**U.S. DEPARTMENT OF EDUCATION**

Office of Postsecondary Education

International and Foreign Language Education

Washington, D.C. 20202

[www.ed.gov/ope/iegps](http://www.ed.gov/ope/iegps)

**Fiscal Year 2024**

**APPLICATION FOR GRANTS**

under the

**AMERICAN OVERSEAS RESEARCH CENTERS PROGRAM**

**Assistance Listing Number: 84.274A**

**Federal Funding Opportunity Number**

**ED-GRANTS-012624-001**

Form Approved

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**DATED MATERIAL – OPEN IMMEDIATELY**

Applications Available: January 26, 2024

**CLOSING DATE: March 26, 2024**

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a currently valid OMB control number. The valid OMB control number for this collection is 1840-0006. Public reporting burden for this collection of information is estimated to average 100 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (44 U.S.C. 3501). If you have comments or concerns regarding the status of your individual submission of this form, please contact the program office address, U.S. Department of Education, (202) 453-5690.

# Dear Applicant Letter

|  |  |
| --- | --- |
| U.S. Department of Education seal | January 26, 2024 |

Dear Applicant:

The U.S. Department of Education, International and Foreign Language Education office is pleased to announce the fiscal year (FY) 2024 competition for new awards under the American Overseas Research Centers (AORC) program. This application package provides information about the purpose of the AORC program, eligibility requirements, and the forms and instructions for preparing and submitting your proposal. We advise that you thoroughly read the Notice Inviting Applications (NIA) published in the *Federal Register* on January 26, 2024, and the application package before you begin writing.

The AORC program provides grants to consortia of institutions of higher education (IHEs) in the United States to establish or operate an overseas research center (Center) to promote postgraduate research, exchanges, and area studies. The program’s allowable activities and allocable costs are specified in the NIA and the application package.

For this competition we are particularly interested in applications that address the two invitational priorities described in the NIA. Under 34 CFR 75.105(c)(1), we do not give an application that meets the invitational priorities a competitive or an absolute preference over other applications.

All applicants must submit their applications into Grants.gov. You may access the electronic grant application at [www.Grants.gov](http://www.Grants.gov) (https://www.Grants.gov). Search for the downloadable application package using 84.274 (*not* 84.274A). Please be advised that an organization must be registered on Grants.gov in order to apply for federal funding opportunities listed on the site. If your organization has an existing account, you need not register again. However, if you are using Grants. gov for the first time, you must complete the registration process.

We recommend that you allow plenty of time to develop and submit your application. All applications must be fully uploaded, submitted, and date-and time-stamped by Grants.gov no later than 11:59:59 p.m., Eastern Time, on the application deadline date. We do not consider an application that is late.

The overseas Centers fill an important role in area studies training, research, and engagement with the academic community and the public. For the FY 2024 competition, we look forward to receiving high-quality applications that exemplify the unique scope and reach of the AORC program.

Sincerely,

/s/

Cheryl E. Gibbs

Senior Director

International and Foreign Language Education

# American Overseas Research Centers (AORC) Profile

**PROGRAM AUTHORITY**

Title VI, Part A, sections 601 and 609 of the Higher Education Act of 1965, as amended.

(20 U.S.C. 1128a.)

**PURPOSE**

The AORC program provides grants to a consortium of U.S. institutions of higher education to establish or operate an AORC to promote postgraduate research, exchanges, and area studies.

**APPLICABLE REGULATIONS**

1. The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98 and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

**ELIGIBLE APPLICANTS**

Consortia of United States (U.S.) IHEs that receive more than 50 percent of their funding from public or private U.S. sources, have a permanent presence in the country where the Center is located; and are organization described in section 501(c) (3) of the Internal Revenue Code, which are exempt from taxation under section 501 (a) of such Code.

ALLOWABLE COSTS AND ACTIVITIES

AORC grants may be used to pay all or a portion of the cost of establishing or operating a center or program, including—

* The cost of operation and maintenance of overseas facilities
* The cost of organizing and managing conferences
* The cost of teaching and research materials
* The cost of acquisition, maintenance, and preservation of library collections
* The cost of bringing visiting scholars and faculty to the center to teach or to conduct research
* The cost of faculty and staff stipends and salaries
* The cost of faculty, staff, and student travel
* The cost of publication and dissemination of materials for the scholarly and general public

# AORC Program Authorizing Legislation

## **TITLE VI – INTERNATIONAL EDUCATION PROGRAMS**

**SEC. 601. INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.**

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

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

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

(a) FINDINGS- Congress finds as follows:

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

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

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

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

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

(B) research regarding such expertise and knowledge.

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

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

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

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

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

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

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

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

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

(c) CONSULTATION.—

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

(2) CONSIDERING RECOMMENDATIONS; PROVIDING INFORMATION.—

The Secretary—

1. may take into account the recommendations described in paragraph (1); and
2. shall—
3. provide information collected under paragraph (1) when requesting applications for funding under this title; and
4. make available to applicants a list of areas identified as areas of national need.
5. SURVEY.—The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this title to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.

**SEC. 609. AMERICAN OVERSEAS RESEARCH CENTERS.**

(a) CENTERS AUTHORIZED- The Secretary is authorized to make grants to and enter into contracts with any American overseas research center that is a consortium of institutions of higher education (hereafter in this section referred to as a center') to enable such center to promote postgraduate research, exchanges and area studies.

(b) USE OF GRANTS- Grants made and contracts entered into pursuant to this section may be used to pay all or a portion of the cost of establishing or operating a center or program, including--

(1) the cost of faculty and staff stipends and salaries;

(2) the cost of faculty, staff, and student travel;

(3) the cost of the operation and maintenance of overseas facilities;

(4) the cost of teaching and research materials;

(5) the cost of acquisition, maintenance, and preservation of library collections;

(6) the cost of bringing visiting scholars and faculty to a center to teach or to conduct research;

(7) the cost of organizing and managing conferences; and

(8) the cost of publication and dissemination of material for the scholarly and general public.

(c) LIMITATION.-- The Secretary shall only award grants to and enter into contracts with centers under this section that--

(1) receive more than 50 percent of their funding from public or private United States sources;

(2) have a permanent presence in the country in which the center is located; and

(3) are organizations described in section 501(c)(3) of the Internal Revenue Code of 1993 which are exempt from taxation under section 501(a) of such Code.

(d) DEVELOPMENT GRANTS.-- The Secretary is authorized to make grants for the establishment of new centers. The grants may be used to fund activities that, within 1 year, will result in the creation of a center described in subsection (c).

