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APPLICATION FOR GRANTS UNDER THE

THE U.S.-RUSSIA PROGRAM - 2010
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Dear Applicant Letter

Dear Applicant:

Thank you for your interest in applying for a grant under the United States-Russia Program, 'Improving Research and Educational Activities in Higher Education' (U.S.-Russia Program or the Program). This is a grant competition administered jointly by the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education (the 'Department') and the Russian Ministry of Education and Science of the Russian Federation (the 'Russian Ministry').

The aim of this program is to support innovative projects that will contribute to the advancement of education and science in the U.S. and in the Russian Federation. Proposals under this program should be aimed at improving the quality of higher education in both countries through the development of joint courses or educational materials, and other types of educational, pedagogical or institutional reform activities. To fulfill this goal, applications are invited to develop partnerships between Russian and American Institutions of Higher Education (IHEs) that promote educational and academic exchanges of students, faculty and staff between the two countries.

It is also expected that this program, through promoting the study of and communication in foreign languages, will increase mutual awareness and contribute to greater understanding of the cultural milieus of the United States and Russia.

For FY 2010, the Department and the Russian Ministry have jointly decided to make a total of **six awards** in three study areas:

- Grant Category A – Science and Technology
- Grant Category B – Environmental Science
- Grant Category C – Education, Culture and Society

IHEs in the United States interested in applying for grants under this Program should select IHEs in the Russian Federation from the list given in this application package, with who they would like to form a consortium for educational collaboration. The U.S. institution leading this consortium and the Russian partner institution(s) should jointly develop a proposal, and submit an application to FIPSE based on the guidelines given in this application package. In order to facilitate a comparable evaluation of your application by officials from both countries, it is important that all partners from both countries agree on the objectives and content of the application.

The Russian lead of a joint proposal should contact the Russian Ministry for additional information and guidelines for the participation of Russian IHEs in this program.

Point of Contact in Russian Ministry:

Mr. Alexei V. Talonov

Deputy Director, Division of International Education and Cooperation
Federal Agency on Education
Moscow, Lyusinovskaia 51
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Tel 495-237-7084
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All applications for FY 2010 grants under the U.S.-Russia Program must be submitted electronically using the Department's Electronic Grant Application System (e-Application) accessible through e-Grants portal at:

<http://e-grants.ed.gov>

The requirements for electronic submission are described in this application package, *and you are urged to acquaint yourself with this system early.*

All applicants must submit applications to the U.S. Department of Education by 4.30.00 PM, Washington DC time, on May 18, 2010. Applications submitted late will not be accepted; nor, changes or additions to an application accepted after the deadline date.

You are reminded that the grant notice published in the *Federal Register* is the official document, and is attached to this Application Package. You should not rely upon any information that is inconsistent with the guidance contained within the official document.

/signed/

Sincerely,
Ralph Hines
Acting Director
Fund for the Improvement of Postsecondary Education

United States-Russia Program: Improving Research and Educational Activities in Higher Education

Program Description

Background

On May 31, 2006, the U.S. Secretary of Education and the Minister of Education and Science of the Russian Federation signed an historic Memorandum of Understanding (MOU) aimed at promoting understanding between the peoples of the Russian Federation (RF) and the United States (U.S.) and to strengthen the role of universities in building an innovative society. This MOU laid out a plan focused on expanding cooperation and developing partnerships among various types of educational institutions in the United States and Russia that reflect the best practices of the education systems of both countries.

To support the goals of the MOU, the Russian Ministry of Education and Science (the Ministry) and Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE) have since 2007 provided grants for collaborative projects that can contribute to educational innovation and to the advancement of knowledge – both cultural and vocational – required to meet the challenges of the global knowledge-based economy. The aim is to support projects that will improve educational activities in higher education in the two nations.

The emphasis in this grant program, 'Improving Research and Educational Activities in Higher Education,' (*U.S.-Russia Program* or the *Program*) is on the development of partnerships between Russian and American Institutions of Higher Education (IHEs) that promote educational and academic exchanges of students, staff and faculty between the two countries, contributing to the advancement of education and science in both. The growing pace of globalization in virtually all aspects of human life demands that our postsecondary institutions rethink how best to prepare students for a lifetime of work that will, in all likelihood, be in the global context.

FIPSE's participation in this program is governed by Section 744 of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. §1138c, which authorizes funding for projects to support innovative projects in areas of national need including "international cooperation and student exchange among postsecondary educational institutions" and authorizes the "evaluation and dissemination of model courses." See Section 744(c)(4) and (5) of the HEA; 20 U.S.C. Section 1138c(c)(4) and (5).

This application package is for IHEs in the U.S. that wish to seek financial support for projects

under this Program. Proposals should be aimed at improving the quality of higher education in both countries through the development of joint courses or educational materials, and other types of educational, pedagogical or institutional reform activities.

It is expected that the study and teaching of English and Russian languages will be embedded in such collaborative projects, and contribute to greater understanding of the cultural milieus of the United States and Russia. Proposals should therefore set aside sufficient funds to enable student, faculty and staff exchanges that result in significant improvement in languages and our knowledge about each other's cultures.

Institutional relationships built during exchange programs should be sustained. As students move into their careers, such relationships would increase opportunities for future international collaboration that are an asset to the governments, private companies, and NGOs in both countries. Therefore it is expected that all projects funded under this program will demonstrate institutionalization and sustainability, which will support long-term research and educational collaboration between U.S. and the Russian Federation.

Examples of Collaborative Study Programs

Applicants to the U.S.-Russia Program may consider how a collaborative U.S.-Russian consortium might:

1. Support U.S. students who have attained high levels of Russian language ability, and Russian students who have attained high levels of English language ability, (perhaps through previous participation in foreign language study abroad programs), who want to work in a scientific research group or on a project-based scientific internship abroad.
 - Rationale: The U.S. and Russia have many issues of common interest in many disciplines, but each may provide unique opportunities and settings in which students can advance and apply their knowledge and skills.
 - Outcome: Students, particularly in STEM (science, technology, engineering, and mathematics) areas who might otherwise not attempt to gain a high level proficiency in a foreign language would have an incentive to do so through participation in this program.
2. Support projects that would encourage the joint development of textbooks and the new interactive media-based educational materials for undergraduate students.
 - Rationale: The U.S. and Russia have a common need to advance teaching and learning using the new distance learning technologies. This could entail joint development of multimedia courses, digital simulations, electronic laboratory simulations, web-based instructional resources, and electronic assessments.
 - Outcome: Bilingual scientific online resources and instructional materials are made accessible to students and practitioners in both countries.
3. Support projects that allow U.S. and Russian faculty to learn about each other's

educational systems, including teaching methods, student learning assessment, accreditation, administration, and fiscal management. Included in fiscal management could be such topics as how to obtain support for sharing large-scale science instruments or facilities, how to translate basic research findings into commercial product development, and how to benefit from patent and copyright laws.

- **Rationale:** The Russian system of higher education is centralized and largely dependent on the government for national curriculum, guidelines and funding. This is quite different from the American system in which each university functions as an independent and autonomous body. In the Russian Federation the government regulates institutional quality whereas in the U.S. the government works with independent bodies that guarantee minimum quality standards through institutional accreditation. These administrative and structural differences can impede cooperation and collaboration among U.S. and Russian researchers and educators.
- **Outcome:** Develop new models of research or instructional collaboration that facilitates, for example, joint U.S.-Russian courses, degree programs, long-term research partnerships, and improved compliance with patent and copyright laws.

Eligibility Requirements

The U.S.-Russia Program is open to all disciplinary and professional fields and, vocational programs, as well as cross-disciplinary studies, involving undergraduate and graduate students, and to faculty and staff from institutions of higher education and vocational and training institutions. This program does not support doctoral candidates.

The following definitions apply to the U.S.-Russia Program:

Institution of Higher Education (IHE) means any recognized establishment, which, according to the applicable laws or practices of each country, offers qualifications or diplomas at the higher or postsecondary education level, whatever such establishment may be called.

Vocational education and training institution means any type of public, semi-public or private body, which provides occupational or work-related knowledge and skills, including programs that are competency based and directed at current and/or future jobs, duties, and tasks within an occupational or industrial setting.

Student means any person enrolled full-time in courses or programs leading to a degree completion that is run by an IHE or a vocational education and training institution.

The Program will not fund basic research for its own sake, but it will fund student, faculty or staff participation in such research that has the collateral benefit of advancing education and international collaboration in ways that directly meet the stated goals of the Program. Applications may be based on the results of existing educational and research partnerships of

IHEs in the U.S. and Russia, or based on new relationships between Russian and American partners.

An applicant must be a 'consortium of U.S. and Russian institutions' and must be lead by a non-profit institution in the United States, who would act as the 'project lead'. The U.S. project lead would be responsible for submitting the grant application to the U.S. Department of Education, for coordinating the project, and for grant management and fiscal control. A consortium must have a minimum of one U.S. institution and one Russian institution as partners. The Department encourages U.S. institutions to include additional partners from non-research institutions such as community colleges or technical institutions that have expertise in the content area or innovative pedagogy.

