

Archived Information

DATED MATERIAL - OPEN IMMEDIATELY

Closing Date: March 23, 2010

Fiscal Year 2010

Grant Application

for the

NATIONAL RESOURCE CENTERS

AND

FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAMS

CFDA No. 84.015 A & B

OMB No. 1840-0807

Expiration Date: 12/31/2012



International Education Programs Service
U.S. Department of Education
Washington, DC 20202

National Resource Centers (NRC) and
Foreign Language and Area Studies Fellowships (FLAS) Programs

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SECTION A



UNITED STATES DEPARTMENT OF EDUCATION

Dear Applicant:

Thank you for your interest in the Title VI National Resource Centers (NRC) and Foreign Language and Area Studies (FLAS) Fellowships Programs. This booklet includes the instructions and official forms needed to prepare an application package for Fiscal Years (FY) 2010-13. Also provided is the Technical Review Form (selection criteria) to assist you in developing the narrative portion of your application.

In preparing your NRC Program application, be advised that the Absolute Priority for this competition is: projects that include teacher training activities on the language, languages, area studies, or thematic focus of the center. The Department of Education is inviting only those applications that address this Absolute Priority.

Additionally, there will be four invitational priorities for the NRC program, and one competitive and one invitational priority for the FLAS program. For more detailed information about the invitational and competitive preference priorities for the NRC and FLAS Programs, refer to the Federal Register Notice Inviting Applications for New Awards for FY 2010.

The Notice Inviting Applications for New Awards published in the Federal Register is the official document describing the requirements for submitting a NRC and FLAS grant application. You should not rely upon any information that is inconsistent with the guidance contained in the official document. If you have any questions or require additional information, please use the contact information that is contained in this application booklet.

We encourage applicants to review the "Competition Highlights" section and the "Frequently Asked Questions and Answers" section found in the application package for an overview of important items, and information about recent changes to the Programs.

Finally, I would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at each application's plan of evaluation. Applicants must clearly state their individual project goals and the performance indicators for the project. The evaluation plan should include clear information about the methodology that will be employed, the validity of that methodology, and the appropriate controls which will be included in the evaluation plan. The evaluation plan should also include a description of the strategies that will be utilized to ensure that the evaluation plan will be independent in nature and led by an

individual or entity other than the project director or material developers. The evaluation plan should follow the development of the project and provide benchmarks for the measurement of progress throughout the grant award period. The evaluation should also, where appropriate, attempt to link program outcomes to specific activities or materials. You should respond to all aspects of the “Impact and Evaluation” question in the Technical Review Form of this application regarding the development of your evaluation plan. Additional guidance regarding evaluation plans for the NRC program can be found at: <http://www.ed.gov/about/offices/list/ope/iegps/nrc-flas-evaluation-resources.html>

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

Sincerely,

Alan J. Schiff
Acting Deputy Assistant Secretary
Higher Education Programs

- Estimated number of institutional grants: 126 NRC grants
126 FLAS grants
- Estimated total number of fellowships: 950 Academic Year fellowships
900 Summer fellowships
- Estimated funding range: \$200,000-\$349,000 for NRC grants
\$86,500-\$376,000 for FLAS grants

LIMITATIONS ON USE OF FUNDS

FLAS PROGRAM

- Grants awarded under the FLAS Fellowship program are for fellowships only. A fellowship consists of a standard institutional payment and a subsistence allowance. If an institution's tuition rate is lower than the standard institutional payment, the difference between actual tuition and fees and the institutional payment must be used to fund additional fellowships to the extent that funds are available for a full subsistence allowance.

Fellowship estimated amounts for FY 2010 FLAS grants are listed below. These fellowship amounts might be increased for the FY 2011, FY 2012 and FY 2013 budget periods; however, when you prepare the FLAS budgets for the FY 2010 – 2013 performance period, use the FY 2010 estimated amounts listed in the chart below.

A graduate student receiving a FLAS award shall be undergoing performance-based modern foreign language training in a program for which performance-based modern foreign language instruction is being developed, in combination with area studies, international studies, or the international aspects of professional studies.

Graduate Students	Academic Year Award	Summer Award
Institutional Payment	\$18,000 (est.)	\$5,000 (est.)
Subsistence Allowance	\$15,000 (est.)	\$2,500 (est.)
Total	\$33,000 (est.)	\$7,500 (est.)
Travel Award (optional)	Not allowed	Actual price of travel or up to \$1,000, whichever is less

An undergraduate student receiving a FLAS award shall be engaged in an instructional program with stated performance goals for functional foreign language use or in a program developing such performance goals, in combination with area studies, international studies, or the international aspects of a professional studies program. Undergraduate FLAS awards may only be given for the intermediate or advanced study of a less commonly taught language (any languages other than English, Spanish, French or German).

Undergraduate Students	Academic Year Award	Summer Award
Institutional Payment	\$10,000 (est.)	\$5,000 (est.)
Subsistence Allowance	\$5,000 (est.)	\$2,500 (est.)
Total	\$15,000 (est.)	\$7,500 (est.)
Travel Award (optional)	Not allowed	Actual price of travel or up to \$1,000, whichever is less

Travel awards may be made for the following purpose:

- To defray a FLAS fellowship recipient's domestic or international travel, including airfare, ground transportation, or mileage to the summer language program site.
 - To bring a summer FLAS fellowship recipient enrolled at another institution to the grantee's program.
- **NOTE:** Indirect costs may not be charged to the FLAS grant.

NRC PROGRAM LIMITATIONS on ALLOWABLE COSTS

- Equipment costs exceeding 10% of an NRC grant are not allowable.
- Grant funds may not be used to supplant institutional funds normally used for these purposes.
- Indirect costs may not exceed 8% of the total direct costs.

The following information outlines NRC and FLAS program changes or requirements made by the Higher Education Opportunity Act of 2008 (HEOA) that reauthorized the Higher Education Act of 1964, as amended.

NRC ADDITIONAL ACTIVITIES

The HEOA added two new activities to the list of authorized activities that define a comprehensive or undergraduate National Resource Center:

- Supports instructors of the less commonly taught languages.
- Encourages projects that support students in the science, technology, engineering, and mathematics fields to achieve foreign language proficiency.

Please see the program regulations in CFR 656.3 for the full list of NRC activities.

NEW REQUIREMENTS for NRC and FLAS PROGRAMS

• FLAS BIENNIAL SURVEY

Section 601(d) of the HEA requires centers to administer a survey, once every two years, of their FLAS fellowship recipients to determine their postgraduate employment, education, or training, and to report the survey results to the U.S. Department of Education. If your center receives a FLAS grant for FY 2010-2013, you will be required to administer the first survey beginning with FY 2010 FLAS fellowship recipient graduates. (Academic Year 2010-2011 fellows and Summer 2011 fellows) You are required to administer a survey once every two years to FLAS fellowship recipient graduates for a period of eight years. IEPS is informing all applicants about the survey requirement; however, we are not soliciting information about your survey instrument or procedures in this application. We will provide more information in the post award phase.

Be advised that the FLAS program does not provide funding to assist institutions with conducting the biennial survey.

• NEW REQUIREMENTS for INFORMATION IN GRANT APPLICATIONS

All applicants desiring funding under these programs shall provide the information listed below with their applications for funding. The pages needed to provide this information are not included in the page limit for the application narrative.

Diverse Perspectives in Funded Activities: Applicants are required to provide an explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs.

Areas of National Need: Applicants are required to provide a description of how the applicant will encourage government service in areas of national need, as identified by the U.S. Department of Education, as well as in areas of need in the education, business, and nonprofit sectors.

INSTRUCTOR ADMINISTERED FLAS LANGUAGE ASSESSMENTS

For FY 2010-2013, you will be required to submit instructor administered FLAS language assessments as part of the FLAS student performance reports.

If your center receives FLAS fellowships for FY 2010-2013, the instructors in your language programs will be required to administer language assessments to all FLAS fellowship recipients and enter the assessment ratings into the International Resource Information System (IRIS). The instructor administered assessments are in addition to the FLAS fellows' self assessments that are an existing performance report requirement.

- The instructor assessment instrument will be provided as part of the new IRIS reporting screens.

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DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

National Resource Centers (NRC) Program for Foreign

Language and Area Studies or Foreign Language and

International Studies Program and Foreign Language and Area

Studies (FLAS) Fellowships Program

Notice inviting applications for new awards for fiscal year

(FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Numbers:

84.015A and 84.015B.

Dates:

Applications Available: February 2, 2010.

Deadline for Transmittal of Applications: March 23, 2010.

Deadline for Intergovernmental Review: May 24, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The NRC Program makes awards to institutions of higher education or consortia of institutions of higher education to establish or strengthen nationally recognized foreign language and area or international studies centers or programs. NRC awards are used to support undergraduate centers or comprehensive

centers, which include undergraduate, graduate, and professional school components.

The FLAS Fellowships Program provides allocations of fellowships to institutions of higher education or consortia of institutions of higher education to assist meritorious undergraduate and graduate students undergoing training in modern foreign languages and related area or international studies.

Priorities: This notice includes one absolute priority, one competitive preference priority, and five invitational priorities.

NRC Program Absolute Priority: In accordance with 34 CFR 75.105(b)(2)(ii), this priority is from the regulations for the NRC program (34 CFR 656.23(a)(4)). For FY 2010, this priority is an absolute priority for the NRC program. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Applications that provide for teacher training activities on the language, languages, area studies, or thematic focus of the center. Within this absolute priority, we are particularly interested in applications that address the following invitational priorities.

NRC Program Invitational Priorities: For FY 2010, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

NRC Invitational Priority 1

Applications that propose activities designed to coordinate with other programs in title VI of the Higher Education Act of 1965, as amended (HEA) with the objective of increasing the nation's capacity to train and produce Americans with advanced proficiency in the less and least commonly taught languages along with an understanding of the societies in which those languages are spoken.

NRC Invitational Priority 2

Applications that propose collaborative activities with institutions of higher education that are eligible to receive assistance under part A or B of Title III or under Title V of the HEA or community colleges designed to internationalize curriculum and improve foreign language and area and international studies instruction at these institutions.

NRC Invitational Priority 3

Applications that propose collaborative activities with professional schools such as Business, Law, Public Health, Public Policy, Environmental Science, Communication, Journalism and Schools of Education in order to strengthen international components of study in those fields and to promote foreign language study by students in professional schools.

NRC Invitational Priority 4

Programs or projects that develop, maintain, or enhance linkages with overseas institutions of higher education or other educational organizations in areas with substantial Muslim populations in order to improve understanding of these societies and provide for greater engagement with institutions in these areas.

FLAS Program Competitive Preference Priority: In accordance with 34 CFR 75.105(b)(2)(ii), this priority is from the regulations for the FLAS program (34 CFR 657.22(a)(2)). For FY 2010, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets this priority.

This FLAS Competitive Preference Priority is:

Applications that propose to make at least 25% of

their academic year fellowships in any of the 78 priority languages listed below that were selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

FLAS Program Invitational Priority: For FY 2010, this priority is an invitational priority. Under 34 CFR

75.105(c)(1), we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

Applications that propose recruitment activities and collaboration with professional schools designed to increase quality fellowship applications for advanced level language study for professional studies students in fields such as Business, Law, Public Health, Public Policy, Environmental Science, Communication, Journalism, or Education.

Program Authority: 20 U.S.C. 1122.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 85, 86, 97, 98 and 99. (b) The regulations in 34 CFR part 655. (c) The regulations for the NRC program in 34 CFR part 656. (d) The regulations for the FLAS program in 34 CFR part 657.

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

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

Areas of National Need: In accordance with section 601(c) of the HEA, 20 U.S.C. 1121(c), the Secretary has consulted

with and received recommendations regarding national need for expertise in foreign languages and world regions from the head officials of a wide range of Federal agencies. The Secretary has taken these recommendations into account and a list of foreign languages and world regions identified by the Secretary as areas of national need may be found on the following Web sites:

www.ed.gov/about/offices/list/ope/policy.html

www.ed.gov/programs/iegpsnrc/legislation.html

www.ed.gov/programs/iegpsflasf/legislation.html

Also included on these Web sites are the specific recommendations the Secretary received from Federal agencies.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$34,041,000 for new awards for the NRC Program and \$35,400,000 for new awards for the FLAS Program.