(e) APPLICATION.—Each center desiring to receive a grant or contract under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may require.

# Notice Inviting Applications

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; American Overseas Research Centers Program

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Notice.

SUMMARY: The Department of Education is issuing a notice inviting applications for fiscal year (FY) 2024 for the American Overseas Research Centers (AORC) program, Assistance Listing Number 84.274A. This notice relates to the approved information collection under OMB control number 1840-0006.

DATES:

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

Pre-Application Webinar Information: The Department will hold a pre-application webinar for prospective applicants. Detailed information regarding the webinar, including date and time, will be provided on the website for the AORC program at

<https://www2.ed.gov/programs/iegpsaorc/applicant.html>.

Additionally, for prospective applicants that have never received a grant from the Department and those that are interested in learning more about the process, please review the grant funding basics resource at <https://www2.ed.gov/documents/funding-101/funding-101-basics.pdf>.

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on December 7, 2022 (87 FR 75045) and available at [www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs](http://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs). Please note that these Common Instructions supersede the version published on December 27, 2021.

FOR FURTHER INFORMATION CONTACT: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW, room 5C103, Lyndon Baines Johnson (LBJ) Building, Washington, DC 20202. Telephone: (202) 453-5690. Email: cheryl.gibbs@ed.gov.

If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunications relay services, please dial 7-1-1.

SUPPLEMENTARY INFORMATION:

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The AORC program provides grants to consortia of institutions of higher education (IHEs) in the United States to establish or operate an overseas research center (Center) to promote postgraduate research, exchanges, and area studies. AORC grants may be used for all or a portion of the costs to operate and maintain the overseas Center; organize and manage conferences; develop or acquire teaching and research materials; acquire or preserve library collections; bring scholars and faculty to the Center to teach or conduct research; support the salaries for Center staff and visiting faculty and professional development stipends and fellowships; pay the travel costs for Center staff and project participants; and to publish and disseminate materials for the academic community and the public.

Priorities: Under this competition we are particularly interested in applications that address the following priorities.

Invitational Priorities: For FY 2024 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are invitational priorities.

Under 34 CFR 75.105 (c) (1), we do not give an application that meets these invitational priorities a competitive or an absolute preference over other applications.

 These priorities are:

 Invitational Priority 1—Professional Development Opportunities for Participants from Community Colleges, Historically Black Colleges and Universities, and Minority Serving Institutions.

 Projects that provide professional development opportunities to participants from community colleges, Historically Black Colleges and Universities, and Minority-Serving Institutions. The opportunities may be provided domestically or overseas and may include curriculum development workshops to create new courses or to incorporate global content and competencies into existing courses, language instructional programs for the beginning to advanced levels, or participation in academic conferences relevant to the Center’s focus.

 For the purpose of this invitational priority—

*Community college* means “junior or community college” as defined in section 312(f) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1058(f)); or an “institution of higher education” as defined in section 101 of the HEA, that awards degrees and certificates, more than 50 percent of which are not bachelor’s (or an equivalent) or master’s, professional, or other advanced degrees.

*Historically Black Colleges and Universities* means colleges and universities that meet the criteria set out in 34 CFR 608.2.

*Minority-Serving Institution* means an institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.

Note: The institutions currently designated eligible under title III and title V of the HEA may be viewed at the following link: <https://www2.ed.gov/about/offices/list/ope/idues/eligibility.html>.

 Invitational Priority 2—Open Access to Center-related Research, Instructional, and Scholarly Resources.

 Projects that provide open access to Center-related research studies, conference proceedings, online libraries, digital archives, instructional materials, scholarly publications, and other resources related to the scholarly and cultural foci of the Center.

Program Authority: 20 U.S.C. 1128a and 1132-1132-7.

Note: Projects will be awarded and must be operated in a manner consistent with the nondiscrimination requirements contained in Federal civil rights laws.

Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Department estimates that $1,347,635 will be available for new awards in the AORC program in FY 2024. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process before the end of the current fiscal year, if Congress appropriates funds for this program.

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

Estimated Range of Awards: $53,000- $82,000 for each budget period of 12 months.

Estimated Average Size of Awards: $58,000 for each budget period of 12 months.

Estimated Number of Awards: 17.

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

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: Consortia of United States (U.S.) IHEs that receive more than 50 percent of their funding from public or private U.S. sources, have a permanent presence in the country where the Center is located, and are organizations described in section 501(c) (3) of the Internal Revenue Code, which are exempt from taxation under section 501(a) of such Code.

Note: If you are a nonprofit organization, under 34 CFR 75.51, you may demonstrate your nonprofit status by providing: (1) proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code; (2) a statement from a State taxing body or the State attorney general certifying that the organization is a nonprofit organization operating within the State and that no part of its net earnings may lawfully benefit any private shareholder or individual; (3) a certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or (4) any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

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

b. Indirect Cost Rate Information: This program uses an 8 percent restricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see [www2.ed.gov/about/offices/list/ocfo/intro.html](https://www2.ed.gov/about/offices/list/ocfo/intro.html).

c. Administrative Cost Limitation: This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles described in 2 CFR part 200 subpart E of the Uniform Guidance.

3. Subgrantees: A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

4. Build America, Buy America Act: This program is not subject to the Build America, Buy America Act (Pub.L. 117-58) domestic sourcing requirements.

 IV. Application and Submission Information

1. Application Submission Instructions: Applicants are required to follow

the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on December 7, 2022 (87 FR 75045) and available at <https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs>, which contain requirements and information on how to submit an application. Please note that these Common Instructions supersede the version published on December 27, 2021.

 2. Submission of Proprietary Information: Given the types of projects that

may be proposed in applications for the AORC grant competition, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define “business information” and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. 552, as amended).

Because we plan to post on our website the abstracts of all funded applications, you may wish to request confidentiality of business information.

 Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under “Other Attachments Form,” please list the page number or numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79.

4. Funding Restrictions: We reference regulations outlining funding

restrictions in the Applicable Regulations section of this notice.

5. Recommended Page Limit: The application narrative (Part III) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you (1) limit the application narrative to no more than 30 pages and (2) use the following standards:

* A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
* Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, except the text in charts, tables, figures, and graphs.
* Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
* Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

 The recommended page limit does not apply to Part I, Application for Federal Assistance cover sheet (SF 424); the Supplemental Information Form SF 424B; Part II, ED 524 (Summary Budget A) and the detailed budget justification (Summary Budget C); or Part IV, assurances, and certifications. The page limit also does not apply to the one-page abstract, the curriculum vitae, the bibliography, or the letters of support. However, the recommended page limit does apply to the entirety of the application narrative.

