(d) Quality of 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, handicapped persons, and the elderly.

(6) 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 (up to 5 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.

(d) Evaluation plan (up to 10 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.

(e) Adequacy of resources (up to 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.

(f) Need for the project (up to 10 points).

The Secretary reviews each application for information that shows that—

(3) The proposed materials are needed in the educational

field of study on which the project focuses; and

(4) The language or languages, the area, region, or country, or the issues or studies for which the materials are to be developed, are of sufficient priority and significance to the national interest to warrant financial support by the Federal Government.

(g) Potential for the use of materials in other programs (up to 10 points).

The Secretary reviews each application for information that shows the extent to which the proposed materials may be used elsewhere in the United States.

(h) Account of related materials (up to 5 points).

The Secretary reviews each application for information that shows that—

(3) All existing related or similar materials have been accounted for and the critical commentary on their adequacy is appropriate and accurate; and

(4) The proposed materials will not duplicate any existing adequate materials.

(i) Likelihood of achieving results (up to 10 points).

The Secretary reviews each application for information that shows that the outlined methods and procedures for preparing the materials are practicable and can be expected to produce the anticipated results.

(j) Expected contribution to other programs (up to 10 points).

The Secretary reviews each application for information that shows the extent to which the proposed work may contribute significantly to strengthening, expanding, or improving programs of foreign language studies, area studies, or international studies in the United States.

(k) Description of final form of materials (up to 5 points).

The Secretary reviews each application for information that shows a high degree of specificity in the description of the contents and final form of the proposed materials.

(l) Provisions for pretesting and revision (up to 5 points).

The Secretary reviews each application for information that shows that adequate provision has been made for –

(3) Pretesting the proposed materials; and

(4) If necessary, revising the proposed materials before publication.

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 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may impose specific conditions and, 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 200.205(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.

## 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); or we may send you an email



containing a link to access an electronic version of your 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. 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).

Performance reports for the IRS program must be submitted electronically using the International Resource Information System (IRIS), the International and Foreign Language Education office's web-based reporting system. For information about the system and to view the reporting instructions, please go to

<http://iris.ed.gov/iris/pdfs/IRS.pdf>.

(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: The following performance measures have been established to assess the effectiveness of the IRS program:

1. Percentage of IRS projects that are focused on improving or strengthening K-16 instruction in less commonly taught languages, area studies, or other international fields.

2. Percentage of IRS projects that are focused on the evaluation of the outcomes and effectiveness of Title VI-Fulbright-Hays International Education programs in addressing national needs.

3. Percentage of IRS projects that result in information from IRS studies, surveys, or research on language, area, and international studies being made available and accessible to the public.

4. The cost per IRS project that is focused on improving or strengthening K-16 instruction in modern foreign languages, area studies, and other international fields.

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, 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: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to the program contact person listed under FOR FURTHER INFORMATION CONTACT.

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](http://www.govinfo.gov) [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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Robert L. King,  
*Assistant Secretary for  
Postsecondary Education.*

## **Title VI – International Education Programs Sections 601 and 605**

### **PUBLIC LAW 89-329—HIGHER EDUCATION ACT OF 1965, AS AMENDED (HEA)**

#### **TITLE VI – International Education Programs**

##### **SEC. 601. International and Foreign Language Studies.**

Part A of title VI (20 U.S.C. 1121 et seq.) is amended to read as follows:

##### **PART A--INTERNATIONAL AND FOREIGN LANGUAGE STUDIES**

##### **SEC. 601. FINDINGS ; PURPOSES; CONSULTATION; SURVEY.**

(a) FINDINGS- Congress finds as follows:

(1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.

(2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.

(3) Dramatic changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.

(4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--

(A) producing graduates with international and foreign language expertise and knowledge; and

(B) research regarding such expertise and knowledge.