Estimated NRC Program Funding Levels by Area: Africa, (\$3,200,000); Canada, (\$541,000); East Asia, (\$5,075,000); International, (\$2,650,000); Latin America, (\$5,075,000); Middle East, (\$5,075,000); Russia, East Europe, and Eurasia

(\$5,075,000); South Asia, (\$2,675,000); Southeast Asia, (\$2,025,000); and Western Europe, (\$2,650,000).

Estimated FLAS Program Funding Levels by Area: Africa, (\$3,550,000); Canada, (\$320,000); East Asia, (\$5,780,000); International, (\$1,920,000); Latin America, (\$4,800,000); Middle East, (\$5,240,000); Russia, East Europe, and Eurasia (\$5,780,000); South Asia, (\$3,200,000); Southeast Asia, (\$2,460,000); and Western Europe, (\$2,350,000).

Estimated Range of Awards: \$200,000-\$349,000 per year for the NRC Program; \$86,500-\$376,000 per year for the FLAS Program.

Estimated Average Size of Awards: \$270,000 per year for the NRC Program; \$281,000 per year for the FLAS Program.

Estimated FLAS Program Subsistence Allowance: The subsistence allowance for an academic year 2010-2011 fellowship is \$15,000 for a graduate student and \$5,000 for an undergraduate student. The subsistence allowance for a summer 2011 fellowship is \$2,500 for graduate and undergraduate students.

Estimated FLAS Program Institutional Payment: The institutional payment for an academic year 2010-2011 fellowship is \$18,000 for a graduate student and \$10,000 for an undergraduate student. The institutional payment

for a summer 2011 fellowship is \$5,000 for graduate and undergraduate students.

Estimated Number of Awards: 126 NRC awards; 126 FLAS awards. We estimate that the 126 FLAS awards will yield 950 academic year fellowships and 900 summer fellowships.

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

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: An institution of higher education or consortia of institutions of higher education.

2. Cost Sharing or Matching: These programs do not involve cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Carla White, U.S. Department of Education, 1990 K Street, NW., room 6084, Washington, DC 20006-8521. Telephone: (202) 502-7631 or by email: carla.white@ed.gov.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille,

large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

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 these programs.

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 narrative to no more than 45 pages for a single institution application or no more than 55 pages for a consortium application, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions. However, you may single space all text in charts, tables, figures and graphs. Charts, tables, figures, and graphs in the project narrative 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 or Arial Narrow) will not be accepted.

Section C of the application package provides instructions about the application narrative. The narrative must include your complete response to the selection criteria.

The page limit does not apply to the cover sheet; the budget section, including the budget forms and budget detail (costs and descriptions); the assurances and certifications; the one-page abstract; the appendices including the four-page timeline, the biographical information, the course list, and the table of project objectives; the world area selection sheet; the FLAS approved languages list; the GEPA statement; or the application information to meet statutory requirements (description of diverse perspectives and wide range of views in funded activities and description of government service in areas of national need and in other employment sectors).

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

3. Submission Dates and Times:

Applications Available: February 2, 2010.

Deadline for Transmittal of Applications: March 23, 2010.

Applications for grants under this competition must be submitted in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application by mail or hand delivery, please refer to section IV. - Other Submission Requirements of this notice.

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

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

Deadline for Intergovernmental Review: May 24, 2010.

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

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under these programs must be submitted in paper format by mail or hand delivery.

a. Submission of Applications by Mail.

If you submit your application 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 Numbers 84.015A and 84.015B)
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.

b. Submission of Applications by Hand Delivery.

If you submit your application by hand delivery, you (or a courier service) 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 Numbers 84.015A and 84.015B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

1. General: All NRC and FLAS grant applications are categorized based on their focus on a single country or on a world area, such as Africa, East Asia, or the Middle

East, or on international studies. For FY 2010, all NRC and FLAS applications will be assigned to a geographic or international studies reader panel, based on the designation that you, the applicant, have specified on the world area selection sheet in your grant application. For the competition, each distinct geographic or international studies reader panel will separately review, score, and rank its assigned NRC and FLAS grant applications. For the NRC Program and for the FLAS Program, the Department will select applications for funding consideration from each distinct reader panel based on their ranking from highest to lowest within that panel.

2. Selection Criteria: The selection criteria for the NRC and FLAS Programs are in 34 CFR 656.21 and 656.22, and 657.21, respectively, and are listed in the application package.

VI. Award Administration Information

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

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

2. Administrative and National Policy Requirements:

We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

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

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

<http://iris.ed.gov/iris/pdfs/NRC.pdf>

http://iris.ed.gov/iris/pdfs/FLAS_director.pdf

http://iris.ed.gov/iris/pdfs/FLAS_fellow.pdf

4. Performance Measures: The objective of the NRC Program is to provide grants to institutions of higher education or consortia of institutions of higher education to establish, strengthen, and operate comprehensive and undergraduate language and area or international studies centers. The Department will use the following measures to determine the success of the NRC Program.

NRC Performance Measure 1: Percentage of less and least commonly taught languages as defined by the Secretary of Education taught at Title VI National Resource Centers.

NRC Performance Measure 2: Percentage of priority languages (formerly referred to as critical need languages) as defined by the Secretary of Education taught at National Resource Centers.

NRC Performance Measure 3: Percentage of NRC grants teaching intermediate or advanced courses in priority languages (formerly referred to as critical need languages) as defined by the Secretary of Education.

The objective of the FLAS Program is to provide academic year and summer fellowships to institutions of higher education to assist undergraduate and graduate

students studying foreign languages and either area or international studies. The Department will use the following measures to evaluate the success of the FLAS Program.

FLAS Performance Measure 1: The average competency score of FLAS recipients at the end of one full year of instruction minus the average score at the beginning of the year.

FLAS Performance Measure 2: Percentage of FLAS master's and doctoral graduates that studied priority languages (formerly referred to as critical need languages) as defined by the Secretary of Education.

FLAS Performance Measure 3: Percentage of FLAS participants who report that they found employment that utilizes their language and area skills.

FLAS Efficiency Measure: Cost per FLAS Fellowship Program fellow increasing average language competency by at least one level.

VII. Agency Contact

For Further Information Contact: Carla White,
International Education Programs Service, U.S. Department
of Education, 1990 K Street, NW., room 6084, Washington, DC
20006-8521. Telephone: (202) 502-7631 or, by e-mail:
carla.white@ed.gov.

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

VIII. Other Information

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

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

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

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

Dated:

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

Section B

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

Section 601 (20 U.S.C. 1121) is amended—

- (1) in the section heading, by striking “**AND PURPOSES**” and inserting “; **PURPOSES; CONSULTATION; SURVEY**”;
- (2) in subsection (a)(3), by striking “post-Cold War”;
- (3) in subsection (b)(1)(D), by inserting “, including through linkages with overseas institutions” before the semicolon; and
- (4) by adding at the end the following:

“(c) **CONSULTATION.**—

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

“(2) **CONSIDERING RECOMMENDATIONS; PROVIDING INFORMATION.**—The Secretary—

“(A) may take into account the recommendations described in paragraph (1); and

“(B) shall—

“(i) provide information collected under paragraph (1) when requesting applications for funding under this title; and

“(ii) make available to applicants a list of areas identified as areas of national need.

“(d) **SURVEY.**—The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this title to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.”

SEC. 602. GRADUATE AND UNDERGRADUATE LANGUAGE AND AREA CENTERS AND PROGRAMS.

Section 602 (20 U.S.C. 1122) is amended—

(1) in subsection (a)—

(A) in paragraph (1), by striking subparagraph (A) and inserting the following:

“(A) **IN GENERAL.**—The Secretary is authorized to make grants to institutions of higher education or consortia of such institutions for the purpose of establishing, strengthening, and operating—

“(i) comprehensive foreign language and area or

international studies centers and programs; and

“(ii) a diverse network of undergraduate foreign language and area or international studies centers and programs.”;

(B) in paragraph (2)—

(i) by striking “and” at the end of subparagraph (G);

(ii) by striking the period at the end of subparagraph (H) and inserting a semicolon; and

(iii) by inserting after subparagraph (H) the following new subparagraphs:

“(I) supporting instructors of the less commonly taught languages; and

“(J) projects that support students in the science, technology, engineering, and mathematics fields to achieve foreign language proficiency.”; and

(C) in paragraph (4)—

(i) in subparagraph (C)—

(I) by striking “Programs of linkage or outreach” and inserting “Partnerships or programs of linkage and outreach”; and

(II) by inserting “, including Federal or State scholarship programs for students in related areas” before the period at the end;

(ii) in subparagraph (E)—

(I) by striking “foreign area” and inserting “area studies”;

(II) by striking “of linkage and outreach”; and

(III) by striking “(C), and (D)” and inserting “(D), and (E)”;

(iii) by redesignating subparagraphs (C) through (E) (as so amended) as subparagraphs (D) through (F), respectively; and

(iv) by inserting after subparagraph (B) the following:

“(C) Programs of linkage or outreach between or among—

“(i) postsecondary programs or departments in foreign language, area studies, or other international fields; and

“(ii) State educational agencies or local educational agencies.”;

(2) in subsection (b)—

(A) in the subsection heading, by striking “GRADUATE”; and

(B) by striking paragraph (2) and inserting the following:

“(2) **ELIGIBLE STUDENTS.**—A student receiving a stipend described in paragraph (1) shall be engaged—

“(A) in an instructional program with stated performance goals for functional foreign language use or in a program developing such performance goals, in combination with area studies, international studies, or the international aspects of a professional studies program; and

“(B)(i) in the case of an undergraduate student, in the intermediate or advanced study of a less commonly taught language; or

“(ii) in the case of a graduate student, in graduate study in connection with a program described in subparagraph

(A), including—

“(I) predissertation level study;

“(II) preparation for dissertation research;

“(III) dissertation research abroad; or

“(IV) dissertation writing.”; and

(3) by striking subsection (d) and inserting the following:

“(d) **ALLOWANCES.**—

“(1) **GRADUATE LEVEL RECIPIENTS.**—A stipend awarded to a graduate level recipient may include allowances for dependents and for travel for research and study in the United States and abroad.

“(2) **UNDERGRADUATE LEVEL RECIPIENTS.**—A stipend awarded to an undergraduate level recipient may include an allowance for educational programs in the United States or educational programs abroad that—

“(A) are closely linked to the overall goals of the recipient’s course of study; and

“(B) have the purpose of promoting foreign language fluency and knowledge of foreign cultures.

“(e) **APPLICATION.**—Each institution of higher education or consortium of such institutions desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may require. Each such application shall include—

“(1) an explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and

“(2) a description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as in areas of need in the education, business, and nonprofit sectors.”.

TITLE VI – INTERNATIONAL EDUCATION PROGRAMS

SEC. 601. INTERNATIONAL AND FOREIGN LANGUAGE STUDIES.

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

PART A--INTERNATIONAL AND FOREIGN LANGUAGE STUDIES

SEC. 601. FINDINGS AND PURPOSES.

(a) FINDINGS- Congress finds as follows:

- (1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.
- (2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.
- (3) Dramatic post-Cold War changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.
- (4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--
 - (A) producing graduates with international and foreign language expertise and knowledge; and
 - (B) research regarding such expertise and knowledge.
- (5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

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

- (1)
 - (A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;
 - (B) to develop a pool of international experts to meet national needs;
 - (C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;
 - (D) to promote access to research and training overseas; and
 - (E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;
- (2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and
- (3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

SEC. 602. GRADUATE AND UNDERGRADUATE LANGUAGE AND AREA CENTERS AND PROGRAMS

(a) NATIONAL LANGUAGE AND AREA CENTERS AND PROGRAMS AUTHORIZED -

(1) CENTERS AND PROGRAMS -

(A) IN GENERAL - The Secretary is authorized--

- (i) to make grants to institutions of higher education, or combinations thereof, for the purpose of establishing, strengthening, and operating comprehensive foreign language and area or international studies centers and programs; and
- (ii) to make grants to such institutions or combinations for the purpose of establishing, strengthening, and operating a diverse network of undergraduate foreign language and area or international studies centers and programs.

