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U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
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Fiscal Year 2012

APPLICATION FOR GRANTS UNDER THE FULBRIGHT-HAYS GROUP PROJECTS ABROAD PROGRAM

SHORT-TERM PROJECTS (CFDA NUMBER: 84.021A)

ADVANCED OVERSEAS INTENSIVE LANGUAGE TRAINING PROJECTS (CFDA NUMBER: 84.021B)

Form Approved
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Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Group Projects Abroad (GPA) program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

The GPA program supports short-term study abroad opportunities for faculty and teachers to strengthen area studies and long-term study abroad for upperclassmen and graduate students to improve foreign language skills.

Please note that both of the following will be competed in Fiscal Year (FY) 2012:

1. Fulbright-Hays GPA Short-term projects (84.021A) for Short-Term Seminars, Curriculum Development, and Group Research or Study projects; and

2. Fulbright-Hays GPA Long-Term foreign language projects (84.021B) for Advanced Overseas Intensive Language Training projects.

In the FY 2012 competition, there is one absolute priority, two competitive preference priorities, and one invitational priority each for the competitions being announced above. The U.S. Department of Education (Department) strongly encourages all applicants to address the relevant competitive preference priorities. For additional information about the competitive preference priorities, refer to the official Notice Inviting Applications for New Awards for FY 2012 published in the Federal Register (Federal Register notice).

Specifically, one of the competitive priorities for FY 2012 is a new preference priority and it pertains to U.S. participant travel to Brazil, China, India, or Russia. Please refer to the Federal Register notice for additional information.

This letter highlights a few items in the FY 2012 application package that will be important to you in applying for grants under this program. You should review the entire application package, including the absolute priority, competitive priorities, and invitational priority preferences, carefully before preparing and submitting your application. Additional information about the GPA Program is accessible at the Department's Web site at:

http://www.ed.gov/programs/iegpsgpa/index.html

Please be sure to review thoroughly the entire application booklet for information concerning the GPA Program. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines program and competition details.

For this FY 2012 grant competition, applications for grants under the GPA Program must be submitted electronically using Grants.gov. A more thorough discussion is included in the application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

We urge you to consider the following three extremely important administrative factors if you are planning to apply for this program:

1. We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.

2. We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection. The application submission process must be complete prior to the deadline for transmittal of applications.

3. In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. You are reminded that the Federal Register notice is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document. For information (including dates and times) about how to submit your application electronically, please refer to this document.

If you have any questions or require additional information, please contact:

Short Term Projects
Loveen Bains – Program Officer
202-502-7709
Loveen.bains@ed.gov

Advanced Overseas Intensive Language Training Projects
Michelle Guilfoil – Senior Program Officer
202-502-7625
Michelle.guilfoil@ed.gov

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

/signed/

Andre W. Lewis
Deputy Assistant Secretary
International and Foreign Language Education (IFLE)

Competition Highlights

1. **Grants.gov and Electronic Submission**: GPA **applications submitted for FY 2012 must be submitted electronically using Grants.gov**. You are urged to acquaint yourself with the requirements of Grants.gov early as the registration procedures may require 5 or more days to complete. A more thorough discussion is included later in this application package. Grants.gov is accessible through its portal page at:

   http://www.grants.gov

   It is important to know that the Grants.gov site works differently than the Department's e-Application system, used in past competitions. Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application.

   We also urge you to consider the following three extremely important administrative factors if you are planning to apply for this program:

   1.) We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.

   2.) We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection. The application submission process must be complete prior to the deadline for transmittal of applications.

   3.) In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the CCR Central Contractor Registry (CCR).

   Grants.gov does not allow applicants to "un-submit" applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest "date/time received" validation.

   After you electronically submit your application, you will receive the first e-mail from Grants.gov acknowledging the date and time at which your application was received. You will receive a second e-mail from Grants.gov that will state that your application has been validated OR that your application was rejected with errors. If your application is validated, you will receive a third e-mail from the Department of Education with an assigned PR/Award number, which is an ED-specified identifying number that is unique to your application**. This third confirmation by e-mail, with a PR/Award number**

assigned, is the e-mail that verifies that your application was submitted on time by the closing date. This may take several days.

2. **Page Limitation**: All applicants are required to adhere to the 40-page limit for the Project Narrative portion of the application.

3. **Project Abstracts**: Applicants are required to submit a Project Abstract. It is limited to a one page single-spaced document and should include the name of the applicant institution, name and contact information for the Project Director, which GPA Project Type you are applying for (CFDA 84.021A, Project Types 1, 2, or 3 or CFDA 84.021B, Project Type 4), the number and educational level of project participants, and a brief overview of the proposed project. The abstract must be uploaded into the "ED Abstract Narrative Form" in Grants.gov.

4. **Deadline Information**: The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30:00 p.m. EST. Late applications will not be accepted. We suggest that you submit your application several days before the deadline. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

5. **Project Types to be Competed in FY 2012**: Please note that short-term projects (Short-Term Seminars, Curriculum Development, and Group Research or Study) will be competed in FY 2012 under CFDA 84.021A, Project Types 1-3. Long-term projects (Advanced Overseas Intensive Language Training or foreign language) will also be competed in FY 2012 under CFDA 84.021B, Project Type 4.

6. **Applicant Eligibility**: Please pay special attention to the Additional Eligibility Information in the Supplemental Information section to ensure that your application will be found eligible. An eligibility checklist has been included as well for your use.

7. **Participant Eligibility:** Please note that the program is expanding eligibility parameters for project participants to include educators, administrators and pre-service teachers who are working in interdisciplinary areas such as business, health, social work, math, science, counseling, engineering, the environment and technology.

8. **Proposed Grant Dates & Project Activities**: Short-term project grants (CFDA 84.021A) for the FY 2012 competition will be 18 months. Proposed start and end dates should be April 1, 2012 – September 30, 2013. These should be entered in Form SF-424 under Item 17. Please note that applicants should plan for the overseas portion of their project as well as most, if not all, of the major project activities to take place within this 18 month period.

   Long-term project grants (CFDA 84.021B) for the FY 2012 competition will be 48 months total, divided up by four 12 month performance periods. Proposed start and end dates should be April 1, 2012 – March 31, 2013 for the first budget year.

9. **Program Priorities**: Please note the following program priorities for FY 2012:

   a. Absolute: We consider only applications that meet this priority. This priority is: a group project must focus on one or more of the following geographic regions of the world: Africa, East Asia, South Asia, Southeast Asia and the Pacific, the Western Hemisphere (Central and South America, Mexico, and the Caribbean), East Central Europe and Eurasia, and the Near East.

   b. Competitive Preference Priorities (3): Please note that there are new competitive priorities for the FY 2012 competition and that language has been adjusted from previous competitions. Please see further details below.

      i. Competitive Preference Priority I **(CFDA 84.021A and 84.021B)**: An additional five (5) points will be awarded to an application that meets this priority. *Priority Languages:* projects that provide substantive training and thematic focus on any of the seventy-eight (78) priority languages that were selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs). Please refer to the Federal Register notice for the complete list of applicable languages.

      ii. Competitive Preference Priority II **(CFDA 84.021A only)**: An additional five (5) points will be awarded to an application that meets this priority. *Inclusion of K-12 Teachers:* short-term projects abroad that develop and improve foreign language studies, area studies, or both at elementary and secondary schools by including K-12 teachers or K-12 administrators as at least 50 percent of the project participants.

      iii. Competitive Preference Priority III: **(CFDA 84.021B only):** An additional five (5) points will be awarded to an application that meets this priority. *U.S. participant travel to Brazil, China, India, or Russia*: long-term projects abroad that plan to send U.S. educators and other eligible participants to Brazil, China, India or Russia.

   c. Invitational Priorities (1): Please note that there is one new invitational priority for the FY 2012 competition. Please see further details below.

      i. Invitational Priority **(CFDA 84.021A and 84.021B)**: No additional points will be awarded to an application that meets this priority. Applications from one of the following:

         - Minority-Serving Institutions (MSIs, including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended (HEA).

- Community colleges, including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the HEA.
- Novice applicants (as defined in the Federal Register notice).

Please note that these priorities are explained in detail in the Federal Register notice contained in this application package. You are urged to fully review this document before preparing your application.

Supplemental Information

General Information

The following information supplements the information provided in the "Dear Applicant" letter and the Federal Register notice. Please refer to individual Project Type descriptions for additional information.

A. Eligible Applicants

- Institutions of higher education;
- State departments of education;
- Private nonprofit educational organizations; and
- Consortia of institutions, departments, and organizations.

B. Eligible GPA Project Participants

An individual is eligible to participate in a GPA project if s/he is:

- A citizen, national, or permanent resident of the United States; and
- Currently employed full-time in a U.S. school system, institution of higher education, Local Education Agency or State Education Agency (not applicable to students);

  And, at least one of the following:

- A teacher in an elementary or secondary school (please see note below);
- A faculty member who teaches modern foreign languages or area studies;
- An experienced education administrator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies at the elementary, secondary, or postsecondary levels;
- A graduate student or junior or senior in an institution of higher education, who is a prospective teacher in the areas of social sciences, humanities and foreign languages. The student should meet the provisions set by his or her local and state education agencies; or
- For Advanced Overseas Intensive Language Training projects, the participating student (other than those planning a teaching career) who is planning to apply his or her language skills and knowledge of countries vital to the United States' national security in fields outside teaching, including government, the professions, or international development**.**

(Note: All GPA participants must be educators, students, pre-service teachers or administrators who fulfill the criteria above and the selection criteria set by their respective projects and are currently teaching, studying, and/or administering in the

eligible fields of humanities, social sciences, foreign languages, and/or area studies. Area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, or languages. Project participants may also be working in interdisciplinary areas such as business, health, social work, math, science, counseling, engineering, the environment and technology. If an educator or student is working in a variety of subject areas, s/he must spend the majority of his/her time working with eligible subjects.)