The consortium, possibly with some previous experience in U.S.-Russia partnerships, may include other organizations such as industry and business groups, non-governmental organizations, publishers, government departments, chambers of commerce, and research institutes. Inclusion of such organizations in the consortium may help give your project the national and international visibility necessary for it to succeed beyond the funding period. These partners may offer internships or may offer professional advice and expertise as part of this grant program. Consortia should operate on the principle of parity and partnership.

We recommend that you have the same number of Russian and American institutions and organizations in your consortium and that you exchange the same number of faculty and students between the two nations. This, however, is not an eligibility requirement. We do not encourage consortia with more than four (4) partners in total.

Financial Considerations

The Department has proposed a budget of \$800K to fund six (6) projects in FY 2010. Each project will be funded for a 36-month or three-year period. The estimated total budget for this program for the three-year period is \$2.4M. For each grant, the estimated range of award for the first budget year is \$100K to \$150K, and \$300K to \$400K for the 36-month grant period. U.S. institutions in a consortium will receive funding from the Department.

The Department will provide funding to a successful applicant in this competition via the lead U.S. institution, who will serve as the grantee and fiscal agent. Russian consortia partners must check rules about funding and fiscal responsibility with the Russian Ministry since the Russian partner-institutions will receive funding from the Russian Ministry. The budget for the Russian Federation is a comparable but separate amount in Russian rubles.

Funds provided to the U.S. institutions by the U.S. Department of Education under this grant can only be used for full time students and staff of the U.S. institutions. Eligible students must be U.S. citizens or permanent residents. The use of Department funds for Russian students or staff is not permitted.

Use of grant funds to pay for college tuition or any form of financial aid to students or anyone

else is prohibited, with the exception of payments for language lessons. Funds may be used for mobility stipends (see below).

This Program does not require cost sharing or matching or voluntary contributions. However U.S. applicants may make voluntary contributions, if they so wish, and – if pledged in the proposal, must be made in full over the project duration and appropriately documented. It is important for the applicant to explain how a part of or the entire project could be sustained beyond the funding period.

Student Fees

Students are expected to spend some time in the Russian Federation. Students, during their studying abroad, will pay the usual tuition and fees at their home institution and should not incur any additional financial obligations to the host institution(s). This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities.

The tuition and fees arrangements must be carefully negotiated before the proposal is submitted, and these arrangements must be fully described in your grant application.

Stipends

Stipends are divided into two categories: Mobility stipends and Language stipends.

Mobility stipends

For undergraduate or graduate level students, mobility stipends are intended to offset travel, boarding and lodging costs incurred during study abroad in addition to the costs of maintaining full-time student status at the home institution. Student stipends must not be used for tuition or fees. Please note that mobility stipends are intended for foreign research and study only. Below are some guidelines for preparing budgets.

Faculty and staff stipends should be estimated at \$1,000 per week for living expenses plus \$2,000 for travel per person. Faculty and staff travel in relation to scholarly work and teaching at a partner Russian institution must be for a minimum of one week and a maximum of one academic term or a compressed (summer) schedule.

Student stipends should be estimated at \$800 per week for living expenses plus \$2,000 for travel per person. Student travel in relation to study at a partner Russian institution must be for a minimum of four weeks and a maximum of one academic year.

Language stipends

Grant funds may include language stipends that are intended to help U.S. faculty, staff, and students to improve their proficiency in Russian language for purposes of completing research activities and/or study in Russia. Thus, courses taken for training in Russian language may

only be to improve language skills to enable faculty or students to participate in the academic component of the project, but not for basic language skills.

It is important to define carefully in the project narrative the resources that the applicant institution has allocated for teaching and learning Russian. It is also important to describe carefully language instruction to be taken by students and faculty with different proficiency levels. Please note that applications proposing programs of study with weak provision for language and cultural preparation will be considered less competitive. Language proficiency and cultural study prior to and during the study abroad period is key to a student's integration in the academic and training culture of the host institution and country.

Language stipends may be budgeted for each year of the grant period. We do not recommend the total amount of federal funds used for language training to exceed 15% of the project budget.

If the lead U.S. institutions need assistance with language preparation, they should contact the FIPSE coordinator for this program.

Project Evaluation

Project evaluation is an important part and applicants are advised to review the section on '*Application Selection Criteria*'. We also recommend that you name an external evaluator in your application. Each project must appoint an independent external evaluator within 30 days of the project start. The external evaluator is expected to submit a project evaluation plan within 90 days of the project start. We recommend that you set aside at least 5% of your project budget for evaluation purposes.

Annual Project Directors' Meetings

An important part of the U.S.-Russia Program is the annual Project Directors meetings. All project leads are required to attend the annual meetings. This participation is essential because it provides an important opportunity for the consortia members to share their individual experiences of the challenges in running a project of this nature, as well as its successes. It is also intended as a forum for the Russian Ministry and U.S. Department of Education officials to discuss program coordination between the two nations. It is expected that the independent project evaluator appointed by the lead U.S institution would attend the first annual meeting. Other team members are also invited to attend the Project Directors' Meeting.

The annual meetings will be held alternatively in Russia and in the United States. Applicants should allocate sufficient funds for travel to these annual meetings. ***The next meeting will be held in the U.S.***

Annual and Final Performance Reports

The two agencies – Russian Ministry and the Department – will monitor carefully the progress of projects towards their goals through regular communication with the respective lead institutions. As part of this monitoring process, the project leads are required to submit annual reports to the agency in their country. Annual performance reports must provide a status report on project goals, completed activities, expenditures, evaluation report (from the external evaluator), and a plan for upcoming activities. The Russian Ministry and FIPSE reserve the right to increase or decrease funding, or to terminate a project based on annual performance reviews. The U.S. Project Directors will be notified when annual reports are due; these are typically due during June to mid-July timeframe.

U.S. grantees must submit an evaluation report as part of the annual performance report as well as a final evaluation report as part of the final performance report.

Both agencies also require a final performance report at the completion of the project. The Department has a website for providing current project information (such as project team, project descriptions, etc), and for submitting annual and final performance reports. This website is also used for the Project Directors to submit requests for administrative changes. FIPSE's final reports are due within 90 days after the grant ends.

Guidance for managing the project and instructions for submitting performance reports are provided at the annual Project Directors' meeting.

Memorandum of Understanding

Proposals in this program will only be implemented when agreements or memoranda of understanding (MOU) that demonstrate the commitment of the partner institutions have been signed. The most competitive proposals submit signed agreements as part of their application package. Memoranda may be signed in the first couple of months of the start of the project. The Department reserves the right to terminate any project that has not provided signed agreements, and no student may commence study abroad until all partners sign the MOU.

A MOU may include many items to be determined by the consortium partners. However, an MOU must include agreements on the recognition of credits and on tuition and fees. It must include references to the certificates that will be awarded. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

Competition Guidelines

Goals and Subject Areas for FY 2010

In the context of the modern international society and a global economy, an understanding of the cultural context plays a vital role in education and training. Therefore, the emphasis in this educational cooperation is to use the educational content as the vehicle for language learning and cultural appreciation, sharing of knowledge, and to form long-term relationships between

the partner institutions and the two counties.

For FY 2010, the Department and the Russian Ministry have jointly decided to make up to **six awards** in the following three areas:

- Grant Category A – Science and Technology
- Grant Category B – Environmental Science
- Grant Category C – Education, Culture and Society

Both the Russian Ministry and the Department consider these subject areas as a 'priority' this year. Below is a list of examples of these priorities. However, we define these subject areas broadly and applicants are not limited to the examples given below.

Subject areas:

- A. Science and Technology
 - Nanotechnology
 - Agricultural practices under climate change
 - Biotechnology to support food production and environment
 - Lifestyle, diet, and personal health under changing demographics
 - Evolution and control of global diseases
 - New electronic media for teaching and learning
- B. Environmental Science
 - Impact of climate change on ecosystems
 - Natural resources for alternative energy
 - Energy conservation in buildings and appliances
 - Emission reduction
 - Sustainable development
 - Waste management
 - Preservation of natural habitats, ocean resources, and forests
 - Biodiversity
- C. Education, Culture, and Society
 - Teacher preparation for emerging sciences
 - Role of two-year and community colleges, and vocational and technical institutions in meeting graduation targets
 - Impact of culture on trade and business
 - Sustainability of major political systems
 - Public awareness of the climate change and sustainability of the environment
 - Public participation in nuclear disarmament and fighting terrorism
 - Religious and cultural tolerance in a global society
 - Use of media to promote religious, cultural and social tolerance
 - Role of free and independent media in a democratic society

In each of the six funded projects, while working in the study area of their choice, the **applicants must accomplish all of the five goals, (i) to (v), stated below.**

- (i) Establish a student and staff exchange (mobility) program among all partners of the consortium.
- (ii) Demonstrate language acquisition and/or improvement during the grant period among all exchange students from both countries.
- (iii) Demonstrate an enhanced understanding of the cultural milieus of the partner country among all participating in the exchange program.
- (iv) Demonstrate sharing of innovative or best practices in education and curricula with institutions in the partner country.
- (v) Establish or enhance a long-term educational partnership between the IHEs from the two countries.