(B) NATIONAL RESOURCES- The centers and programs referred to in paragraph (1) shall be national resources for--

- (i) teaching of any modern foreign language;
- (ii) instruction in fields needed to provide full understanding of areas, regions, or countries in which such language is commonly used;
- (iii) research and training in international studies, and the international and foreign language aspects of professional and other fields of study; and
- (iv) instruction and research on issues in world affairs that concern one or more countries.

(2) AUTHORIZED ACTIVITIES- Any such grant may be used to pay all or part of the cost of establishing or operating a center or program, including the cost of--

- (A) teaching and research materials;
- (B) curriculum planning and development;
- (C) establishing and maintaining linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the center or program;
- (D) bringing visiting scholars and faculty to the center to teach or to conduct research;
- (E) professional development of the center's faculty and staff;

(F) projects conducted in cooperation with other centers addressing themes of world regional, cross-regional, international, or global importance;

(G) summer institutes in the United States or abroad designed to provide language and area training in the center's field or topic; and

(H) support for faculty, staff, and student travel in foreign areas, regions, or countries, and for the development and support of educational programs abroad for students.

(3) GRANTS TO MAINTAIN LIBRARY COLLECTIONS- The Secretary may make grants to centers described in paragraph (1) having important library collections, as determined by the Secretary, for the maintenance of such collections.

(4) OUTREACH GRANTS AND SUMMER INSTITUTES- The Secretary may make additional grants to centers described in paragraph (1) for any one or more of the following purposes:

(A) Programs of linkage or outreach between foreign language, area studies, or other international fields, and professional schools and colleges.

(B) Programs of linkage or outreach with 2- and 4-year colleges and universities.

(C) Programs of linkage or outreach with departments or agencies of Federal and State governments.

(D) Programs of linkage or outreach with the news media, business, professional, or trade associations.

(E) Summer institutes in foreign area, foreign language, and other international fields designed to carry out the programs of linkage and outreach described in subparagraphs (A), (B), (C), and (D).

(b) GRADUATE FELLOWSHIPS FOR FOREIGN LANGUAGE AND AREA OR INTERNATIONAL STUDIES-

(1) IN GENERAL- The Secretary is authorized to make grants to institutions of higher education or combinations of such institutions for the purpose of paying stipends to individuals undergoing advanced training in any center or program approved by the Secretary.

(2) ELIGIBLE STUDENTS- Students receiving stipends described in paragraph (1) shall be individuals who are engaged in an instructional program with stated performance goals for functional foreign language use or in a program developing such performance goals, in combination with area studies, international studies, or the international aspects of a professional studies program, including predissertation level studies, preparation for dissertation research, dissertation research abroad, and dissertation writing.

(c) SPECIAL RULE WITH RESPECT TO TRAVEL- No funds may be expended under this part for undergraduate travel except in accordance with rules prescribed by the Secretary setting forth policies and procedures to assure that Federal funds made available for such travel are expended as part of a formal program of supervised study.

(d) ALLOWANCES- Stipends awarded to graduate level recipients may include allowances for dependents and for travel for research and study in the United States and abroad.

SEC. 633. <<NOTE: 20 USC 1132-2.>> RULE OF CONSTRUCTION.

Nothing in this title shall be construed to authorize the Secretary to mandate, direct, or control an institution of higher education's specific instructional content, curriculum, or program of instruction.

PART 655—INTERNATIONAL EDUCATION PROGRAMS—GENERAL PROVISIONS

Subpart A—General

- § 655.1 Which programs do these regulations govern?
- § 655.3 What regulations apply to the International Education Programs?
- § 655.4 What definitions apply to the International Education Programs?

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

- § 655.10 What kinds of projects does the Secretary assist?

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

- § 655.30 How does the Secretary evaluate an application?
- § 655.31 What general selection criteria does the Secretary use?
- § 655.32 What additional factors does the Secretary consider in making grant awards?

Authority: 20 U.S.C 1121–1130b, unless otherwise noted.

Source: 47 FR 14116, Apr. 1, 1982, unless otherwise noted.

Subpart A—General

§ 655.1 Which programs do these regulations govern?

The regulations in this part govern the administration of the following programs in international education:

- (a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);
- (b) The Language Resource Centers Program (section 603);
- (c) The Undergraduate International Studies and Foreign Language Program (section 604);
- (d) The International Research and Studies Program (section 605); and
- (e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121–1130b)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

§ 655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
 - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) 34 CFR part 75 (Direct Grant Programs).
 - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).
 - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
 - (5) 34 CFR part 82 (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 655; and
- (c) As appropriate, the regulations in—
 - (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
 - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
 - (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
 - (4) 34 CFR part 660 (International Research and Studies Program);
 - (5) 34 CFR part 661 (Business and International Education Program); and
 - (6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121–1127; 1221e–3)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

§ 655.4 What definitions apply to the International Education Programs?

- (a) *Definitions in EDGAR.* The following terms used in this part and 34 CFR parts 656, 657, 658, 660, 661, and 669 are defined in 34 CFR part 77:

Acquisition	EDGAR	Grant period	Private
Applicant	Equipment	Local educational agency	Public
Application	Facilities	Nonprofit	Secretary
Award	Fiscal year	Project	State educational agency
Budget	Grant	Project period	Supplies
Contract	Grantee	Grant period	

(Authority: 20 U.S.C. 1121–1127)

(b) *Definitions that apply to these programs:* The following definitions apply to International Education Programs:

Consortium of institutions of higher education means a group of institutions of higher education that have entered into a cooperative arrangement for the purpose of carrying out a common objective, or a public or private nonprofit agency, organization, or institution designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Critical languages means each of the languages contained in the list of critical languages designated by the Secretary pursuant to section 212(d) of the Education for Economic Security Act, except that, in the implementation of this definition, the Secretary may set priorities according to the purposes of title VI of the Higher Education Act of 1965, as amended.

Institution of higher education means, in addition to an institution that meets the definition of section 101(a) of the Higher Education Act of 1965, as amended, an institution that meets the requirements of section 101(a) except that (1) it is not located in the United States, and (2) it applies for assistance under title VI of the Higher Education Act of 1965, as amended, in consortia with institutions that meet the definitions in section 101(a).

(Authority: 20 U.S.C. 1121–1127, and 1141)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

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

§ 655.10 What kinds of projects does the Secretary assist?

Subpart A of 34 CFR parts 656, 657, and 669 and subpart B of 34 CFR parts 658, 660, 661 describe the kinds of projects that the Secretary assists under the International Education Programs.

(Authority: 20 U.S.C. 1121–1127)

[74 FR 35072, July 17, 2009]

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

§ 655.30 How does the Secretary evaluate an application?

The Secretary evaluates an applications for International Education Programs on the basis of—

- (a) The general criteria in §655.31; and
- (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121–1127)

[64 FR 7739, Feb. 16, 1999]

§ 655.31 What general selection criteria does the Secretary use?

(a) *Plan of operation.*

(1) The Secretary reviews each application for information that shows 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 ensures 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 provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—
 - (A) Members of racial or ethnic minority groups;
 - (B) Women; and
 - (C) Handicapped persons.

(b) *Quality of key personnel.*

(1) The Secretary reviews each application for information that shows the quality of the 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 (if one is to be used);
 - (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
 - (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
- (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 methods of evaluation that 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—
 - (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121–1127)

§ 655.32 What additional factors does the Secretary consider in making grant awards?

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: 20 U.S.C. 1126(b)).
[58 FR 32575, June 10, 1993]

PART 656—NATIONAL RESOURCE CENTERS PROGRAM FOR FOREIGN LANGUAGE AND AREA STUDIES OR FOREIGN LANGUAGE AND INTERNATIONAL STUDIES

Subpart A—General

- § 656.1 What is the National Resource Centers Program?
- § 656.2 Who is eligible to receive a grant?
- § 656.3 What activities define a comprehensive or undergraduate National Resource Center?
- § 656.4 What types of Centers receive grants?
- § 656.5 What activities may be carried out?
- § 656.6 What regulations apply?
- § 656.7 What definitions apply?

Subpart B—How Does One Apply for a Grant?

- § 656.10 What combined application may an institution submit?

Subpart C—How Does the Secretary Make a Grant?

- § 656.20 How does the Secretary evaluate an application?
- § 656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?
- § 656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?
- § 656.23 What priorities may the Secretary establish?

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

- § 656.30 What are allowable costs and limitations on allowable costs?

Authority: 20 U.S.C. 1122, unless otherwise noted.
Source: 61 FR 50193, Sept. 24, 1996, unless otherwise noted.

Subpart A—General

§ 656.1 What is the National Resource Centers Program?

Under the National Resource Centers Program for Foreign Language and Areas Studies or Foreign Language and International Studies (National Resource Centers Program), the Secretary awards grants to institutions of higher education and consortia of institutions to establish, strengthen, and operate comprehensive and undergraduate Centers that will be national resources for—

- (a) Teaching of any modern foreign language;
- (b) Instruction in fields needed to provide full understanding of areas, regions, or countries in which the modern foreign language is commonly used;
- (c) Research and training in international studies and the international and foreign language aspects of professional and other fields of study; and
- (d) Instruction and research on issues in world affairs that concern one or more countries.

(Authority: 20 U.S.C. 1122)
[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

§ 656.2 Who is eligible to receive a grant?

An institution of higher education or a consortium of institutions of higher education is eligible to receive a grant under this part.

(Authority: 20 U.S.C. 1122)
[61 FR 50193, Sept. 24, 1996, as amended at 74 FR 35072, July 17, 2009]

§ 656.3 What activities define a comprehensive or undergraduate National Resource Center?

A comprehensive or undergraduate National Resource Center—

- (a) Teaches at least one modern foreign language;
- (b) Provides—
 - (1) Instruction in fields necessary to provide a full understanding of the areas, regions, or countries in which the modern foreign language taught is commonly used;
 - (2) Resources for research and training in international studies, and the international and foreign language aspects of professional and other fields of study; or
 - (3) Instruction and research on issues in world affairs that concern one or more countries;
- (c) Provides outreach and consultative services on a national, regional, and local basis;
- (d) Maintains linkages with overseas institutions of higher education and other organizations that may contribute to the teaching and research of the Center;
- (e) Maintains important library collections;
- (f) Employs faculty engaged in training and research that relates to the subject area of the Center;
- (g) Conducts projects in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance;
- (h) Conducts summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic;
- (i) Supports instructors of the less commonly taught languages; and
- (j) Encourages projects that support students in the science, technology, engineering, and mathematics fields to achieve foreign language proficiency.

(Authority: 20 U.S.C. 1122)
[64 FR 7739, Feb. 16, 1999, as amended at 74 FR 35072, July 17, 2009]

§ 656.4 What types of Centers receive grants?

The Secretary awards grants to Centers that—

- (a) Focus on—
 - (1) A single country or on a world area (such as East Asia, Africa, or the Middle East) and offer instruction in the principal language or languages of that country or area and those disciplinary fields necessary to provide a full understanding of the country or area; or
 - (2) International studies or the international aspects of contemporary issues or topics (such as international business or energy) while providing instruction in modern foreign languages; and
- (b) Provide training at the—
 - (1) Graduate, professional, and undergraduate levels, as a comprehensive Center; or
 - (2) Undergraduate level only, as an undergraduate Center.

(Authority: 20 U.S.C. 1122)

§ 656.5 What activities may be carried out?