C. Additional Eligibility Information

Please note that an applicant may be found ineligible according to the following criteria. Please check this list carefully prior to application submission.

- Applicant is not an eligible institution or organization or not enough information is presented to show that the applicant is eligible.
- Applicant submitted an incomplete application and/or a significant item(s) was missing from the body of the application.
- Applicant requested funding for an amount that exceeded the limitation stated in the Federal Register notice.
- Applicant requested funding for the overseas portion and/or major project activities to occur outside of the Fiscal Year 2012 grant cycle of April 1, 2012 – September 30, 2013 (short-term projects) or the four year grant cycle of April 1, 2012 – March 31, 2016 (foreign language projects).
- Applicant submitted a proposal for a project to spend less than the minimum timeframe allowed abroad (four weeks for short-term projects; six weeks for foreign language projects).
- Application was submitted for study/travel in an ineligible country.
- Applicant's project activities are not suitable for the GPA program (e.g. sending U.S. educators abroad to teach or teaching foreign languages to U.S. students).
- Applicant requested funding for expenses in the U.S.

D. Criteria for Funding

All applications for grants under the GPA program will be evaluated using the selection criteria listed in the program regulations (34 CFR 664).

E. Length of New Award

Applicants may apply for a maximum grant performance period up to 18 months in duration for short-term projects and four years in duration for foreign language projects.

F. Financial Provisions

The grant does not provide funds for project-related expenses within the United States. Grant funds may be used only for the following:

- A maintenance stipend of fifty percent of the amount established in the U.S. Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas"; http://aoprals.state.gov/web920/per_diem.asp
- Round-trip international travel;
- A local travel allowance for necessary project-related travel within the host country;
- Purchase of project-related artifacts, books, and other teaching materials in the country of study;
- Rent for instructional facilities in the country of study;
- Clerical and professional services performed by resident instructional personnel in the country of study; and
- Other expenses in the country of study for the project's success and approved in advance by the U.S. Department of Education.

Indirect costs are not allowed under this grant.

For the GPA short-term projects, a minimum of 16 hours of pre-departure orientation (guided activities) should be included in the project design. However, please note that as a U.S.-based-activity, related costs will not be paid for using GPA grant funds.

Follow-up activities in the United States, including outreach, curriculum development, and dissemination activities should also be included in the project design, but will not be paid for with GPA grant funds.

Please note that the GPA program will NOT provide funds for:

- *U.S.-based salaries and fringe benefits; and*
- *U.S.-based activities such as pre-departure orientations and post-travel follow-up.*

The U.S. Department of Education encourages cost sharing by the participants and their affiliated institutions, school districts, or organizations to cover the expenses within the U.S., and to make up the difference between the grant and the costs of the activities abroad. Please note that if an applicant is awarded a grant, the full amount of cost sharing indicated in the applicant's budget will need to be provided.

For advanced overseas intensive language training projects, the GPA grant may pay for costs associated with pre-and post-foreign language assessment in the host country.

Please note that National Resource Center (NRC) institutions may not use NRC funds to offset the domestic costs associated with GPA projects.

G. Evaluation of Applications for Awards

A three- to five-member panel of non-federal evaluators reviews each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

H. Selection of Grantees

The Secretary will select an application for funding in rank order, based on the application's total score for the selection criteria and competitive priority points. If there are insufficient funds to fund all applications with the same total score, the Secretary will choose among the tied applications. Please note that once Departmental approval has taken place for recommended applications, approval must also be obtained from the J. William Fulbright Foreign Scholarship Board.

I. Applicant Funding

The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Maximum Award" section of the Federal Register notice. The Department will not fund any application at an amount exceeding the applicable maximum award level.

J. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new GPA grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified. Notification should occur in late Spring 2012.

K. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing.

**Please note that all applicants (successful and unsuccessful) will receive copies of evaluators' scores and comments for reference purposes.

L. Restrictions on Participants

- Individual participants may be awarded a total of 4 lifetime short-term awards (2 months or less). Short-term awards would include Fulbright-Hays Group Projects Abroad, Fulbright-Hays Seminars Abroad, etc.; however, preference should be given to individuals who have not previously received a Fulbright award or other international exchange opportunity.
- Short-term award recipients become eligible every two years. (A Seminars 2007 participant could receive a Group Projects Abroad 2010 award and vice versa. A Seminars 2005 participant could receive a Seminars 2007 award, etc.)

- Individuals who are not currently employed and/or studying full-time or its equivalent are not eligible.
- Individuals who do not meet the GPA program's eligibility criteria listed in this application package are not eligible.

M. Restriction on Non-Participants

Spouses, other family members, and friends who have not been selected to participate in this project according to the selection criteria stated in the approved application are not permitted to join the group at any point during the program.

N. Performance Reports

All GPA grantees must submit project performance reports using the International Resource Information System (IRIS) electronic reporting system. If you wish to view the performance report currently required, visit the IFLE Web site at **http://www.ed.gov/programs/iegpsgpa/performance.html**. Please be advised that the report is for informational purposes only and does not reflect the actual reporting instrument that you will use, if you receive a FY 2012 grant award. The performance report will assist IFLE staff in determining whether or not the GPA project is making substantial progress toward meeting the approved project objectives and whether or not a continuation award (if applicable) is in the best interest of the Federal government. Project Directors will be responsible for overall project reports as well as entering project participant information into the system and ensuring that participants complete and submit individual reports.

The IRIS reporting instrument includes sections for grantees to input data that responds to the Government Performance and Results Act (GPRA) to assess overall program performance.

O. Resources for Proposal Development

National Resource Centers (NRCs) are funded by the U.S. Department of Education and serve the general purpose of training specialists in modern foreign languages and area or international studies. Most NRC institutions have outreach coordinators whose general purpose is to disseminate information and assist other institutions and individuals with accessing needed information and resources. Institutions interested in submitting proposals to the GPA program are encouraged to contact NRCs and their outreach coordinators for assistance in accessing suitable resources for proposal and program development. Additional information can be found at the NRC program website at: **http://www.ed.gov/programs/iegpsnrc/index.html**

Language Resource Centers (LRCs) are funded by the U.S. Department of Education and serve the general purpose of serving as resources for improving the nation's capacity for teaching and learning foreign languages through teacher training, research, materials development, and dissemination projects. LRC institutions disseminate information and

assist other institutions and individuals with accessing needed information and resources. Additional information can be found at the LRC portal website at: http://www.nflrc.msu.edu

P. Contact Persons

For program-related questions and assistance, please contact:

GPA Advanced Overseas Intensive Language Training Projects (84.021B):

	Michelle Guilfoil
Address:	International and Foreign Language Education (IFLE)
	U.S. Department of Education
	1990 K Street, NW., Room 6098
	Washington, DC 20006-8521
E-mail Address:	michelle.guilfoil@ed.gov

GPA Short-term Projects (84.021A):

	Loveen Bains
Address:	International and Foreign Language Education (IFLE)
	U.S. Department of Education
	1990 K Street, NW., Room 6090
	Washington, DC 20006-8521
Telephone:	(202) 502-7709
Fax:	(202) 502-7860
E-mail Address:	loveen.bains@ed.gov

For technical and Grants.gov-related questions and assistance, please contact:

Grants.gov Support Desk

Telephone:	(800)-518-4726
Email:	support@grants.gov
Hours:	24 hours a day, 7 days a week (closed federal holidays)

Q. Project Type Descriptions

Fulbright-Hays Group Projects Abroad (GPA) Program
CFDA 84.021A Project Type 1: Short-Term Seminar Project

Project Features:

- Promote the integration of international studies into the curriculum of social sciences and humanities throughout U.S. school systems at all levels;
- Increase linguistic and/or cultural competency among U.S. students and educators; and
- Focus on a particular aspect of area study, such as the culture of the area or a portion of the culture of the country of study.

Time Frame & Participant Numbers:

- Minimum 4 weeks in country of study (not including pre-departure training in U.S.).
- Grant performance period a maximum of 18 months.
- 4 weeks of host country training: 12 participants plus Project Director = 13 minimum
- 6 weeks of host country training: 10 participants plus Project Director = 11 minimum
- 8 weeks of host country training: 8 participants plus Project Director = 9 minimum

Key Personnel Type & Number:

- One Project Director (with GPA funds).
- If necessary, travel funds for one additional administrative person may also be supported by GPA funds. The individuals identified in these roles, their qualifications and specific responsibilities within the project should be well justified in the proposal.
- If any other Key Personnel are necessary, they must be paid for with cost share funds.

Participant Type: All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:

- Elementary or secondary school teachers;
- Faculty members at higher education institutions;
- Administrators at state departments of education, higher education institutions or school districts who are responsible for planning, conducting, or supervising programs at school systems at all levels; and
- Graduate students or juniors or seniors in higher education institutions, who are prospective teachers in the areas mentioned above.

Allowable Costs: Please refer to the "Financial Provisions" section of Supplemental Information.

Maximum Grant Award: up to $100,000 for 4-5 week projects (time spent in host country); up to $110,000 for 6-7 week projects; up to $125,000 for 8+ week projects.