(5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

(b) PURPOSES- The purposes of this part are--

(1) (A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;

(B) to develop a pool of international experts to meet national needs;

(C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;

(D) to promote access to research and training overseas, including through linkages with overseas institutions; and

(E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;

(2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and

(3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

(c) CONSULTATION-

(1) IN GENERAL- The Secretary shall, prior to requesting applications for funding under this title during each grant cycle, consult with and receive recommendations, regarding national need for expertise in foreign languages and world regions from the head officials of a wide range of Federal agencies.

(2) CONSIDERING RECOMMENDATIONS; PROVIDING INFORMATION-The Secretary-

(A) may take into account the recommendations described in paragraph (1); and

(B) shall-

(i) provide information collected under paragraph (1) when requesting applications for funding under this title; and

(ii) make available to applicants a list of areas identified as areas of national need.

(d) SURVEY- The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this title to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.

#### **SEC. 605. Research; Studies.;**

(a) AUTHORIZED ACTIVITIES- The Secretary may, directly or through grants or contracts, conduct research and studies that contribute to achieving the purposes of this part. Such research and studies may include-

(1) studies and surveys to determine needs for increased or improved instruction in foreign language, area studies, or other international fields, including the demand for foreign language, area, and other international specialists in government, education, and the private sector;

(2) studies and surveys to assess the utilization of graduates of programs supported under this title by governmental, educational, and private sector organizations and other studies assessing the outcomes and effectiveness of programs so supported;

(3) evaluation of the extent to which programs assisted under this title that address national needs would not otherwise be offered;

(4) comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;

(5) research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;

- (6) the development and publication of specialized materials for use in foreign language, area studies, and other international fields, or for training foreign language, area, and other international specialists;
- (7) studies and surveys of the uses of technology in foreign language, area studies, and international studies programs;
- (8) studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the education community, including elementary and secondary schools;
- (9) the application of performance tests and standards across all areas of foreign language instruction and classroom use;
- (10) evaluation of the extent to which programs assisted under this title reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application;
- (11) the systematic collection, analysis, and dissemination of data that contributes to achieving the purposes of this part; and
- (12) support for programs or activities to make data collected, analyzed, or disseminated under this section publicly available and easy to understand.

(b) ANNUAL REPORT- The Secretary shall prepare, publish, and announce an annual report listing the books and research materials produced with assistance under this section.



## 34 CFR Part 655-International Education General Provisions

Code of Federal Regulations  
Title 34  
Education

Revised as of July 1, 2016

### **PART 655—INTERNATIONAL EDUCATION PROGRAMS—GENERAL PROVISIONS**

#### **Subpart A—General**

§ 655.1 Which programs do these regulations govern?

§ 655.3 What regulations apply to the International Education Programs?

§ 655.4 What definitions apply to the International Education Programs?

#### **Subpart B—What Kinds of Projects Does the Secretary Assist?**

§ 655.10 What kinds of projects does the Secretary assist?

#### **Subpart C [Reserved]**

#### **Subpart D—How Does the Secretary Make a Grant?**

§ 655.30 How does the Secretary evaluate an application?

§ 655.31 What general selection criteria does the Secretary use?

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

Authority: 20 U.S.C 1121–1130b, unless otherwise noted.

Source: 47 FR 14116, Apr. 1, 1982, unless otherwise noted.

#### **Subpart A—General**

##### **§ 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]

##### **§ 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]

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

(Authority: 20 U.S.C. 1121–1127)

(b) *Definitions that apply to these programs:* The following definitions apply to International Education Programs:

*Consortium 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; 74 FR 35072, July 17, 2009]

## **Subpart B—What Kinds of Projects Does the Secretary Assist?**

### **§ 655.10 What kinds of projects does the Secretary assist?**

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

(Authority: 20 U.S.C. 1121–1127)  
[74 FR 35072, July 17, 2009]

## **Subpart C [Reserved]**

## **Subpart D—How Does the Secretary Make a Grant?**

### **§ 655.30 How does the Secretary evaluate an application?**

The Secretary evaluates an application for International Education Programs on the basis of—

- (a) The general criteria in §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]

### **§ 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) Handicapped persons.

(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)

**§ 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]

## 34 CFR Part 660-International Research and Studies Program

Code of Federal Regulations

Title 34

Education

Revised as of July 1, 2016

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

#### PART 660—THE INTERNATIONAL RESEARCH AND STUDIES PROGRAM

##### SUBPART A—GENERAL

§ 660.1 What is the International Research and Studies Program?