- (a) A Center may carry out any of the activities described in §656.3 under a grant received under this part.
- (b) The Secretary may make an additional grant to a Center for any one or a combination of the following purposes:
 - (1) Linkage or outreach between foreign language, area studies, and other international fields and professional schools and colleges.
 - (2) Linkage or outreach with 2- and 4-year colleges and universities.
 - (3) Linkage or outreach between or among—
 - (i) Postsecondary programs or departments in foreign language, area studies, or other international fields; and
 - (ii) State educational agencies or local educational agencies.
 - (4) Partnerships or programs of linkage and outreach with departments or agencies of Federal and State governments, including Federal or State scholarship programs for students in related areas.
 - (5) Linkage or outreach with the news media, business, professional, or trade associations.
 - (6) Summer institutes in area studies, foreign Language, and other international fields designed to carry out the activities in paragraphs (b)(1) through (b)(5) of this section.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

§ 656.6 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 656.

(Authority: 20 U.S.C. 1122)

§ 656.7 What definitions apply?

The following definitions apply to this part:

- (a) The definitions in 34 CFR part 655.
- (b) *Area studies* means a program of comprehensive study of the aspects of a world area's society or societies, including study of history, culture, economy, politics, international relations, and languages.
- (c) *Center* means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational resources, including language training and various academic disciplines, in the area and subject matters described in §656.3.
- (d) *Comprehensive Center* means a Center that—
 - (1) Contributes significantly to the national interest in advanced research and scholarship;
 - (2) Offers intensive language instruction;
 - (3) Maintains important library collections related to the area of its specialization;
 - (4) Makes training available to a graduate, professional, and undergraduate clientele; and
 - (5) Engages in curriculum development and community outreach.
- (e) For purposes of this section, *intensive language instruction* means instruction of at least five contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer.
- (f) *Undergraduate Center* means an administrative unit of an institution of higher education that—
 - (1) Contributes significantly to the national interest through the education of students who matriculate into advanced language and area studies programs or professional school programs;
 - (2) Incorporates substantial international and foreign language content into baccalaureate degree program;
 - (3) Makes training available predominantly to undergraduate students; and
 - (4) Engages in research, curriculum development, and community outreach.

(Authority: 20 U.S.C. 1122)

Subpart B—How Does One Apply for a Grant?

§ 656.10 What combined application may an institution submit?

An institution that wishes to apply for a grant under this part and for an allocation of fellowships under 34 CFR part 657 may submit one application for both.

(Authority: 20 U.S.C. 1122)

Subpart C—How Does the Secretary Make a Grant?

§ 656.20 How does the Secretary evaluate an application?

- (a) The Secretary evaluates an application for a comprehensive Center under the criteria contained in §656.21, and for an undergraduate Center under the criteria contained in §656.22.

- (b) 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.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005]

§ 656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?

The Secretary evaluates an application for a comprehensive Center on the basis of the criteria in this section.

- (a) *Program planning and budget.* The Secretary reviews each application to determine—
- (1) The extent to which the activities for which the applicant seeks funding are of high quality and directly related to the purpose of the National Resource Centers Program;
 - (2) The extent to which the applicant provides a development plan or timeline demonstrating how the proposed activities will contribute to a strengthened program and whether the applicant uses its resources and personnel effectively to achieve the proposed objectives;
 - (3) The extent to which the costs of the proposed activities are reasonable in relation to the objectives of the program; and
 - (4) The long-term impact of the proposed activities on the institution's undergraduate, graduate, and professional training programs.
- (b) *Quality of staff resources.* The Secretary reviews each application to determine—
- (1) The extent to which teaching faculty and other staff are qualified for the current and proposed Center activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;
 - (2) The adequacy of Center staffing and oversight arrangements, including outreach and administration and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and
 - (3) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.
- (c) *Impact and evaluation.* The Secretary reviews each application to determine—
- (1) The extent to which the Center's activities and training programs have a significant impact on the university, community, region, and the Nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of Center resources; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;
 - (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;
 - (3) The degree to which activities of the Center address national needs, and generate information for and disseminate information to the public; and
 - (4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.
- (d) *Commitment to the subject area on which the Center focuses.* The Secretary reviews each application to determine the extent to which the institution provides financial and other support to the operation of the Center, teaching staff for the Center's subject area, library resources, linkages with institutions abroad, outreach activities, and qualified students in fields related to the Center.
- (e) *Strength of library.* The Secretary reviews each application to determine—
- (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) in the subject area and at the educational levels (graduate, professional, undergraduate) on which the Center focuses; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the Center; and
 - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases and the extent to which teachers, students, and faculty from other institutions are able to access the library's holdings.
- (f) *Quality of the Center's non-language instructional program.* The Secretary reviews each application to determine—
- (1) The quality and extent of the Center's course offerings in a variety of disciplines, including the extent to which courses in the Center's subject matter are available in the institution's professional schools;
 - (2) The extent to which the Center offers depth of specialized course coverage in one or more disciplines of the Center's subject area;
 - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the Center to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and
 - (4) The extent to which interdisciplinary courses are offered for undergraduate and graduate students.
- (g) *Quality of the Center's language instructional program.* The Secretary reviews each application to determine—
- (1) The extent to which the Center provides instruction in the languages of the Center's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the Center or other providers;
 - (2) The extent to which the Center provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;
 - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and
 - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.
- (h) *Quality of curriculum design.* The Secretary reviews each application to determine—
- (1) The extent to which the Center's curriculum has incorporated undergraduate instruction in the applicant's area or topic of specialization into baccalaureate degree programs (for example, major, minor, or certificate programs) and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and will result in an undergraduate training program of high quality;

- (2) The extent to which the Center's curriculum provides training options for graduate students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and result in graduate training programs of high quality; and
- (3) The extent to which the Center provides academic and career advising services for students; the extent to which the Center has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.
- (i) *Outreach activities.* The Secretary reviews each application to determine the extent to which the Center demonstrates a significant and measurable regional and national impact of, and faculty and professional school involvement in, domestic outreach activities that involve—
 - (1) Elementary and secondary schools;
 - (2) Postsecondary institutions; and
 - (3) Business, media, and the general public.
- (j) *Degree to which priorities are served.* If, under the provisions of §656.23, the Secretary establishes competitive priorities for Centers, the Secretary considers the degree to which those priorities are being served.

(Approved by the Office of Management and Budget under control number 1840–0068)

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

§ 656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?

The Secretary evaluates an application for an undergraduate Center on the basis of the criteria in this section.

- (a) *Program planning and budget.* The Secretary reviews each application to determine—
 - (1) The extent to which the activities for which the applicant seeks funding are of high quality and directly related to the purpose of the National Resource Centers Program;
 - (2) The extent to which the applicant provides a development plan or timeline demonstrating how the proposed activities will contribute to a strengthened program and whether the applicant uses its resources and personnel effectively to achieve the proposed objectives;
 - (3) The extent to which the costs of the proposed activities are reasonable in relation to the objectives of the program; and
 - (4) The long-term impact of the proposed activities on the institution's undergraduate training program.
- (b) *Quality of staff resources.* The Secretary reviews each application to determine—
 - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed Center activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;
 - (2) The adequacy of Center staffing and oversight arrangements, including outreach and administration and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and
 - (3) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.
- (c) *Impact and evaluation.* The Secretary reviews each application to determine—
 - (1) The extent to which the Center's activities and training programs have a significant impact on the university, community, region, and the Nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of Center resources; the extent to which students matriculate into advanced language and area or international studies programs or related professional programs; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;
 - (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;
 - (3) The degree to which activities of the Center address national needs, and generate information for and disseminate information to the public; and
 - (4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.
- (d) *Commitment to the subject area on which the Center focuses.* The Secretary reviews each application to determine the extent to which the institution provides financial and other support to the operation of the Center, teaching staff for the Center's subject area, library resources, linkages with institutions abroad, outreach activities, and qualified students in fields related to the Center.
- (e) *Strength of library.* The Secretary reviews each application to determine—
 - (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) in the subject area and at the educational levels (graduate, professional, undergraduate) on which the Center focuses; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the Center; and
 - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases and the extent to which teachers, students, and faculty from other institutions are able to access the library's holdings.
- (f) *Quality of the Center's non-language instructional program.* The Secretary reviews each application to determine—
 - (1) The quality and extent of the Center's course offerings in a variety of disciplines;
 - (2) The extent to which the Center offers depth of specialized course coverage in one or more disciplines of the Center's subject area;
 - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the Center to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and
 - (4) The extent to which interdisciplinary courses are offered for undergraduate students.
- (g) *Quality of the Center's language instructional program.* The Secretary reviews each application to determine—
 - (1) The extent to which the Center provides instruction in the languages of the Center's subject area and the extent to which students enroll in the study of the languages of the subject area through programs offered by the Center or other providers;
 - (2) The extent to which the Center provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;

- (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and
 - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.
- (h) *Quality of curriculum design.* The Secretary reviews each application to determine—
- (1) The extent to which the Center's curriculum has incorporated undergraduate instruction in the applicant's area or topic of specialization into baccalaureate degree programs (for example, major, minor, or certificate programs) and the extent to which these programs and their requirements (including language requirements) are appropriate for a Center in this subject area and will result in an undergraduate training program of high quality; and
 - (2) The extent to which the Center provides academic and career advising services for students; the extent to which the Center has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.
- (i) *Outreach activities.* The Secretary reviews each application to determine the extent to which the Center demonstrates a significant and measurable regional and national impact of, and faculty and professional school involvement in, domestic outreach activities that involve—
- (1) Elementary and secondary schools;
 - (2) Postsecondary institutions; and
 - (3) Business, media and the general public.
- (j) *Degree to which priorities are served.* If, under the provisions of §656.23, the Secretary establishes competitive priorities for Centers, the Secretary considers the degree to which those priorities are being served.

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(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

§ 656.23 What priorities may the Secretary establish?

- (a) The Secretary may select one or more of the following funding priorities:
- (1) Specific countries or world areas, such as, for example, East Asia, Africa, or the Middle East.
 - (2) Specific focus of a Center, such as, for example, a single world area; international studies; a particular issue or topic, e.g., business, development issues, or energy; or any combination.
 - (3) Level or intensiveness of language instruction, such as intermediate or advanced language instruction, or instruction at an intensity of 10 contact hours or more per week.
 - (4) Types of activities to be carried out, for example, cooperative summer intensive language programs, course development, or teacher training activities.
- (b) The Secretary may select one or more of the activities listed in §656.5 as a funding priority.
- (c) The Secretary announces any priorities in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1122)

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

§ 656.30 What are allowable costs and limitations on allowable costs?

- (a) *Allowable costs.* Except as provided under paragraph (b) of this section, a grant awarded under this part may be used to pay all or part of the cost of establishing, strengthening, or operating a comprehensive or undergraduate Center including, but not limited to, the cost of—
- (1) Faculty and staff salaries and travel;
 - (2) Library acquisitions;
 - (3) Teaching and research materials;
 - (4) Curriculum planning and development;
 - (5) Bringing visiting scholars and faculty to the Center to teach, conduct research, or participate in conferences or workshops;
 - (6) Training and improvement of staff;
 - (7) Projects conducted in cooperation with other centers addressing themes of world, regional, cross-regional, international, or global importance; and
 - (8) Summer institutes in the United States or abroad designed to provide language and area training in the Center's field or topic.
- (b) *Limitations on allowable costs.* The following are limitations on allowable costs:
- (1) Equipment costs exceeding 10 percent of the grant are not allowable.
 - (2) Funds for undergraduate travel are allowable only in conjunction with a formal program of supervised study in the subject area on which the Center focuses.
 - (3) Grant funds may not be used to supplant funds normally used by applicants for purposes of this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50193, Sept. 24, 1996, as amended at 64 FR 7739, Feb. 16, 1999]

PART 657—FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAM

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Authority: 20 U.S.C. 1122, unless otherwise noted.

Source: 61 FR 50202, Sept. 24, 1996, unless otherwise noted.