Collaboration between U.S. and Russian institutions should be aimed at developing joint courses, educational materials or other educational activities. It is expected that these programs, through promoting foreign languages, will also increase awareness and understanding of the two cultures and strengthen the cultural ties between the two countries. This objective must remain central to all three grants listed above. However, it must also be noted that we will not fund projects that focus exclusively on language training and study.

Language and cultural goals can only be met through academic exchange of students and staff. While it may not be possible to arrange for student travel in the first year of the grant period, it is expected that such exchange will be an integral part of the program during the second and third year of the grant.

Application Process

Below is the application process for the U.S. applicants.

1. Building a consortium
 - a. An institution in the U.S. interested in submitting an application should contact an IHE in the Russian Federation from the list of Russian IHEs given in this application package.
 - b. When the Russian IHE agrees to be the lead institution from Russia, the two lead institutions should enter into a written agreement to form a consortium.
 - c. The two lead IHEs may then invite other IHEs in Russia and in the U.S. to participate in this project as partners in their consortium. We do not recommend a single consortium to have more than four institutional partners in total including the two lead IHEs.
 - d. All IHEs in both countries will have to provide letters from the institution's head (or authorized signatory) in support of the grant application and the formation of the consortium with the IHEs in both countries. These letters should be included with the application.
2. Developing a joint proposal

All partners of a consortium should jointly select a subject area from FY 2010 priorities and develop a proposal to address the program's five goals described above.

3. Submission of the proposal

The Lead U.S. institution should submit this joint proposal to the Department of Education using the instructions given in this document and in the notice in the Federal Register.

4. Review of applications

The selection of successful applications will be a competitive process.

- a. FIPSE will conduct a peer review of all eligible applications received by the due date. Three independent reviewers review each application.
- b. Applications will be rank-ordered by FIPSE based on the results of the peer review.
- c. The Russian Ministry will independently review all eligible applications, and rank-order these based on the results of their review.
- d. After these independent reviews and rank ordering, FIPSE officials will meet with the officials from the Russian Ministry to make the final selection of the winners. Projects will be funded only when both funding agencies are in agreement.

5. Application Selection Criteria

Applications will be peer reviewed, evaluated and selected for an award based on the criteria given below (see the section on *Application Selection Criteria* for detailed descriptions for each):

- a. Project Need (10 Points)
- b. Significance of the Project (15 Points)
- c. Project Design and Management Plan (30 Points)
- d. Project Personnel (15 Points)
- e. Resources (10 Points)
- f. Project Evaluation Plan (20 Points)

Eligible Russian Institutions

Thirteen (13) Russian institutions are eligible to form educational consortia in partnership with U.S. institutions for FY 2010 grant applications. These institutions and point-of-contact (POC) information for each is given in the section *Contact Information – Eligible Russian Institutions*.

Project Design Narrative

A proposal must include a design narrative of no more than 20 pages (typed, double spaced, font size 12, one inch margin all round). The narrative can take the form of one single essay, or broken into sections. This choice is left to the applicant.

Please review carefully the six application selection criteria described in the section 'Application Selection Criteria' before writing this narrative. The narrative, along with other required components of the application package, will be evaluated against these criteria.

Please state at the start of the narrative – and in the Abstract – which one of the three areas,

A, B, or C you are competing for:

Grant Category A – Science and Technology

Grant Category B – Environmental Science

Grant Category C – Education, Culture and Society

In general, it is expected that in order to satisfy all evaluation criteria, a design narrative would include the following.

- The significance of the proposed project in relation to other completed and/or on-going works, and the outcomes it aims to achieve in the three year grant period
- A project design to address the need for the proposed project and strategies to solve the identified problems
- Strengths and track record of the project team and the institutional resources committed for solving the proposed problems, capacity building, and dissemination
- A plan of action or implementation plan
- A timeline for project activities
- An evaluation plan
- A plan for institutionalization and dissemination of project results.

A project funded under this program must accomplish all of the five goals listed under the section 'Goals and Subject Areas for FY 2010'. It is therefore vital that in the area of study chosen, the application states how these five goals will be achieved.

Information and data needed to support the design narrative can be attached to the project narrative, as addenda, which is in addition to the 20-page limit for the design narrative. Examples are resumes of team members, project time line (as bar graphs or MS Project tables), equipment details, bibliography, results of past projects, etc.

Note: Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments. Note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. Please read the instructions about attaching files in the section on *Submission Procedure*.

The design of the project should address the educational goals of the project, such as innovative ways to address a common problem that reflect Russian-American cooperation in higher education. Explain how the project will enhance understanding of the issue(s) identified and how the resources of each U.S. and Russian institutions in the consortium will contribute to the project. Explain how this collaborative study project will operate as a consortium. Clearly delineate what skills and resources will each institutional partner contribute to the project? The application must include detailed information about the project director of each partner institution, and state clearly how each partner of the consortium project will provide input to the project.

Project evaluation is critical to the success of any project and, in particular, to ensure long-term benefits of the work beyond the grant period. An evaluation plan must be included in the design narrative. Evaluation should be based on subjective and objective evaluation techniques. Further, the evaluation plan must provide evidence that the evaluation data will be utilized during the course of the project to improve outcomes and to ensure that the products developed work as well in the hands of new users as they do in the hands of the developers. The evaluation plan must include methods to assess gains in language acquisition.

Your proposal should include strategies for sustainability and for dissemination of project outcomes or products to a wider public, and specifically how others would learn from your project.

The application should include as much information as possible about faculty, staff, and student participating in the project, and provide the timing of their proposed visits to the partner university.

Application Selection Criteria

The quality of proposals from U.S. applicants will be judged by a U.S. peer review panel on the basis of the award criteria set out below. Note: The Russian Ministry will use similar criteria to judge the quality of proposals. Proposals will be evaluated using the following criteria.

- a. Project Need (10 Points)
- b. Significance of the Project (15 Points)
- c. Project Design and Management Plan (30 Points)
- d. Project Personnel (15 Points)
- e. Resources (10 Points)
- f. Project Evaluation Plan (20 Points)

Each one of these is described in detail below.

a. *Project Need (10 Points)*

The proposal should identify and justify the need for the project. There should be a clearly defined problem area afflicts postsecondary education in both United States and Russia. The problem domain could be from any aspect of educational activities in the consortium IHEs that support the objectives of the U.S.-Russia Program described in this document.

The strength of the 'need' described in the application will be assessed using the following EDGAR ^[1] criteria, Section 75.210 (a).

- (i) The magnitude or severity of the problem to be addressed by the proposed project.
- (ii) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the proposals include a need statement to describe:

- Magnitude or severity of the problem, gaps or weaknesses in the current level of knowledge, curricula, or pedagogy for teaching and learning in the academic discipline selected by the consortium.
- The extent to which the project would train and educate faculty, students and education administrators in both countries to address the problems identified.
- The extent to which the project would address the needs of disadvantaged individuals or students in both countries.

b. *Significance of the Project (15 Points)*

The significance of the project and the services it would provide will be assessed based on the extent to which it would contribute to the theory, knowledge and practices to improve education in the selected field. Describe the potential outcomes from your project such as new or improved curricula, pedagogies, teaching materials, trained personnel, processes, techniques, strategies, global understanding, etc. that would be of value to institutions in both countries.

The project significance and the quality of services described in the application will be assessed using the following EDGAR criteria, Section 75.210 (b).

- (i) The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies.
- (ii) The likelihood that the proposed project will result in system change or improvement.
- (iii) The extent to which the proposed project is likely to yield findings that may be utilized by other appropriate agencies and organizations.
- (iv) The extent to which the proposed project involves the development or demonstration of promising new strategies that builds on, or is an alternative to, existing strategies.
- (v) The potential replicability of the proposed project or strategies, including, as appropriate, the potential for implementation in a variety of settings.
- (vi) The importance or magnitude of the results or outcomes likely to be attained by the proposed project.

The project significance and the quality of services described in the application will also be assessed using the following EDGAR criteria, Section 75.210 (d). In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the significance and services statement should include the extent to which the project

outcomes will:

- Contribute to the improvement of the educational system in all organizations in the consortium.
- Improve the level of theory and knowledge of educational practices currently used in the U.S. and Russian IHEs.
- Be disseminated and utilized by other institutions in the U.S. or Russia or other countries.
- Be transferable to or replicated and utilized by other agencies or organizations – public and private – and globally, especially in the U.S. and Russia.

c. *Project Design and Management Plan (30 Points)*

The proposal must include well-defined goals, a detailed plan of activities, expected outcomes and development strategies; a plan for collaboration with the lead Russian institution and other consortium partners; and an implementation plan. This is primarily a collaborative program between the IHEs from the Russian Federation and the U.S. As such, details of the collaboration – including the exchange of students, staff and faculty – must be provided. The courses to be developed; course contents to be delivered by faculty at the IHEs in the other country; course contents to be taken by students in the other country; credits or certification to be earned; etc should be carefully thought-out and described.

This will be judged on its rigor, relevance, and likelihood to yield final deliverables that will achieve the stated goals. It will also be judged on its usefulness to others who may want to adapt and implement them on their own campuses. The aim is to have a project plan where progress can be measured, evaluated, and monitored.

The quality of project design and management plan described in the application will be assessed using the following EDGAR criteria, Section 75.210 (c).