V. Application Review Information

 1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210. The total maximum score for the selection criteria is 100 points. The maximum number of points for each criterion is indicated in parentheses.

The Secretary evaluates all applications for a project under this program using the following criteria:

(a) Need for project (up to 20 points).

(1) The Secretary considers the need for the proposed project.

(2) In determining the need for the proposed project, the Secretary considers the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (up to 20 points)

(b) Quality of the project design (up to 10 points).

(1) The Secretary considers the quality of the design of the proposed project.

(2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:

 (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (up to 5 points)

 (ii) The extent to which fellowship recipients or other project participants are to be selected based on academic excellence. (up to 5 points)

 (c) Quality of project services (up to 25 points).

 (1) The Secretary considers the quality of the services to be provided by the proposed project.

 (2) 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. (up to 5 points)

 (3) In addition, the Secretary considers the following factors:

 (i) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (up to 10 points)

 (ii) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services. (up to 10 points)

(d) Quality of project personnel (up to 15 points).

(1) The Secretary considers the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. (up to 5 points)

 (3) In addition, the Secretary considers the following factors:

 (i) The qualifications, including relevant training and experience, of the project director or principal investigator. (up to 5 points)

 (ii) The qualifications, including relevant training and experience, of key project personnel. (up to 5 points)

 (e) Adequacy of resources (up to 15 points).

(1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:

 (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (up to 5 points)

 (ii) The extent to which the budget is adequate to support the proposed project. (up to 5 points)

(iii) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (up to 5 points)

(f) Quality of project evaluation (up to 15 points).

(1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factors:

(i) The extent to which the methods of evaluation are appropriate to the context within which the project operates. (up to 5 points)

(ii) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (up to 5 points)

(iii) The extent to which the methods of evaluation will provide timely guidance for quality assurance. (up to 5 points)

2. Review and Selection Process: We remind potential applicants that in

reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant’s use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary requires various assurances, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

All applications submitted to the FY 2024 AORC program competition will be evaluated and scored by peer reviewers with expertise in area studies, modern foreign languages, global competencies, and postgraduate research.

The Department’s G6 e-Reader system will produce the rank order listing of all applications in the competition based on the scores that peer reviewers assigned to the selection criteria. In situations where two or more applications are tied with the same overall score in the rank order listing, we will use the scores for selection criterion (a) Need for the project as a tiebreaker. If this criterion does not resolve the tied scores, we will use the scores for criterion (c) Quality of project services as the tiebreaker.

3. Risk Assessment and Specific Conditions: Consistent with 2 CFR 200.206,

before awarding grants under this program, the Department conducts a review of the risks posed by applicants. Under 2 CFR 200.208, the Secretary may impose specific conditions and, under 2 CFR 3474.10, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

 4. Integrity and Performance System: If you are selected under this competition

to receive an award that, over the course of the project period may exceed the simplified acquisition threshold (currently $250,000), under 2 CFR 200.206(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through the System for Award Management. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

 Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds $10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed $10,000,000.

 5. In General: In accordance with the Office of Management and

Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department will review and consider applications for funding pursuant to this notice inviting applications in accordance with:

(a) Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR 200.205);

(b) Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115-232) (2 CFR 200.216);

(c) Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR 200.322); and

(d) Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR 200.340).

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S.

Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.

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

1. 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.

1. Open Licensing Requirements: Unless an exception applies, if you are

awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

1. Reporting: (a) If you apply for a grant under this program competition, you must

ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110 (b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

Note: Grantees under this competition will submit their performance reports electronically using the International Resource Information System (IRIS), the web-based reporting system for the International and Foreign Language Education office. Information about the reporting system and the AORC performance report instructions may be viewed at <http://iris.ed.gov/iris/pdfs/AORC.pdf>.

5. Performance Measures: IFLE has established the following performance measure for the AORC program for the purpose of Department reporting under 34 CFR 75.110:

The number of individuals conducting postgraduate research utilizing the services of the overseas Centers.

6. Continuation Awards: In making a continuation award under 34 CFR 75.253,

the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, whether the grantee has made substantial progress in achieving the performance targets in the grantee’s approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Other Information

Accessible Format: On request to the program contact person listed under For Further Information Contact, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, or compact disc, or other accessible format.

Electronic Access to This Document: The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at [www.govinfo.gov](http://www.govinfo.gov). At this site you can view this document, as well as all other documents of this Department published in the *Federal Register*,in text or Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

 You may also access documents of the Department published in the *Federal Register* by using the article search feature at [www.federalregister.gov](http://www.federalregister.gov). Specifically,

through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Nasser H. Paydar,

 *Assistant Secretary for Postsecondary Education.*

# AORC Program Selection Criteria

External peer review panels with expertise in area studies, research, world languages, and international education program administration will evaluate all FY 2024 AORC applications using the following Education Department General Administrative (EDGAR) selection criteria found at 34 CFR Part 75, §75.210:

The total maximum score for the selection criteria is 100 points. The maximum number of points for each criterion is indicated in parentheses.

The Secretary evaluates all applications for a project under this program using the following criteria:

(a) Need for project (up to 20 points).

(1) The Secretary considers the need for the proposed project.

(2) In determining the need for the proposed project, the Secretary considers the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (up to 20 points)

(b) Quality of the project design (up to 10 points).

(1) The Secretary considers the quality of the design of the proposed project.

(2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:

 (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (up to 5 points)

 (ii) The extent to which fellowship recipients or other project participants are to be selected based on academic excellence. (up to 5 points)

 (c) Quality of project services (up to 25 points).

 (1) The Secretary considers the quality of the services to be provided by the proposed project.

 (2) 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. (up to 5 points)

 (3) In addition, the Secretary considers the following factors:

 (i) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (up to 10 points)

 (ii) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services. (up to 10 points)

(d) Quality of project personnel (up to 15 points).

(1) The Secretary considers the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. (up to 5 points)

 (3) In addition, the Secretary considers the following factors:

 (i) The qualifications, including relevant training and experience, of the project director or principal investigator. (up to 5 points)

 (ii) The qualifications, including relevant training and experience, of key project personnel. (up to 5 points)

 (e) Adequacy of resources (up to 15 points).

(1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:

 (i) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (up to 5 points)

 (ii) The extent to which the budget is adequate to support the proposed project. (up to 5 points)

(iii) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (up to 5 points)

(f) Quality of project evaluation (up to 15 points).