Subpart A—General

§ 657.1 What is the Foreign Language and Area Studies Fellowships Program?

Under the Foreign Language and Area Studies Fellowships Program, the Secretary awards fellowships, through institutions of higher education, to students who are—

- (a) Enrolled for undergraduate or graduate training in a Center or program approved by the Secretary under this part; and
- (b) Undergoing performance-based modern foreign language training or training in a program for which performance-based modern foreign language instruction is being developed, in combination with area studies, international studies, or the international aspects of professional studies.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

§ 657.2 Who is eligible to receive an allocation of fellowships?

- (a) The Secretary awards an allocation of fellowships to an institution of higher education or to a consortium of institutions of higher education that—
 - (1) Operates a Center or program approved by the Secretary under this part;
 - (2) Teaches modern foreign languages under a program described in paragraph (b) of this section; and
 - (3) In combination with the teaching described in paragraph (a)(2) of this section—
 - (i) Provides instruction in the disciplines needed for a full understanding of the area, regions, or countries in which the foreign languages are commonly used; or
 - (ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.
- (b) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.
- (c) The Secretary uses the criteria in §657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.
- (d) An institution does not need to receive a grant under the National Resource Center Program (34 CFR part 656) to receive an allocation of fellowships under this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

§ 657.3 Who is eligible to receive a fellowship?

A student is eligible to receive a fellowship if the student—

- (a)
 - (1) Is a citizen or national of the United States; or
 - (2) Is a permanent resident of the United States;
- (b) Is accepted for enrollment or is enrolled—
 - (1) In an institution receiving an allocation of fellowships; and
 - (2) In a program that combines modern foreign language training with—
 - (i) Area or international studies; or
 - (ii) Research and training in the international aspects of professional and other fields of study;
- (c) Shows potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine;
- (d) Is enrolled in a program of modern foreign language training in a language for which the institution has developed or is developing performance-based instruction;

- (e) In the case of an undergraduate student, is in the intermediate or advanced study of a less commonly taught language; or
- (f) In the case of a graduate student, is engaged in—
 - (1) Predissertation level study;
 - (2) Preparation for dissertation research;
 - (3) Dissertation research abroad; or
 - (4) Dissertation writing.

(Authority: 20 U.S.C. 1122)
[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

§ 657.4 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 657.

(Authority: 20 U.S.C. 1122)

§ 657.5 What definitions apply?

The following definitions apply to this part:

- (a) The definitions in 34 CFR 655.4.
- (b) *Center* means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational activities, including training in modern foreign languages and various academic disciplines, in its subject area.
- (c) *Fellow* means a person who receives a fellowship under this part.
- (d) *Fellowship* means the payment a fellow receives under this part.
- (e) *Program* means a concentration of educational resources and activities in modern foreign language training and related studies.

(Authority: 20 U.S.C. 1122)

Subpart B—How Does an Institution or a Student Submit an Application?

§ 657.10 What combined application may an institution submit?

An institution that wishes to apply for an allocation of fellowships and for a grant to operate a Center under 34 CFR part 656 may submit a combined application for both grants to the Secretary.

(Authority: 20 U.S.C. 1122)

§ 657.11 How does a student apply for a fellowship?

- (a) A student shall apply for a fellowship directly to an institution of higher education that has received an allocation of fellowships.
- (b) The applicant shall provide sufficient information to enable the institution to determine whether he or she is eligible to receive a fellowship and whether he or she should be selected to receive a fellowship.

(Authority: 20 U.S.C. 1122)

Subpart C—How Does the Secretary Select an Institution for an Allocation of Fellowships?

§ 657.20 How does the Secretary evaluate an institutional application for an allocation of fellowships?

- (a) The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the quality of the applicant's Center or program. The applicant's Center or program is evaluated and approved under the criteria in §657.21.
- (b) 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.

(Authority: 20 U.S.C. 1122)
[61 FR 50202, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005]

§ 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?

The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the criteria in this section.

- (a) *Foreign language and area studies fellowships awardee selection procedures.* The Secretary reviews each application to determine whether the selection plan is of high quality, showing how awards will be advertised, how students apply, what selection criteria are used, who selects the fellows, when each step will take place, and how the process will result in awards being made to correspond to any announced priorities.
- (b) *Quality of staff resources.* The Secretary reviews each application to determine—
 - (1) The extent to which teaching faculty and other staff are qualified for the current and proposed activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;
 - (2) The adequacy of applicant staffing and oversight arrangements and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and
 - (3) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.
- (c) *Impact and evaluation.* The Secretary reviews each application to determine—
 - (1) The extent to which the applicant's activities and training programs have contributed to an improved supply of specialists on the program's subject as shown through indices such as undergraduate and graduate enrollments and placement data; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;
 - (2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;

- (3) The degree to which fellowships awarded by the applicant address national needs; and
- (4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.
- (d) *Commitment to the subject area on which the applicant or program focuses.* The Secretary reviews each application to determine—
 - (1) The extent to which the institution provides financial and other support to the operation of the applicant, teaching staff for the applicant's subject area, library resources, and linkages with institutions abroad; and
 - (2) The extent to which the institution provides financial support to students in fields related to the applicant's teaching program.
- (e) *Strength of library.* The Secretary reviews each application to determine—
 - (1) The strength of the institution's library holdings (both print and non-print, English and foreign language) for students; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the applicant; and
 - (2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases.
- (f) *Quality of the applicant's non-language instructional program.* The Secretary reviews each application to determine—
 - (1) The quality and extent of the applicant's course offerings in a variety of disciplines, including the extent to which courses in the applicant's subject matter are available in the institution's professional schools;
 - (2) The extent to which the applicant offers depth of specialized course coverage in one or more disciplines on the applicant's subject area;
 - (3) The extent to which the institution employs a sufficient number of teaching faculty to enable the applicant to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and
 - (4) The extent to which interdisciplinary courses are offered for students.
- (g) *Quality of the applicant's language instructional program.* The Secretary reviews each application to determine—
 - (1) The extent to which the applicant provides instruction in the languages of the applicant's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers;
 - (2) The extent to which the applicant provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;
 - (3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and
 - (4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.
- (h) *Quality of curriculum design.* The Secretary reviews each application to determine—
 - (1) The extent to which the applicant's curriculum provides training options for students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for an applicant in this subject area and result in graduate training programs of high quality;
 - (2) The extent to which the applicant provides academic and career advising services for students; and
 - (3) The extent to which the applicant has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.
- (i) *Priorities.* If one or more competitive priorities have been established under §657.22, the Secretary reviews each application for information that shows the extent to which the Center or program meets these priorities.

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(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

§ 657.22 What priorities may the Secretary establish?

- (a) The Secretary may establish one or more of the following priorities for the allocation of fellowships:
 - (1) Specific world areas, or countries, such as East Asia or Mexico.
 - (2) Languages, such as Chinese.
 - (3) Levels of language offerings.
 - (4) Academic disciplines, such as linguistics or sociology.
 - (5) Professional studies, such as business, law, or education;
 - (6) Particular subjects, such as population growth and planning, or international trade and business.
 - (7) A combination of any of these categories.
- (b) The Secretary announces any priorities in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1122)

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

§ 657.30 What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?

- (a) *Duration.* An institution may award a fellowship to a student for—
 - (1) One academic year; or
 - (2) One summer session if the summer session provides the fellow with the equivalent of one academic year of modern foreign language study.
- (b) *Vacancies.* If a fellow vacates a fellowship before the end of an award period, the institution to which the fellowship is allocated may reaward the balance of the fellowship to another student if—
 - (1) The student meets the eligibility requirements in §657.3; and
 - (2) The remaining fellowship period comprises at least one full academic quarter, semester, trimester, or summer session as described in paragraph (a)(2) of this section.

(Authority: 20 U.S.C. 1122)

§ 657.31 What is the amount of a fellowship?

- (a)
 - (1) An institution shall award a stipend to fellowship recipients.
 - (2) Each fellowship includes an institutional payment and a subsistence allowance to be determined by the Secretary.

- (3) If the institutional payment determined by the Secretary is greater than the tuition and fees charged by the institution, the institutional payment portion of the fellowship is limited to actual tuition and fees. The difference between actual tuition and fees and the Secretary's institutional payment shall be used to fund additional fellowships to the extent that funds are available for a full subsistence allowance.
 - (4) If permitted by the Secretary, a stipend awarded to a graduate level recipient may include allowances for dependents and travel for research and study in the United States and abroad.
 - (5) A stipend awarded to an undergraduate level recipient may include an allowance for educational programs in the United States or educational programs abroad that—
 - (i) Are closely linked to the overall goals of the recipient's course of study; and
 - (ii) Have the purpose of promoting foreign language fluency and knowledge of foreign cultures.
- (b) The Secretary announces in an application notice published in the Federal Register—
- (1) The amounts of the subsistence allowance and the institutional payment for an academic year and the subsistence allowance and the institutional payment for a summer session;
 - (2) Whether travel and dependents' allowances will be permitted; and
 - (3) The amount of travel and dependents' allowances.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

§ 657.32 What is the payment procedure for fellowships?

- (a) An institution shall pay a fellow his or her subsistence and any other allowance in installments during the term of the fellowship.
- (b) An institution shall make a payment only to a fellow who is in good standing and is making satisfactory progress.
- (c) The institution shall make appropriate adjustments of any overpayment or underpayment to a fellow.
- (d) Funds not used by one recipient for reasons of withdrawal are to be used for alternate recipients to the extent that funds are available for a full subsistence allowance.

(Authority: 20 U.S.C. 1122)

§ 657.33 What are the limitations on the use of funds for overseas fellowships?

- (a) Before awarding a fellowship for use outside the United States, an institution shall obtain the approval of the Secretary.
- (b) The Secretary may approve the use of a fellowship outside the United States if the student is—
 - (1) Enrolled in an overseas foreign language program approved by the institution at which the student is enrolled in the United States for study at an intermediate or advanced level or at the beginning level if appropriate equivalent instruction is not available in the United States; or
 - (2) Engaged during the academic year in research that cannot be done effectively in the United States and is affiliated with an institution of higher education or other appropriate organization in the host country.

(Authority: 20 U.S.C. 1122)

§ 657.34 Under what circumstances must an institution terminate a fellowship?

An institution shall terminate a fellowship if—

- (a) The fellow is not making satisfactory progress, is no longer enrolled, or is no longer in good standing at the institution; or
- (b) The fellow fails to follow the course of study, including modern foreign language study, for which he or she applied, unless a revised course of study is otherwise approvable under this part.

(Authority: 20 U.S.C. 1122)

SECTION C

Executive Order 12372 (Intergovernmental Review of Federal Programs)

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

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

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

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

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

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 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 **1894-0005**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537.

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 are the Performance Indicators for the International Education Programs?

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The objective and performance indicators are as follows:

The Title VI programs' overarching goal is to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions.

1. **The objective of the National Resource Centers program is to provide grants to institutions of higher education or consortia of institutions of higher education to establish, strengthen, and operate comprehensive and undergraduate language and area or international studies centers. The Department will use the following measures to evaluate the success of the NRC program.**
 - (1.1) Percentage of less and least commonly taught languages as defined by the Secretary of Education taught at Title VI National Resource Centers.
 - (1.2) Percentage of critical need languages as defined by the Secretary of Education taught at National Resource Centers.
 - (1.3) Percentage of NRC grants teaching intermediate or advanced courses in critical need languages as defined by the Secretary of Education.
 - (1.4) The percentage of NRC master's and doctoral students who report that they found employment that utilize the language and area skills.

2. **The objective of the Foreign Language and Area Studies Fellowship program is to provide academic year and summer fellowships to institutions of higher education to assist undergraduate and graduate students in foreign language and either area or international studies. The Department will use the following measures to evaluate the success of the FLAS program.**
 - (2.1) Cost per FLAS fellow increasing average language competency by at least one level.
 - (2.2) The average competency score of FLAS recipients at the end of one full year of instruction minus the average score at the beginning of the year.
 - (2.3) Percentage of FLAS master's and doctoral graduates that studied critical need languages as defined by the Secretary of Education.
 - (2.4) Percentage of FLAS participants who report that they found employment that utilize their language and area skills.

