

# CENTERS FOR INTERNATIONAL BUSINESS EDUCATION (CIBE)

CFDA NUMBER: 84.220

## *IFLE REPORTING SYSTEM PROPOSED SCREENS*

**Paperwork Reduction Notice.** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0759. Public reporting burden for this collection of information is estimated to average 100 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (The Higher Education Act of 1965, as amended, Title VI, Parts A, B and C [authorizes AORC, BIE, CIBE, FLAS, IIPP, IRS, LRC, NRC, TICFIA, and UISFL].) 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 **Sara Starke at 202.453.7681 or at [sara.starke@ed.gov](mailto:sara.starke@ed.gov)** directly.

ATTACHMENT B: IFLE REPORTING SYSTEM PROPOSED SCREENS



INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program: CIBE	Grant Start Date:	Current Report Information
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		Amount:

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative

Reports

Project Info

Add User

Travel Requests

Performance Measure

Select, View, Submit Reports

Narratives

Budget

Report Data

## International and Foreign Language Education International Resource Information System

### WELCOME

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

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

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

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

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

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

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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



Program: CIBE	Grant Start Date:	Current Report Information
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		Amount:

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative

Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
--------------	----------	-----------------	---------------------	------------------------------	------------	--------	-------------

## Update Password

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

Your password must meet the following requirements:

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

Current password:

New password:

Confirm password:

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

INTERNATIONAL RESOURCE INFORMATION SYSTEM

<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logout</a>		

Administrative

Reports

Project Info

Add User

Travel Requests

Performance Measure

Select, View, Submit Reports

Narratives

Budget

Report Data

## Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

### \* Required fields

Name:

Title:

Street: \*

Street 2:

City: \*

State: District of Columbia

Postal code: \*

Phone: \*

Fax:

Email:

Web site:

Home institution:

Institution Type: Select one

MSI Designation: \* Eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.

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

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

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

Project title: \*

Primary world area: \* International

Additional world areas:

Select all that apply

Africa  
Asia  
Canada  
East Asia  
Europe

OMB No. 1840-0759 Expires xx/xx/xxxx

Program officer:

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■ **Abstract**

Insert the abstract for the approved project into the box below.

(Limit 4,000 characters and spaces)

\*

Characters and Spaces:

Select the languages, countries, disciplines, and subject areas that apply to the project from the dropdown list below. Any entries already selected are displayed first.

---

■ **Languages \***

Please select no more than 40 languages most relevant to the project focus.

Hold down "ctrl" and click to make multiple selections.

Select all that apply

Abkhaz  
Abnron  
Aceh  
Achinese (Achenese)  
Acholi (Lou, Lango)  
Afar  
Afrikaans  
Aja-Gbe  
Akan (Twi-Fante)  
Akha

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■ **Countries \***

Please select no more than 40 countries most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply

United States of America  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Anguilla  
Antigua and Barbuda  
Argentina

■ **Subject Areas \***

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Please select no more than 40 Subject Areas most relevant to the project.

Hold down "ctrl" and click to make multiple selections.

Select all that apply

Area Studies

Assessment and Testing

Collaboration

Dissemination

Dissertation Research

Distance Learning

Evaluation

Foreign Language Across the Curriculum

Foreign Language Programs (Domestic)

Foreign Language Programs (Overseas)

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Program: CIBE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## Additional Users

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

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

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

Action	Name	Email

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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Program: CIBE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
---	---	--

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## Add a User

\* Required fields

User name: \*

First Name Last Name

Email: \*

Do you wish to receive IFLE blast emails and newsletter?

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

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Program: CIBE	Grant Start Date:	Current Report Information
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		Amount:

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)


Administrative

Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
--------------	----------	-----------------	---------------------	------------------------------	------------	--------	-------------

## International Travel Approval Request

Create an international Travel Approval Request (TAR) for each individual. (A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, air fare, ground transportation.)