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (ii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
- (iii) The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives.
- (iv) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.
- (v) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources in both countries.
- (vi) The extent to which the proposed project encourages consumer involvement.
- (vii) The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

The quality of project design and management plan described in the application will also be assessed using the following EDGAR criteria, Section 75.210 (g).

- (i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (ii) The adequacy of procedures for ensuring feedback and continuous improvement in the execution of the proposed project.
- (iii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.
- (iv) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.
- (v) Ensuring that a diversity of perspectives are brought to bear in the execution of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the proposed project design and management plan should include:

- Development framework, methods, tools and infrastructure (including IT, media, laboratories, video conferencing, and other facilities).
- An implementation plan with details of project activities including a project schedule.
- Details of the academic exchanges, such as the number of students and faculty expected to travel, and the purpose, duration and schedule for travel during the three years of the program.
- Plans for achieving proficiency in Russian for students and faculty who will be part of the exchange.
- Plans for periodic evaluation of progress and performance feedback.
- Project priorities ('must have' or 'must do' requirements).
- A risk and mitigation plan.
- A list of periodic and final documents and/or deliverables (curricula, training materials, etc). Note that an annual report and a final report are required.
- Collaboration activities with other agencies and organizations if this project is a part of or an extension to an ongoing research or development effort.
- A process for selecting and training students and faculty for the exchange (mobility) program.
- A plan for 'transfer' of knowledge and/or information on how the outcomes can be 'replicated' by others.

d. *Project Personnel (15 Points)*

The relevant qualifications, skills and experience of the personnel supporting the project both in the U.S. and Russia are key factors in this evaluation criterion. Applications should include a detailed description of qualifications of personnel who would support this project. Language

proficiency in Russian is a key factor in the success of this project.

The adequacy of personnel described in the application will be assessed using the following EDGAR criteria, Section 75.210 (e).

- (i) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (ii) The qualifications, including relevant training and experience, of key project personnel.
- (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.
- (iv) Evidence of personnel selection process that encourages applications from persons who are members of groups that traditionally have been under-represented based on race, color, national origin, gender, age, or disability (this is a mandatory requirement).

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the proposal should provide:

- Prior experience of working with a Russian IHE in an academic or exchange program.
- Qualifications and proficiency in Russian language of key U.S. project staff and in English of key Russian project staff.
- Qualifications and experience in the academic discipline that is the focus of the project.
- Qualifications and experience in education research, instructional design, and education evaluation and assessment.
- Current proficiency (or expected proficiency after training) in Russian language of U.S. students and in English of Russian students who will be part of the exchange.

e. *Resources (10 Points)*

The success of a well-designed project depends on the adequacy of resources available for its implementation. Applications should include a detailed description of resources that will be committed to this project both in the U.S. and Russia. Indicate if the resources will be provided by the lead-applicant organization, or would be acquired at a cost from the project budget.

The adequacy of the resource commitments described in the application will be assessed using the following EDGAR criteria, Section 75.210 (f).

- (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
- (ii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.
- (iii) The extent to which the budget is adequate to support the proposed project.
- (iv) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- (v) The potential for continued support of the project after the Federal funding ends, including, as appropriate, the demonstrated commitment of

appropriate entities to such support.

- (vi) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

As a general guide, to meet the objectives of the U.S. Russia program, the Secretary expects that the project should have:

- Adequate support infrastructure including equipment, facilities and supplies provided by the organizations and institutions supporting the proposal and the project.
- Planned for an adequate budget based on reasonable costs to support all project tasks, including travel and external evaluator.
- Adequate continued support from lead-applicant organization should the federal funding end before project completion.

f. *Project Evaluation Plan (20 Points)*

Formative and summative evaluation conducted by an independent external evaluator is a critical aspect. Applications should therefore include plans for engaging an evaluator, who would be expected to provide an evaluation of the project design, project performance at milestones, and the final outcomes. It is important, therefore, that relevant measurement criteria needed for evaluation are considered during the project design. If evaluations are to be done both in the U.S. and Russian Federation, the plan should indicate how this would be done jointly and cooperatively.

The quality of the evaluation plan described in the application will be assessed using the following EDGAR criteria, Section 75.210 (h).

- (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (ii) The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- (iii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.
- (iv) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
- (v) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.
- (vi) The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.

As a general guide, to meet the objectives of the U.S. Russia program, the Secretary expects that the evaluation plan and methods should:

- Be comprehensive and relevant to the project context and goals.

- Be able to assess the effectiveness of project plan and implementation strategies.
- Identify objective performance measures that would provide qualitative and quantitative data on project outcomes.
- Be capable of providing timely guidance and performance feedback based on periodic assessment of project plan and outcomes, both for evaluating progress as well as for quality assurance.
- Provide an assessment if the project strategies and design can be replicated or transferred to a different setting.

Submission of Applications

An institution may submit more than one application and may accept more than one award for different projects. Selection of funded projects will be determined on the merits of each proposal.

The U.S. applicants must submit applications through the department's e-Application system, an Internet-based electronic system, accessible at the website:

<http://e-Grants.ed.gov>

If you wish to request an exemption from an electronic submission, note the conditions listed in the section 'Submission Procedures and Tips for Applicants'.

Please acquaint yourself with e-Application; a detailed description is included in this application package. Also, register with this system immediately if you are not already registered. It can take 5 or more business days to complete registration. Also allow sufficient time to complete and submit your application before the closing date. If you encounter difficulties, you may contact the Helpdesk on 1-888-336-8930 or by email at edcaps.user@ed.gov

Instructions for submitting standard forms and other documents required in this application package are given in section '*Instructions for Completing the U.S.-Russia Application Package*'.

The closing date for receiving applications is May 18, 2010, 4.30.00 PM Washington DC time. Applications not received through e-Grants.ed.gov by the closing date will not be eligible for funding.

Contact Information – U.S.

U.S. applicants seeking further information should contact the U.S.-Russia Program Coordinator:

*Krish Mathur, Ph.D.
U.S.-Russia Program Manager
U.S. Department of Education
Office of Postsecondary Education, FIPSE*

1990 K Street, NW, Room 6155
Washington, D.C. 20006-8544
Tel: 202-502-7512
Fax: 202-502-7877
Email: Krish.Mathur@ed.gov

Contact Information – The Russian Ministry

Mr. Alexei V. Talonov
Deputy Director, Division of International Education and Cooperation
Federal Agency on Education
Moscow, Lyusinovskaia 51
Tel 495-237-7084
Fax 495-237 0334
Email: talonov12@rambler.ru

Contact Information – Eligible Russian Institutions

- (1) Moscow State Technical University; 105005, Moscow, 2 Baumanskaia str,5; POC: Irina Chubukova, Head, Office of International Projects; Ph. +7-499-2636218, Email: ichubukova@bmstu.ru
- (2) Tomsk Politechnical University, 634050, Tomsk, Lenin av., 30; POC: Gromov Alexander, Deputy Vice Rector; Ph. +7-3822-701776, Email: gromov@tpu.ru
- (3) Kazan State Technical University; 420111, Karl Marks str., 10, Kazan; POC: Lanbaev Fatih, Ph. +7-843-2389159, Email: aurum_fr@mail.ru
- (4) Saint-Petersburg State University of Information Technologies, Department of Mechanics and Optics, 199034, St. Peterburg Birgevoi per., 16; POC: Toivonen Nikolai, Vice rector, Ph. +7-812-4384511, Email: toivonen@hq.pu.ru
- (5) National University of Science and Technology MISIS, 119049, Moscow, Leninski av., 4; POC: Timothy O'Connor, Vice Rector, Ph. +7-495-2368152, Email: tim.oconnor@misis.ru
- (6) National Research Nuclear University, 115409, Moscow, Kashirskoe sh., 31; POC: Ivliev Sergei, Ph. +7-495-3239377, Email: ivliev@theor.mephi.ru
- (7) State University - Higher School of Economics, 101000, Moscow, Miasnitskaia, 20; POC: Isak Froumin, Vice Rector, Ph. +7-495-6235249, Email: ifroumin@hse.ru
- (8) Novosibirsk State University, 630090, Novosibirsk Pirogova str., 2; POC: Tsurkan Alexey, Director of Institute, Ph. +7-383-3302334, Email: gelberiets@ngs.ru
- (9) Saint-Petersburg State Mining Institute (Technical University), 199106, St.Petersburg Vasilievski Island, line 21, 2; POC: Trushko Vladimir, Vice Rector, Ph. +7-812-3214071, Email: trushko@spmi.ru, or Fedotova Svetlana, Ph +7-812-3288248, Email: ums@spmi.ru
- (10) Moscow Institute of Physics and Technology (State University), 141700, Moscow reg.,Dolgoprudny, Istitutski per., 9; POC: Muravyov Alexander, Director of Innovation Center, Ph. +7-495-4088544, Email: amuravyov@miptic.ru
- (11) Perm State Technical University, 614990, Perm, Komsomolski av., 29, POC:

- Tashkinov Anatolyy, Vice Rector, Ph. 7-342-2198430, Email: adm@pstu.ru
- (12) Samara State Aerospace University, 443086, Samara, Moscovskoe sh., 34, POC:
Prokhorov Alexander, Head of Department, Ph. +7-846-2674411, Email:
prokhorov@ssau.ru
- (13) Nizhni Novgorod State University, 603950, Nizhi Novgorod, Gagarin, av., 23; POC:
Kuftyrev Ilia, Head of Department, Ph. +7-831-4623102, Email: foreign@unn.ru

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Submission Procedures and Tips for Applicants

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – Determine if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – Register in e-Application to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button. If you are a registered user and already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 – Add Application Package to your Start Page. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 – Begin the Application. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 – Fill out Forms. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 – Upload File(s) for Narrative Responses. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 – Verify Information/Print Application. Verify your information is complete and correct on all required forms

and narratives. You have the option to print each form at any time by clicking on the print/view icon next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 – Submit your Application. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 – Fax the signed SF 424 Cover Page (or Program Specific Cover Page). Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

Other Submission Tips

- 1) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.**
The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 on the deadline date, the e-Application system will not accept it.
- 2) If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)
- 3) **Dial-Up Internet Connections** - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Department of Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Also, do not upload any password protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

Application Transmittal Instructions

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an exception to the electronic submission requirement may submit an application by mail, commercial carrier or by hand delivery.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://www.e-grants.ed.gov>) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgement when we receive your application.