§ 660.2 Who is eligible to apply for grants under this program?

§ 660.3 What regulations apply?

§ 660.4 What definitions apply to the International Research and Studies Program?

##### SUBPART B—WHAT KINDS OF PROJECTS DOES THE SECRETARY ASSIST UNDER THIS PROGRAM?

§ 660.10 What activities does the Secretary assist?

##### SUBPART C [RESERVED]

##### SUBPART D—HOW DOES THE SECRETARY MAKE A GRANT?

§ 660.30 How does the Secretary evaluate an application?

§ 660.31 What selection criteria does the Secretary use for all applications for a grant?

§ 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?

§ 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?

§ 660.34 What priorities may the Secretary establish?

##### SUBPART E—WHAT CONDITIONS MUST BE MET BY A GRANTEE?

§ 660.40 What are the limitations on allowable costs?

Authority: 20 U.S.C. 1125, unless otherwise noted.

Source: 47 FR 14124, Apr. 1, 1982, unless otherwise noted.

##### Subpart A—General

###### § 660.1 What is the International Research and Studies Program?

The Secretary may, directly or through grants or contracts, conduct research and studies which contribute to the purposes of the International Education Program authorized by part A of title VI of the Higher Education Act of 1965, as amended (HEA). The research and studies may include, but are not limited to—

(a) Studies and surveys to determine needs for increased or improved instruction in modern foreign languages, area studies, or other international fields, including the demand for foreign language, area, and other international specialists in government, education, and the private sector;

(b) Research on more effective methods of providing instruction and achieving competency in foreign languages, area studies, or other international fields;

- (c) Research on applying performance tests and standards across all areas of foreign language instruction and classroom use;
  - (d) Developing and publishing specialized materials for use in foreign language, area studies, and other international fields or for training foreign language, area, and other international specialists;
  - (e) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations and other studies assessing the outcomes and effectiveness of supported programs;
  - (f) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education;
  - (g) Evaluations of the extent to which programs assisted under title VI of the HEA that address national needs would not otherwise be offered;
  - (h) Studies and surveys of the use of technologies in foreign language, area studies, and international studies programs;
  - (i) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques throughout the educational community, including elementary and secondary schools;
  - j) Evaluations of the extent to which programs assisted under title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application;
- (k) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of title VI, part A of the HEA; and
- (l) Support for programs or activities to make data collected, analyzed, or disseminated under this part publicly available and easy to understand.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 64 FR 7740, Feb. 16, 1999; 74 FR 35074, July 17, 2009]

**§ 660.2 Who is eligible to apply for grants under this program?**

Public and private agencies, organizations, and institutions, and individuals are eligible to apply for grants under this part.

(Authority: 20 U.S.C. 1125)

**§ 660.3 What regulations apply?**

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 660.

(Authority: 20 U.S.C. 1121–1125)  
[58 FR 32577, June 10, 1993]

**§ 660.4 What definitions apply to the International Research and Studies Program?**

The definitions in 34 CFR 655.4 apply to this program.

(Authority: U.S.C. 1121–1127)

## **Subpart B—What Kinds of Projects Does the Secretary Assist Under This Program?**

### **§ 660.10 What activities does the Secretary assist?**

An applicant may apply for funds to carry out any of the following types of activities:

- (a) Studies and surveys to determine the need for increased or improved instruction in—
  - (1) Modern foreign languages; and
  - (2) Area studies and other international fields needed to provide full understanding of the places in which those languages are commonly used.
- (b) Research and studies—
  - (1) On more effective methods of instruction and achieving competency in modern foreign languages, area studies, or other international fields;
  - (2) To evaluate competency in those foreign languages, area studies, or other international fields; or
  - (3) On the application of performance tests and standards across all areas of foreign language instruction and classroom use.
- (c) The development and publication of specialized materials—
  - (1) For use by students and teachers of modern foreign languages, area studies, and other international fields; and
  - (2) For use in—
    - (i) Providing such instruction and evaluation; or
    - (ii) Training individuals to provide such instruction and evaluation.
- (d) Research, surveys, studies, or the development of instructional materials that serve to enhance international understanding.
- (e) Other research or material development projects that further the purposes of the International Education Program authorized by part A of title VI of the HEA.
- (f) Studies and surveys to assess the use of graduates of programs supported under title VI of the HEA by governmental, educational, and private-sector organizations, and other studies assessing the outcomes and effectiveness of supported programs.
- (g) Comparative studies of the effectiveness of strategies to provide international capabilities at institutions of higher education.
- (h) Evaluations of the extent to which programs assisted under title VI of the HEA that address national needs would not otherwise be offered.
- (i) Studies and surveys of the uses of technology in foreign language, area studies, and international studies programs.
- (j) Studies and evaluations of effective practices in the dissemination of international information, materials, research, teaching strategies, and testing techniques through the education community, including elementary and secondary schools.
- k) Evaluations of the extent to which programs assisted under title VI of the HEA reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs, as described in the grantee's application.
- (l) Systematic collection, analysis, and dissemination of data that contribute to achieving the purposes of title VI, part A of the HEA.



(m) Support for programs or activities to make data collected, analyzed, or disseminated under this part publicly available and easy to understand.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 52 FR 28424, July 29, 1987; 58 FR 32577, June 10, 1993; 64 FR 7740, Feb. 16, 1999; 74 FR 35074, July 17, 2009]

## **SUBPART C [RESERVED]**

### **Subpart D—How Does the Secretary Make a Grant?**

#### **§ 660.30 How does the Secretary evaluate an application?**

(a) The Secretary evaluates an application for a research project, a study, or a survey on the basis of the criteria in §§660.31 and 660.32. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) The Secretary evaluates an application for the development of specialized instructional materials on the basis of the criteria in §§660.31 and 660.33. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(Authority: 20 U.S.C. 1125)

[70 FR 13375, Mar. 21, 2005]

#### **§ 660.31 What selection criteria does the Secretary use for all applications for a grant?**

The Secretary evaluates an application for a project under this program on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(a) Plan of operation. (See 34 CFR 655.31(a))

(b) Quality of key personnel. (See 34 CFR 655.31(b))

(c) Budget and cost effectiveness. (See 34 CFR 655.31(c))

(d) Evaluation plan. (See 34 CFR 655.31(d))

(e) Adequacy of resources. (See 34 CFR 655.31(e))

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

#### **§ 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?**

In addition to the criteria referred to in §660.31, the Secretary evaluates an application for a research project, study, or survey on the basis of the criteria in this section.

(a) Need for the project. The Secretary reviews each application for information that shows—

(1) A need for the proposed project in the field of study on which the project focuses; and

(2) That the proposed project will provide information about the present and future needs of the United States for study in foreign language and other international fields.

(b) Usefulness of expected results. The Secretary reviews each application for information that shows the extent to which the results of the proposed project are likely to be used by other research projects or programs with similar objectives.

(c) Development of new knowledge. The Secretary reviews each application for information that shows that the extent to which the proposed project is likely to develop new knowledge that will contribute to the purposes of the International Education Program authorized by part A of title VI of the HEA.

(d) Formulation of problems and knowledge of related research. The Secretary reviews each application for information that shows that problems, questions, or hypotheses to be dealt with by the applicant—

(1) Are well formulated; and

(2) Reflect adequate knowledge of related research.

(e) Specificity of statement of procedures. The Secretary reviews each application for the specificity and completeness of the statement of procedures to be followed, including a discussion of such components as sampling techniques, controls, data to be gathered, and statistical and other analyses to be undertaken.