**NRC and FLAS Reporting Requirements
and the
International Education Resource Information System (IRIS)**

If your center or program is awarded new FY 2010 – FY 2013 grants under the NRC and FLAS programs, you will be required to enter interim, annual, and final performance reports into the IRIS web based system. IEPS requires grantees to submit performance reports that provide the most current performance and financial expenditures information, in accordance with 34 CFR 75.118. We use this information to certify that grantees are making substantial progress toward project objectives and to make continuation awards.

You may view the IRIS performance reporting screens and instructions for the NRC and FLAS programs at

<http://iris.ed.gov/iris/pdfs/NRC.pdf>

http://iris.ed.gov/iris/pdfs/FLAS_director.pdf

http://iris.ed.gov/iris/pdfs/FLAS_fellow.pdf

FREQUENTLY ASKED QUESTIONS AND ANSWERS

I. Application Content

- Q1. *Our center has received NRC and FLAS grants in the past. Is it appropriate to refer to this in our application?***
A. Yes to demonstrate programmatic strength/growth. However, the International Education Programs Service (IEPS) strongly suggests that you refrain from referring to your proposal as an application for "renewal" of your grant. In selecting applications for funding, no preference is given to applicants who have received NRC and FLAS grants in the past.
- Q2. *What techniques does the U.S. Department of Education (US/ED) consider helpful for presenting the application narrative and other important information?***
A. In presenting the application narrative (your responses to the selection criteria), we encourage you to follow the order of the selection criteria as listed on the Technical Review Form on pages (insert pages) in the application booklet. Additional useful techniques include – using cross-references in the budget and appendices, providing an acronyms list, and using tables and graphs to present information effectively.
- Q3. *Can an institution apply for funding for both an undergraduate National Resource Center and a FLAS fellowship program?***
A. Yes. The applicant should keep in mind that meritorious undergraduate students are now eligible to receive FLAS awards. This means that applicants must describe in the portion of their application that addresses the FLAS program which students they intend to offer their allotted FLAS awards to (undergraduate, graduate, or both), and a description of the competitive application process that will be used to select the fellows. The applicant must also ensure that they incorporate the approved eligibility requirements into their FLAS competition.
- Q4. *Should we describe in the application our center's "outreach" to institutions and people in other countries?***
A. Yes, but not in response to the "Outreach Activities" selection criterion, which asks readers to evaluate the regional and national impact of an applicant's domestic activities. To the extent that your center engages in projects that facilitate overseas study and research or professional development opportunities for U.S.-based students and educators, these activities might be relevant in addressing other selection criteria.
- PRIORITIES:** (Described in EDGAR §75.105(c))
- Q5. *What is the absolute priority for the FY 2010-13 competition?***
A. There is one absolute priority for NRCs in this competition.
- ***Absolute Priority: Projects that include teacher training activities on the language, languages, area studies, or thematic focus of the center.***
- The National Resource Centers (NRC) program has one "absolute priority". All NRC applicants must address this priority in their applications. This does not suggest that applicants devote a separate section of their application to Teacher Training initiatives or activities. All that is required is that reviewers are able to discern what training activities for educators the applicant will conduct during the funding cycle. These sort of activities are frequently explained in the outreach section, but references to teacher training activities can be placed in the other sections of the narrative, budget, and/or timeline.
- There is no absolute priority for the FY 2010-13 Foreign Language and Area Studies (FLAS) program competition.
- Q6. *Our center engages in outreach activities. Does that mean that we have fulfilled the Absolute Priority for National Resource Centers?***
A. Not necessarily. "Outreach activities" include many projects that are not teacher training. To meet the absolute priority, applicants must include information that demonstrates the existence, development, and expansion of effective teacher training activities. Collaboration with Schools of Education, and Local and State Education Agencies are good means by which to address this requirement.
- Q7. *What are Competitive and Invitational Priorities?***
A. If an application addresses and meets the competitive preference priorities, additional points are awarded to the application. An application that meets the invitational priorities does not receive a competitive or absolute preference over other applications. Please refer to the Closing Date Notice in the [Federal Register](#) for published priorities.
- Q8. *May more than one center at an institution submit applications for the NRC/FLAS competition?***
A. Yes. It is allowable for more than one center at an institution to submit applications. Each center's application is reviewed independently based on the applicable selection criteria.

Application Content, Page limits

- Q9. Are institutions applying for both National Resource Centers and FLAS Fellowship funding permitted a longer page limit than institutions applying for a grant under only one program?**
- A. No. Narrative page limits are 45 double-spaced, single-sided pages for single institution applications and 55 double-spaced pages for consortia applications, regardless of whether they are for undergraduate or comprehensive NRC funding or FLAS fellowships or both. Please see the Closing Date Notice.
- Q10. Are consortia with more than two members permitted a longer page limit than two-member consortia?**
- A. No. All consortia must comply with the 55 double-spaced page narrative limit.
- Q11. Do the budget forms and appendices count against the page limit?**
- A. No. Please refer to the Closing Date Notice and to Section C (page 2c) for specific guidance.

Application Content, FLAS

- Q12. Are undergraduate students eligible to receive FLAS fellowships?**
- A. Yes. Changes made to Title VI of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 allows for FLAS awards to be given to meritorious undergraduate students who are studying a Less Commonly Taught Language (LCTL) – which is defined here as any language other than English, Spanish, German, or French – and who are at the intermediate or advanced level of that study.

II. Funding / Budget

- Q1. How much money should we request for an NRC grant?**
- A. IEPS suggests that applicants limit requests to the estimated range announced in the [Federal Register](#) notice.
- Q2. What information does US/ED consider when selecting applications for funding?**
- A. US/ED considers: (1) the information in each application, (2) the readers' scores and comments resulting from the peer review of the applications, and (3) any other information relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants.
- Q3. How will decisions about continuation funding be made?**
- A. Grantees are required to submit annual performance reports on time to the International Resource Information System (IRIS) that describe the projects' accomplishments, GPRA data, and budgetary status. These reports assist IEPS staff in determining continuation funding. Although estimated funding levels for all four years of the grant are established at the time of the initial grant award notification, the amount of funding received in Years 2, 3 and 4 of the grant can increase or decrease depending on: (1) the on-time submission of all required reports, (2) evidence in the reports that you have made substantial progress toward meeting original grant objectives, (3) program officers' review and analysis of report data, (4) information from site visits, such as programmatic or fiscal findings, (5) the congressional appropriation of funds for the programs, and (6) A-133 audit information that IEPS might receive regarding a specific grant.

Successful applicants will receive instructions for submitting electronic performance reports through IRIS soon after their grants have been awarded. To view the NRC and FLAS reporting screens, please visit the IRIS web site at:

<http://iris.ed.gov/iris/pdfs/NRC.pdf>
http://iris.ed.gov/iris/pdfs/FLAS_director.pdf
http://iris.ed.gov/iris/pdfs/FLAS_fellow.pdf

Post-Award Issue: (This question relates to EDGAR §75.118 and §75.253.)

- Q4. Is there a matching requirement for the NRC or FLAS program?**
- A. No. There is no matching requirement for either of the programs. Demonstrations of institutional commitment, however, will strengthen an application. Applicants are not required to fill-out Section B of the ED 524 form but if they do, and cite institutional commitment, then the grantee and host institution will be held to that commitment for however long the applicant indicated it will be given. Institutional commitment must also be addressed in the narrative portion of the grant application.
- Q5. Are we allowed to include project evaluation costs in our NRC budget request and is there any limitation on the amount?**
- A. Including project evaluation costs in the NRC budget is appropriate and allowable. Applications should request an amount that is reasonable and justifiable in terms of the overall project scope and total budget request.

III. Application Submission

Q1. How many copies of an application should we submit?

A. Applicants are required to submit an original application and two copies. The original application stays in the program office and the copies are read by the peer review panel. Because each application is evaluated by three reviewers, the program office would appreciate receiving a total of one original plus three copies.

Q2. Is an exception ever made for an application postmarked after the closing-date?

A. No, never.

APPLICATION PROCESSING: (These procedures are described in the Education Department General Administrative Regulations (EDGAR) §75.215-236.)

Q3. What happens to my application after I have sent it to the US/ED Application Control Center?

A. Your application is delivered to the Application Control Center (ACC), the unit authorized to receive grant applications. ACC confirms receipt of an original application and copies and assigns each an identifying number (PR/Award number, e.g., P015A0---P015B060---), and sends the applications to the program office, where applications are screened for eligibility. Applications that are eligible are then assigned to expert reviewers for the external "peer review" process.

Separate panels of experts will be arranged for world areas or thematically based applications. The panels of experts read and score each eligible application. IEPS then makes funding recommendations to US/ED officials based on reviewers' scores and comments. Once recommendations are approved, grant award notifications (GANs) are issued, if funding is available.

Q4. What happens to my application if US/ED finds it to be ineligible?

A. It is not evaluated. Section 75.216 of EDGAR prohibits US/ED from evaluating an application if it does not meet the program eligibility criteria or does not otherwise comply with application requirements. If ineligible, a copy of the application is returned to the applicant with a letter explaining why it was not evaluated.

IV. Application Evaluation

Q1. Who evaluates the applications submitted for the competition?

A. Each application is evaluated by panels of reviewers, which include experts, from outside US/ED who represent a variety of disciplines. The experts are required to use the program statute and regulations, the program selection criteria, and any priorities and other requirements that have been published in the Federal Register as guidance in reviewing the applications. The review panels provide written comments and scores to support their evaluations about the quality, significance, and impact of the proposed project. Those comments are shared with the applicants.

Q2. What criteria do the reviewers use to evaluate an application?

A. Reviewers score each application using the selection criteria published in the Federal Register as part of the program regulations. Reviewers use the Technical Review Form that is included at the end of this application to record their comments and scores each selection criterion. Reviewers are instructed to use only the published criteria and to base their evaluation strictly on information provided in the application.

Q3. How long does it take US/ED to complete the review process?

A. Most review processes take about six to eight months from the announcement date through the issuance of the signed Grant Award Notification (GAN).

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 84.015A/84.015B 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 84.015A/84.015B
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.

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-NEW**. The time required to complete this information collection is estimated to average 400 hours for the project director 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, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** National Resource Center and Foreign Language and Area Studies Fellowship Programs, U.S. Department of Education, Attention: Carla White, 1990 K Street, NW 6th Floor, Washington, D.C. 20202-4651.

APPLICATION SECTIONS AND INSTRUCTIONS

Table of Contents: Include a one-page table of contents.

Abstract: Provide a one-page abstract. Include the following:

- Mission of Center or Program
- Overview of what is to be achieved with FY10-13 funding, which may include information about;

- Degree Programs
- Language(s) and Discipline(s) Coverage
- Faculty
- Enhancement activities unique to the center or program
- Library
- Outreach

Budget: See required Education Department forms and instructions. In addition to the required budget forms, applications must include detailed line-item budgets (costs and descriptions) for each year of the grant. Applicants are not required to fill-out Section B of the ED 524 form but if they do, and cite institutional commitment, then the grantee and host institution will be held to that commitment for however long the applicant indicated it will be given. Cross-references to the narrative and appendices are helpful. The detailed budget should be included after the required ED 524 A form. The budget is not considered to be part of the Narrative.

Narrative: The narrative must respond to the NRC and FLAS programs, and the purposes of their respective selection criteria. The evaluation criteria are found in the following sections of the CFR:

Comprehensive Centers (84.015A)	34 CFR §656.21
Undergraduate Centers (84.015A)	34 CFR §656.22
Foreign Language and Area Studies Fellowships (84.015B)	34 CFR §657.21

In developing the narrative, applicants are encouraged to follow the order of the selection criteria listed in the Technical Review Form on pages 1d – 18d. All relevant material (text, charts, tables) must be included in the body of the narrative. Cross-references to the budget section and appendices are helpful and should be used.