- Click the "Add a Travel Approval Request" button to create a TAR.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Approved TARs can be updated and resubmitted to US/ED for review.
- TARs must comply with the Fly America Act or meet one of its exceptions . The "Fly America Act" generally provides that foreign air travel funded by Federal government money may only be conducted on U.S. air carriers. There are limited circumstances under which use of a foreign-flag carrier is permissible. For example, flying on transportation provided under a bilateral or multilateral air transportation agreement, such as the Open Skies Agreement, is an allowable exception. If the traveler is flying under an exception, please site the exception in the "comments" section of the TAR.

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

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
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[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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Program: CIBE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## International Travel Approval Request

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

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

**\* Required fields**

- Group or individual: \*       Group     Individual  
(If there is more than one participant, elaborate in the "Purpose of travel explanation.")
- Number of participant(s) \*
- Participant name(s): \*  
(limit 500 characters)
- Travel to or from U.S.: \*       To     From U.S.
- CIBE funds requested for travel: \*       In-Country     International
- Type of participant: \*      Select one
- Purpose of travel: \*      Select one
- Justification: \* (limit 2000 characters)

Characters and Spaces:

- Discipline / Field(s):      Select  
 Accounting  
 Agriculture  
 Anthropology  
 Archaeology  
 Architecture/urban and regional planning  
 Area studies
- Country(ies): \*      For travel to the U.S., select the country of departure.  
 Select one  
 Select one  
 Select one

Select one

Select one

CIBE funds requested: \* \$

Fiscal year funds to be used: \* 2010

(limit 2000 characters)

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

Characters and Spaces:

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

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

Comments: (limit 1000 characters)

Characters and Spaces:

■ Participant's Departure Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

■ Participant's Return Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

\* Please select from one of the following:

I certify that this travel request complies with the Fly America Act and/or [Open Skies agreement](#).

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

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1990 K Street, N.W., Washington, DC 20006-8521  
Phone: (202) 502-7700



Program: CIBE	Grant Start Date:	Current Report Information
Institution:	Grant End Date:	Start Date:
Project:	Final Report Due Date:	End Date:
Award #:	Amount:	Due Date:
Project Director:		Submit Date:
World Area:		Amount:

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative

Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
--------------	----------	-----------------	---------------------	------------------------------	------------	--------	-------------

## Performance Measure Form

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

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

Action	Project Goal	Status

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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



<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative

Reports

Project Info

Add User

Travel Requests

Performance Measure

Select, View, Submit Reports

Narratives

Budget

Report Data

## Performance Measure - Project Goal

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

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

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

Characters and Spaces:

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

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

**Add/Update Performance Measure:**

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

Characters and Spaces:

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

## Performance Measure - Activity

**Add/Update Activity:**

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

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

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

Characters and Spaces:

## Performance Measure - Data Indicator

**Add/Update Data Indicator:**

**Indicator:**

Characters and Spaces:

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

Characters and Spaces:

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

Characters and Spaces:

**Baseline:**

**Targets** \*Required

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

	Year 1	Year 2	Year 3	Year 4
Targets				

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

Characters and Spaces:






Program: CIBE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## Report Schedule

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

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

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

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
<input type="radio"/>	Spring Year 1 (Narratives/Budget)	2010	03/15/2011	10/01/2010	02/15/2011	\$399,000		Current Report Screens for this report <a href="#">Adjustments to Project</a> <a href="#">Priorities</a> <a href="#">Budget</a>
<input type="radio"/>	Fall Year 1 (Report Data/Budget)	2010	12/31/2011	10/01/2010	09/30/2011	\$0		IB Courses by Discipline IB Courses & Programs Lang Courses Master's Grads Doctorate Grads Master's Placements Doctorate Placements Int'l Research Publications Collaboration Professional Development Programs Outreach Activities Performance Measure Reporting Budget
<input type="radio"/>	Spring Year 2 (Narratives/Budget)	2011	03/15/2012	10/01/2011	02/15/2012	\$179,275		Adjustments to Project Priorities Budget
<input type="radio"/>	Fall Year 2 (Report Data/Budget)	2011	12/31/2012	10/01/2011	09/30/2012	\$0		IB Courses by Discipline IB Courses & Programs Lang Courses Master's Grads