(f) Adequacy of methodology and scope of project. The Secretary reviews each application for information that shows—

(1) The adequacy of the proposed teaching, testing, and research methodology; and

(2) The size, scope, and duration of the proposed project.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

### **§ 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?**

In addition to the criteria referred to in § 660.31, the Secretary evaluates an application to develop specialized instructional materials on the basis of the criteria in this section.

(a) Need for the project. The Secretary reviews each application for information that shows that —

(1) The proposed materials are needed in the educational field of study on which the project focuses; and

(2) The language or languages, the area, region, or country, or the issues or studies for which the materials are to be developed, are of sufficient priority and significance to the national interest to warrant financial support by the Federal Government.

(b) Potential for the use of materials in other programs. The Secretary reviews each application for information that shows the extent to which the proposed materials may be used elsewhere in the United States.

(c) Account of related materials. The Secretary reviews each application for information that shows that—

(1) All existing related or similar materials have been accounted for and the critical commentary on their adequacy is appropriate and accurate; and

(2) The proposed materials will not duplicate any existing adequate materials.

(d) Likelihood of achieving results. The Secretary reviews each application for information that shows that the outlined methods and procedures for preparing the materials are practicable and can be expected to produce the anticipated results.

(e) Expected contribution to other programs. The Secretary reviews each application for information that shows the extent to which the proposed work may contribute significantly to strengthening, expanding, or improving programs of foreign language studies, area studies, or international studies in the United States.

(f) Description of final form of materials. The Secretary reviews each application for information that shows a high degree of specificity in the description of the contents and final form of the proposed materials.

(g) Provisions for pretesting and revision. The Secretary reviews each application for information that shows that adequate provision has been made for—

(1) Pretesting the proposed materials; and

(2) If necessary, revising the proposed materials before publication.

(Authority: 20 U.S.C. 1125)

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993; 70 FR 13376, Mar. 21, 2005]

#### **§ 660.34 What priorities may the Secretary establish?**

(a) The Secretary may each year select for funding from among the following priorities:

(1) Categories of eligible projects described in §660.10.

(2) Specific languages or regions for study or materials development; for example, the Near or Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa or Latin America, or the languages of those regions.

(3) Topics of research and studies; for example, language acquisition processes, methodology of foreign language instruction, foreign language performance testing, or assessments of resources and needs.

(4) Levels of education; for example, elementary, secondary, postsecondary or university-level education, or teacher education.

(b) The Secretary announces any priorities in the application notice published in the Federal Register.

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

[47 FR 14124, Apr. 1, 1982, as amended at 58 FR 32577, June 10, 1993]

#### **Subpart E—What Conditions Must Be Met by a Grantee?**

##### **§ 660.40 What are the limitations on allowable costs?**

Funds awarded under this part may not be used for the training of students and teachers.

(Authority: 20 U.S.C. 1125)

## General Education Provisions Act (GEPA)

### SECTION 427

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).**

## **Government Performance and Results Act (GPRA)**

### **What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

The following performance measures have been established to assess the effectiveness of the International Research and Studies (IRS) program.

### **What is the Performance Indicator for the International Research and Studies Program?**

The IRS Program supports surveys, studies, and instructional materials development to improve and strengthen instruction in modern foreign languages, area studies, and other international fields. The following performance measures have been established to assess the effectiveness of the International Research and Studies (IRS) program.

1. Percentage of IRS projects that are focused on improving or strengthening K-16 instruction in less commonly taught languages, area studies, or other international fields.
2. Percentage of IRS projects that are focused on the evaluation of the outcomes and effectiveness of Title VI-Fulbright-Hays International Education programs in addressing national needs.
3. Percentage of IRS projects that result in information from IRS studies, surveys, or research on language, area, and international studies being made available and accessible to the public.
4. The cost per IRS project that is focused on improving and strengthening K-16 instruction in modern foreign languages, area studies, and other international fields.