For more information on using e-Application, please refer to the "Notice Inviting Applications" that was published in the Federal Register or visit <http://www.e-grants.ed.gov>.

Submission of Paper Applications by Mail:

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.103A)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

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

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

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

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

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

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

Submission of Paper Applications by Hand Delivery:

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

U.S. Department of Education

Application Control Center
Attention: (CFDA Number 84.103A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications

If your application is late, we will notify you that we will not consider the application.

Instructions for Completing the U.S.-Russia Application Package

The application package consists of standard forms, assurances, and attachments. These forms and attachments are listed in three parts below.

All of the standard forms are found on <http://e-Grants.ed.gov>.

Part I: Standard Forms

1. Application for Federal Assistance – SF 424
2. Department of Education Supplemental Information Form for SF 424
3. Department of Education Standard Budget Sheet – ED 524

Part II: Assurances, Certifications, and Survey Forms

1. General Education Provisions Act GEPA Section 427 Requirement
2. Certification Regarding Lobbying Form (formerly ED Form 80-0013)
3. Survey on Ensuring Equal Opportunity for Applicants
4. Disclosure of Lobbying Activities (SF-LLL)
5. Assurances – Non-Construction Programs (SF 424B)

Part III: Attachments

1. Project Narrative. You can attach the following:
 - a. Project abstract (1-page limit)
 - b. The “Design Narrative” (20-page limit)
 - c. Project Team and Resumes
 - d. MOU and/or Letters of Agreement among consortium partners
 - e. Project Schedule
 - f. Up to three (3) other attachments for other information such as letters of industry support, infrastructure for study and laboratory work, track record, and other supporting documents.

NOTE: There is a combined 60-page limit for items (c) to (f). This is in addition to the one page for Project Abstract (item a.) and 20 pages for the Design Narrative (item b.)
2. Budget Narrative (10-page limit)

NOTE: Please pay attention to the file size limits that are displayed as you upload the file attachments.

Electronic submission requires that narratives and other files be attached in e-Application as per the instruction in this document.

NOTE: *Please do not attach any narratives, supporting files, or application components to the Standard Form SF 424. These should be attached separately.*

Use this checklist while preparing your Application Package: All items listed on this checklist are required.

The Application Package must include all of the above items.

Notice Published in the Federal Register Inviting Applications

Notice published on March 25, 2010.

Link <http://frwebgate4.access.gpo.gov/cgi-bin/PDFgate.cgi?WAISdocID=517370120165+3+2+0&WAISaction=retrieve>

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education (FIPSE)--Special Focus Competition: The U.S.-Russia Program: Improving Research and Educational Activities in Higher Education.

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.116S.

Dates:

Applications Available: March 25, 2010.

Deadline for Transmittal of Applications: May 18, 2010.

Deadline for Intergovernmental Review: July 19, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The U.S.-Russia Program encourages cooperative education programs between institutions of higher education (IHEs) in the Russian Federation and the United States of America. The objective of this program is to provide grants that demonstrate partnerships between Russian and American IHEs that contribute to the development and promotion of educational opportunities between the two nations. The aim is to use the educational content as the vehicle for learning languages, cultural appreciation, sharing knowledge, and forming long-term relationships between the two countries. In the context of the modern international society and a global economy, an understanding of the cultural context plays a vital role in education and training.

Applications are invited from IHEs with the capacity to contribute to a collaborative project with Russian IHEs.

This program is designed to support the formation of educational consortia of American and Russian IHEs to encourage mutual socio-cultural-linguistic cooperation; the joint development of curricula, educational materials, and other types of educational and methodological activities; and related educational student and staff mobility (exchanges).

Priorities: This competition includes one absolute priority and one invitational priority.

Absolute Priority: This priority is from the notice of final priorities for this program, published in the Federal Register on December 11, 2009 (74 FR 65764). For FY 2010 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

This priority supports the formation of educational consortia of U.S. and Russian institutions to encourage mutual socio-cultural-linguistic cooperation; the coordination of joint development of curricular, educational materials; and the exchange of students. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution and the applicant in Russia must be a Russian institution. Russian institutions will receive separate but parallel funding from the Russian Ministry of Education and Science.

An interested American IHE must form a consortium with one or more of the following Russian IHEs:

- (1) Moscow State Technical University; 105005, Moscow, 2 Baumanskaia str,5; POC: Irina Chubukova, Head, Office of International Projects; Ph. +7-499-2636218, Email: ichubukova@bmstu.ru
- (2) Tomsk Politechnical University, 634050, Tomsk, Lenin av., 30; POC: Gromov Alexander, Deputy Vice Rector; Ph. +7-3822-701776, Email: gromov@tpu.ru
- (3) Kazan State Technical University; 420111, Karl Marks str., 10, Kazan; POC: Lanbaev Fatih, Ph. +7-843-2389159, Email: aurum_fr@mail.ru

- (4) Saint-Petersburg State University of Information Technologies, Department of Mechanics and Optics, 199034, St. Peterburg Birgevoi per., 16; POC: Toivonen Nikolai, Vice rector, Ph. +7-812-4384511, Email: toivonen@hq.pu.ru
- (5) National University of Science and Technology MISIS, 119049, Moscow, Leninski av., 4; POC: Timothy O'Connor, Vice Rector, Ph. +7-495-2368152, Email: tim.oconnor@misis.ru
- (6) National Research Nuclear University, 115409, Moscow, Kashirskoe sh., 31; POC: Ivliev Sergei, Ph. +7-495-3239377, Email: ivliev@theor.mephi.ru
- (7) State University - Higher School of Economics, 101000, Moscow, Miasnitskaia, 20; POC: Isak Froumin, Vice Rector, Ph. +7-495-6235249, Email: ifroumin@hse.ru
- (8) Novosibirsk State University, 630090, Novosibirsk Pirogova str., 2; POC: Tsurkan Alexey, Director of Institute, Ph. +7-383-3302334, Email: gelberiets@ngs.ru
- (9) Saint-Petersburg State Mining Institute (Technical University), 199106, St.Petersburg Vasilievski Island, line 21, 2; POC: Trushko Vladimir, Vice Rector, Ph. +7-812-3214071, Email: trushko@spmi.ru, or Fedotova Svetlana, Ph +7-812-3288248, Email: ums@spmi.ru
- (10) Moscow Institute of Physics and Technology (State University), 141700, Moscow reg., Dolgoprudny, Istitutski per., 9; POC: Muravyov Alexander, Director of Innovation Center, Ph. +7-495-4088544, Email: amuravyov@miptic.ru
- (11) Perm State Technical University, 614990, Perm, Komsomolski av., 29, POC: Tashkinov Anatoly, Vice Rector, Ph. 7-3422198430, Email: adm@pstu.ru
- (12) Samara State Aerospace University, 443086, Samara, Moscovskoe sh., 34, POC: Prokhorov Alexander, Head of Department, Ph. +7-846-2674411, Email: prokhorov@ssau.ru
- (13) Nizhni Novgorod State University, 603950, Nizhi Novgorod, Gagarin, av., 23; POC: Kufyrev Ilia, Head of Department, Ph. 7-8314623102, Email: foreign@unn.ru

Invitational Priority: For FY 2010, this priority is an invitational priority. Under 34 CFR 75.105(c)(1), we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

For FY 2010, the Department and the Russian Ministry have jointly decided to make up to six awards in the following three subject areas:

- (A) Science and Technology
- (B) Environmental Science
- (C) Education, Culture, and Society

Below is a list of examples of the issues in these subject areas. However, we define these areas broadly and applicants are not limited to the examples given below. Applications are invited from consortia partners with the capacity to bring together expertise from their respective countries to find innovative ways to address global issues and challenges faced by both Russia and the U.S. Examples of the subject areas covered by this invitational priority include the following:

- A. Science and Technology
 - Nanotechnology
 - Agricultural practices under climate change
 - Biotechnology to support food production and environment
 - Lifestyle, diet, and personal health under changing demographics
 - Evolution and control of global diseases
 - New electronic media for teaching and learning
- B. Environmental Science
 - Impact of climate change on ecosystems
 - Natural resources for alternative energy
 - Energy conservation in buildings and appliances
 - Emission reduction
 - Sustainable development
 - Waste management
 - Preservation of natural habitats, ocean resources, and forests

- Biodiversity
- C. Education, Culture, and Society
- Teacher preparation for emerging sciences
 - Role of two-year and community colleges, and vocational and technical institutions in meeting graduation targets
 - Religious and cultural tolerance in a global society
 - Impact of culture on trade and business
 - Sustainability of major political systems
 - Public awareness of the climate change and sustainability of the environment
 - Public participation in nuclear disarmament and fighting terrorism
 - Use of media to promote religious, cultural and social tolerance
 - Role of free and independent media in a democratic society

Program Authority: 20 U.S.C. 1138-1138d.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$800,000.