- **Please Note:** Applicants may submit a proposal for a student study abroad, pre-service teacher training, or other similar project under the Short-Term Seminar Project

category. All participants must be students according to the fourth bulleted criteria listed above. Additionally, it is strongly recommended that the length of all student study abroad projects be set at six weeks or longer, but preferably the equivalent of a semester.

*****We are encouraging applications designed to provide LCTL and other critical language training for students, pre-service teachers, and other educators in host countries for six weeks or longer.*****

Fulbright-Hays Group Projects Abroad (GPA) Program
CFDA 84.021A Project Type 2: Curriculum Development Project

Project Features:

- Acquire first-hand resource materials for curriculum development in modern foreign language and area studies;
- Provide for systematic use and dissemination in the United States of the acquired materials; and
- Resource materials include artifacts, books, documents, educational films, museum reproductions, recordings, and other instructional material.

Time Frame & Participant Numbers:

- Minimum 4 weeks in country of study (not including pre-departure training in U.S.)
- Grant performance period a maximum of 18 months.
- 4 weeks of host country training: 12 participants plus Project Director = 13 minimum
- 6 weeks of host country training: 10 participants plus Project Director = 11 minimum
- 8 weeks of host country training: 8 participants plus Project Director = 9 minimum

Key Personnel Type & Number:

- One Project Director (with GPA funds).
- If necessary, travel funds for one additional administrative person may also be supported with GPA funds. The individuals in these roles, their qualifications and specific responsibilities within the project should be well justified in the proposal.
- If any other Key Personnel are necessary, they must be paid for with cost share funds.

Participant Type: All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:

- Elementary or secondary school teachers;
- Faculty members at higher education institutions;
- Administrators at state departments of education, higher education institutions or school districts who are responsible for planning, conducting, or supervising programs at school systems at all levels; and
- Graduate students, or juniors or seniors in higher education institutions, who are prospective teachers in the areas mentioned above.

Allowable Costs: Please refer to the "Financial Provisions" section of Supplemental Information.

Maximum Grant Award: up to $100,000 for 4-5 week projects (time spent in host country); up to $110,000 for 6-7 week projects; up to $125,000 for 8+ week projects.

Fulbright-Hays Group Projects Abroad (GPA) Program
CFDA 84.021A Project Type 3: Group Research or Study Project

Project Features:

- Designed to undertake research or study in a country outside of the United States.

Time Frame & Participant Numbers:

- Minimum 12 weeks in the country of study.
- Grant performance period a maximum of 18 months.
- 12 weeks of host country training: 3 participants plus Project Director = 4 minimum

Key Personnel Type & Number:

- One Project Director (with GPA funds).
- If any other Key Personnel are necessary, they must be paid for with cost share funds.

Participant Type: All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:

- Faculty members at higher education institutions; and
- Graduate students, or juniors or seniors in higher education institutions, who are prospective teachers in the areas mentioned above.

A prerequisite for participants is that they: (1) must possess the necessary language proficiency to conduct the research or study; (2) must possess disciplinary competence in their area of research; and (3) shall have completed at least one semester of intensive language training and one course in area studies relevant to the project.

Allowable Costs: Please refer to the "Financial Provisions" section of Supplemental Information.

Maximum Grant Award: $125,000

Fulbright-Hays Group Projects Abroad (GPA) Program
CFDA 84.021B Project Type 4: Advanced Overseas Intensive Language Training
(Long-term or foreign language) Project

Project Features:

- The language to be studied must be indigenous to the country of study and maximum use should be made of local institutions and personnel;
- Language training must be given at the advanced level (equivalent to that provided to students who have successfully completed at least two academic years of language training); and
- The project must be designed to take advantage of advanced foreign language training opportunities present in the country of study that are not available in the United States.

Time Frame & Participant Numbers:

- Project activities may be carried out during a full year, an academic year, a semester, a trimester, a quarter, or a summer in the country of study (6 weeks minimum).
- Contact hours: minimum of 120.
- The grant is for four, 12-month performance periods (four years total).
- At least 10 participants plus Resident Director = 11 minimum for each cohort year

Key Personnel Type & Number:

- Travel and host country expenses for one overall project director (with GPA funds).
- If necessary, the GPA program may support (travel and host country expenses) a second key person, whose qualifications and responsibilities with the project should be well justified in the proposal.
- If any other Key Personnel are necessary, their expenses must be paid for with cost share funds.

Participant Type: All participants must be U.S. citizens, nationals, or permanent residents and studying or working full-time. Participant groups must change each year and participants must have successfully completed at least two academic years of training in the language to be studied. Participants should be studying in the fields of humanities, social sciences, foreign languages, and/or area studies. Generally, the group may include:

- Graduate students, or juniors or seniors in higher education institutions, who are prospective teachers in the areas mentioned above; and
- Graduate students, or juniors or seniors in higher education institutions, who plan to apply their language skills and knowledge of countries vital to the United States' national security in fields outside teaching, including government, the professions, or international development.

Allowable Costs: Please refer to the "Financial Provisions" section of Supplemental Information.

Maximum Grant Award: $375,000

Federal Register Notice

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Fulbright-Hays Group Projects Abroad Program--Short-Term Projects and Advanced Overseas Intensive Language Training Projects

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Notice.

Overview Information:

Fulbright-Hays Group Projects Abroad Program--Short-Term Projects and Advanced Overseas Intensive Language Training Projects

Notice inviting applications for new awards for fiscal year (FY) 2012.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.021A and 84.021B.

Dates:

Applications Available: February 23, 2012.

Deadline for Transmittal of Applications: April 23, 2012.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays Group Projects Abroad (GPA) Program supports overseas projects in training, research,

and curriculum development in modern foreign languages and area studies for groups of teachers, students, and faculty engaged in a common endeavor. Short-term projects may include seminars, curriculum development, or group research or study. Long-term projects support advanced overseas intensive language projects, which give advanced language students the opportunity to study languages overseas.

Priorities: This notice contains one absolute priority, three competitive preference priorities, and one invitational priority. In accordance with 34 CFR 75.105(b)(2)(ii), the absolute priority is from the regulations for this program (34 CFR 664.32). Competitive Preference Priorities I (applicable to both the short-term (84.021A) and long-term (84.021B) competitions) and III (applicable only to the long-term (84.021B) competition) are from the regulations for this program (34 CFR 664.32), and Competitive Preference Priority II (applicable only to the short-term (84.021A) competition) is from the notice of final priorities published in the Federal Register on September 24, 2010 (75 FR 59050).

Absolute Priority: For FY 2012 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Specific geographic regions of the world: A group project funded under this priority must focus on one or more of the following geographic regions of the world: Africa, East Asia, South Asia, Southeast Asia and the Pacific, the Western Hemisphere (Central and South America, Mexico, and the Caribbean), East Central Europe and Eurasia, and the Near East.

Competitive Preference Priorities: Within this absolute priority, we give competitive preference to applications that address the following priorities. The competitive preference priorities announced in this notice correspond to the separate short-term and long-term competitions as follows:

Competition	Competition CFDA Number	Competitive Preference Priorities
GPA Short-Term Projects	84.021A	• Competitive Preference Priority I--Training and focus on priority languages • Competitive Preference Priority II--Inclusion of K-12 educators
GPA Advanced Overseas Intensive Language Training Projects	84.021B	• Competitive Preference Priority I--Training and focus on priority languages • Competitive Preference Priority III--U.S. participant travel to Brazil, China, India, or Russia

Under 34 CFR 75.105(c)(2)(i), depending on how well the application meets these priorities, we award up to an additional five points to an application that meets Competitive Preference Priority I, up to an additional five points to an application that meets Competitive Preference Priority II, and up to an additional five points to an application that meets Competitive Preference Priority III. The maximum amount of competitive preference priority points an application can receive under either the short-term or long-term competition is 10 points. Note: In order to receive preference under these competitive preference priorities, the applicant must identify the priority or priorities that it believes it meets and provide documentation supporting its claims.

These priorities are:

Competitive Preference Priority I--Training and focus on priority languages. (5 points)

Projects that provide substantive training and thematic focus on any of the 78 priority languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs) found below.

This list includes the following: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber

(all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

Competitive Preference Priority II--Inclusion of K-12 educators. (5 points)

Applications that propose short-term projects abroad that develop and improve foreign language studies, area studies, or both at elementary and secondary schools by including K-12 teachers or K-12 administrators as at least 50 percent of the project participants.

Competitive Preference Priority III--U.S. participant travel to Brazil, China, India or Russia (5 points): Applications that propose long-term projects abroad that plan to send U.S.

educators and other eligible participants to Brazil, China, India, or Russia.

Invitational Priority: For FY 2012 and any subsequent year in which we make awards based on the list of unfunded applicants from this competition, this priority is an invitational priority. Under 34 CFR 75.105(c)(1), we do not give an application that meets this priority a competitive or absolute preference over other applications. The invitational priority is:

Invitational Priority I:

Applications from any one of the following:

(a) Minority-Serving Institutions (MSIs), including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended (HEA).

(b) Community colleges, including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the HEA.

(c) Novice applicants (as defined in this notice).

Definitions: This definition is from the Education Department General Administrative Regulations (EDGAR) 34 CFR 75.225.

Novice applicant means any applicant for a grant from the Department 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.

Program Authority: 22 U.S.C. 2452(b)(6).

Applicable Regulations: (a) EDGAR in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for this program in 34 CFR part 664. (c) The notice of final priorities for this program, published in the Federal Register on September 24, 2010 (75 FR 59050).

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $2,990,000.