## Grants.gov Parts and Instructions

On the Grants.gov site, applicants will use the following Parts I, II, III, and IV to upload their applications:

- Part I: SF 424**  
Application for Federal Assistance – (SF 424) Department of Education Supplemental Information Form for SF 424
- Part II: ED 524 Form**  
Department of Education Budget Summary Form – (ED 524)-Non-Construction Programs Section A
- Part III: Project Abstract, Project Narrative, Budget Narrative and Appendices**
- ED Abstract Form  
Project Narrative Attachment Form (the recommended page limit is 30 pages)  
Budget Narrative Attachment Form (Detailed Budget Description) requested Line Items
- Other Attachments Form  
Appendices  
Curricula Vitae  
Letters of Support  
Information to demonstrate compliance with Section 427 of GEPA  
Project Timeline  
Certification of Eligibility (ED 80-0016) (required for *individual* applicants only)
- Part IV: Assurances, Certifications, and Survey Forms**
- Assurances – Non-Construction Programs (SF 424B)
  - ED GEPA 427
  - Grants.gov Lobbying Form (formerly ED Form 80-0013)
  - Disclosure of Lobbying Activities (SF-LLL)

The Department of Education Abstract (ED Abstract) Form is where you attach the suggested one-page, single-spaced project abstract.

The Project Narrative Attachment Form is the section that addresses the IRS program selection criteria, including the Competitive Preference Priority selected from the priorities announced in the Federal Register FY 2020 Notice Inviting Applications. The suggested page limit for the Project Narrative is 30 pages.

The Budget Narrative Attachment Form is where you attach a detailed line item budget, using the ED 524 form categories. The budget narrative descriptions should clearly support the amounts being requested. Additionally, the costs should be reasonable, necessary, and relevant to the overall goals and objectives of the proposed project. **Note:** Please asterisk the budget items that are related to the selected Competitive Preference Priority.

The Other Attachment Form is where you attach the appendices, which include curriculum vitae, letters of support, information to demonstrate compliance with Section 427 of GEPA, and the project timeline. The “Certification of Eligibility” (ED 80-0016) is required for individual applicants only. An individual applicant should print a copy of the certification form found in the forms section of this application package, complete it, save it as a .PDF, and upload it using the Other Attachment Form.

***\*All attachments must be in .PDF format. Grants.gov does not accept other types of files.***



## **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)
- Certification of Eligibility (required for applicants applying as individuals)

## Instructions for the SF424

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.

1. **Type of Submission:** (Required) Select one type of submission in accordance with agency instructions.
  - Pre-application
  - Application
  - 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.
2. **Type of Application:** (Required) Select one type of application in accordance with agency instructions.
  - New – An application that is being submitted to an agency for the first time.
  - Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
  - 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.
    - A. Increase Award
    - B. Decrease Award
    - C. Increase Duration
    - D. Decrease Duration
    - E. Other (specify)
3. **Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4. **Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.
- 5a. **Federal Entity Identifier:** Enter the number assigned to your organization by the federal agency, if any.
- 5b. **Federal Award Identifier:** For new applications leave blank. 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. **Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.

7. **State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.
  
8. **Applicant Information:** Enter the following in accordance with agency instructions:
  - a. **Legal Name:** (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 [www.Grants.gov](http://www.Grants.gov).
  - b. **Employer/Taxpayer Number (EIN/TIN):** (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.
  - c. **Organizational DUNS:** (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 [www.Grants.gov](http://www.Grants.gov).
  - d. **Address:** 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).
  - e. **Organizational Unit:** Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
  - f. **Name and contact information of person to be contacted on matters involving this application:** 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
  - D. Special District Government
  - E. Regional Organization
  - F. U.S. Territory or Possession
  - G. Independent School District
  - H. Public/State Controlled Institution of Higher Education
  - I. Indian/Native American Tribal Government (Federally Recognized)
  - J. Indian/Native American Tribal Government (Other than Federally Recognized)
  - K. Indian/Native American Tribally Designated Organization
  - L. Public/Indian Housing Authority
  - M. Nonprofit
  - N. Private Institution of Higher Education
  - O. Individual
  - P. For-Profit Organization (Other than Small Business)
  - Q. Small Business
  - R. Hispanic-serving Institution

- S. Historically Black Colleges and Universities (HBCUs)
- T. Tribally Controlled Colleges and Universities (TCCUs)
- U. Alaska Native and Native Hawaiian Serving Institutions
- V. Non-US Entity
  
- W. Other (specify)

10. **Name Of Federal Agency:** (Required) Enter the name of the federal agency from which assistance is being requested with this application.
  