							OMB No. 1840-0750 Expires xx/xx/xxxx
							Master's Placements Doctorate Placements Int'l Research Publications Collaboration Professional Development Programs Outreach Activities Performance Measure Reporting Budget
	Spring Year 3 (Narratives/Budget)	2012	05/01/2013	10/01/2012	02/15/2013	\$179,275	Adjustments to Project Priorities Budget
	Fall Year 3 (Report Data/Budget)	2012	12/31/2013	10/01/2012	09/30/2013	\$0	IB Courses by Discipline IB Courses & Programs Lang Courses Master's Grads Doctorate Grads Master's Placements Doctorate Placements Int'l Research Publications Collaboration Professional Development Programs Outreach Activities Performance Measure Reporting Budget
	Final Year 4 (Narratives/Budget/Report Data)	2013	12/31/2014	10/01/2013	09/30/2014	\$171,028	Adjustments to Project Priorities IB Courses by Discipline IB Courses & Programs Lang Courses Master's Grads Doctorate Grads Master's Placements Doctorate Placements Int'l Research Publications Collaboration Professional Development Programs Outreach Activities Performance Measure Reporting Budget



Program: CIBE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount:	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative						Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data						
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities	Performance Measure Reporting	

## Time Extension

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

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

Characters and Spaces:

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

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

\$

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

No Previous Time Extension Requests



<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
---	---	--

[Home](#) | 
 [Update Password](#) | 
 [Contact Us](#) | 
 [Help](#) | 
 [User Guide](#) | 
 [Logoff](#)

Administrative

Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
Adjustments to Project			Priorities	Performance Measure Reporting			

## Adjustments to Project \*

Please describe any major obstacles that either prevented the completion of any activity/ies or changed how the activity/ies were implemented. Briefly describe if and/or how the grant plans to proceed with these activities.

**Required field**

(limit 5,000 characters and spaces)

Characters and Spaces:

[Home](#) | 
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 Office of Postsecondary Education  
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 Phone: (202) 502-7700



<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

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Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
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Adjustments to Project

Priorities

Performance Measure Reporting

## Priorities

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

CIBE Competitive Preference Priority 1: Applications that propose to collaborate with one or more professional associations and/or businesses on activities designed to expand employment opportunities for international business students, such as internships and work-study opportunities. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

CIBE Competitive Preference Priority 2: Applications that propose significant and sustained collaborative activities with one or more MSIs and/or with one or more community colleges. These activities must be designed to incorporate international, intercultural, or global dimensions into the business curriculum of the MSI(s) and/or community college(s). (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

CIBE Invitational Priority 1: Applications that propose programs or activities focused on language instruction and/or performance testing and assessment to strengthen the preparation of international business professionals. (limit 2000 characters and spaces)

Yes    No

Characters and Spaces:

CIBE Invitational Priority 2: Applications that propose collaborative activities and partnerships with institutions in Sub-Saharan Africa, South Asia, or Southeast Asia. (limit 2000 characters and spaces)

Yes No

Characters and Spaces:

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
Adjustments to Project			Priorities	Performance Measure Reporting			

## Performance Measure Reporting Form

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

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

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

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
Adjustments to Project			Priorities	Performance Measure Reporting			

## Performance Measure Reporting

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

### Performance Measure(s):

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

**Add/Update Performance Measure:**

**Performance Measure Description:**

### Performance Measure Activities

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

**Add/Update Activity:**

**Activity Type:**

**Activity Description:**

### Performance Measure Data

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

**Update Data Indicator Reporting:**

**Indicator:**

**Frequency:**



Data Source:

OMB No. 1840-0759 Expires xx/xx/xxxx

Baseline:

Targets \*Required

	Year 1	Year 2	Year 3	Year 4
Targets				
Annual Data				

Comments: (limit 1000 characters and spaces)

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## Spring Budget

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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

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

no file selected

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

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## Fall Budget

For each category, enter the amount of Title VI CIBE funds expended during the current reporting period. Report on expenditures from 10/01/2015 through 09/30/2016. Totals will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project.