Note: The Consolidated Appropriations Act, 2012 allows funds to be used in this program to support the participation of individuals who plan to apply their language skills and knowledge of countries vital to the United States' national security in fields outside teaching, including government, the professions, or international development (See The Consolidated Appropriations Act, 2012, Division F, Title III, Public Law 112-

74). Therefore, applicants may also propose projects for visits and study in foreign countries by individuals in these fields.

Estimated Range of Awards:

Short-term projects: $50,000 - $125,000.

Long-term projects: $50,000 - $375,000.

Estimated Average Size of Awards:

Short-term projects: $82,500.

Long-term projects: $125,000.

Maximum Award: We will reject any short-term GPA application that proposes a budget exceeding $125,000 for a single budget period of 18 months. We will reject any advanced overseas intensive language training long-term application that proposes a budget exceeding $375,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum award through a notice published in the Federal Register.

Estimated Number of Awards:

Short-term projects: 12.

Long-term projects: 16.

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

Project Period:

Short-term projects: Up to 18 months.

Long-term projects: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: (1) Institutions of higher education, (2) State educational agencies (SEAs), (3) Private nonprofit educational organizations, and (4) Consortia of these entities.

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

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs).

To obtain a copy via the Internet, use the following address: http://grants.gov.

To obtain a copy from ED Pubs, write, fax, or call the following: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

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

If you request an application from ED Pubs, be sure to identify the competition as follows: CFDA number 84.021A or 84.021B.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the contact person listed under For Further Information Contact in section VII of this notice.

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

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative (Part III) to no more than 40 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions. Charts, tables, figures, and graphs in the application narrative may be single spaced and will count toward the page limit.
- Use a font that is either 12 point or larger; or, no smaller than 10 pitch (characters per inch). However, you may use a 10 point font in charts, tables, figures, and graphs.

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.

- The 40-page limit does not apply to Part I, the Application for Federal Assistance face sheet (SF 424); the supplemental information form required by the Department of Education; Part II, the budget summary form (ED Form 524); Part IV, assurances, certifications, and the response to section 427 of the General Education Provisions Act (GEPA); the table of contents; the one-page project abstract; the appendices; or the line item budget. If you include any attachments or appendices not specifically requested, these items will be counted as part of the program narrative [Part III] for purposes of the page limit requirement.

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

3. Submission Dates and Times:

Applications Available: February 23, 2012.

Deadline for Transmittal of Applications: April 23, 2012.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper

format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

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

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

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: See 34 CFR 664.33. We reference additional regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must-

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page: www.grants.gov/applicants/get_registered.jsp.

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

a. Electronic Submission of Applications.

Applications for grants under the GPA Program, CFDA numbers 84.021A and 84.021B, must be submitted electronically using the Government wide Grants.gov Apply site at http://www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

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

information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Fulbright-Hays GPA Programs at http://Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g. search for 84.021, not 84.021A or B).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received—that is, date and time stamped by the Grants.gov system—after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your

application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- 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 do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at http://www.G5.gov.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically,

including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original

signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington,

DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

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

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

and

- No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which

of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to:

For GPA short-term projects (84.021A): Loveen Bains, Fulbright-Hays Group Projects Abroad Program, U.S. Department of Education, 1990 K Street, NW., room 6091, Washington, DC 20006-8521. FAX: (202) 502-7860.

For GPA advanced overseas intensive language training long-term projects (84.021B): Michelle Guilfoil, Fulbright-Hays Group Projects Abroad Program, U.S. Department of Education, 1990 K Street, NW., room 6098, Washington, DC 20006-8521. FAX: (202) 502-7860.

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

b. Submission of Paper Applications by Mail.

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

application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.021A or 84.021B)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.021A or 84.021B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

1. General: For FY 2012, short-term project applications will be reviewed by separate panels according to world area. Each panel reviews, scores, and ranks its applications separately from the applications assigned to the other world area panels. However, all applications will be ranked against each other from the highest to the lowest score for funding purposes. Advanced overseas intensive language training long-term projects will be reviewed by one panel across world areas. A rank order from highest to lowest score will be developed for each of the two types of projects and will be used for funding purposes.

2. Selection Criteria: The selection criteria for this program are from 34 CFR 664.31 and are as follows: (a) Plan of operation (20 points); (b) Quality of key personnel (10 points); (c) Budget and cost effectiveness (10 points); (d) Evaluation plan (20 points); (e) Adequacy of resources (5 points); (f) Potential impact of the project on the development of the study of modern foreign languages and area studies in American

education (15 points); (g) The project's relevance to the applicant's educational goals and its relationship to its program development in modern foreign languages and area studies (5 points); and (h) The extent to which direct experience abroad is necessary to achieve the project's objectives and the effectiveness with which relevant host country resources will be utilized (10 points). Additional information about these criteria is in the application package for this competition.

3. 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 also 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 of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

4. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special 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 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

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

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

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

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

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b). (b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. Grantees are required to use the electronic data instrument International Resource Information System (IRIS) to complete the final report. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: Under the Government Performance and Results Act of 1993, the following measures will be used by the Department to evaluate the success of the program:

a. The percentage of Fulbright-Hays Group Projects Abroad advanced overseas intensive language training long-term participants who demonstrate a significant increase in their

pre-post scores on a standardized measure of language competency. (84.021B only)

b. Percentage of all GPA projects judged to be successful by the program officer, based on a review of information provided in annual performance reports. (84.021A and 84.021B)

The information provided by grantees in their performance reports submitted via IRIS will be the source of data for this measure. Reporting screens for institutions can be viewed at:

For GPA short-term projects:
http://iris.ed.gov/iris/pdfs/gpa_director.pdf and
http://iris.ed.gov/iris/pdfs/gpa_participant.pdf.

For GPA advanced overseas intensive language training projects:
http://iris.ed.gov/iris/pdfs/gpa_lang_director.pdf and
http://iris.ed.gov/iris/pdfs/gpa_lang_participant.pdf.

VII. Agency Contact

For Further Information Contact:

For GPA short-term projects (84.021A): Loveen Bains, Fulbright-Hays Group Projects Abroad Program, U.S. Department of Education, 1990 K Street, NW., room 6091, Washington, DC 20006-8521. Telephone: (202) 502-7709 or by e-mail: loveen.bains@ed.gov.

For GPA advanced overseas intensive language training long-term projects (84.021B): Michelle Guilfoil, Fulbright-Hays

Group Projects Abroad Program, U.S. Department of Education, 1990 K Street, NW., room 6098, Washington, DC 20006-8521. Telephone: (202) 502-7625 or by e-mail: michelle.guilfoil@ed.gov. The agency contact person does not mail application materials and does not accept applications.

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

VIII. Other Information

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

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

You may also access documents of the Department published in the Federal Register by using the article search feature at www.federalregister.gov. Specifically through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated: February 17, 2012

/signed/

_____
Eduardo M. Ochoa,
Assistant Secretary for
Postsecondary Education.

Authorizing Legislation

Mutual Educational and Cultural Exchange Act of 1961

UNITED STATES CODE
TITLE 22: CHAPTER 33
MUTUAL EDUCATIONAL AND CULTURAL EXCHANGE PROGRAM

Sec. 2451. - Congressional statement of purpose

The purpose of this chapter is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world.

Sec. 2452. - Authorization of activities

(a) Grants or contracts for educational or cultural exchanges; participation in international fairs and expositions abroad

The Director of the United States Information Agency is authorized, when he considers that it would strengthen international cooperative relations, to provide, by grant, contract, or otherwise, for -

(1) educational exchanges,

(i) by financing studies, research, instruction, and other educational activities -

(A) of or for American citizens and nationals in foreign countries, and

(B) of or for citizens and nationals of foreign countries in American schools and institutions of learning located in or outside the United States;

and

(ii) by financing visits and interchanges between the United States and other countries of students, trainees, teachers, instructors, and professors;

(2) cultural exchanges, by financing -

(i) visits and interchanges between the United States and other countries of leaders, experts in fields of specialized knowledge or skill, and other influential or distinguished persons;

(ii) tours in countries abroad by creative and performing artists and athletes from the United States, individually and in groups, representing any field of the arts, sports, or any other form of cultural attainment;

(iii) United States representation in international artistic, dramatic, musical, sports, and other cultural festivals, competitions, meetings, and like exhibitions and assemblies;

(iv) participation by groups and individuals from other countries in nonprofit activities in the United States similar to those described in subparagraphs (ii) and (iii) of this paragraph, when the Director of the United States Information Agency determines that such participation is in the national interest.

(3) United States participation in international fairs and expositions abroad, including trade and industrial fairs and other public or private demonstrations of United States economic accomplishments and cultural attainments.