11. **Catalog Of Federal Domestic Assistance Number/Title:** 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.
  
12. **Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
  
13. **Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
  
14. **Areas Affected By Project:** 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.
  
15. **Descriptive Title of Applicant's Project:** (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.
  
16. **Congressional Districts Of:** 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 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.
  
17. **Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
  
18. **Estimated Funding:** (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.

**19. Is Application Subject to Review by State Under Executive Order 12372 Process?**

(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.

**20. Is the Applicant Delinquent on any Federal Debt?** (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.

**21. Authorized Representative:** 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.)

**[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

**a. 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.”)

**3a. 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.”

**3a. 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

**3a. 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 subject’s 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.

**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 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

## 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 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 (b) 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 U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, 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

### 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. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

You must 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 break-down 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 cost-sharing or 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. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances.

OMB cost principle circulars are available on OMB's website at:

<http://www.whitehouse.gov/omb/circulars/index.html>]

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.

4. Provide other explanations or comments you deem necessary.

### **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 **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

## Instructions for 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.

1. 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.
2. Identify the status of the covered Federal action.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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."

9. 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.
10. (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).
11. 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 2050

## Application Checklist

Before you submit your application, please use this checklist to make sure that you have included the requested components and forms, and that you have uploaded them to the correct places on the Grants.gov site.

- Part I - Application for Federal Assistance - (SF 424)
- Part I - Department of Education Supplemental Information for SF 424
- Part II - Department of Education Budget Summary Information – Non-Construction Programs (ED Form 524) – Section A
- Part III – Attachments
  - ED Abstract (suggested one page). Attach this document to the ED Abstract Form
  - Project Narrative that addresses the selection criteria, including the selected Competitive Preference Priority.
  - Budget Narrative Attachment Form ED 524 Section C Budget Narrative (itemized budget)
- Part III - Other Attachments
  - Curriculum Vitae
  - Letters of Support
  - Information to demonstrate compliance with Section 427 of GEPA
  - Project Timeline
  - Certification of Eligibility (ED 80-0016) (required for individual applicants only)
- Part IV - Assurances, Certifications, and Survey Forms
  - ED GEPA Section 427 Form
  - Assurances – Non-Construction Programs (SF 424B)
  - Lobbying Form (Formerly ED Form 80-0013)
  - Disclosure of Lobbying Activities (SF LLL)

# Certification of Eligibility for Federal Assistance in Certain Programs

I understand that 34 CFR 75.60, 75.61, and 75.62 require that I make specific certifications of eligibility to the U.S. Department of Education (ED) as a condition of applying for Federal funds in certain programs and that these requirements are in addition to any other eligibility requirements that ED imposes under program regulations. Under 34 CFR 75.60 – 75.62:

I. I certify that:

- A. I do not owe a debt, or I am current in repaying a debt, or I am not in default (as that term is used at 34 CFR Part 668) on a debt:
1. To the Federal Government under a nonprocurement transaction (e.g., a previous loan, scholarship, grant, or cooperative agreement); or
  2. For a fellowship, scholarship, stipend, discretionary grant, or loan in any program of ED that is subject to 34 CFR 75.60, 75.61, and 75.62, including:
    - Federal Pell Grant Program (20 U.S.C. 1070a, et seq.);
    - Federal Supplemental Educational Opportunity Grant (SEOG) Program (20 U.S.C. 1070(b), et seq.);
    - State Student Incentive Grant Program (SSIG) 20 U.S.C. 1070c, et seq.);
    - Federal Perkins Loan Program (20 U.S.C. 1087aa, et seq.);
    - Income Contingent Direct Loan Demonstration Project (20 U.S.C. 1087a, note);
    - Federal Stafford Loan Program, Federal Supplemental Loans for Students [SLS], Federal PLUS, or Federal Consolidation Loan Program (20 U.S.C. 1071, et seq.);
    - William D. Ford Federal Direct Loan Program (20 U.S.C. 1087a, et seq.);
    - Cuban Student Loan Program (20 U.S.C. 2601, et seq.);
    - Robert C. Byrd Honors Scholarship Program (20 U.S.C. 1070d-31, et seq.);
    - Jacob K. Javits Fellows Program (20 U.S.C. 1134h-1134l);
    - Patricia Roberts Harris Fellowship Program (20 U.S.C. 1134d-1134g);
    - Christa McAuliffe Fellowship Program (20 U.S.C. 1105-1105i);
    - Bilingual Education Fellowship Program (20 U.S.C. 3221-3262);
    - Rehabilitation Long-Term Training Program (29 U.S.C. 774(b));
    - Paul Douglas Teacher Scholarship Program (20 U.S.C. 1104, et seq.);
    - Law Enforcement Education Program (42 U.S.C. 3775);
    - Indian Fellowship Program (29 U.S.C. 774(b));
    - Teacher Quality Enhancement Grants Program (20 U.S.C. 1021, et seq.);

**OR**

- B. I have made arrangements satisfactory to ED to repay a debt as described in A.1. or A.2. (above) on which I had not been current in repaying or on which I was in default (as that term is used in 34 CFR Part 668).

II. I certify also that I have not been declared by a judge, as a condition of sentencing under section 5301 of the Anti-Drug Abuse Act of 1988 (21 U.S.C. 862), ineligible to receive Federal assistance for the period of this requested funding.

I understand that providing a false certification to any of the statements above makes me liable for repayment to ED for funds received on the basis of this certification, for civil penalties, and for criminal prosecution under 18 U.S.C. 1001.

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

Name or number of ED program under which this certification is being made: \_\_\_\_\_  
ED 80-0016 (Revised 2/01)

## Frequently Asked Questions

- 1. What is the purpose of the International Research and Studies (IRS) program?**

The IRS program provides grants to institutions, public and private agencies, organizations, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and other international fields.
- 2. What are examples of allowable costs that may be included in an IRS budget?**

An IRS budget may request grant funds to support the salaries and fringe benefits of project personnel, conference travel for the project director/principal researcher, supplies, consultant and evaluator costs, publication costs for electronic and print media, production costs for project deliverables, among other relevant, reasonable, and justifiable costs.
- 3. What are unallowable costs under this program?**

Funds awarded under this program may not be used for the training of students and teachers.
- 4. What is the project period for an IRS grant?**

A project period may be up to 36 months.
- 5. Does this program require cost sharing or matching?**

No. This program does not require cost sharing or matching.
- 6. What is the definition of “equipment”, and are equipment costs allowable?**

Per §200.33 of the Uniform Administrative Requirements (UAR) in 34 CFR part 200, equipment means tangible personal property (including information technology systems), having a useful life of more than one year and a per-unit acquisition cost of \$5000. Equipment costs are allowable if the budget narrative explains why the equipment is necessary to carry out the proposed project.
- 7. What is the definition of “supplies”?**

Per §200.94 of the UAR, “supplies” means all tangible personal property other than those described in §200.33 “equipment”. This includes items whose acquisition cost is less than \$5000, regardless of its useful life. (Note: computing devices are considered as supplies if the unit acquisition cost is less than \$5000.)
- 8. Who evaluates the applications in the competition?**

Applications are read and evaluated by non-Federal peer reviewers with expertise in modern foreign languages, area and international studies, and other areas of specialization relevant to the IRS program purpose and competition priorities.