Budget Category	Title VI CIBE Funds Spent in the Current Reporting Period	Matching Funds Spent in the Current Reporting Period
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$	\$
Training Stipends	\$	\$
Total Budget	\$ %	\$ %
Carryover		\$

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

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

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

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

**no file selected**

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

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

## Final Budget

For each category, enter the amount of Title VI CIBE funds and matching funds expended during the current reporting period. Report on expenditures from 10/01/2013 through 09/30/2014. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the [SF-425 Federal Financial Report](#). You must complete and upload this form as part of your final performance report using the upload function below.

Budget Category	Title VI CIBE Funds Spent in the Current Reporting Period	Matching Funds Spent in the Current Reporting Period
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$	\$
Training Stipends	\$	\$
Total Budget	\$ %	\$ %

Comments: (limit 1000 characters and spaces)

SF-425 Federal Financial Report Long Form attachment: PDF only. Attach a PDF containing your completed [SF-425 Federal Financial Report Long Form](#).

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

**no file selected**

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

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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Administrative					Reports						
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## International Business Courses by Discipline

An international business course is defined as a business course having at least 25% international content. Using this definition, select each discipline for which at least one international business course was taught during the current reporting period and enter the course and enrollment numbers indicated. Totals will be automatically calculated. If you need more disciplines, enter the first 11 records then click the "Save" button to redisplay the page with more blank rows.

Discipline	Number of Courses without Grant Support		Number of Courses with Grant Support		Total Number of Courses	Number Enrolled		Total Enrolled
	UG	Grad	UG	Grad		UG	Grad	
Select one								
Select one								
Select one								
Select one								
Select one								
Select one								
Select one								
Select one								
Select one								
Select one								
Select one								
Total								

UG=undergraduate

Click the "Save" button to redisplay the page with more blank rows, if needed.

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<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

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Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## International Business Courses and Programs Created or Enhanced

An international business course is defined as a course with at least 25% international content. An international business program is defined as a certificate, major, minor, study abroad or internship program which provides training for undergraduate or graduate students, members of the business community or other professionals and requires that a student complete at least 3 international business courses.

Enter information for each international business program or course created or enhanced during the current reporting period for which Title VI CIBE or matching funds were expended. Include programs or courses that focus on national and international competitiveness.

- Any international business courses or programs already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add an International Course or Program" button.
- To remove a record, click "Delete."

Action	Title	Enrollment		Type
		On-campus	Off-campus	

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 Phone: (202) 502-7700



<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## International Business Courses and Programs Created or Enhanced

An international business course is defined as a course with at least 25% international content. An international business program is defined as a certificate, major, minor, study abroad or internship program which provides training for undergraduate or graduate students, members of the business community or other professionals and requires that a student complete at least 3 international business courses.

Enter information for each international business program or course created or enhanced during the current reporting period for which Title VI CIBE or matching funds were expended. Include programs or courses that focus on national and international competitiveness.

**\* Required fields**

Funded by: \* Title VI CIBE Matching funds Both

CIBE funds amount: \* \$

Matching funds amount: \* \$

Type: \* Course Program

Title: \*

Program type: Select one  
(Required if type is "Program")

Web site: \*

Discipline(s): \* Select all that apply  
 Accounting  
 Agriculture  
 Anthropology  
 Archaeology  
 Architecture/urban and regional planning  
 Area studies  
(for multiple selections, hold down the "ctrl" key and click)

Description:  
(limit 150 characters and spaces)

Characters and Spaces:

New or enhanced? \* New Enhanced

Nature of enhancements: Select one  
(Required if course / program is not new)

Enrollment:

\*

On-campus

Off-campus

OMB No. 1840-0759 Expires xx/xx/xxxx

Comments: (limit 1,000 characters and spaces)

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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Administrative					Reports						
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Business Languages Courses

A business language course is defined as a course that provides language training specifically focusing on business-related vocabulary and themes. Select each language and proficiency level for which at least one business language course was offered during the current reporting period. Include tutorials, non-credit, evening and weekend courses. Totals will be automatically calculated. If you need more languages and levels, enter the first 11 records then click the "Save" button to redisplay the page with more blank rows.