(1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factors:

(i) The extent to which the methods of evaluation are appropriate to the context within which the project operates. (up to 5 points)

(ii) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (up to 5 points)

(iii) The extent to which the methods of evaluation will provide timely guidance for quality assurance. (up to 5 points)

# Competition Overview

1. **Award Information**:

Type of Awards: New Discretionary Grants

Estimated Available Funds: $1,347,635

Estimated Range of Awards: $43,000 - $82,000 for each budget period of 12 months

Estimated Average Size of Awards: $58,000 for each budget period of 12 months

Estimated Number of Awards: 17

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

1. **Project Period**: Up to 48 months.
2. **Eligible Applicants**: Consortia of U.S. institutions of higher education that receive more than 50 percent of their funding from public or private U.S. sources, have a permanent presence in the country in where the Center is located, and are organizations described in section 501(c)(3) of the Internal Revenue Code, which are exempt from taxation under section 501 (a) of such Code.
3. **Cost Sharing or Matching**: This program *does not require* cost sharing or matching.
4. **Budget Periods Covered by the FY 2020-2023 Grant Cycle**:

|  |  |  |
| --- | --- | --- |
| Year 1 | FY 2024-25 | October 1, 2024 - September 30, 2025 |
| Year 2 | FY 2025-26 | October 1, 2025 - September 30, 2026 |
| Year 3 | FY 2026-27 | October 1, 2026 - September 30, 2027 |
| Year 4 | FY 2027-28 | October 1, 2027 - September 30, 2028 |

1. **Invitational Priorities:** The FY 2020 NIA contains two invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets the priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1. *Professional Development Opportunities for Participants from Community Colleges, Historically Black Colleges and Universities, and Minority Serving Institutions.*

Projects that provide professional development opportunities to participants from community colleges, Historically Black Colleges and Universities, and Minority Serving Institutions. The opportunities may be provided domestically or overseas and may curriculum development workshops to create new courses or to incorporate global content and competencies into existing courses, language instructional programs for the beginning to advanced levels, or participation in academic conferences relevant to the Center’s focus.

Invitational Priority 2. Open *Access to Center-related Research, Instruction, and Scholarly Resources.*

Projects that provide open access to Center-related research studies, conference proceedings, online libraries, digital archives, instructional materials, scholarly publications, and other resources related to the scholarly and cultural foci of the Center.

1. Application Peer Review and Post-Review Notifications: During a two-week period, peer

review panels with expertise in area studies, world languages, and international education program administration will evaluate all eligible applications using the online technical review form (TRF) in the Department’s G5 e-Reader system. The TRF will include the selection criteria listed on pp 25-26 in this application booklet. The total maximum score for all selection criteria is 100 points.

 The Department’s Office of Legislation and Congressional Affairs (OLCA) will notify the Congressional contacts for successful applicants first. OLCA will then give IFLE the date when we may notify successful applicants. When we notify applicants, we will provide the prospective grant award amount, request a revised budget (if needed) and discuss the terms and conditions of the grant award.

The project director and certifying representative listed on the SF 424 form will receive emails from the Department’s G5 system containing information about how to access the FY 2024 Grant Award Notification.

IFLE staff will notify unsuccessful and ineligible applicants via email. Ineligible notification will specify the reason(s) why the Department deemed the application ineligible.

All successful and unsuccessful applicants will receive copies of the peer reviewers’ TRFs.

1. **Intergovernmental Review:** The AORC program is subject to Executive Order 12372, which means applicants are required to send a copy of their FY 2024 grant applications to the designated State Single Point of Contact (SPOC) 90 days after the competition closing date. The Single Point of Contact for each State, (if the state has one), may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.
2. **Grants.gov Electronic Submission Requirement**: FY 2024 AORC program applications must be submitted electronically using Grants.gov.For information about submitting your application through Grants.gov, you should review and follow the *“U.S. Department of Education Grants.gov Submission Procedures and Tips for Applicants”* on pages 36-39. You are urged to acquaint yourself with the Grants.gov procedures early to ensure that you have enough time for completing the registration process and submitting your application in a timely manner. Your application must be fully uploaded and submitted and must be date-and time-stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements.

Grants.gov is accessible through its portal page at:

<http://www.grants.gov>

1. **Page Limitation**: The page limit for Part III, **Program Narrative**, is 30 pages.

 The Program Narrative is where applicants address the EDGAR selection criteria that the

 peer review panels will use to evaluate applications.

1. **Waiver to the Electronic Submission Requirement**: The requirements for obtaining an exception to the electronic submission are included in the FY 2024 NIA. If you think you might need an exception, you should review the exception requirements early in the application process. The Department must receive your written waiver request and justification *at least fourteen days prior to the application deadline date*.
2. **Uploading and Submitting the Application using Grants.gov**: The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you submit your application several days in advance of the deadline date, March 27, 2020.

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

1. **AORC Program and Application Preparation Technical Assistance:**  Please contact Cheryl E. Gibbs at (202) 453-5690 or by email at
cheryl.gibbs@ed.gov

# Supplemental Information

**Application Components**

*Project Abstract*: The abstract “introduces” the peer reviewers to your overseas center and the activities that you are proposing to undertake over the next four years. It should clearly describe how the center’s proposed activities are consistent with the AORC program purpose and the invitational priorities. The abstract should present a compelling justification as to the project’s merit and its potential impact.

You might also wish to highlight the project director’s expertise and leadership skills that will contribute to the project’s success.

* The project abstract is not included in the suggested 30 pages.
* The suggested page length for the abstract is one page.
* The project abstract may be single-spaced.

***Table of Contents*:** A table of contents is suggested because it helps the reviewers in locating and referencing information more easily during the peer review process. The table of contents is not included in the suggested 30 pages for the Project Narrative.

***Program Narrative*:**  The Program Narrative is where you respond to the six EDGAR selection criteria, including any sub-factor(s), from 34 CFR Part 75, §75.210 that the peer reviewers will use to evaluate your proposal. The full text for the selection criteria and the sub-factors can be found on pages 25-26 in this application package and in the NIA.

Read each selection criterion and the sub-factor(s) carefully so that you can provide meaningful, clear, and relevant information that effectively and efficiently responds to that selection criterion and any sub-factor(s). Please be reminded that all points matter and that the extent to which you provide strong responses to all criteria, the more competitive your application will be.

To facilitate the review of the Program Narrative, IFLE suggests that you use the selection criteria titles as headings and present the narrative in the following sequence, because this is how the selection criteria will appear on the technical review form.