Estimated Range of Awards: \$100,000-\$150,000 for the first year; \$300,000-\$400,000 for the entire 36-month grant period.

Estimated Average Size of Awards: \$133,000 for the first year; \$350,000 for the entire 36-month grant period.

Maximum Award: We will reject any application that proposes a budget exceeding \$150,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 6.

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

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: IHEs or combinations of IHEs and other public and private nonprofit institutions and agencies.
2. Cost Sharing or Matching: This program does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address: <http://e-grants.ed.gov>. To obtain a copy from ED Pubs, write, fax, or call the following: Education Publications Center, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.edpubs.gov or at its email address: edpubs@inet.ed.gov.

If you request an application from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.116S.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person listed under Accessible Format in Section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Page Limit: The project and budget narrative [Part III of the application] is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the narrative [Part III] to the equivalent of no more than 20 typed pages, using the following standards:

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

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section [Part III].

We will reject your application if you exceed the page limit.

3. Submission Dates and Times:

Applications Available: March 25, 2008.

Deadline for Transmittal of Applications: May 18, 2010.

Applications for grants under the U.S.-Russia Program: Improving Research and Educational Activities in Higher Education, CFDA Number 84.116S, must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants Web site. For information (including dates and times) about how to submit your application electronically, or by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Section IV. 6. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in Section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: July 19, 2010.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We specify unallowable costs in 34 CFR part 74. We reference additional regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the U.S.-Russia Program: Improving Research and Educational Activities in Higher Education, CFDA Number 84.116S, must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: <http://e-grants.ed.gov>.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.
- The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.
- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.
- Your electronic application must comply with any page limit requirements described in this notice.
- Prior to submitting your electronic application, you may wish to print a copy of it for your records.
- After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:
 - (1) Print SF 424 from e-Application.
 - (2) The applicant's Authorizing Representative must sign this form.
 - (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.
 - (4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.
- We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of e-Application Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

- (1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and
- (2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or
 - (b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (See VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement and may submit your application in paper format, if you are unable to submit an application through e-Application because—

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to e-Application;

and

- No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Krish Mathur, U.S. Department of Education, 1990 K Street, NW., room 6155, Washington, DC 20006-8544. FAX: (202) 502-7877.

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

b. Submission of Paper Applications by Mail.

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

deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116S)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

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

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116S)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

V. Application Review Information

Selection Criteria: The selection criteria for evaluating the applications for this program are from 34 CFR 75.210 and are listed in the application package.

VI. Award Administration Information

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

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

2. **Administrative and National Policy Requirements:** We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

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

A.3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to

www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), the Department will use the following measures to assess the performance of this program:

- (a) The percentage of FIPSE grantees reporting project dissemination to others.
- (b) The percentage of FIPSE projects reporting institutionalization on their home campuses.

If funded, you will be asked to collect and report data on these measures in your project's annual performance report (34 CFR 75.590). Applicants are also advised to consider these two measures in conceptualizing the design, implementation, and evaluation of the proposed project because of their importance in the application review process. Collection of data on these measures should be part of the project evaluation plan, along with any measures of progress on goals and objectives that are specific to your project.

VII. Agency Contacts

For Further Information Contact: Krish Mathur, FIPSE – Fund for the Improvement of Postsecondary Education, 1990 K Street, NW., room 6155, Washington, DC 20006-8544. Telephone: (202) 502-7512 or by e-mail: krish.mathur@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in Section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister.

To use PDF, you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html.

Delegation of Authority: The Secretary of Education has delegated authority to Daniel T. Madzellan, Director, Forecasting and Policy Analysis for the Office of Postsecondary Education, to perform the function and duties of the Assistant Secretary for Postsecondary Education.

Dated: March 22, 2010

Daniel T. Madzellan,
Director,
Forecasting and Policy
Analysis.

Authorizing Legislation

FIPSE Authorizing Legislation
(20 U.S.C. 1138-1138d)

Higher Education Act of 1965
Title VII, Part B, Subparts 741-745

(As amended by the Higher Education Opportunity Act of 2008)

PART B--FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

SEC. 741. FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

- (a) Authority - The Secretary is authorized to make grants to, or enter into contracts with, institutions of higher education, combinations of such institutions, and other public and private nonprofit institutions and agencies, to enable such institutions, combinations, and agencies to improve postsecondary education opportunities by--
- (1) The encouragement of reform and improvement of, and innovation in, postsecondary education and the provision of educational opportunity for all students, including nontraditional students;
 - (2) The creation of institutions, programs, and joint efforts involving paths to career and professional training, including--
 - (A) Efforts that provide academic credit for programs; and
 - (B) Combinations of academic and experiential learning;
 - (3) the establishment and continuation of institutions, programs, consortia, collaborations, and other joint efforts based on communications technology, including those efforts that utilize distance education and technological advancements to educate and train postsecondary students (including health professionals serving medically underserved populations);
 - (4) The carrying out, in postsecondary educational institutions, of changes in internal structure and operations designed to clarify institutional priorities and purposes;
 - (5) The design and introduction of cost-effective methods of instruction and operation;
 - (6) The introduction of institutional reforms designed to expand individual opportunities for entering and reentering postsecondary institutions and pursuing programs of postsecondary study tailored to individual needs;
 - (7) The introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties;
 - (8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto;
 - (9) the introduction of reforms in remedial education, including English language instruction, to customize remedial courses to student goals and help students progress rapidly from remedial courses into core courses and through postsecondary program completion;
 - (10) the provision of support and assistance to partnerships between institutions of higher education and secondary schools with a significant population of students identified as late-entering limited English proficient students, to establish programs that--
 - (A) Result in increased secondary school graduation rates of limited English proficient students; and
 - (B) Increase the number of participating late-entering limited English proficient students who pursue postsecondary education;
 - (11) the creation of consortia that join diverse institutions of higher education to design and offer curricular and cocurricular interdisciplinary programs at the undergraduate and graduate levels, sustained for not less than a 5 year period, that--
 - (A) Focus on poverty and human capability; and
 - (B) Include--
 - (i) A service-learning component; and
 - (ii) the delivery of educational services through informational resource centers, summer institutes, midyear seminars, and other educational activities that stress the effects of poverty and how poverty can be alleviated through different career paths;
 - (12) the provision of support and assistance for demonstration projects to provide comprehensive support services to ensure that homeless students, or students who were in foster care or were a ward of the court at any time before the age of 13, enroll and succeed in postsecondary education, including providing housing to such students during periods when housing at the institution of higher education is closed or generally unavailable to other students; and
 - (13) the support of efforts to work with institutions of higher education, and nonprofit organizations, that seek to promote cultural diversity in the entertainment media industry, including through the training of students in production, marketing, and distribution of culturally relevant content.
- (b) PLANNING GRANTS - The Secretary is authorized to make planning grants to institutions of higher education for the development

and testing of innovative techniques in postsecondary education. Such grants shall not exceed \$20,000.

(c) CENTER FOR BEST PRACTICES TO SUPPORT SINGLE PARENT STUDENTS –

- (1) The Secretary is authorized to award one grant or contract to an institution of higher education to enable such institution to establish and maintain a center to study and develop best practices for institutions of higher education to support single parents who are also students attending such institutions.
- (2) The Secretary shall award the grant or contract under this subsection to a four-year institution of higher education that has demonstrated expertise in the development of programs to assist single parents who are students at institutions of higher education, as shown by the institution's development of a variety of targeted services to such students, including on-campus housing, child care, counseling, advising, internship opportunities, financial aid, and financial aid counseling and assistance.
- (3) The center funded under this section shall--
 - (A) Assist institutions implementing innovative programs that support single parents pursuing higher education;
 - (B) Study and develop an evaluation protocol for such programs that includes quantitative and qualitative methodologies;
 - (C) Provide appropriate technical assistance regarding the replication, evaluation, and continuous improvement of such programs; and
 - (D) Develop and disseminate best practices for such programs.

(d) PROHIBITION —

- (1) In general.--No funds made available under this part shall be used to provide direct financial assistance in the form of grants or scholarships to students who do not meet the requirements of section 484(a).
- (2) Rule of construction.--Nothing in this subsection shall be construed to prevent a student who does not meet the requirements of section 484(a) from participating in programs funded under this part.