PAGE LIMIT: You must limit the narrative to the equivalent of no more than 45 pages for a single institution application or the equivalent of no more than 55 pages for a consortium application, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions. However, you may single space all text in charts, tables, figures and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch. 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. Applications submitted in any other font (including Times Roman, Arial Narrow) will not be accepted.

The page limit does not apply to the cover sheet; the budget section, including the budget description; the assurances and certifications; the one-page abstract; or the appendices.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit; or
- You apply other formatting standards (i.e. 9-point font size)

Appendices

The font and spacing restrictions imposed on the narrative do not apply to the appendices.

Each application must include only four appendices.

1. **Timeline:** Include a timeline for the NRC Program application only. The timeline reflects all proposed program development activities to be funded during the four-year grant period. The timeline represents activities that contribute to strengthening of the overall program. The timeline must not exceed four pages.

Cross-reference pages in the narrative, when appropriate. Identify activities that are new, continuing, or ending during the four-year cycle. Demonstrate how costs will be picked up by the institution(s). Use color or shading to illustrate program development, cost sharing, and other strategies for institutionalizing the activities. If colors are used please ensure that all copies have color.

If applying as a consortium, clearly identify the institutions conducting the activity(ies).

2. **Course List:** Present the course list on double-sided pages.

The course list must include information for the following three years:

- 2008-2009 courses and enrollments
- 2009-2010 courses being offered
- 2010-2011 courses to be offered

Indicate the number of credits per course. Include information on courses that are cross-listed. Identify courses that will be funded by the grant in 2010-2011.

For courses with less than 100% (but equal to or more than 25%) area or international content, include the percent of area/international content with a notation explaining the area-international content. For example, including in a Latin American Studies Course List an International Economics course taught by a Latin Americanist and for which 50% of the readings focus on Latin American case studies. Do not include courses with less than 25% area or international content.

3. **Faculty Biographical Information (Bios):** Present two bios per page and double-side the pages in this section. It is helpful if an index precedes the biographical information, to assist the readers in locating a specific bio. You may organize the bios in alphabetical order or by discipline. Include information for all teaching and other professional staff (i.e. outreach coordinator, FLAS coordinator, etc) directly involved in the applicant's training program. Please include information about language pedagogy background for language faculty. The Project Director bio can be 1 page.

Include the following:

- Department and tenure status
- Education
- Academic experience
- Overseas experience
- Language(s) with proficiency level indicated (**Note:** include scale for explanation)
- Percent of time dedicated to area/international studies courses
- Area/International studies courses taught
- Research and teaching specialization
- Recent publications
- Number of dissertations or theses supervised in past five years
- Distinctions

4. **Objectives for Proposed NRC and FLAS Projects:** Provide a table of the objectives that will guide project activities for the FY 2010-2013 performance period. IEPS is requesting these objectives to assist with our review of the performance reports that you will be submitting in IRIS. In addition to the status information and data that you report, the objectives will provide a helpful context for assessing progress.

Helpful hints for developing objectives:

- Objectives must be clear.
- Objectives should not have too many parameters.
- Objectives should define the outcome (effect or benefit) to be realized.
- Objectives should be time-phased and measurable

Supplemental Instructions for the Application for Federal Assistance (SF 424)

The instructions for the items given below are to be used in conjunction with the general instructions contained in this application packet.

- Item 1.** Select *Application*.
- Item 2.** Select *New*.
- Items 3 - 7.** Enter *N/A*.
- Item 8.**
- A.** Enter the legal name of the institution of higher education.
 - B.** Enter the tax identification number as assigned by the Internal Revenue Service.
 - C.** Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>
 - D.** Enter the address of the institution of higher education.
 - E.** Enter the organizational unit that will undertake the funding activity
 - F.** Enter the name of the Project Director. The Project Director should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. Enter the title, organizational affiliation, telephone and fax numbers and e-mail address of the Project Director.
- Item 9.** Select *H – Public/State Controlled IHE* or *O – Private IHE*.
- Item 10.** Enter *US Department of Education*.
- Item 11.** Enter *84.015A&B, National Resource Centers and Foreign Language and Studies Fellowships Programs*.
- Item 12.** Enter *ED-GRANTS-84.015 A, B National Resource Centers and Foreign Language and Studies Fellowships Programs*.
- Item 13.** Enter *N/A*.
- Item 14.** Enter *N/A*.
- Item 15.** Enter *National Resource Centers and Foreign Language and Studies Fellowships Programs*.
- Item 16.** **A.** Enter the congressional district for the applicant institution; **B.** Enter *N/A*.
- Item 17.** **A.** Enter 08/15/10. (Only list the first year of the grant award.)
B. Enter 08/14/11.
- Item 18.** Enter the total amount requested for the first year.
- Item 19.** Check **A.** *Program is covered by E.O. 12372*.
- Item 20.** Self-explanatory.
- Item 21.** Self-explanatory – to be completed by institution's Authorized Representative.

The Following Forms are in the Standard Instructions and Forms Section:

ED Supplemental Information for SF 424

Assurances -- Non-Construction Programs (SF 424B)

One copy of this form must be completed by the authorized representative of the college or university and accompany SF 424.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED Form 80-0013)

One copy of this form must be completed by the authorized representative of the college or university and accompany SF 424.

Disclosure of Lobbying Activities (SF-LLL)

One copy of this form must be completed by the authorized representative of the college or university and accompany SF 424, if applicable.

Application Supplemental Information to Meet HEOA Statutory Requirements

Description: Diverse Perspectives and Wide Range of Views in Funded Activities

Description: Government Service in Areas of National Need and Other Employment Sectors

Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 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 (0348-0043), 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.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications 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 items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • 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. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	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.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
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.	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 – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • 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.
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.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		
	d. Address: Enter the complete address as follows: Street address (Line 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
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the		

	<p>assistance activity, if applicable.</p> <p>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.</p>		<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
		20.	<p>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.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td style="vertical-align: top; width: 50%;"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>	21.	<p>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.</p> <p>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.)</p>
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>				

**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 1894-0007. 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, 400 Maryland Avenue, S.W., 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 number(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 U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the

*Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

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

Application for Federal Assistance SF-424

Version 02

<p>*1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p>*2. Type of Application * If Revision, select appropriate letter(s)</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p> <p style="margin-left: 40px;">*Other (Specify) _____</p>
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3. Date Received:	4. Applicant Identifier:
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5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
--------------------------------	--------------------------------

State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*a. Legal Name: _____

*b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. Organizational DUNS:
--	--------------------------

d. Address:

*Street 1: _____

Street 2: _____

*City: _____

County: _____

*State: _____

Province: _____

*Country: _____

*Zip / Postal Code: _____

e. Organizational Unit:

Department Name:	Division Name:
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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:	

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424	Version 02
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***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:**

OMB Number: 4040-0004

Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant:

*b. Program/Project:

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.)**

- Yes
- No

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

** I AGREE

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

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title: _____

*Telephone Number: _____

Fax Number: _____

* Email: _____

*Signature of Authorized Representative: _____

*Date Signed: _____

Authorized for Local Reproduction
10/2005)

Standard Form 424 (Revised

Circular A-102

Prescribed by OMB

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**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

Delete Attachment

View

World Area and Application Type Selection Sheet

Please check the World Area focus for this application:

Africa	<input type="checkbox"/>
Canada	<input type="checkbox"/>
East Asia	<input type="checkbox"/>
International	<input type="checkbox"/>
Latin America & Caribbean	<input type="checkbox"/>
Middle East	<input type="checkbox"/>
Russia/East Europe / Eurasia	<input type="checkbox"/>
South Asia	<input type="checkbox"/>
Southeast Asia / Pacific Islands	<input type="checkbox"/>
Western Europe / Europe	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>

Please check application type:

Comprehensive NRC and FLAS	<input type="checkbox"/>
Undergraduate NRC and FLAS	<input type="checkbox"/>
Comprehensive NRC only	<input type="checkbox"/>
Undergraduate NRC only	<input type="checkbox"/>
FLAS only	<input type="checkbox"/>

FLAS approved language list

Please use this sheet to request the languages that you wish to be on your initial list of approved FLAS languages for the 2010-2013 grant cycle. A center may award fellowships for languages on the approved list only.

Languages:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

- *Languages can be added to the approved list throughout the grant cycle as language instruction capacity and interest from students grow, and a justification for the addition of the language addresses the four factors listed above.*
- *Languages can be added to the list for the remainder of grant cycle, for one academic year, or for one summer depending on the institution's capacity to teach it and the interest of student(s).*
- *Remember that eligibility requirements for awarding FLAS fellowships to undergraduate and graduate students differ.*

Instructions for ED 524

General Instructions

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

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

Section A - Budget Summary

U.S. Department of Education Funds

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

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

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

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

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

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

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

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

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

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

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a

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

Section B - Budget Summary

Non-Federal Funds

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

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

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

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

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

Section C - Budget Narrative [Attach separate sheet(s)]

Pay attention to applicable program specific instructions, if attached.

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

[Please review ED’s general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets,

depreciation and use allowances. OMB cost principle circulars are available on OMB’s website at:

<http://www.whitehouse.gov/omb/circulars/index.html>

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

When calculating indirect costs (line 10) for “Training grants” or grants under “Restricted Rate” programs, you must refer to the information and examples on ED’s website at:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

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

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

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



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

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

Name of Institution/Organization

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

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

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

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

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

- (1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No
- (2) If yes, please provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: ___/___/_____ To: ___/___/_____ (mm/dd/yyyy)
 Approving Federal agency: ED Other (please specify): _____ The Indirect Cost Rate is _____%
- (3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement? or Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%

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.
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**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)

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

National Resource Centers (NRC) Program
Foreign Language and Area Studies Fellowships (FLAS) Program

Supplemental Information to Meet Statutory Requirements

Changes made to Title VI of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA) require that NRC and FLAS applicants shall provide the information requested in section 602(e) of the HEA and listed below, with their applications for funding. You may use this form or separate pages that provide the descriptions to meet these requirements. Be advised that the pages needed to provide this information are not included in the page limit for the application narrative.

If the application is submitted on behalf of a consortium, include signed forms for the lead institution and for each partner institution.

Information Requirement 1 (3000 characters)

Diverse Perspectives in Funded Activities. Provide an explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs.

Information Requirement 2 (3000 characters)

Areas of National Need. Provide a description of how the applicant will encourage government service in areas of national need, as identified by the U.S. Department of Education, as well as in areas of need in the education, business, and nonprofit sectors.

Applicant Institution(s) and Authorized Representative: The applicant assures that grant activities will be conducted in compliance with the statutory requirements provided in section 602(e) of the HEA, as amended.

Name of Applicant Institution and Center:

Name of Authorized Representative (Typed):

Title:

Telephone:

Signature:

E-mail:

Date:

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. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

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

(b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

Applicant Checklist

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

___ An original application and two copies must include the following:

*Education Department General Administrative Regulations (EDGAR), section 75.109(a) requires an original and two copies of its application to the Department. However, IEPS appreciates receiving one original and three copies for the three reviewers.

___ Application for Federal Assistance (SF424)

- Be sure that the institution's correct DUNS number is entered on form SF 424 (item 8c on the SF 424 form)
- Include the original signature of the applicant's authorizing official

___ Department of Education Supplemental Information for SF424

___ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)

- Indirect cost rate information is provided in the comment section of ED524
- ED 524 B is optional – it is not required (see the FAQ section for more information)

___ Detailed line-item budgets (costs and descriptions) for each year of the grant

___ Abstract (1 page)

___ Project Narrative

Note: Have you addressed all application requirements including selection criteria, priorities, and recent regulatory changes to the program?