1. Need for project
2. Quality of the project design
3. Quality of project services
4. Quality of project personnel
5. Adequacy of resources
6. Quality of project evaluation

*Note: In addition to using the selection criteria titles as main headings, using the sub-factor headings to identify the sub-factor discussions is also helpful to the reviewers.*

* Provide responses to all selection criteria and sub-factor(s) in the Project Narrative.
* Certain selection criteria might seem to be asking for duplicative information but read the description very carefully to discern the nuances.
* Provide cross-references as needed.
* Be sure to provide the response to the criterion where requested. Readers should not (and do not like) to hunt for information.

Applicants will submit the Program Narrative using the **Part III Program Narrative Attachment Form** in the Grants.gov application template.

***Project Budget*:**

The four-year budget request should include the costs needed to establish or operate the overseas center and to conduct the allowable activities under the AORC program. Because AORC funds are primarily intended to conduct activities and provide services overseas, applicants are advised that while funds may be used to support U.S.-based activities, the costs for these activities should not be the greater portion of the overall budget.

***Budget Forms***

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

Applicants must use ED Form 524 **ED Form 524 Budget Summary Section A – Non-Construction Programs** to present the requested amounts for all four years of the project period. The amounts included in ED Form 524 Budget Summary Section A- Non-Construction Programs are the amounts you are requesting *from the U.S. Department of Education* AORC program. Do not submit ED 524 Budget Summary Section B- Budget Summary Non-Federal Funds in your application. Summary Section B is only required for programs that have a legislatively mandated cost-sharing or matching requirement. The AORC program does not require applicants to cost-share or match grant funds, if you are awarded a grant.

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

Use ED 524 Budget Summary Section C to submit the itemized budget and narrative details for the amounts you are requesting for each year of the four-year project period. You will attach the itemized budget using the budget narrative attachment in Part III-Attachmentsof the Grants.gov template**.**

**Budget Categories**

In presenting your detailed budget, use the categories in the ED 524 Budget Section Summary A-Non-Construction Programs. The Department uses the cost categories listed below for all discretionary grant programs.

1. Personnel. Include the compensation for employees. The budget detail narrative that you attach in Part III should include the key positions, salaries, and the time and effort on the grant.

*Note*: Professional services fees for consultants, external evaluators, conference speakers, workshop facilitators, etc., should be included in budget category 8. Other of the ED 524 form.

1. Fringe Benefits. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. The fringe benefits costs are allowable, provided the costs are reasonable and required by law, the non-Federal entity-employee agreement, or an established policy of the non-Federal entity.

Indicate the dollar amount as well as the fringe benefit rate, e.g., 18%. Leave this line item blank if the fringe benefits are included in the indirect costs.

1. Travel. Include the travel costs for Center-related personnel. Travel costs for other project participants should be included in category 8. Other.

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

§200.474 Travel costs**.** (a) *General.* Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with non-Federal entity's written travel reimbursement policies (b) *Lodging and subsistence.* Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that: (1) Participation of the individual is necessary to the Federal award; and (2) The costs are reasonable and consistent with non-Federal entity's established travel policy.

4. Equipment. Non-expendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. In the itemized budget, explain why the requested equipment is necessary and include the per-unit cost and the total number of units.

1. Supplies. All tangible personal property with an acquisition cost of less than $5000 per unit. In the budget narrative, provide an itemized list of all requested supplies.
2. Contractual. Services covered by a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
3. Construction. Not applicable. Leave blank.
4. Other. Includes direct costs not covered in lines 1 through 5.

Professional services fees for consultants and external evaluator fees, non-employee travel costs, costs for conferences, space rental and printing and publication costs, etc., are allowable and should be included in this category. Participant support costs are also allowable for stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences, or training projects.

Provide a breakdown of all costs included in 8 Other in the Budget Narrative Attachment.

1. Total Direct Costs. The total direct costs requested in lines 1-8.
2. Indirect Costs. Indirect (Facilities and Administrative (F&A)) costs are the costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefited.

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

1. Training Stipends. Not applicable. Leave blank.

*Note: Include stipends and fellowships to Center fellows in 8.Other.*

1. Total Costs. The sum of all line items.
	* The proposed budget must demonstrate that the requested costs are reasonable and necessary to conduct an effective, efficient, and high-quality project.
	* The proposed budget must include costs that are allowable and allocable to the grant.
	* The proposed budget should be in alignment with the project scale and scope.
	* The budget narrative should provide enough detail to enable the peer reviewers to make an informed judgement about whether the budget represents a sound investment of Federal funds.
	* The response to the “Adequacy of resources” selection criterion in the Project Narrative is where you describe the extent to which the budget is adequate to support the proposed project and that the proposed costs are reasonable and necessary to conduct the project accomplish its objectives.The Summary Budget Section C Budget Narrative Attachment Form is where you attach the four-year budget with itemized costs.

***Appendices***:

1. Curriculum vitae for all key personnel
2. List of U.S. institutional members that comprise the Center
3. Letters of support
4. Signed eligibility statement in compliance with section 609(c) of the program legislation. Attach the form using the “Other Attachment Form” in the Grants.gov application template.

# Grants.gov Application Submission

 **IMPORTANT – PLEASE READ CAREFULLY**

**All applicants are required to submit applications electronically using Grants.gov**.

To submit your application electronically using Grants.gov, you must—

1. Have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN).

If you are applying as an organization or entity and do not have an active Unique Entity ID, you may obtain one online at: <https://sam.gov/content/entity-registration>.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service (IRS). If you are an individual, you can obtain a TIN from the IRS or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

1. Be registered in the System for Award Management (SAM.gov), the Government's primary registrant database;Provide your UEI number and TIN on your application; and
2. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

**REGISTER EARLY**

Grants.gov registration involves many steps which may take approximately one week, but could take upwards of several weeks to complete.

The SAM registration process usually takes approximately 7 to 10 business days, but may take longer, depending on the completeness and accuracy of the data you enter into the SAM.gov database. We recommend that you register early, at least 10 to 14 business days before the application deadline. If you are unable to submit an application on Grants.gov by the application deadline because you do not have an active SAM registration, you will not be considered for funding. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov.

You may begin working on your application while completing the registration process, but you cannot submit an application until all of the registration steps are complete. For detailed information on the Registration Steps, please go to: [http://www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html%22%20%5Co%20%22Grants.gov%20Registration).

**SUBMIT EARLY**

**We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and process it after it is fully uploaded.**

The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application, you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date for your application to be eligible and considered for review.

**VERIFY SUBMISSION IS COMPLETE**

After you submit your application, please make sure you that:

* you receive an on-screen and email confirmation receipt;
* you document your Grants.gov Tracking Number; and
* the date/time stamp is the official time of submission.