(e) PRIORITY — In making grants under this part to any institution of higher education after the date of enactment of the Higher Education Opportunity Act, the Secretary may give priority to institutions that meet or exceed the most current version of ASHRAE/IES Standard 90.1 (as such term is used in section 342(a)(6) of the Energy Policy and Conservation Act (42 U.S.C. 6313(a)(6)) for any new facilities construction or major renovation of the institution after such date, except that this subsection shall not apply with respect to barns or greenhouses or similar structures owned by the institution.

(f) SCHOLARSHIP PROGRAM FOR FAMILY MEMBERS OF VETERANS OR MEMBERS OF THE MILITARY —

- (1) Authorization. -- The Secretary shall enter into a contract with a nonprofit organization with demonstrated success in carrying out the activities described in this subsection to carry out a program to provide postsecondary education scholarships for eligible students.
- (2) Definition of eligible student.--In this subsection, the term `eligible student' means an individual who is enrolled as a full-time or part-time student at an institution of higher education (as defined in section 102) and is--
 - (A) A dependent student who is a child of--
 - (i) An individual who is--
 - (I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or
 - (II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);
 - (ii) A veteran who--
 - (I) served or performed, as described in clause (i), since September 11, 2001; and
 - (II) died, or has been disabled, as a result of such service or performance; or
 - (B) An independent student who--
 - (i) is a spouse of an individual who is--
 - (I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or
 - (II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);
 - (ii) Was (at the time of death of the veteran) a spouse of a veteran who--
 - (I) served or performed, as described in clause (i), since September 11, 2001; and
 - (II) died as a result of such service or performance; or
 - (iii) Is a spouse of a veteran who--
 - (I) served or performed, as described in clause (i), since September 11, 2001; and
 - (II) has been disabled as a result of such service or performance.
 - (3) Awarding of scholarships.--Scholarships awarded under this subsection shall be awarded based on need with priority given to eligible students who are eligible to receive Federal Pell Grants under subpart 1 of part A of title IV.
 - (4) Maximum scholarship amount.--The maximum scholarship amount awarded to an eligible student under this subsection for an award year shall be the lesser of \$5,000, or the student's cost of attendance (as defined in section 472).

- (5) Amounts for scholarships.--All of the amounts appropriated to carry out this subsection for a fiscal year shall be used for scholarships awarded under this subsection, except that the nonprofit organization receiving a contract under this subsection may use not more than one percent of such amounts for the administrative costs of the contract.

SEC. 742. BOARD OF THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

- (a) ESTABLISHMENT - There is established a National Board of the Fund for the Improvement of Postsecondary Education (in this part referred to as the 'Board'). The Board shall consist of 15 members appointed by the Secretary for overlapping 3-year terms. A majority of the Board shall constitute a quorum. Any member of the Board who has served for 6 consecutive years shall thereafter be ineligible for appointment to the Board during a 2-year period following the expiration of such sixth year.
- (b) MEMBERSHIP - The Secretary shall designate one of the members of the Board as Chairperson of the Board. A majority of the members of the Board shall be public interest representatives, including students, and a minority shall be educational representatives. All members selected shall be individuals able to contribute an important perspective on priorities for improvement in postsecondary education and strategies of educational and institutional change.
- (c) DUTIES - The Board shall--
- (1) Advise the Secretary on priorities for the improvement of postsecondary education and make such recommendations as the Board may deem appropriate for the improvement of postsecondary education and for the evaluation, dissemination, and adaptation of demonstrated improvements in postsecondary educational practice;
 - (2) advise the Secretary on the operation of the Fund for the Improvement of Postsecondary Education, including advice on planning documents, guidelines, and procedures for grant competitions prepared by the Fund; and
 - (3) Meet at the call of the Chairperson, except that the Board shall meet whenever one-third or more of the members request in writing that a meeting be held.
- (d) INFORMATION AND ASSISTANCE- The Secretary shall make available to the Board such information and assistance as may be necessary to enable the Board to carry out its functions.

SEC. 743. ADMINISTRATIVE PROVISIONS.

The Secretary may appoint, for terms not to exceed 3 years, without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, not more than 7 technical employees to administer this part who may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates.

SEC. 744. SPECIAL PROJECTS.

- (a) GRANT AUTHORITY- The Secretary is authorized to make grants to institutions of higher education, or consortia thereof, and such other public agencies and nonprofit organizations as the Secretary deems necessary for innovative projects concerning one or more areas of particular national need identified by the Secretary.
- (b) APPLICATION- No grant shall be made under this part unless an application is made at such time, in such manner, and contains or is accompanied by such information as the Secretary may require.
- (c) AREAS OF NATIONAL NEED- Areas of national need shall include at a minimum, the following:
- (1) Institutional restructuring to improve learning and promote productivity, efficiency, quality improvement, and cost reduction.
 - (2) Improvements in academic instruction and student learning, including efforts designed to assess the learning gains made by postsecondary students.
 - (3) Articulation between two- and four-year institutions of higher education, including developing innovative methods for ensuring the successful transfer of students from two- to four-year institutions of higher education.
 - (4) Development, evaluation, and dissemination of model courses, including model courses that--
 - (A) Provide students with a broad and integrated knowledge base;
 - (B) include, at a minimum, broad survey courses in English literature, American and world history, American- political institutions, economics, philosophy, college-level mathematics, and the natural sciences; and
 - (C) Include study of a foreign language that leads to reading and writing competency in the foreign language.
 - (5) International cooperation and student exchanges among postsecondary educational institutions.
 - (6) Support of centers to incorporate education in quality and safety into the preparation of medical and nursing students, through grants to medical schools, nursing schools, and osteopathic schools. Such grants shall be used to assist in providing courses of instruction that specifically equip students to—
 - (A) Understand the causes of, and remedies for, medical error, medically induced patient injuries and complications, and other defects in medical care;
 - (B) Engage effectively in personal and systemic efforts to continually reduce medical harm; and
 - (C) Improve patient care and outcomes, as recommended by the Institute of Medicine.

SEC. 745. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this part such sums as may be necessary for fiscal year 2009 and each of the five succeeding fiscal years.

Intergovernmental Review of Federal Programs

Executive Order 12372 (Intergovernmental Review of Federal Programs)

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

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.pdf>

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30.00 p.m. (Washington DC time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. *Do not send applications to the above address.*

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act (GPRA) of 1993 is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency clearly states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of Federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

FIPSE performance is focused on

- 1) the extent to which funded projects are being replicated—i.e., adopted or adapted—by others; and
- 2) the manner in which projects are being institutionalized and continued after grant funding.

These two results constitute FIPSE's indicators of the success of our program. Consequently, applicants for FIPSE grants are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation the proposed project. Consideration of these outcomes is an important part of many of the review criteria discussed below. Thus, it is important to the success of your application that you include these objectives and their measure. If funded, you will be asked to collect and report data from your project on these indicators.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. Currently, the forms for these reports can be viewed at <http://www.ed.gov/programs/fipserussia/performance.html>.

General Education Provisions Act (GEPA) Section 427

ALL APPLICANTS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age.

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

Instructions for Survey on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

OMB No. 1894-0010 Exp. 05/31/2012

Application Checklist

The application must have all of the following documents:

1. Application for Federal Assistance – SF 424
2. Department of Education Standard Budget Information – ED 524
3. Department of Education Supplemental Information Form for SF 424
4. Standard Assurances for Non-Construction Programs – SF 424B
5. Disclosure of Lobbying Activities – SF LLL
6. U.S. Department of Education Section 427 of General Education Provisions Act (GEPA)
7. Certification Regarding Lobbying (formerly ED Form 80-0013)
8. Survey on Ensuring Equal Opportunity for Applicants
9. Abstract (1-page limit)
10. Design Narrative (20-page limit)
11. Budget Narrative (10-page limit)
12. Other attachments: Information about team members (resumes), MOU or letters of agreement among consortium partners, project timeline, track record, and, if applicable, letters of financial support, and other supporting documents. (See section *Instructions for Completing the U.S.-Russia Application Package*)

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0790. The time required to complete this information collection is estimated to **average 30 hours** for the project director per application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Fund for the Improvement of Postsecondary Education, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6th Floor, Washington, D.C. 20202-4651.

OMB No. 1840-0790

Expiration Date: 01-2011

[\[1\]](#)

INSTRUCTIONS FOR THE SF-424

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

Item	Entry:	Item:	Entry:
1.	Type of Submission: (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <p>A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration</p>	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement. The FON can also be found at http://www.grants.gov/applicants/find_grant_opportunities.jsp .
		13.	Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.	16.	Congressional Districts Of: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	Federal Award Identifier: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov .	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov .	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State

			intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.																								
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.																								
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)																								
	f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.																										
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.																										
	<table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit</td> </tr> <tr> <td>B. County Government</td> <td>N. Private Institution of Higher Education</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Individual</td> </tr> <tr> <td>D. Special District Government</td> <td>P. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>E. Regional Organization</td> <td>Q. Small Business</td> </tr> <tr> <td>F. U.S. Territory or Possession</td> <td>R. Hispanic-serving Institution</td> </tr> <tr> <td>G. Independent School District</td> <td>S. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td> <td>T. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td> <td>U. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td>V. Non-US Entity</td> </tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td> <td>W. Other (specify)</td> </tr> <tr> <td>L. Public/Indian Housing Authority</td> <td></td> </tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Private Institution of Higher Education	C. City or Township Government	O. Individual	D. Special District Government	P. For-Profit Organization (Other than Small Business)	E. Regional Organization	Q. Small Business	F. U.S. Territory or Possession	R. Hispanic-serving Institution	G. Independent School District	S. Historically Black Colleges and Universities (HBCUs)	H. Public/State Controlled Institution of Higher Education	T. Tribally Controlled Colleges and Universities (TCCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Alaska Native and Native Hawaiian Serving Institutions	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Non-US Entity	K. Indian/Native American Tribally Designated Organization	W. Other (specify)	L. Public/Indian Housing Authority			
A. State Government	M. Nonprofit																										
B. County Government	N. Private Institution of Higher Education																										
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K. Indian/Native American Tribally Designated Organization	W. Other (specify)																										
L. Public/Indian Housing Authority																											

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

You must consult with your Business Office prior to submitting this form.

