

**U.S. Department of Education
International and Foreign Language Education (IFLE)**

**UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN
LANGUAGE (UISFL) PROGRAM
GUIDE FOR DEVELOPING THE UISFL APPLICATION NARRATIVE
FISCAL YEAR 2012
SELECTION CRITERIA**

Selection Criteria

1.	Plan of Operation	(15 points)
2.	Quality of Key Personnel	(10 points)
3.	Budget and Cost Effectiveness	(10 points)
4.	Plan of Evaluation	(20 points)
5.	Adequacy of Resources	(5 points)
6.	Commitment to International Studies (Applicable only to Institutional Applicants)	(10 points)
7.	Elements of the International Studies Program (Applicable only to Institutional Applicants)	(10 points)
8.	Need for and Results of Program (Applicable only to Institutional Applicants)	(10 points)
9.	Need for and Impact of Project in Improving International Studies and Foreign Languages at the Undergraduate Level (Applicable only to Organizations and Associations)	(30 points)
10.	Competitive Preference Priorities (To Be Announced)	(10 points)
Total Score for Selection Criteria		100 points

The following guidance will assist you in addressing each of the selection criteria.

1. Plan of Operation (Maximum 15 points)

- Provide a brief introduction.
- Will your plans for management of the project ensure proper and efficient administration? How will this be accomplished?
- How do the objectives of the project relate to the purpose of the UISFL program?
- Describe the design of the project, and the activities that will be carried out, on a week-to-week or month-to-month basis for each of the two or three years of the project.
- How will resources and personnel be used to support the objectives of the project?
- Describe how the project will provide equal access and treatment for eligible project participants who are members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

2. Quality of Key Personnel (Maximum 10 points)

- Describe the project director's education, experience and other qualifications.
- Show the percent of full-time effort which will be spent on the project.
- Describe the other key personnel's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.
- As part of the institution's non-discriminatory employment practices, how will applications for employment from underrepresented groups (e.g., members of racial and ethnic minority groups, women, handicapped persons, and the elderly) be encouraged?

3. Budget and Cost Effectiveness (Maximum 10 points)

- How do these costs support the project activities?
- Are your budget items cost effective?
- Travel must be Fly America Act compliant.

4. Plan of Evaluation (Maximum 20 points)

- Provide a plan for evaluating the effectiveness of the project.

- What data will be collected and analyzed? Are they objective and quantifiable?
- What effects and impacts will the project have?
- Describe evaluation methods. How will these effectively measure project activities and impact?
- Provide a timetable for the evaluation process.
- How will the evaluation tools determine if the needs for which the project is designed are being met?
- How will evaluation results be used to shape the development of the project (before, during, after)?
- Provide examples of the evaluation tools in the appendices.

5. Adequacy of Resources (Maximum 5 points)

- Describe the sources and kinds of institutional and matching resources which will be provided in support of the project.
- Are the resources -- the facilities, library and language labs, equipment, supplies, etc., -- adequate to carry out the activities of the project?

6. Commitment to International Studies (Only for Institutional Applicants) (Maximum 10 points)

- Describe your current strengths, including the types and numbers of international studies courses currently offered.
- To what extent has the planning for the project involved administrators and faculty?
- Are you making optimal use of available personnel and other resources?
- Are you making optimal use of institutional and matching funds?

7. Elements of the International Studies Program (Only for Institutional Applicants) (Maximum 10 points)

- Describe the extent to which the proposed activities will contribute to the implementation of a program in international studies and foreign languages.
- Discuss the interdisciplinary aspects of the project.
- How many new and revised courses with an international perspective will be added? How will these meet program goals?

- How will you improve or expand language instruction?

8. Need for and Results of the Proposed Program (Only for Institutional Applicants) (Maximum 10 points)

- Describe the extent to which the proposed activities are needed.
- What will be the extent of the international studies and foreign language program that will be implemented?
- What is the likelihood that the activities will be continued after the project ends?
- Describe how you will share the materials and results of the program with other institutions of higher education.

9. Need for and Impact of Project in Improving International Studies and Foreign Languages at the Undergraduate Level (Only for Organizations and Associations) (Maximum 30 points)

- How will the federal funds contribute to achieving results?
- How will the project make an especially significant contribution to the teaching of international studies or foreign languages at the undergraduate level?
- How will the project have a major regional and national impact on undergraduate education?
- Explain your provisions for sharing the materials and the results of the project with the higher education community.

**10. Competitive Preference Priorities (Maximum 10 points)
(To Be Announced)**

- Describe how the project meets the competitive program priorities. (There may be one or more such priorities each year, and there may also be invitational priorities, for which no extra points are provided.) These priorities are published in the Federal Register when we announce our competitions.

Budget - Spreadsheet and Narrative

- Provide both a detailed line item budget for all project costs for each of the two or three years for which Federal funding is requested and accompanying narrative.
- Provide details of how all costs were arrived at.
- Connection of line items to narrative and project objectives.

- You must match 50% of the total cost of the project (not 50% of the federal share). The match may be in cash or in kind. If the match is in cash, only a 30% match is required. List the activities that are proposed, and then provide one column to show the federal portion of the cost, and then a second column to show the matching costs.
- Pay attention to detailed instructions in application package

Financial Provisions

- Primary use of funds to revise and update curricula impacting the program(s) at the home campus in addition to developing additional faculty expertise.
- Allowable costs:
 - Salaries/summer stipends
 - Acquisition costs for library or teaching materials
 - Staff/faculty development
 - Professional service costs for consultants, evaluators and visiting lecturers
 - Costs associated with developing/enhancing study abroad programs or internship opportunities
 - Stipends for students who are carrying out grant-related activities
 - Costs for domestic and overseas faculty travel and per diem for study, research, etc.
 - Up to 10% of funds can be used to support a student in a study abroad/internship program
 - Limited to 8% indirect costs

Matching - 30-50% of Grant Request

- Private sector cash (30%)
- Combination of institutional and non-institutional cash or in-kind (50%)
- Limited to 8% indirect costs
- No matching with other Federal funds
- Must meet match during 12-month performance period
- Exceptions: Title III and Title V eligible institutions

Appendices

- Letters of support
- Brief (two pages) curriculum vitae (CVs) of key personnel
- Project timeline
- Assessment instruments
- Listing of relevant courses currently being offered

The Selection Process

1. Screen (eligibility requirements)
2. Review by panels of academic specialists
3. Review of the panel comments by program officers
4. Review of application and line item budget by program officers
5. Recommend the final slate to Deputy Assistant Secretary for approval

Fiscal Year 2012 Estimates - Subject to Congressional 2012 Appropriations

Final Information will be published in the Federal Register

Closing Date (estimated): December 14, 2012

Amount Estimated: \$4,643,000

Number of New Awards: 30

Average Amount: \$95,000 per year for single institutions

(Awards for two years)

Average Amount: \$140,000 per year for organizations and associations

(Awards for three years)

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