Please also consult the section on the Timely Receipt Requirements and Proof of Timely Submission, below, for submitting an application to the Department of Education in Grants.gov.

**REGISTERING AS AN ORGANIZATION**

Organizations must have an active System for Award Management (SAM) registration which provides a Unique Entity Identifier (UEI), and a Grants.gov account to apply for grants. Individual applicants (those submitting on their own behalf) eligible to apply for this funding opportunity need only refer to steps 2 and 3 below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Organization registration instructions can be found on Grants.gov here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

1) Register with SAM: All organizations (entities) applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

2) Create a Grants.gov Account: The next step is to register an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

3) Add a Profile to a Grants.gov Account: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant submitting on their own behalf. If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI (Unique Entity Identifier) for the organization in the UEI field. If you are an individual applicant submitting on your own behalf, you do not need a UEI to add the profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.

4) EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

5) Track Role Status: To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.

**Electronic Signature**

When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC of the organization **must**authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

## **How to Submit an Application to the Department of Education via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Please note the following recommendations for attaching files to your application:

* When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
* If more than one attachment is included in a grant submission in Grants.gov and two or more files have the same name, the grant application cannot be processed without manual intervention. To correct this, you should:
	+ rename attached files with the same name so that no files share the same name;
	+ reattach the files;
	+ resubmit the application package.
* When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names as follows:
	+ Please limit file names to 50 or fewer characters.
	+ Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.
* Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Grants.gov suggests limiting the file size of the entire grant application package including all the attachments to 200MB. Therefore, you may want to check the total size of your package before submission.

Applications submitted that do not comply with the Grants.gov guidelines will be rejected and will not be forwarded to the Department.

**Applicant Support**

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the Department of Education with tracking your issue and understanding background information on the issue.

## Timely Receipt Requirements and Proof of Timely Submission

### Online Submission

All applications must be received by 11:59:59 Eastern time on the due date established for the competition. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the Department of Education successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding.

Applicants using unreliable internet connections should be aware that the process of completing the Workspace can take some time. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

You will receive a series of confirmations both online and via e-mail about the status of your application, including the following:

* Grants.gov Submission Receipt Email
	+ Your application has been received by Grants.gov
	+ Grants.gov E-mail Verifying Receipt (with Track My Application URL)
* Grants.gov Submission Validation or Rejection Email
	+ Grants.gov E-mail Verifying Successful Submission OR
	+ Rejection Due to Errors with a description of issue.

Please do not rely solely on e-mail to confirm whether your application has been received. Rather, please verify that Grants.gov received your application submission on time and that it was validated successfully. Check the date/time your application was received by logging in to Grants.gov, accessing the Details tab of the submitted Workspace and checking the Submission Details. You may also track the application status by entering the Grant Tracking Number under Track My Application. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: *Validated*, *Received by Agency*, or *Agency Tracking Number Assigned*. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing at the Track My Application link on Grants.gov.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late and is not eligible for review.

If your application has a status of *Received* it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to *Validated* or *Rejected with Errors*. If the status is *Rejected with Errors*, your application has not been received successfully.

If you discover your application is late or has been rejected, please see the instructions below. Some of the reasons Grants.gov may reject an application can be found on Grants.gov at <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Applicants may call or email the Grants.gov Support Center at 1-800-518-4726 or support@grants.gov for assistance with resolving any issues.

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

Please note that email confirmations and receipts from Grants.gov do not indicate receipt by the Department, nor do they mean that your application is complete or has met all application requirements. While your application may have been successfully validated by Grants.gov, it also must be reviewed in accordance with the Department's application requirements as specified in the competition NIA and in these application instructions. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

### Submission Problems

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support by phone at 1-800-518-4726 (U.S.) or 1-606-545-5035 (International), by email at mailto:support@grants.gov, or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

The Grants.gov Support Center will provide you with a Support Desk Case Number documenting your communication. You must retain your Support Desk Case Number for future reference as proof of your communication with the Support Center. Please subsequently contact the person listed in the **FOR FURTHER INFORMATION CONTACT** section in the competition NIA and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems within the Grants.gov system, the Department will grant you an extension until 11:59:59 p.m. Eastern Time, the following business day to enable you to transmit your application electronically, provided the Department can verify the technical issues that affected your ability to submit your application on time via your Grants.gov Support Desk Case Number.

**PAPERWORK REDUCTION ACT OF 1995**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0795. Public reporting burden for this collection of information is estimated to average 200 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Dana Sapatoru, U.S. Department of Education, 400 Maryland Avenue SW, Room 5C108, Washington, DC 20202.

# Electronic Submission Waiver Requirements

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

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

**AND**

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

Mail or your statement to: Cheryl E. Gibbs, U.S. Department of Education, 400 Maryland Avenue, SW., Room 5C103, Washington, DC 20202-4260, or email at cheryl.gibbs@ed.gov

# Grants.gov Application Parts

The Grants.gov electronic application template includes four parts where you attach the sections of your AORC grant application. Please use the following “Parts” to attach (submit) the various sections of your application:

**Part I: Title Page Form-***Application for Federal Assistance SF 424* and *U.S.*

*Department of Education Supplemental Information for the SF 424 Form*

* Applicants must complete the SF 424 form first, because information that you provide on the SF 424 automatically populates other sections of the Grants.gov application package.
* ***DO NOT*** attach any narratives, supporting files, or other information to the SF 424. Although the SF 424 accepts attachments, the Department of Education will only review attachments that are requested in Part II and Part III.

 **Part II**: **Budget Forms**

**ED 524 Form Department of Education Budget Summary Form**

*Summary Section A* - Budget Summary Non-Construction Programs

*Summary Section B* - Budget Summary Non-Federal Funds **(DO NOT** submit Summary Section B. It is not applicable to the AORC program.)

*Summary Section C* – Budget Narrative (itemized budget)

*(Note*:  *Although Summary Section C (Budget Narrative) is listed in Part II in Grants/gov, do not attach it in Part II. Instead, upload Summary Section C as an Attachment in Part III, Other Attachment Form.)*

 **Part III: Attachments**

**ED Project Abstract Form** (is not included in the 30-page limit for the Program Narrative)

**Program Narrative Attachment Form** (this is the 30-page narrative that provides your responses to the EDGAR selection criteria that the peer reviewers will use to evaluate eligible applications.