(b) Other exchanges

In furtherance of the purposes of this chapter, the President is further authorized to provide for -

(1) interchanges between the United States and other countries of handicrafts, scientific, technical, and scholarly books, books of literature, periodicals, and Government publications, and the reproduction and translation of such writings, and the preparation, distribution, and interchange of other educational and research materials, including laboratory and technical equipment for education and research;

(2) establishing and operating in the United States and abroad centers for cultural and technical interchanges to promote better relations and understanding between the United States and other nations through cooperative study, training, and research;

(3) assistance in the establishment, expansion, maintenance, and operation of schools and institutions of learning abroad, founded, operated, or sponsored by citizens or nonprofit institutions of the United States, including such schools and institutions serving as demonstration centers for methods and practices employed in the United States;

(4) fostering and supporting American studies in foreign countries through professorships, lectureships, institutes, seminars, and courses in such subjects as American history, government, economics, language and literature, and other subjects related to American civilization and culture, including financing the attendance at such studies by persons from other countries;

(5) promoting and supporting medical, scientific, cultural, and educational research and development;

(6) promoting modern foreign language training and area studies in United States schools, colleges, and universities by supporting visits and study in foreign countries by teachers and prospective teachers in such schools, colleges, and universities for the purpose of improving their skill in languages and their knowledge of the culture of the people of those countries, and by financing visits by teachers from those countries to the United States for the purpose of participating in foreign language training and area studies in United States schools, colleges, and universities;

(7) United States representation at international nongovernmental educational, scientific, and technical meetings;

(8) participation by groups and individuals from other countries in educational, scientific, and technical meetings held under American auspices in or outside the United States;

(9) encouraging independent research into the problems of educational and cultural exchange;

(10) promoting studies, research, instruction, and other educational activities of citizens and nationals of foreign countries in American schools, colleges, and universities located in the United States by making available to citizens and nationals of less developed friendly foreign countries for exchange for currencies of their respective countries (other than excess foreign currencies), at United States embassies, United States dollars in such amounts as may be necessary to enable such foreign citizens or nationals who are coming temporarily to the United States as students, trainees, teachers, instructors, or professors to meet expenses of the kind described in section 2454(e)(1) of this title;

(11) interchanges and visits between the United States and other countries of scientists, scholars, leaders, and other experts in the fields of environmental science and environmental management; and

(12) promoting respect for and guarantees of religious freedom abroad by interchanges and visits between the United States and other nations of religious leaders, scholars, and religious and legal experts in the field of religious freedom.

Code of Federal Regulations

Authority: 22 U.S.C. 2452(b)(6), unless otherwise noted.

Source: 63 FR 46366, Aug. 31, 1998, unless otherwise noted.

Subpart A—General

§ 664.1 What is the Fulbright-Hays Group Projects Abroad Program?

(a) The Fulbright-Hays Group Projects Abroad Program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for teachers, students, and faculty to study in foreign countries.
(b) Under the program, the Secretary awards grants to eligible institutions, departments, and organizations to conduct overseas group projects in research, training, and curriculum development.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.2 Who is eligible to apply for assistance under the Fulbright-Hays Group Projects Abroad Program?

The following are eligible to apply for assistance under this part:
(a) Institutions of higher education;
(b) State departments of education;
(c) Private non-profit educational organizations; and
(d) Consortia of institutions, departments, and organizations described in paragraphs (a), (b), or (c) of this section.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.3 Who is eligible to participate in projects funded under the Fulbright-Hays Group Projects Abroad Program?

An individual is eligible to participate in a Fulbright-Hays Group Projects Abroad, if the individual—(a)(1) Is a citizen or national of the United States; or
(2) Is a permanent resident of the United States; and
(b)(1) Is a faculty member who teaches modern foreign languages or area studies in an institution of higher education;
(2) Is a teacher in an elementary or secondary school;
(3) Is an experienced education administrator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies at the elementary, secondary, or postsecondary level; or
(4) Is a graduate student, or a junior or senior in an institution of higher education, who plans a teaching career in modern foreign languages or area studies.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.4 What regulations apply to the Fulbright-Hays Group Projects Abroad Program?

The following regulations apply to this program:
(a) The regulations in this part 664; and
(b) The Education Department General Administrative Regulations (EDGAR) (34 CFR parts 74, 75, 77, 80, 81, 82, 85, and 86).
(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1), 2456(a)(2))

§ 664.5 What definitions apply to the Fulbright-Hays Group Projects Abroad Program?

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:
Applicant
Application
Award
EDGAR

Equipment
Facilities
Grant
Grantee
Nonprofit
Project
Private
Public
Secretary
State
State educational agency
Supplies
(Authority: 22 U.S.C. 2452(b)(6))
(b) *Definitions that apply to this program:* The following definitions apply to the Fulbright-Hays Group Projects Abroad Program:
Area studies means a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.
Binational commission means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international organization, to carry out functions in connection with the program covered by this part.
Institution of higher education means an educational institution in any State that—
(1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
(2) Is legally authorized within such State to provide a program of education beyond secondary education;
(3) Provides an educational program for which it awards a bachelor's degree or provides not less than a two-year program, which is acceptable for full credit toward such a degree;
(4) Is a public or other nonprofit institution; and
(5) Is accredited by a nationally recognized accrediting agency or association.
J. William Fulbright Foreign Scholarship Board means the presidentially appointed board that is responsible for supervision of the program covered by this part.
(Authority: 22 U.S.C. 2452(b)(6), 2456)

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

§ 664.10 What kinds of projects does the Secretary assist?

The Secretary assists projects designed to develop or improve programs in modern foreign language or area studies at the elementary, secondary, or postsecondary level by supporting overseas projects in research, training, and curriculum development by groups of individuals engaged in a common endeavor. Projects may include, as described in §§664.11 through 664.14, short-term seminars, curriculum development teams, group research or study, and advanced intensive language programs.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.11 What is a short-term seminar project?

A short-term seminar project is—
(a) Designed to help integrate international studies into an institution's or school system's general curriculum; and
(b) Normally four to six weeks in length and focuses on a particular aspect of area study, such as, for example, the culture of the area or a portion of the culture.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.12 What is a curriculum development project?

(a) A curriculum development project—
(1) Is designed to permit faculty and administrators in institutions of higher education and elementary and secondary schools, and administrators in State departments of education the opportunity to spend generally from four to eight weeks in a foreign country acquiring resource materials for curriculum development in modern foreign language and area studies; and
(2) Must provide for the systematic use and dissemination in the United States of the acquired materials.
(b) For the purpose of this section, resource materials include artifacts, books, documents, educational films, museum reproductions, recordings, and other instructional material.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.13 What is a group research or study project?

(a)(1) A group research or study project is designed to permit a group of faculty of an institution of higher education and graduate and undergraduate students to undertake research or study in a foreign country.
(2) The period of research or study in a foreign country is generally from three to twelve months.
(b) As a prerequisite to participating in a research or training project, participants—
(1) Must possess the requisite language proficiency to conduct the research or study, and disciplinary competence in their area of research; and
(2) In a project of a semester or longer, shall have completed, at a minimum, one semester of intensive language training and one course in area studies relevant to the projects.
(Authority: 22 U.S.C. 2452(b)(6))

§ 664.14 What is an advanced overseas intensive language training project?

(a)(1) An advanced overseas intensive language project is designed to take advantage of the opportunities present in the foreign country that are not present in the United States when providing intensive advanced foreign language training.
(2) Project activities may be carried out during a full year, an academic year, a semester, a trimester, a quarter, or a summer.
(3) Generally, language training must be given at the advanced level, i.e., at the level equivalent to that provided to students who have successfully completed two academic years of language training.
(4) The language to be studied must be indigenous to the host country and maximum use must be made of local institutions and personnel.
(b) Generally, participants in projects under this program must have successfully completed at least two academic years of training in the language to be studied.
(Authority: 22 U.S.C. 2452(b)(6))

Subpart C—How Does the Secretary Make a Grant?

§ 664.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a Group Project Abroad on the basis of the criteria in §664.31. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.
(b) All selections by the Secretary are subject to review and final approval by the J. William Fulbright Foreign Scholarship Board.
(c) The Secretary does not recommend a project to the J. William Fulbright Foreign Scholarship Board if the applicant proposes to carry it out in a country in which the United States does not have diplomatic representation.
(Authority: 22 U.S.C. 2452(b)(6), 2456)
[63 FR 46366, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

§ 664.31 What selection criteria does the Secretary use?

The Secretary uses the criteria in this section to evaluate applications for the purpose of recommending to the J. William Fulbright Foreign Scholarship Board Group Projects Abroad for funding under this part.
(a) *Plan of operation.* (1) The Secretary reviews each application for information to determine the quality of the plan of operation for the project.
(2) The Secretary looks for information that shows—
(i) High quality in the design of the project;
(ii) An effective plan of management that insures proper and efficient administration of the project;
(iii) A clear description of how the objectives of the project relate to the purpose of the program;
(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
(v) A clear description of how the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age, or handicapping condition.
(b) *Quality of key personnel.* (1) The Secretary reviews each application for information to determine the quality of key personnel the applicant plans to use on the project.
(2) The Secretary looks for information that shows—
(i) The qualifications of the project director;
(ii) The qualifications of each of the other key personnel to be used in the project;
(iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section will commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or handicapping condition.
(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training in fields related to the objectives of the project as well as other information that the applicant provides.
(c) *Budget and cost effectiveness.* (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
(2) The Secretary looks for information that shows—
(i) The budget for the project is adequate to support the project activities; and
(ii) Costs are reasonable in relation to the objectives of the project.
(d) *Evaluation plan.* (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
(2) The Secretary looks for information that shows that the methods of evaluation are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
(e) *Adequacy of resources.* (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
(2) The Secretary looks for information that shows that the facilities, equipment, and supplies that the applicant plans to use are adequate.
(f) *Specific program criteria.* (1) In addition to the general selection criteria contained in this section, the Secretary reviews each application for information that shows that the project meets the specific program criteria.
(2) The Secretary looks for information that shows—
(i) The potential impact of the project on the development of the study of modern foreign languages and area studies in American education.
(ii) The project's relevance to the applicant's educational goals and its relationship to its program development in modern foreign languages and area studies.
(iii) The extent to which direct experience abroad is necessary to achieve the project's objectives and the effectiveness with which relevant host country resources will be utilized.
(g) *Priorities.* The Secretary looks for information that shows the extent to which the project addresses program priorities in the field of modern foreign languages and area studies for that year.
(Approved by the Office of Management and Budget under control number 1840–0068)
(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))
[63 FR 46366, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

§ 664.32 What priorities may the Secretary establish?