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

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

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

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

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

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

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

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

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: <http://www.whitehouse.gov/omb/circulars/index.html>]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

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

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

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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

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

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

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

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

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

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

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

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application

Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.

DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424 (Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the only involvement of human subjects will be in one or more of the following six categories of *exemptions* are

not covered by the regulations:

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]
- (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- (4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.
- (6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

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

B. Nonexempt Research Narrative.

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

- (1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable
- (2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

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

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

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

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

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

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

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

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission * 2. Type of Application: * If Revision, select appropriate letter(s): <input type="checkbox"/> Preapplication <input type="checkbox"/> New <input type="checkbox"/> Application <input type="checkbox"/> Continuation * Other (Specify) <input type="checkbox"/> Changed/Corrected Application <input type="checkbox"/> Revision		
* 3. Date Received: Completed upon submission		4. Applicant Identifier:
5a. Federal Entity Identifier:		* 5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
* a. Legal Name:		
* b. Employer/Taxpayer Identification Number (EIN/TIN):		* c. Organizational DUNS:
d. Address:		
* Street1: Street2: * City: County: State: Province: * Country: * Zip / Postal Code:		
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:		* First Name:
Middle Name:		

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone
Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

10. Name of Federal Agency:

U.S. Department of Education

11. Catalog of Federal Domestic Assistance Number:

.

CFDA Title:

*** 12. Funding Opportunity Number:**

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.



U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008

Expiration Date: 02/28/2011

Name of Institution/Organization:

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1(a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	\$	\$	\$	\$	\$	\$
2. Fringe Benefits	\$	\$	\$	\$	\$	\$
3. Travel	\$	\$	\$	\$	\$	\$
4. Equipment	\$	\$	\$	\$	\$	\$
5. Supplies	\$	\$	\$	\$	\$	\$
6. Contractual	\$	\$	\$	\$	\$	\$
7. Construction	\$	\$	\$	\$	\$	\$
8. Other	\$	\$	\$	\$	\$	\$
9. Total Direct Costs (lines 1-8)	\$	\$	\$	\$	\$	\$
10. Indirect Costs*	\$	\$	\$	\$	\$	\$
11. Training Stipends	\$	\$	\$	\$	\$	\$
12. Total Costs (lines 9-11)	\$	\$	\$	\$	\$	\$

***Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)

Approving Federal agency: ED Other (please specify): _____ The Indirect Cost Rate is _____%

(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

Is included in your approved Indirect Cost Rate Agreement? or, Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%



U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008

Expiration Date: 02/28/2011

Name of Institution/Organization:

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS

Budget Categories	Project Year 1(a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	\$	\$	\$	\$	\$	\$
2. Fringe Benefits	\$	\$	\$	\$	\$	\$
3. Travel	\$	\$	\$	\$	\$	\$
4. Equipment	\$	\$	\$	\$	\$	\$
5. Supplies	\$	\$	\$	\$	\$	\$
6. Contractual	\$	\$	\$	\$	\$	\$
7. Construction	\$	\$	\$	\$	\$	\$
8. Other	\$	\$	\$	\$	\$	\$
9. Total Direct Costs (lines 1-8)	\$	\$	\$	\$	\$	\$
10. Indirect Costs	\$	\$	\$	\$	\$	\$
11. Training Stipends	\$	\$	\$	\$	\$	\$
12. Total Costs (lines 9-11)	\$	\$	\$	\$	\$	\$

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Standard Form 424B (Rev.7-97)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. "4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. "1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. "794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. "276a to 276a-7), the Copeland Act (40 U.S.C. '276c and 18 U.S.C. "874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. " 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. "1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. "7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. "1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance

of 1975, as amended (42 U.S.C. " 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) " 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. " 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ' 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. "1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. '470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. "469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. "2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. "4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Representative:
Name of Authorized Certifying Representative:
Title:
Date Submitted:

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Loan <input type="checkbox"/> Loan Guarantee <input type="checkbox"/> Loan Insurance	2. Status of Federal Action: <input type="checkbox"/> Bid/Offer/Application <input type="checkbox"/> Initial Award <input type="checkbox"/> Post-Award	3. Report Type: <input type="checkbox"/> Initial Filing <input type="checkbox"/> Material Change For Material Change only: Year: Quarter: Date of Last Report:
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee <div style="margin-left: 100px;">Tier, if known:</div> Name: Address: City: State: Zip Code + 4: -	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Name: Address: City: State: Zip Code + 4: - Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name of Lobbying Registrant (if individual, last name, first name, MI): Address: City: State: Zip Code + 4: -	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Address: City: State: Zip Code + 4: -	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Name: Title: Applicant: Date:	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Section 427 of GEPA

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P. L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct

description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0005**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537.

Applicants should use this section to address the GEPA provision.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

APPLICANT'S ORGANIZATION

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: First Name: Middle Name:

Last Name: Suffix:

Title:

Signature:

Date:

03/25/2010

ED 80-0013

03/04

**SUPPLEMENTAL INFORMATION
REQUIRED FOR
DEPARTMENT OF EDUCATION GRANTS**

1. Project Director:

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Address:

* Street1:

Street2:

* City:

County:

* State: * Zip / Postal Code: * Country: USA

* Phone Number (give area code) Fax Number (give area code)

Email Address:

2. Applicant Experience

Novice Applicant Yes No Not applicable

3. Human Subjects Research

Are any research activities involving human subjects planned at any time during the proposed project period?

Yes No

Are ALL the research activities proposed designated to be exempt from the regulations?

Yes Provide Exemption(s) #:

No Provide Assurance #, if available:

Please attach an explanation Narrative:

Attachment:

Title :

File :

Project Narrative

Project Abstract - one-page limit

Project Narrative

Design Narrative - 20-page limit

Project Narrative

Project Team and Resumes

Project Narrative

MOU and/or Letters of Agreement

Project Narrative

Project Schedule

Project Narrative

Other information - Up to three attachments

Budget Narrative

Budget Narrative - 10-page limit

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's(Organization)Name:

Applicant's DUNS Number:

Federal Program:

CFDA Number: .

- | | | | | | | | | | | | | | |
|---|--|-------------------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------|-----------------------------------|--|--|--|--|--|--|
| <p>1. Has the applicant ever received a grant or contract from the Federal government?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the applicant a faith-based organization?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Is the applicant a secular organization?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Does the applicant have 501(c)(3) status?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Is the applicant a local affiliate of a national organization?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>6. How many full-time equivalent employees does the applicant have? (<i>Check only one box</i>).</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> 3 or Fewer</td> <td><input type="checkbox"/> 15-50</td> </tr> <tr> <td><input type="checkbox"/> 4-5</td> <td><input type="checkbox"/> 51-100</td> </tr> <tr> <td><input type="checkbox"/> 6-14</td> <td><input type="checkbox"/> over 100</td> </tr> </table> <p>7. What is the size of the applicant's annual budget? (<i>Check only one box.</i>)</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Less Than \$150,000</td> </tr> <tr> <td><input type="checkbox"/> \$150,000 - \$299,999</td> </tr> <tr> <td><input type="checkbox"/> \$300,000 - \$499,999</td> </tr> <tr> <td><input type="checkbox"/> \$500,000 - \$999,999</td> </tr> <tr> <td><input type="checkbox"/> \$1,000,000 - \$4,999,999</td> </tr> <tr> <td><input type="checkbox"/> \$5,000,000 or more</td> </tr> </table> | <input type="checkbox"/> 3 or Fewer | <input type="checkbox"/> 15-50 | <input type="checkbox"/> 4-5 | <input type="checkbox"/> 51-100 | <input type="checkbox"/> 6-14 | <input type="checkbox"/> over 100 | <input type="checkbox"/> Less Than \$150,000 | <input type="checkbox"/> \$150,000 - \$299,999 | <input type="checkbox"/> \$300,000 - \$499,999 | <input type="checkbox"/> \$500,000 - \$999,999 | <input type="checkbox"/> \$1,000,000 - \$4,999,999 | <input type="checkbox"/> \$5,000,000 or more |
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| <input type="checkbox"/> \$500,000 - \$999,999 | | | | | | | | | | | | | |
| <input type="checkbox"/> \$1,000,000 - \$4,999,999 | | | | | | | | | | | | | |
| <input type="checkbox"/> \$5,000,000 or more | | | | | | | | | | | | | |