. **Other Attachments Form**

Curriculum Vitae

List of U.S. Institutional Members of the Center

Letters of Support

Eligibility Certification Statement

ED 524 Budget Summary Section C (Four-year itemized budget)

 **Part IV: Assurances, Certifications, and Survey Forms**

*New* GEPA Section 427 Provisions

 Assurances – Non-Construction Programs (SF 424B)

Grants.gov Lobbying Form (formerly ED Form 80-0013)

 Disclosure of Lobbying Activities (SF-LLL)

# Evaluation Plan

When developing your response to the “Quality of project evaluation” selection criterion in the Program Narrative, the Department offers these overview evaluation tips for your consideration. However, your evaluation plan may include other information and metrics appropriate for the Center and its resources.

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

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

# International Resource Information System (IRIS) Performance Reports

If the Center is awarded a new FY 2024-2027 grant award, project directors will be required to submit performance reports into IRIS, IFLE’s web-based data collection and reporting system. We require all grantees to submit IRIS performance reports so that we can assess whether they are making substantial progress in implementing their projects and achieving the project objectives. Additionally, “substantial progress” is required in order to recommend non-competing continuation grant awards. You can view the current AORC program reporting screens at: www.<http://iris.ed.gov/iris/pdfs/AORC.pdf>

# Application Transmittal Instructions

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

1. **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 (TBA) **deadline date**, to the Department at the following address:

 **U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.274A)
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.*

1. **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 84.274A)
550 12th Street, SW.
Room 7039, Potomac Center Plaza
Washington, DC 20202-4260**

8:00 a.m. and 4:30 p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

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

1. You must indicate on the envelope and if not provided by the Department in Item 11 of the SF 424, the program 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.

# Executive Order 12372Intergovernmental Review of Federal Programs

This program falls under 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 initiative includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The AORC program is subject to Executive Order 12372, which means applicants are required

to send a copy of their FY 2024 grant applications to the designated State Single Point of Contact (SPOC) 90 days after the application deadline date. The Single Point of Contact for each State, (if the State has one), may be viewed at: <http://www.whitehouse.gov/OMB/grants/spoc.html>.

# AORC Program Eligibility Statement

Applicants must complete and save this statement as a word document on your computer first, then attach it to the “Other Attachments Form” in Grants. gov as a .PDF document.

I certify that the applicant Center meets the following eligibility requirements as authorized in section 609(c) of the program statute:

1. LIMITATION – The Secretary shall only award grants to and enter into contracts with centers under this section that--
	1. receive more than 50 percent of their funding from public or private United States sources;
	2. have a permanent presence in the country in which the Center is located; and
	3. are organizations described in section 501(c)(3) of the Internal Revenue Code, which are exempt from taxation under section 501(a) of such Code.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorized Certifying Official’s Signature Printed Name of Authorized Certifying Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title of Authorized Certifying Official Name of Applicant AORC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

# Instructions for Standard Forms

● Application for Federal Assistance (SF 424)

**●** Department of Education Supplemental Form for the SF 424

● Department of Education Budget Summary Form (ED 524)

● Disclosure of Lobbying Activities (SF-LLL)

# Instructions for Standard Form 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.

* 1. **Type of Submission:** (Required) Select one type of submission in accordance with agency instructions.
* Pre-application
* Application
* Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
	1. **Type of Application:** (Required) Select one type of application in accordance with agency instructions.
* New – An application that is being submitted to an agency for the first time.
* Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
* Revision - Any change in the federal government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.
1. Increase Award
2. Decrease Award
3. Increase Duration
4. Decrease Duration
5. Other (specify)
	1. **Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
	2. **Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.

5a. **Federal Entity Identifier:** Enter the number assigned to your organization by the federal agency, if any.

5b. **Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.

1. **Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.
2. **State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.
3. **Applicant Information:** Enter the following in accordance with agency instructions:
	1. **Legal Name:** (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting [www.Grants.gov](http://www.grants.gov/).
	2. **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.
	3. **UEI:** (Required) Enter the organization’s Unique Entity Identifies (UEI). Information on obtaining a UEI number may be obtained by visiting [www.Grants.gov](http://www.grants.gov/) or www.SAM.gov.
	4. **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).
	5. **Organizational Unit:** Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	6. **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.
4. **Type of Applicant:** (Required) Select up to three applicant type(s) in accordance with agency instructions.
	* + 1. State Government
			2. County Government
			3. City or Township Government
			4. Special District Government
			5. Regional Organization
			6. U.S. Territory or Possession
			7. Independent School District
			8. Public/State Controlled Institution of Higher Education
			9. Indian/Native American Tribal Government (Federally Recognized)
			10. Indian/Native American Tribal Government (Other than Federally Recognized)
			11. Indian/Native American Tribally Designated Organization
			12. Public/Indian Housing Authority
			13. Nonprofit
			14. Private Institution of Higher Education
			15. Individual
			16. For-Profit Organization (Other than Small Business)
			17. Small Business
			18. Hispanic-serving Institution
			19. Historically Black Colleges and Universities (HBCUs)
			20. Tribally Controlled Colleges and Universities (TCCUs)
			21. Alaska Native and Native Hawaiian Serving Institutions
			22. Non-US Entity
			23. Other (specify)
5. **Name Of Federal Agency:** (Required) Enter the name of the federal agency from which assistance is being requested with this application.
6. **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.
7. **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.
8. **Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
9. **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.
10. **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.
11. **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.
12. **Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
13. **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.
14. **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.
15. **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.
16. **Authorized Representative:** To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body’s authorization for you to sign this application as the official representative must be on file in the applicant’s office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

[**U.S Department of Education note**: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: <http://www.grants.gov/applicants/find_grant_opportunities.jsp>.]

# 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 notplanned 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.”)

**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.”

**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

**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.

# 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 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, DC 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).

# Instructions for ED 524 Form and Summary Sections

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. Please 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 breakdown by the applicable budget categories shown in lines 1-11.

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

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

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

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

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

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 B **N/A to the AORC program. Do not include in your application.**

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

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

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

Please provide your Indirect Cost Rate (e.g. 10%) and your Restricted Indirect Cost Rate, if applicable as part of your budget narrative.

1. 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 **1890-0004**. 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. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to IFLE, 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 follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”

 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

# New General Education Provisions Act (GEPA)Section 427

(Effective date: April 3, 2023)

NOTICE TO ALL APPLICANTS:

EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES

**ALL APPLICANTS FOR NEW GRANT AWARDS MUST INCLUDE THE INFORMATION BELOW IN THEIR APPLICATIONS TO ADDRESS GEPA SECTION 427 IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM:**

The new GEPA Section 427 form and instructions that you will use to respond to the four questions below are electronically **integrated into the Grants.gov system. You no longer are required to upload a separate PDF document. Locate the form in Grants.gov, electronically complete the form, and submit the form with the application.**

1. Describe how your entity’s existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.
2. Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries?
3. Based on the barriers identified, what steps will you take to address such barriers to equitable access and participation in the proposed project or activity?
4. What is your timeline, including targeted milestones, for addressing these identified barriers?