(a) The Secretary may establish for each funding competition one or more of the following priorities:
(1) Categories of projects described in §664.10.
(2) Specific languages, topics, countries or geographic regions of the world; for example, Chinese and Arabic, Curriculum Development in Multicultural Education and Transitions from Planned Economies to Market Economies, Brazil and Nigeria, Middle East and South Asia.
(3) Levels of education; for example, elementary and secondary, postsecondary, or postgraduate.
(b) The Secretary announces any priorities in the application notice published in the Federal Register.
(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))

§ 664.33 What costs does the Secretary pay?

(a) The Secretary pays only part of the cost of a project funded under this part. Other than travel costs, the Secretary does not pay any of the costs for project-related expenses within the United States.
(b) The Secretary pays the cost of the following—
(1) A maintenance stipend related to the cost of living in the host country or countries;
(2) Round-trip international travel;
(3) A local travel allowance for necessary project-related transportation within the country of study, exclusive of the purchase of transportation equipment;
(4) Purchase of project-related artifacts, books, and other teaching materials in the country of study;
(5) Rent for instructional facilities in the country of study;
(6) Clerical and professional services performed by resident instructional personnel in the country of study; and
(7) Other expenses in the country of study, if necessary for the project's success and approved in advance by the Secretary.
(c) The Secretary may pay—
(1) Emergency medical expenses not covered by a participant's health and accident insurance; and
(2) The costs of preparing and transporting the remains of a participant who dies during the term of a project to his or her former home.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

Subpart D—What Conditions Must Be Met by a Grantee?

§ 664.40 Can participation in a Fulbright-Hays Group Projects Abroad be terminated?

(a) Participation may be terminated only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.
(b) The Secretary may recommend a termination of participation on the basis of failure by the grantee to ensure that participants adhere to the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.
(Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)

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.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by the No Child Left Behind Act.
Goal 2: Encourage more rigorous and advanced coursework to improve the academic performance of our middle and high school students.
Goal 3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3.

What is the Performance Indicator for the Fulbright-Hays Group Projects Abroad Program?

The objective of the GPA program is to meet the nation's security and economic needs through the development of a national capacity in foreign languages, and area and international studies. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective.

<u>GPA Performance Measures</u>:

a) The difference between the average language competency of the Fulbright-Hays Group Projects Abroad program recipients at the end of their period of instruction and their average competency at the beginning of the period.

b) Percentage of GPA projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

The information provided by grantees in their performance reports submitted via the electronic International Resource Information System (IRIS) will be the source of data for this measure.

Instructions for Completing the GPA Application Package

Part I: **Standard Forms**

Application for Federal Assistance (SF 424)
Standard Budget Sheet (ED 524), Sections A & B
Assurances Non-Construction Programs (SF 424B)
Disclosure of Lobbying Activities (SF-LLL)
Grants.gov Lobbying Form (formerly ED Form 80-0013)
GEPA Section 427 Requirement
Department of Education Supplemental Information Form for SF 424

*Note: Section C – Budget Narrative should be included in the Budget Narrative Attachment Form, located in Part II.

**Also: Applicants must complete the SF-424 form first because the information you provide here is automatically inserted into other sections of the Grants.gov application package. Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

Part II: **Project Narrative**

ED Abstract Narrative Form (one attachment; one page limit)
Project Narrative Attachment Form (one attachment; 40 page limit)
Other Narrative Attachment Form I (three attachments; no page limit)
84.021A: Preliminary Pre-departure Orientation Agenda, Overseas Project Itinerary, Follow-up Activities
84.021B: Pre-departure Schedule of Activities, Overseas Class Schedule with Details, Follow-Up Activities
Other Narrative Attachment Form II (five attachment limit; three page limit per attachment) – Curriculum Vitas of Key Personnel
Other Narrative Attachment Form III (ten attachment limit; two page limit per attachment) – Letters of Support
Other Narrative Attachment Form IV (five attachment limit; no page limit) –
84.021A: Examples of Evaluation Materials, Project Timeline Chart
84.021B: Details Concerning Pre- and Post Foreign Language Assessment, Examples of Project Evaluation Materials, Project Timeline Chart
Budget Narrative Attachment Form (two attachment limit; no page limit) – Detailed Line Item Budget and Budget Narrative Justification

The ED Abstract Narrative Form is where applicants will attach their one page single-spaced document. It should include the name of the applicant institution, name and contact information for the Project Director, which GPA Project Type you are applying for, the number and educational level of project participants, and a brief overview of the proposed project.

The Project Narrative Attachment Form will include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition. Please include a Table of Contents as the first page of the project narrative. You must limit the project narrative to no more than 40 pages. The Table of Contents will not be counted in the 40 page limit. The Project Narrative should be numbered consecutively.

The Other Narrative Attachment Forms are where applicants attach proposal appendices. Each applicant should provide in this section the appendices described above under Project Narrative.

The Budget Narrative Attachment Form is where you would attach a detailed line item budget and any supplemental budget information.

NOTE: Please do not attach any narratives, supporting files, or application components to the SF 424. The Department of Education will only review materials/files attached to the attachment forms listed above. All attachments must be in .pdf format. Other types of files will not be accepted.

Instructions for Project Narrative

Applicants will attach the project narrative to the Project Narrative Attachment Form.

Formatting

> A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs, which may be single spaced. Use one of the following fonts: *Times New Roman, Courier, Courier New*, or *Arial*. Applications submitted in any other font (including *Times Roman* and *Arial Narrow*) will not be accepted. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

Please note that the Project Narrative Attachment Form is limited to **40 pages**. This section will include the discussion of the selection criteria. The required forms, abstract, table of contents, requested appendices, assurances, certifications, and survey forms will not count against your 40-page limit.

Before preparing the Project Narrative, applicants should review the Dear Applicant Letter, the Federal Register notice, program statute, and program regulations for specific guidance and requirements. Please note that applications will be evaluated according to the specific selection criteria specified in the Federal Register notice and this package.

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 664 of the GPA program regulations as identified in this application (see "Authorizing Legislation and Regulations"). The Project Narrative should provide, in detail, the information that addresses each selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis in the Federal Register notice. For ease of reading by the reviewers, applicants should follow the sequence of the criteria as provided below. Applications should be written in a concise and clear manner. You must limit the section of the narrative that addresses the selection criteria to no more than 40 pages.

NOTE: *Please note that repeat GPA grantees should discuss how the successes and challenges of previous GPA grants (both short-term and/or long-term, if applicable) will contribute to quality GPA projects in the future. They should also address how additional GPA grants will build upon previous GPA projects and/or focus on increased language capacity, new curricula, themes, fields, and communities.*

Applicants MUST address each of the following GPA selection criteria:

1. Plan of Operation .....(20 points)
2. Quality of Key Personnel.....(10 points)
3. Budget and Cost Effectiveness .....(10 points)
4. Evaluation Plan .....(20 points)

5. Adequacy of Resources .....(5 points)
6. Potential Impact .....(15 points)
7. Relevance to Institution's Educational Goals .....(5 points)
8. Need for Overseas Experience .....(10 points)
9. Competitive Preference Priority I (84.021A & 84.021B).....(5 points)
10. Competitive Preference Priority II (84.021A only) .....(5 points)
11. Competitive Preference Priority III (84.021B only) .....(5 points)
12. Invitational Priority (84.021A & 84.021B).....(0 points)

Total Maximum Score for Selection Criteria .....(105 points)

<u>In addition to the guidance listed in the Federal Register notice and program regulations, the following assertions may assist applicants in addressing each of the selection criteria</u>:

1. <u>Plan of Operation</u> (20 points)

    - Describe how the objectives of the project are related to the purposes of the GPA program and how those objectives will be accomplished.
    - In the project design, which generally consists of three phases (pre-departure phase, overseas phase, and post travel follow-up phase), describe how each of the phases will be carried out and supported.
    - How will the management plan effectively link all project phases and efficiently operate among all project parties?
    - Explain the ways resources and personnel will be used to achieve the objectives of the project. Include details of which key personnel will be responsible for vital project components/activities, and describe how, when, why, and where project activities will take place.
    - Provide a clear description of how the project will provide equal access and treatment for eligible project participants without regard to race, color, national origin, gender, age, or handicapping condition.
    - In the appendices section (Other Narrative Attachment), upload detailed daily proposed itineraries/language and culture class schedules for all phases of the project, including the pre-departure orientation schedule, overseas travel and study itinerary, and curriculum and other post-travel follow-up activities. Be sure to demonstrate the academic nature and focus of the project in these materials. Details should be included such as the number of hours of language study and at what levels, number and types of cultural and other activities such as field trips, tutoring, etc.

2. <u>Quality of Key Personnel</u> (10 points)

    - Describe the U.S. project director's qualifications including educational background, professional training and experience in the host country, administrative experience, language and subject area expertise, and other related

qualifications. Also indicate the responsibilities and time commitment of the project director.

- Describe any other U.S. key personnel's qualifications using the guidance above which are pertinent to the project's objectives and management. Indicate each individual's title, responsibilities, and time commitment to the project.
- Describe the host country personnel's qualifications in relation to the project. Administrative staff, language teachers and assessors, evaluators, etc., whenever applicable, should be included. Be sure to indicate titles, project responsibilities, and time commitments.
- Show, as part of the institution's non-discriminatory employment practices, how employment from underrepresented groups will be without regard to race, color, national origin, gender, age, or handicapping condition.
- In the appendices section (Other Narrative Attachment), upload abbreviated curriculum vitas (no more than 3 pages each) of key personnel. These should present relevant areas of expertise for the proposed project.