Language	Level	Enrollment			New Courses	Enhanced Courses	Other Courses	Total Courses
		UG	Grad	Other				
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
Select one	Select one							
<b>Total</b>								

UG=undergraduate Other Courses=language courses that did not change

**Click the "Save" button to redisplay the page with more blank rows, if needed.**

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<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative

Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data
--------------	----------	-----------------	---------------------	------------------------------	------------	--------	-------------

IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities
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## Program Graduates - Master's Degrees

A graduate with international business expertise is defined as one who has completed at least 3 international business courses. Indicate the number of master's-level graduates with international business expertise for each degree category. The total will be automatically calculated.

- Graduates with degrees in the following business areas:

Business Area	# of Grads	# of Grads
Accounting		Management
Computer and information systems		Marketing
Economics		MBA or undifferentiated
Entrepreneurship		Organizational behavior or human resource mgmt
Finance		Production or logistics
International business		Other

- Graduates in social sciences and humanities:

- Graduates from other professional programs:

Professional Program	# of Grads	# of Grads
Agriculture		Journalism
Architecture		Law
Biology		Mathematics or statistics
Ecology or natural resources		Medicine
Education		Pharmacology
Engineering		Public policy
Information technology		Social work
		Other

Total master's graduates:

OMB No. 1840-0759 Expires xx/xx/xxxx

Comments: (limit 3,000 characters and spaces) If "Other" was selected, please explain below.

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<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative

Reports

Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Program Graduates - Doctoral Degrees

A graduate with international business expertise is defined as one who has completed at least 3 international business courses. Indicate the number of doctoral-level graduates with international business expertise for each degree category. The total will be automatically calculated.

- Graduates with degrees in the following business areas:

Business Area	# of Grads	# of Grads
Accounting		Management
Computer and information systems		Marketing
Economics		Organizational behavior or human resource mgmt
Entrepreneurship		Production or logistics
Finance		Other
International business		

- Graduates in social sciences and humanities:

- Graduates from other professional programs:

Professional Program	# of Grads	# of Grads
Agriculture		Journalism
Architecture		Law
Biology		Mathematics or statistics
Ecology or natural resources		Medicine
Education		Pharmacology
Engineering		Public policy
Information technology		Social work
		Other



Total doctoral graduates:

OMB No. 1840-0759 Expires xx/xx/xxxx

Comments: (limit 3,000 characters and spaces) If "Other" was selected, please explain below.

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Program Graduate Placements - Master's Degrees

A graduate with international business expertise is defined as one who has completed at least 3 international business courses. Indicate the number of master's-level graduates with international business expertise placed in each sector. The total will be automatically calculated. The total number of placements must equal the total number of graduates.

\* Required fields

Total master's degree graduates:

Business Sector	# of Grads	# of Grads
Automotive		Industrial products
Computer and electronic products		Information technology or telecom
Consulting		Other services
Energy or chemicals		Pharmaceuticals, biotechnology, or healthcare
Environmental sciences		Retail

Non-Business Sector	# of Grads	# of Grads
Elementary or secondary education		Private sector (for profit)
Federal government		Private sector (non-profit)
Foreign government		State or local government
Graduate study		U.S. military
Higher education		Unemployed or out of the job market
International organization (in U.S.)		Unknown
International organization (outside U.S.)		

Total master's degree placements:

Comments: (limit 1,000 characters and spaces)

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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Program Graduate Placements - Doctoral Degrees

A graduate with international business expertise is defined as one who has completed at least 3 international business courses. Indicate the number of doctoral-level graduates with international business expertise placed in each sector. The total will be automatically calculated. The total number of placements must equal the total number of graduates.