## **Notes:**

1. Applicants are not required to have mission statements or policies that align with equity in order to submit an application.
2. Applicants may identify any barriers that may impede equitable access and participation in the proposed project or activity, including, but not limited to, barriers based on economic disadvantage, gender, race, ethnicity, color, national origin, disability, age, language, migrant status, rural status, homeless status or housing insecurity, pregnancy, parenting, or caregiving status, and sexual orientation.
3. Applicants may have already included some or all of this required information in the narrative sections of their applications. In responding to this requirement, for each question, applicants may provide a cross-reference to the section(s) and page number(s) in their applications or State Plans that includes the information responsive to that question on this form or may restate that information on this form.

# Government Performance and Results Act (GPRA)

**What is GPRA?**

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

**What are the GPRA performance measures for the American Overseas Research Centers (AORC) Program?**

AORC Performance Measure 1: Number of individuals conducting postgraduate research utilizing the services of the Title VI AORCs.

AORC Performance Measure 2: Percentage of AORC program participants who advanced in their professional field 2 years after their participation.

**How does the Department of Education determine whether performance goals have been met?**

The Department will use the information and data that grantees submit in their IRIS performance reports to determine whether grantees have met these performance measures.

# Application Checklist

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

|  |
| --- |
| ☐ Part I– Standard Mandatory Forms Application for Federal Assistance - (SF-424) Department of Education Supplemental Information for SF-424 |
| ☐ Part II *-* Department of Education Budget Summary Information – Non-Construction Programs (ED Form 524) – Section A |
| ☐ Part III *–* Attachments: ED Project Abstract Form (suggested one page) Project Narrative that addresses selection criteria, including the Invitational Priorities, and may include the following:* Table of Contents
* List of Acronyms, if applicable

 Budget Narrative Form ED 524 Section C (itemized budget) |
| ☐ Part III -Other Attachments Curriculum Vitae List of U.S. Institutional Members of the Center  Letters of Support (3) Eligibility Certification Statement  |
| ☐ Part IV - Assurances, Certifications, and Survey Forms *New* GEPA Section 427 Formð Assurances – Non-Construction Programs (SF-424B)ð Grants.gov Lobbying Form (Formerly ED Form 80-0013)ð Disclosure of Lobbying Activities (SF LLL) |

# AORC Program Frequently Asked Questions

1. What is the purpose of the American Overseas Research Centers (AORC) program?

The purpose of the AORC program is to establish or operate overseas Center to promote postgraduate research, exchanges, and area studies.

2. Who is eligible to apply for grants under this program?

Consortia of United States (U.S.). institutions of higher education that receive more than 50 percent of their funding from public or private U.S. sources, have a permanent presence in the country in where the Center is located, and is a tax-exempt organization.

3. Is it permissible for the applicant consortium (Center) to include institutions in the U.S. and institutions overseas as member institutions?

No. To be eligible for Federal funds, the Center’s members must be U.S. entities only.

4. What kinds of activities can be supported with grant funds?

AORC grants may be used to pay all or a portion of the cost of establishing or operating a Center or program, including—

* Cost of operation and maintenance of overseas facilities
* Cost of organizing and managing conferences
* Cost of teaching and research materials
* Cost of acquisition, maintenance, and preservation of library collections
* Cost of bringing visiting scholars and faculty to the center to teach or to conduct research
* Cost of faculty and staff stipends and salaries
* Cost of faculty, staff, and student travel
* Cost of publication and dissemination of materials for the scholarly and general public

In conducting these kinds of activities and other related projects, the Centers contribute to the scholarship and research about a country or world region and promote a greater understanding about the languages, history, religions, diverse perspectives, and cultures where the Centers are located.

5. When is the AORC grant competition usually held?

The Department solicits applications under the AORC program every four years, contingent upon the availability of funds.

**6. How many applications does the Department typically receive, and of these, how many are you likely to recommend for funding?**

We typically receive between 22 and 25 applications, and we estimate making seventeen new FY 2024 awards. The Department, however, is not bound by the estimates announced in the Notice Inviting Applications.

7. May we submit our application drafts to IFLE staff for review and comments?

No. While the IFLE staff is available to provide technical assistance along the way, staff cannot review and comment on proposal drafts.

8.What is the project period for grants awarded under this program?

The project period is 48 months.

9. Will the peer reviewers for the FY 2024 competitions have access to the comments and scores from the FY 2020 competition?

No. All applications submitted to each new competition are reviewed and scored against the current competition’s selection criteria. No external information is applicable to the evaluation process.

10. Is there a cost-sharing or matching requirement?

No. The AORC program legislation does have a cost-sharing or matching requirement.

11. What are the reporting requirements for grantees?

If you are awarded a grant, you will be required to submit performance reports into the [International Resource Information System](http://iris.ed.gov/iris/ieps/irishome.cfm), IFLE’s online reporting platform. The performance reports allow IFLE to determine substantial progress in order to recommend non-competing continuation funding.

12. Who reviews our applications, and how are the applications evaluated?

Applications are reviewed by peer review panels with area studies and foreign language expertise, international education administration experience, overseas research experience, and other relevant global competencies. Reviewers are selected from the G5 [Field Reader System](http://opeweb.ed.gov/frs/frsHome.cfm) that contains information from individuals who have expressed an interest in and who are qualified to review international education programs. The peer reviewers use the NIA selection criteria to evaluate applications during a two-week period of panel deliberations that are monitored by IFLE staff.

**13. If applications receive tied scores but there are not enough to fund both, how does the Department resolve this?**

Please see Review and Selection Process in the NIA.

**14. May the Department take a Center’s past performance into consideration in deciding whether to award another grant?**

Yes. Please see Review and Selection Process in the NIA.

15. How are applicants notified about the outcome of their applications?

If your application is successful, the Department’s Office of Legislation and Congressional Affairs (OLCA) will notify your U.S. Representative and U.S. Senators first. After the OLCA notifications are completed, IFLE staff will contact successful applicants to request revised budgets, if needed, and to discuss the terms and conditions of the awards. Grantees will electronically receive their Grant Award Notifications from the Department’s G5 system.

IFLE will notify unsuccessful and ineligible applicants in writing after the FY 2024 grant competition activities have concluded.