3. Budget and Cost Effectiveness (10 points)

- Demonstrate and justify that all costs presented in the line item budget are adequate, allowable, and reasonable in today's market, and necessary to accomplish your project objectives.
- Discuss the project's cost effectiveness.
- Show the relationship between the project costs and project objectives.
- In the Budget Narrative Attachment, upload a detailed itemized line item budget and accompanying budget narrative that clearly outlines how costs have been calculated and how they are necessary in order to achieve project objectives. Please note that if sufficient detail is not provided, we may not be able to determine if the costs of the activities are necessary and reasonable and may disallow such costs.

4. Evaluation Plan (20 points)

- Provide an evaluation plan that will adequately and effectively measure the project's activities and impact, including curricular/project/research/language competency outcomes.
- For foreign language projects, identify the project's language assessor(s), his/her qualifications and how pre and post student language evaluations will be conducted according to program requirements. Please find the required assessment form at the following link: http://iris.ed.gov/iris/pdfs/GPA_instructor.pdf. If additional instruments are to be used, please describe them and their relevance to project objectives.

- Describe the methodology that will be used, including how data will be collected, potential questions to be asked (quantitative or qualitative), and how data will be analyzed.
- Indicate how evaluation results will be used to shape the development of the project.
- Link the evaluation plan to the project objectives and goals.
- Describe the evaluation tools; present a proposed timetable for conducting evaluations.
- In the appendices section (Other Narrative Attachment), upload examples of evaluation tools that may be used to collect data during all program phases: pre-departure phase, overseas phase, and post-travel phase.

5. Adequacy of Resources (5 points)

- What resources will the applicant use to accomplish project objectives, both in the U.S. and abroad?
- Indicate specifics regarding the facilities, supplies, and other resources (including those provided by host country partners) to show that they are adequate to carry out the activities in all phases of the project.
- In the appendices section (Other Narrative Attachment), upload letters of support from both U.S. and host country institutions and individuals.

6. Potential Impact of the Project on the Development of the Study of Modern Foreign Languages and Area Studies in American Education (15 points)

- What would be the potential impact of the project on the development and improvement of the study of modern foreign languages and area studies in U.S. education?
- Describe the possible long-term benefits to project participants, their students (if relevant), colleagues, and communities resulting from successful completion of the grant. What specific multiplier effects will the project have?
- Indicate the process by which resulting curricula/projects/research will be evaluated for accuracy and effectiveness.

7. Relevance to the Institution's Educational Goals and Its Relationship to Its Program Development in Modern Foreign Languages and Area Studies (5 points)

- Explain how the proposed project will address institutional development goals.
- Describe the relationship between the project and the institution's program development in modern foreign languages and area studies.

- Outline what changes will take place due to a GPA project.

8. The Extent to which Direct Experience Abroad is Necessary to Achieve Project Objectives and the Effectiveness with which Relevant Host Country Resources Will Be Utilized (10 points)

   - Explain why first-hand cultural and language study overseas is necessary in order to achieve the project's objectives.
   - Outline how the needs for overseas culture and language study were identified and how these needs are addressed by the project. Be specific about the unique need(s) that this proposed project will be addressing.
   - Describe the benefits to be gained through the project by meeting those needs. Explain how effectively the host country's resources will be utilized toward this effort.

9. Competitive Preference Priority I: Projects that Provide Substantive Training and Thematic Focus on any of the Seventy-Eight Priority Languages that were Selected from the U.S. Department of Education's List of Less Commonly Taught Languages (LCTLs) (5 points) **(CFDA 84.021A and 84.021B)**

   - For short-term projects: discuss in detail how the project will provide training and focus on a priority language. Outline the specific activities to take place, the number of hours of training that will be provided and by whom. Describe how the project theme will focus on a priority language. A minimum of ten hours per week or its equivalent should be spent on language training during the overseas phase. Language training activities should be addressed during both the pre-departure orientation/preparation and overseas project phases.
   - For advanced overseas intensive language training projects: identify the priority languages(s) to be studied for the program. Outline how language training will be addressed during both the pre-departure preparation and overseas project phases.

10. Competitive Preference Priority II: Short-Term Projects Abroad that Develop and Improve Foreign Language Studies Area Studies, or Both at Elementary and Secondary Schools by Including K-12 Teachers or K-12 Administrators as at least 50 Percent of the Project Participants (5 points) **(CFDA 84.021A only)**

    - Explain how educators at the K-12 level will be involved in a substantive way, during the pre-travel, in-country, and post-travel periods of the project.
    - What changes will result from this GPA project such as new and/or revised curricula/projects/research? How will this be developed? What processes are in place to support these activities?
    - Describe in detail the make-up of the proposed educator group, including numbers and types of elementary, secondary, community college and four-year faculty and administrators to be traveling abroad.

11. Competitive Preference Priority III: Projects are designed to send U.S. participants to Brazil, China, India, or Russia (5 points) **(CFDA 84.021B only)**

- Applications that propose long-term projects abroad that plan to send U.S. educators and other eligible participants to Brazil, China, India, or Russia.

12. Invitational Priority: Applications from any one of the following:(0 points) **(CFDA 84.021A and CFDA 84.021B)**

- Minority-Serving Institutions (MSIs), including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended (HEA).
- Community colleges, including those that are eligible to receive assistance under Part A or B of Title III or under Title V of the HEA.
- Novice applicants (as defined in this notice).

Instructions for Budget Summary Form and Itemized Line Item Budget

NOTE: Applicants to the GPA program must submit two documents: (1) a budget summary form to categorize requested funds (ED Form 524), **AND** (2) a detailed line item budget with budget narrative justification.

The budget summary is to be included on the "Department of Education Budget Summary Form – (ED Form 524)." The applicant must complete both Sections A & B.

Both the detailed line item budget AND the accompanying budget narrative justification should be included in the "Budget Narrative Attachment Form," which requests information on the applicant's financial plan for carrying out the project.

It is **suggested** that applicants organize their budgets using either three columns or categories to indicate funding streams as follows: 1) federal funds (GPA program) requested; 2) applicant and other institutional cost share funds to be provided; and 3) project participant and other cost share funds to be provided. (Please note that matching is not required for the GPA program, but is highly encouraged. If matching is put forth in an applicant's budget, and a grant is awarded, it will be expected that the grantee will provide these matching funds.) Applicants should describe how all costs support project activities.

The budget should only include costs that are allowable, reasonable and necessary for carrying out the objectives of the GPA project. Please note that federal funds under the GPA program are provided **only** for project-related expenses within the host country(ies) and **may not** be used for project-related expenses within the United States. Please consult the listing of allowable grant expenses located under Financial Provisions in the Supplemental Information section.

For the Fiscal Year 2012 competition, applicants may receive funding for up to 18 months for short-term projects and for up to 48 months for long-term projects.

For each line item, provide detailed costs (in dollars) and narrative justification to support your request. Please check all figures and combined totals and compare the line item budget figures to those used on the ED Form 524 for both Sections A & B. Also, please note that if sufficient detail is not provided, we may not be able to determine if the costs of the activities are necessary and reasonable and may disallow such costs.

Please note the following GPA program policy guidelines:

1. Personnel: GPA program policies generally allow for grant funds to be used (**ONLY FOR TRAVEL AND IN COUNTRY EXPENSES)** for only one administrative person (normally the Project Director). If additional U.S.-based administrative personnel, such as a curriculum specialist or scholar escort, are necessary to achieve project objectives, they must be well justified in order for their travel to be paid for with GPA funds OR their expenses may be paid for using other sources of funding.

Please note that the GPA program **will not** provide funding for U.S.-based salaries and fringe benefits. Under this section, the applicant may regard these expenses as part of the applicant matching contribution. If personnel costs are included here as cost share, details such as the following should be provided: position titles, specific time commitment to project for each staff person in days/months, and other relevant information.

2. Fringe Benefits: Please see comments from the Personnel section above.

3. Travel: The applicant may request funds to cover project-related international and internal host country travel. Details should be included to explain the mode of transportation for which funding is requested.

   Indicate the number of persons traveling, whether they are participants or administrative personnel, where the group is traveling to with specific dates and locations, and a breakdown of the travel costs. Transportation costs should not exceed economy class fares. All travel must be related to the project objectives and proposed activities.

   A maintenance stipend (per diem) for each group member may be requested for the overseas phase of the project. This should be based on fifty percent of the amount established in the U.S. Department of State publication, " Maximum Travel Per Diem Allowances For Foreign Areas;" http://aoprals.state.gov/web920/per_diem.asp Budgets should include details such as the number of days to be spent in each city/region.

4. Equipment: Not applicable. Leave blank.

5. Supplies: Applicants may request GPA funds to cover the purchase of project-related books, artifacts, and other teaching materials in the host country. GPA funds cannot be used to purchase materials in the U.S. An itemized list of supplies and the proposed costs for each should be provided.