\* Required fields

Total doctoral degree graduates:

Business Sector	# of Grads	# of Grads
Automotive		Industrial products
Computer and electronic products		Information technology or telecom
Consulting		Other services
Energy or chemicals		Pharmaceuticals, biotechnology, or healthcare
Environmental sciences		Retail

Non-Business Sector	# of Grads	# of Grads
Elementary or secondary education		Private sector (for profit)
Federal government		Private sector (non-profit)
Foreign government		State or local government
Graduate study		U.S. military
Higher education		Unemployed or out of the job market
International organization (in U.S.)		Unknown
International organization (outside U.S.)		

Total doctoral degree placements:

Comments: (limit 1,000 characters and spaces)

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Office of Postsecondary Education  
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<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## International Research Activities

Enter information for faculty and doctoral student research projects. Include projects specifically pertaining to international business as well as other projects. Include only projects initiated or maintained during the current reporting period for which Title VI CIBE or matching funds were expended.

- Any international research activities already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add an International Research Activity" button.
- To remove a record, click "Delete."

Action	Project Title	Primary Researcher
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 Phone: (202) 502-7700



<b>Program:</b> CIBE <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Final Report Due Date:</b> <b>Amount:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<a href="#">Home</a>   <a href="#">Update Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">User Guide</a>   <a href="#">Logoff</a>		

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## International Research Activities

Enter information for faculty and doctoral student research projects. Include projects specifically pertaining to international business as well as other projects. Include only projects initiated or maintained during the current reporting period for which Title VI CIBE or matching funds were expended.

**\* Required fields**

Funded by: \* Title VI CIBE Matching funds Both

CIBE funds amount: \* \$

Matching funds amount: \* \$

Project title: \*

Primary researcher: \* Faculty Doctoral candidate

Purpose: \* Select one

Is this activity related to:

International security? \* Yes No

Economic competitiveness? \* Yes No

Discipline(s): \* Select all that apply  
 Accounting  
 Agriculture  
 Anthropology  
 Archaeology  
 Architecture/urban and regional planning

World area(s): \* Area studies  
 Select all that apply  
 Africa  
 Asia  
 Canada  
 East Asia  
 Europe

Project description: \*  
 (limit 250 characters)

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

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Office of Postsecondary Education  
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Phone: (202) 502-7700



<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b>
<b>Institution:</b>	<b>Grant End Date:</b>	<b>Start Date:</b>
<b>Project:</b>	<b>Final Report Due Date:</b>	<b>End Date:</b>
<b>Award #:</b>	<b>Amount:</b>	<b>Due Date:</b>
<b>Project Director:</b>		<b>Submit Date:</b>
<b>World Area:</b>		<b>Amount:</b>

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative

Reports

Project Info

Add User

Travel Requests

Performance Measure

Select, View, Submit Reports

Narratives

Budget

Report Data

IB Courses by Discipline

IB Courses &amp; Programs

Lang Courses

Master's Grads

Doctorate Grads

Master's Placements

Doctorate Placements

Int'l Research

Publications

Collaboration

Professional Development Programs

Outreach Activities

## Publications and Research Presentations

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with CIBE grant funds. Note that these can also be in electronic format.

Abstracts:

Assessment materials:

Audio, video, and/or podcasts:

Book chapters:

Books - Authored: 

Books - Edited:

Books - Reviews:

Curricula and/or textbooks:

Exhibitions:

Media interviews: Newsletters: 

Policy brief and/or papers:

Presentations - Conference:

Presentations - Non-conference: Publications - Edited: Publications - Non-refereed: Publications - Refereed: 

Reports/monographs:

Teaching cases:

Translations conducted: 

Webinars: 

Working papers:

Workshops: 

Other: (please specify)

:  
:  
:

Comments: (limit 2000 characters and spaces)

Characters and Spaces:



<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Collaboration

Enter information for each collaborative activity that took place for which Title VI CIBE or matching funds were expended during the current reporting period.

- Any collaborations already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add an Collaboration" button.
- To remove a record, click "Delete."

Action	Activity Title	Activity Type
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<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative					Reports						
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Collaboration

Enter information for each collaborative activity that took place for which Title VI CIBE or matching funds were expended during the current reporting period.