___ World Area Selection Sheet

___ FLAS Approved Language List

___ Narrative addressing GEPA Section 427

___ Application Information to Meet Statutory Requirements

___ Description: Diverse Perspectives and Wide Range of Views in Funded Activities

___ Description: Government Service in Areas of National Need and in Other Employment Sectors

___ Assurances and Certifications

___ Assurances for Non-Construction Programs (SF424B)

___ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)

___ Certification Regarding Lobbying (ED 80-0013)

___ Survey on Ensuring Equal Opportunity for Applicants (if applicable for this program; refer to instructions)

___ Appendices (4): Timeline, Course List, Biographical Information, and Project Objectives

___ A copy of the application has been submitted to the State Single Point of Contact, if intergovernmental review is required

Section D

**FY 2010 TECHNICAL REVIEW FORM
ED DISCRETIONARY GRANT PROGRAM:
HEA TITLE VI NATIONAL RESOURCE CENTERS AND
FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS**

CFDA No. 84.015(A & B)

WORLD AREA:

PR Number(s) and Applicant Institution:

RATING SCALE				
If total points are:	5	10	15	20 25
Outstanding	5	10	15	20 25
Very Good	4	8	12	16 20
Good	3	6	9	12 15
Average	2	4	6	8 10
Poor	1	2	3	4 5
Unacceptable or not described	0	0	0	0 0

Evaluation Criteria	Max Points		Rating Summary		
	NRC	FLAS	Comprehensive	Undergraduate	FLAS
			NRC	NRC	Fellowships
1. Commitment to the Subject Area	10	10	0	0	0
2. Quality of Curriculum Design	10	20	0	0	0
3. Quality of the Applicant's Non-Language Instructional Program	20	20	0	0	0
4. Quality of the Applicant's Language Instructional Program	20	20	0	0	0
5. Strength of Library	10	10	0	0	0
6. Quality of Staff Resources	15	15	0	0	0
7. Outreach Activities	20	0	0	0	N/A
8. Program Planning and Budget	25	0	0	0	N/A
9. Impact and Evaluation	30	25	0	0	0
10. FLAS Awardee Selection Procedures	0	15	N/A	N/A	0
11. Competitive Priorities	0	5	0	0	0

160	140
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TOTAL:	0	0	0
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General Comments: (continue on last page)

Reviewed by:	Date:
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Evaluation Criteria

Comp NRC UG NRC FLAS

1. Commitment to the Subject Area on Which the Applicant Focuses

POSSIBLE POINTS		
10	10	10

A. For all applicants, to what extent does the institution provide financial and other support to:

(10 pts)

(10 pts)

(5 pts)

- (for all applicants) the operation of the applicant's center or program,

- (for all applicants) teaching staff for the applicant's subject area,

- (for all applicants) library resources for the applicant's subject area,

- (for all applicants) linkages with institutions abroad,

- (for NRC applicants only) center outreach activities, and

- (for NRC applicants only) qualified students in fields related to the center's program?

B. For FLAS applicants only, to what extent does the institution provide financial support to students in fields related to the applicant's teaching program?

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

POSSIBLE POINTS		
10	10	20

2. Quality of Curriculum Design

A. For all NRC applicants, to what extent has undergraduate instruction in the applicant's area or topic of specialization been incorporated into baccalaureate degree programs (for example, major, minor, or certificate programs) in the applicant's subject area?

(5 pts)

(5 pts)

For all NRC applicants, to what extent are the requirements (including language requirements) appropriate for a center in this subject area and will they result in an undergraduate training program of high quality?

For comprehensive NRC applicants only, to what extent does the applicant's curriculum provide training options for graduate students from a variety of disciplines and professional fields?

For comprehensive NRC applicants only, to what extent are the graduate student training options and requirements (including language requirements) appropriate for an applicant in this subject area and do they result in graduate training programs of high quality?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

2. Quality of Curriculum Design (continued)

For FLAS applicants, to what extent does the applicant's curriculum provide training options for students from a variety of disciplines and professional fields, and to what extent are these programs and their requirements appropriate for an applicant in the subject area and result in training programs of high quality?

(5 pts)

B. For all applicants, to what extent does the applicant provide academic and career advising for students?

(5 pts)

(5 pts)

(15 pts)

For all applicants, to what extent has the applicant established formal arrangements for students to conduct research or study abroad and to what extent do students use these arrangements?

For all applicants, to what extent does the institution facilitate student access to other institutions' study abroad and summer language programs?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

3. Quality of the Applicant's Non-Language Instructional Program

POSSIBLE POINTS		
20	20	20

A. For all applicants, what is the quality and extent of the center's course offerings in a variety of disciplines?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent are courses in the applicant's subject matter available in the institution's professional schools?

B. For all applicants, to what extent does the applicant offer depth of specialized course coverage in one or more disciplines of the applicant's subject area?

(5 pts)

(5 pts)

(5 pts)

C. For all applicants, to what extent are interdisciplinary courses offered for students?

(5 pts)

(5 pts)

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

3. Quality of the Applicant’s Non-Language Instructional Program (continued)

D. For all applicants, are sufficient numbers of non-language faculty available to enable the center to carry-out its purposes?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent are instructional assistants provided with pedagogy training?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

4. Quality of the Applicant's Language Instructional Program

POSSIBLE POINTS		
20	20	20
AWARDED POINTS		

A. For all applicants, to what extent does the applicant provide instruction in the languages of the applicant's subject area?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent do students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers?

B. For all applicants, To what extent does the applicant provide three or more levels of language training?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent are courses in disciplines other than language, linguistics, and literature offered in appropriate foreign languages?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

4. Quality of the Applicant’s Language Instructional Program (continued)

C. For all applicants, are sufficient numbers of language faculty available to teach the languages and levels of instruction described in the application (narrative and course list)?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent have language teaching staff (faculty and instruction assistants) been exposed to current language pedagogy training appropriate for performance-based teaching?

D. For all applicants, what is the quality of the language program as measured by:

(5 pts)

(5 pts)

(5 pts)

- for all applicants, the performance-based instruction being used or developed,

- for all applicants, the adequacy of resources for language teaching and practice, and

- for all applicants, language proficiency requirements?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

5. Strength of Library

POSSIBLE POINTS		
10	10	10
AWARDED POINTS		

A. For all applicants, what is the strength of the institution's library holdings (both print and non-print, English and foreign language) in the applicant's subject area for the educational levels the applicant serves (e.g. graduate, professional undergraduate)?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent does the institution provide financial support for library acquisitions and for library staff in the applicant's subject area?

B. For all applicants, to what extent are research materials at other institutions available to students through cooperative arrangements with other libraries or online databases?

(5 pts)

(5 pts)

(5 pts)

For NRC applicants only, to what extent are teachers, students, and faculty from other institutions able to access the library's holdings?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

6. Quality of Staff Resources

POSSIBLE POINTS		
15	15	15
AWARDED POINTS		
0	0	0

A. For all applicants, to what extent are the teaching faculty and other professional staff members qualified for the current and proposed center activities and training programs?

(5 pts)

(5 pts)

(5 pts)

For all applicants, to what extent are professional development opportunities, including overseas experience, provided for faculty and staff?

For all applicants, to what extent do the teaching faculty and other staff participate in the teaching, supervision, and advising of students?

B. For all applicants, how adequate are the applicant staffing and oversight arrangements, and to what extent are faculty from a variety of departments, professional schools, and the library involved?

(5 pts)

(5 pts)

(5 pts)

For NRC applicants only, how adequate are the staffing and oversight arrangements for the center's administration and outreach activities?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

6. Quality of Staff Resources (continued)

C. For all applicants, to what extent does the applicant, as part of its nondiscriminatory employment practices, encourage applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly?

(5 pts)

(5 pts)

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

7. Outreach Activities

POSSIBLE POINTS		
20	20	0
AWARDED POINTS		
0	0	0

For all NRC applicants, for domestic outreach activities in the following categories, to what extent does the applicant demonstrate:

- (a) a significant and measurable regional and national impact, and
- (b) faculty and professional school involvement?

- elementary and secondary schools

(10 pts)

(10 pts)

-for all NRC applicants, postsecondary institutions

(5 pts)

(5 pts)

-business, media, and the general public

(5 pts)

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

8. Program Planning and Budget

POSSIBLE POINTS		
25	25	0
AWARDED POINTS		
0	0	N/A

A. For all NRC applicants, are the activities for which the applicant seeks funding of high quality and directly related to the purpose of the National Resource Centers program?

(5 pts)

(5 pts)

B. For all NRC applicants, to what extent does the applicant provide a development plan or timeline which demonstrates how the proposed activities will contribute to a strengthened program by the end of the grant period?

(10 pts)

(10 pts)

For all NRC applicants, does the applicant provide a plan that demonstrates how it will use its resources and personnel effectively to achieve the proposed objective?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

8. Program Planning and Budget (continued)

C. For all NRC applicants, are the costs of the proposed activities reasonable in relation to the objectives of the program?

(5 pts)

(5 pts)

D. For comprehensive NRC applicants, what kind of long-term impact will the activities (for which funds are requested) have on the institution's undergraduate, graduate, and professional training programs?

(5 pts)

E. For undergraduate NRC applicants, what kind of long-term impact will the activities (for which the funds are requested) have on the institution's undergraduate training program?

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

9. Impact and Evaluation

POSSIBLE POINTS		
30	30	25
AWARDED POINTS		
0	0	0

A. For all NRC applicants, to what extent do the center's activities and training programs have a significant impact on the university, community, region and the nation as shown through indices such as enrollments, graduate placement data, participation rates for events, and usage of center resources?

(5 pts)

(5 pts)

For undergraduate NRC applicants, to what extent do students matriculate into advance language and area or international studies programs or related professional programs?

B. For all applicants, to what extent will provisions be made for equal access and treatment for eligible students and other participants who are members of groups that have been traditionally under-represented (such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly)?

(5 pts)

(5 pts)

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

9. Impact and Evaluation (continued)

C. For all applicants, does the applicant provide an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data?

(15 pts)

(15 pts)

(5 pts)

For all applicants, to what extent have recent evaluations been used by the applicant to improve its program?

D. For FLAS applicants, to what extent have the applicant's activities and training programs contributed to an improved supply of specialists on the program's subject as shown through indices such as undergraduate and graduate enrollments and placement data?

(10 pts)

E. For all NRC applicants, to what degree do activities of the center address national needs, and generate information for and disseminate information to the public?

(5 pts)

(5 pts)

For all NRC applicants, what is the center's record of placing students into post graduate employment, education, or training in areas of national need and the center's stated efforts to increase the number of such students that go into such placements?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

9. Impact and Evaluation (continued)

F. For FLAS applicants, to what degree are fellowships awarded by the applicant addressing national needs?

(5 pts)

For FLAS applicants, what is the applicant's record of placing students into post-graduate employment, education or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements?

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

10. FLAS Awardee Selection Procedures

POSSIBLE POINTS		
0	0	15
AWARDED POINTS		
N/A	N/A	0

A. For FLAS applicants, does the applicant provide a selection plan of high quality that describes:

(5 pts)

-how awards will be advertised,

-when each step in the selection process will take place,

-how the process will result in awards being made to correspond to any announced priorities,

B. For FLAS applicants, does the applicant provide a selection plan of high quality that describes:

(5 pts)

-how students apply for awards,

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

FLAS awardee selection procedures (continued)

C. For FLAS applicants, does the applicant provide a selection plan of high quality that describe:

(5 pts)

-who selects the fellows,

-what selection criteria are used,

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0

11. Competitive Priorities

(applicable only when announced in the closing date notice)

POSSIBLE POINTS		
0	0	5
AWARDED POINTS		

For FLAS applicants, does the applicant serve the Competitive Priority announced?

(5 pts)

If total points are:	Outstanding	Very Good	Good	Average	Poor	Unacceptable or not described
5	5	4	3	2	1	0
10	10	8	6	4	2	0
15	15	12	9	6	3	0
20	20	16	12	8	4	0
25	25	20	15	10	5	0