6. Contractual: Not applicable. Leave blank.

7. Construction: Not applicable. Leave blank.

8. Other: Consultant costs may be included in this section such as payments to host country instructional and administrative personnel (lecturers, host country administrators or organizers, clerical and professional services provided by resident host country personnel, evaluators and language instructors.) GPA funds cannot be used to pay for U.S.-based consultants. Other miscellaneous costs may be requested in this section. Examples may include rent for instructional facilities in the host country, communication costs, including cell phone expenses in the host country, equipment rental, admission fees for site visits, utilities, printing costs or other expenses considered vital to the project's success and based in the host country. A clear breakdown should be provided for how all costs were calculated and it should be clear that these costs are based in the host country, not in the U.S. DO NOT use grant funds for refreshments/banquets/welcome and closing meals, etc. Use in kind or matching funds for these costs.

9. Total Direct Costs: Provide the total direct costs requested.

10. Indirect Costs: Indirect costs are **not allowable** under the GPA program.

11. Training Stipends: Not applicable. Leave blank.

12. Total Costs: Provide the total amount that you are requesting from the GPA program. Note: This amount should also be the same as that shown as 18a on the application face sheet (SF 424) and on SF 524, Section A, Line 12.

Fulbright-Hays Group Projects Abroad Program FY 2011 Eligibility Checklist

Please note that an applicant may be found ineligible according to the following criteria. Please check this list carefully prior to application submission.

An application may be found ineligible under the following circumstances:

- ☐ Applicant is not an eligible institution or organization or not enough information is presented to show that the applicant is eligible.
- ☐ Applicant submitted an incomplete application and/or a significant item(s) was missing from the body of the application.
- ☐ Applicant requested funding for an amount that exceeded the limitation stated in the Federal Register notice.
- ☐ Applicant requested funding for the overseas portion and/or major project activities to occur outside of the current Fiscal Year 2012 grant cycle of April 1, 2012 – September 30, 2013 for a short-term project or April 1, 2012 – March 31, 2016 for a long-term project.
- ☐ Applicant submitted a proposal for a project to spend less than the minimum timeframe allowed abroad: four weeks for a short-term project; six weeks and 120 contact hours for a long-term project.
- ☐ Application was submitted for study/travel in an ineligible country.
- ☐ Applicant's project activities are not suitable for the GPA program (e.g. sending U.S. educators abroad to teach or teaching foreign languages to U.S. students).
- ☐ Applicant requested funding for expenses in the U.S.

Fulbright-Hays Group Projects Abroad Program FY 2012 Application Checklist

Use This Checklist While Preparing Your Application. All items are required.

Part I: Standard Forms

- ☐ Application for Federal Assistance (SF 424)
- ☐ Standard Budget Sheet (ED 524), Sections A & B
- ☐ SF 424B – Assurances Non-Construction Programs
- ☐ Disclosure of Lobbying Activities
- ☐ Grants.gov Lobbying Form
- ☐ 427 GEPA
- ☐ Department of Education Supplemental Information Form for SF 424

Part II: Project Narrative

- ☐ ED Abstract Narrative Form (one attachment; one page limit)
- ☐ Project Narrative Attachment Form (one attachment; 40 page limit)
- ☐ Other Narrative Attachment Form I (three attachments; no page limit)
  84.021A: Preliminary Pre-departure Orientation Agenda, Overseas Project Itinerary, Follow-up Activities
  84.021B: Pre-departure Schedule of Activities, Overseas Class Schedule with Details, Follow-Up Activities
- ☐ Other Narrative Attachment Form II (five attachments; three page limit per attachment) – CVs of Key Personnel
- ☐ Other Narrative Attachment Form III (ten attachment limit; two page limit per attachment) – Letters of Support
- ☐ Other Narrative Attachment Form IV (five attachment limit; no page limit)
  84.021A: Examples of Evaluation Materials, Project Timeline Chart
  84.021B: Details Concerning Pre- and Post- Foreign Language Assessment, Examples of Project Evaluation Materials, Project Timeline Chart
- ☐ Budget Narrative Attachment Form (two attachment limit; no page limit) – Detailed Line Item Budget and Budget Narrative Justification

NOTE: The "ED Abstract Narrative Form" is where the applicant will attach the program abstract. Please indicate clearly on the abstract which GPA Project Type you are applying for. The "Project Narrative Attachment Form" should include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition – this section has a strict page limit of 40 pages (not including the table of contents). In the "Other Narrative Attachment Form", each applicant should include the items listed above and other supporting documents, if necessary. The "Budget Narrative Attachment Form" is where the applicant will attach a detailed line item budget and any supplemental budget information.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0792**. The time required to complete this information collection is estimated to average 100 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Postsecondary Education/IFLE, U.S. Department of Education, 1990 K Street, NW., Sixth Floor, Washington, D.C. 20006-8521.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required
Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization's e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: http://www.grants.gov/securitycommebiz/.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. 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/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov
Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

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

MAC Users
For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. 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 totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

2/2011

Application Transmittal Instructions

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

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.021A or 84.021B
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

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

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:
(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

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

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.021A or 84.021B
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.
Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

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

Intergovernmental Review, State Single Point of Contact

Executive Order 12372 (Intergovernmental Review of Federal Programs)

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

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

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

http://www.whitehouse.gov/omb/grants_spoc

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372—CFDA #84.021A or 84.021B, U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

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

NOTICE TO ALL APPLICANTS

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

To Whom Does This Provision Apply?

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

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

What Does This Provision Require?

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

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

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

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

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

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

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0792.** The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537.

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 the SF-424

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

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	Type of Application**: (Required) Select one type of application in accordance with agency instructions.** • **New – An application that is being submitted to an agency for the first time.** • **Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.** • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award **C. Increase Duration D. Decrease Duration** **E. Other (specify)**
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.
8.	**Applicant Information**: Enter the following in accordance with agency instructions: **a. Legal Name**: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. **b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. **c. Organizational DUNS**: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. **d. Address**: Enter the complete address as follows: Street address (Line

Item	Entry:
10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd 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.
17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

	1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** 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
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.			
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	**Type of Applicant: (Required)** **Select up to three applicant type(s) in accordance with agency instructions.**		21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. 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.)
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		

[**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 not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

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

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

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

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

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

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.

Definitions for Department of Education Supplemental Information For SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

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

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

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of ***exemptions*** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public***

behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.

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

B. Nonexempt Research Narrative.

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

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

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

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

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for

ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

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

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

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 260-3353-6120, 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

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.

Section B - Budget Summary
Non-Federal Funds

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

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

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

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

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

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

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

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

   When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.
   You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

Instructions for Completion of SF-LLL: Disclosure of Lobbying Activities

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

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

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

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

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

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

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

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

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

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

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

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

*1. Type of Submission:	*2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☐ Application	☐ Continuation	*Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received: Completed by Grants.gov upon submission

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name:

*b. Employer/Taxpayer Identification Number (EIN/TIN):

*c. Organizational DUNS:

d. Address:

*Street 1:

Street 2:

*City:

County/Parish:

*State:

Province:

*Country:

*Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

Title:

Organizational Affiliation:

*Telephone Number:

Fax Number:

*Email:

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

_____

CFDA Title:

_____

***12 Funding Opportunity Number**:

_____

*Title:

_____

13. Competition Identification Number:

_____

Title:

_____

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

***15. Descriptive Title of Applicant's Project**:

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: *b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: *b. End Date:

18. Estimated Funding ($):

*a. Federal _____

*b. Applicant _____

*c. State _____

*d. Local _____

*e. Other _____

*f. Program Income _____

*g. TOTAL _____

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

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☐ No

If "Yes", provide explanation and attach.

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

☐ ** I AGREE

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

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number:	Fax Number:
* Email:	
*Signature of Authorized Representative: Completed by Grants.gov upon submission	*Date Signed: Completed by Grants.gov upon submission

SUPPLEMENTAL INFORMATION
REQUIRED FOR
DEPARTMENT OF EDUCATION

1. Project Director:

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

Address:

* Street1:

Street2:

* City:

County:

* State: * Zip Code: * Country:

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

Email Address:

2. Applicant Experience:

Novice Applicant ☐ Yes ☐ No ☐ Not applicable to this program

3. Human Subjects Research:

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

☐ Yes ☐ No

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

☐ Yes Provide Exemption(s) #:

☐ No Provide Assurance #, if available:

Please attach an explanation Narrative:

Add Attachment Delete Attachment View Attachment

OMB Control No. 1894-0007
Expiration Date: 05/31/2011

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. ээ4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. ээ1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. э794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. ээ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) ээ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. ээ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. э 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. ээ1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. ∋∋276a to 276a-7), the Copeland Act (40 U.S.C. ∋276c and 18 U.S.C. ∋∋874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. ∋∋ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. ∋∋1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. ∋∋7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. ∋∋1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. ∋470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. ∋∋469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. ∋∋2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. ∋∋4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, AAudits of States, Local Governments, and Non-Profit Organizations.≅

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

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

OMB Control Number: 1894-0008
Expiration Date: 02/28/2011

Name of Institution/Organization

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

SECTION A – Budget Summary
U.S. DEPARTMENT OF EDUCATION FUNDS

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

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

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

Do you have an Indirect Cost Rate Agreement approved by the Federal government? ____Yes ____ No

If yes, please provide the following information:

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

Approving Federal agency: ____ ED ____ Other (please specify): _____

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

___ Is included in your approved Indirect Cost Rate Agreement? or ___ Complies with 34 CFR 6.564(c)(2)?

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

SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (Lines 1-8)						

10. Indirect Costs						
11. Training Stipends						
12. Total Costs (Lines 9-11)						
SECTION C – BUDGET NARRATIVE (see instructions)						

ED 524

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

* APPLICANT'S ORGANIZATION

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE: * DATE:

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	Report Type: a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report_____
Name and Address of Reporting Entity: ____ Prime _____ Subawardee Tier_____, if Known: Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: $	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	