

**GROUP PROJECTS ABROAD (GPA)  
ANNUAL PFC>97H'8=F97HCF**

CFDA NUMBER: 84.021

***IFLE REPORTING SYSTEM PROPOSED  
SCREENS***

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Administrative

Reports

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## International and Foreign Language Education International Resource Information System

### WELCOME

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

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

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

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

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

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

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



<b>Program:</b> GPA <b>Institution:</b> <b>Project:</b> <b>Award #:</b> <b>Project Director:</b> <b>World Area:</b>	<b>Grant Start Date:</b> <b>Grant End Date:</b> <b>Report Due Date:</b> <b>Submit Date:</b> <b>Amount:</b>
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## Update Password

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

Your password must meet the following requirements:

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

Current password:

New password:

Confirm password:

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## Project Information

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

**\* Required fields**

Name:

Title:

Street: \*

Street 2:

City: \*

State: District of Columbia

Postal code: \*

Phone: \*

Fax:

Email:

Web site:

Home institution:

Institution Type: Select one

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

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

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

Project title: \*

World area:

\* International

Country(ies) of Study:

\* (for multiple selections, hold down "ctrl" key and click. You are only allowed up to 15 selections.)

Select all that apply

United States of America

Afghanistan

Albania

Algeria

Number of Weeks Abroad:

\* American Samoa

Program officer:

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## Additional Users

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

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

Action	Name	Email

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## Add a User

\* Required fields

User name: \*

First Name

Last Name

Email: \*

Do you wish to receive IFLE blast emails and newsletter?

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

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## International Travel Approval Request

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

- You need to enter your participants before you add your TAR. Click [here](#) to add them.
- Click the "Add a Travel Approval Request" button to create a TAR.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Approved TARs can be updated and resubmitted to US/ED for review.

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

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
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Characters and Spaces:

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

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

Comments: (limit 1000 characters)

Characters and Spaces:

■ Participant's Departure Itinerary

Please include connecting flights.

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

Please include connecting flights.

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

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

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

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## Performance Measure Form

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

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

Action	Project Goal	Status

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## Performance Measure - Project Goal

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

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

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

Characters and Spaces:

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

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

**Add/Update Performance Measure:**

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

Characters and Spaces:

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

## Performance Measure - Activity

**Add/Update Activity:**

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

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

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

Characters and Spaces:

## Performance Measure - Data Indicator

**Add/Update Data Indicator:**

**Indicator:**

Characters and Spaces:

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

Characters and Spaces:

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

Characters and Spaces:

**Baseline:**

**Targets** \*Required

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

	Year 1	Year 2	Year 3	Year 4
Targets				

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

Characters and Spaces:

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Pre-Travel Screens:		Project Overview	Participant Information		Priorities	

## Project Overview

\* Required fields

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

- Pre Departure Orientation Agenda: \* no file selected
- Host Country Itinerary : \* no file selected
- Key personnel in host country: \* no file selected
- Project type: \* Select one
- Focus of project: \* Foreign language Area studies
- Project Information Requirements \* I certify that the U.S. Embassy and Fulbright Commission in host country of study have been notified and provided with detailed project information.

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

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



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## Maintain Participants

The participant records are listed below.

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

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

Action	Notify	Name	Email	Submit Date	Notified?	View Report
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Pre-Travel Screens:		Project Overview	Participant Information		Priorities	

## Add a Participant

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

\* Required fields

Participant name: \*

First name                      Last name

Institutional Email: \*

Other Email: \*

Institution or Employer: \*    Select one

Institution/School Type: \*    Select one

MSI Designation: \*

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

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

Community College Designation: \*

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

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

Select if your institution is identified as:

Low income

Rural

Other: (If institution not in dropdown)

Street address: \*

City: \*

State: Select one

Country: \* Select one

Postal code:

Participant/Administrator type: \* Select one

Field: \* Select one

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

Yes No

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

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## Priorities

Select which program priorities your project addresses. 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.

- Click the radio button to the left of the program priority in order to describe the grant activities conducted. You are only required to select and comment on one priority.

GPA Competitive Preference Priority 1: Applications that focus on one or more of the following geographic regions of the world: sub-Saharan Africa (Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Cote d'Ivoire, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mayotte, Mozambique, Namibia, Niger, Nigeria, Republic of the Congo, Reunion, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe); South Asia (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka); and Southeast Asia (Brunei, Burma, Cambodia, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand, Timor-Leste, Vietnam). (limit 2000 characters and spaces)

Characters and Spaces:

GPA Competitive Preference Priority 2: Applications that propose short-term projects abroad that provide substantive training and thematic focus on any of the 78 priority languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs): Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu. (limit 2000 characters and spaces)

Characters and Spaces:

GPA Competitive Preference Priority 3: Applications that propose short-term projects abroad that develop and improve foreign language studies, area studies, or both at elementary and secondary schools by including K-12 teachers or K-12 administrators as at least 50 percent of the project participants. (limit 2000 characters and spaces)

Characters and Spaces:

GPA Invitational Priority: Applications from any one of the following: (a) Minority-Serving Institutions (MSIs); (b) Community colleges; (c) New applicants (New applicant means any applicant who has not received a discretionary grant from the Department of Education under a program authorized by title VI of the HEA or the Fulbright-Hays Act for five years prior to the deadline date for applications under this program). (limit 2000 characters and spaces)

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## In-Country Experience Comments \*

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

**Required field**

(limit 5,000 characters and spaces)

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Post-Travel Screens	Participant Administration	In-Country Experience Comments	Sources of Funding	Budget	Dissemination and Resources	Performance Measure Reporting
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## Final Budget

For each category, enter the amount of Fulbright-Hays GPA funds expended during the grant period. Totals will be automatically calculated. Click the link to download the [SF-425 Federal Financial Report](#). You must complete and submit this form as part of your final performance report using the upload function below. Also, upload a more detailed line item budget, based on the proposed budget submitted as part of the application package.

\* Required fields

Budget Category	Fulbright-Hays GPA 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)	\$
Total Budget	\$

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

**Budget attachment:** \* Excel, PDF, or .doc only. Attach a spreadsheet with detailed budget information. 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.)

**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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## Dissemination and Resources \*

Please identify URLs and/or citations of resources or curriculum development that participants have created as a result of the GPA project. This information will be accessible to the public on the IRIS web site (iris.ed.gov).

**Required field**

(limit 5,000 characters and spaces)

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## Performance Measure Reporting Form

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

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

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

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Administrative				Reports		
Project Info	Add User	Travel Requests	Performance Measure	Pre-Travel	Post-Travel	View/Submit Report
Pre-Travel Screens:		Project Overview	Participant Information		Priorities	

## 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
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**Update Data Indicator Reporting:**

**Indicator:**

**Frequency:**

**Data Source:**

**Baseline:**

**Targets** \*Required

	Year 1	Year 2	Year 3	Year 4
Targets				
Annual Data				

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

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