**\* Required fields**

Funded by: \* Title VI CIBE    Matching funds    Both

CIBE funds amount: \* \$

Matching funds amount: \* \$

Activity title: \*

Activity type: \* Select one

Collaborator: \* Select one

Partner(s): \* (for multiple selections, hold down "ctrl" key and click.)

- Select all that apply
- Business
- Educational institution
- Government
- Local educational agency
- Non-governmental organization
- Not applicable

Description and partner name(s): (limit 1,000 characters and spaces) \*

Characters and Spaces:

If the collaborator is a business or industry partner, did that partner increase export business activities? \*

Yes    No    N/A

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Phone: (202) 502-7700

OMB No. 1840-0759 Expires xx/xx/xxxx



<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Professional Development Program

Enter information for each professional development program for which Title VI CIBE or matching funds were expended during the current reporting period.

- Any development programs already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add a Development Program" button.
- To remove a record, click "Delete."

Action	Program Title	Program Type
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<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Professional Development Program

Enter information for each professional development program for which Title VI CIBE or matching funds were expended during the current reporting period.

**\* Required fields**

Funded by: \* Title VI CIBE Matching funds Both

CIBE funds amount: \* \$

Matching funds amount: \* \$

Program title: \*

Program type: \* Select one

Discipline(s): \* Select all that apply  
 Accounting  
 Agriculture  
 Anthropology  
 Archaeology  
 Architecture/urban and regional planning  
 Area studies  
(for multiple selections, hold down the "ctrl" key and click)

World area(s): Select all that apply  
 Africa  
 Asia  
 Canada  
 East Asia  
 Europe  
 Number of participants

Faculty:

Doctoral students:

Master's students:

Undergraduate students:

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OMB No. 1840-0759 Expires xx/xx/xxxx





<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Outreach Activities

Enter information for each outreach activity conducted during the current reporting period for which Title VI CIBE or matching funds were expended.

- Any outreach activities already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add an Outreach Activity" button.
- To remove a record, click "Delete."

Action	Activity Title	Activity Type
--------	----------------	---------------

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

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 Phone: (202) 502-7700



<b>Program:</b> CIBE	<b>Grant Start Date:</b>	<b>Current Report Information</b> <b>Start Date:</b> <b>End Date:</b> <b>Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
<b>Institution:</b>	<b>Grant End Date:</b>	
<b>Project:</b>	<b>Final Report Due Date:</b>	
<b>Award #:</b>	<b>Amount:</b>	
<b>Project Director:</b>		
<b>World Area:</b>		

[Home](#) | [Update Password](#) | [Contact Us](#) | [Help](#) | [User Guide](#) | [Logoff](#)

Administrative				Reports							
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data				
IB Courses by Discipline	IB Courses & Programs	Lang Courses	Master's Grads	Doctorate Grads	Master's Placements	Doctorate Placements	Int'l Research	Publications	Collaboration	Professional Development Programs	Outreach Activities

## Outreach Activities

Enter information for each outreach activity conducted during the current reporting period for which Title VI CIBE or matching funds were expended.

**\* Required fields**

(for multiple selections, hold down the "ctrl" key and click)

Funded by: \* Title VI CIBE Matching funds Both

CIBE funds amount: \* \$

Matching funds amount: \* \$

Title of activity: \*  
(limit 200 characters and spaces)

Characters and Spaces:

Type of activity: \* Select one

Web site:

Partners:  
(limit 1,000 characters and spaces)

Characters and Spaces:

Target audience(s): \* Select all that apply  
 Business  
 Business executives  
 Community organization  
 Elementary and secondary education  
 Federal government  
 Foreign government

World area(s): Select all that apply  
 Africa  
 Asia  
 Canada  
 East Asia  
 Europe ...

Discipline(s):

Select all that apply

OMB No. 1840-0759 Expires xx/xx/xxxx

Accounting

Agriculture

Anthropology

Archaeology

Architecture/urban and regional planning

Area studies

Number of attendees:

Comments: (limit 1,000 characters and spaces)

Characters and Spaces:

Did business/industry participants increase export business activities?\*

Yes No N/A

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