



**FULBRIGHT-HAYS DOCTORAL DISSERTATION  
RESEARCH ABROAD PROGRAM**

**CFDA 84.022A**

**PROJECT ADMINISTRATION MANUAL**

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# Program Information

## PROGRAM LEGISLATION AND REGULATIONS

### Legislation

The objective of Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act) is the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States.

- [Section 102 \(b\)\(6\) of the Fulbright-Hays Act](#); 22 U.S.C. 2452 (b)(6)

### Regulations

- 34 CFR 664
- Education Department General Administration Regulations (EDGAR) [Parts 74, 75, 77, 80, 81, 82, 84, 85, 86, 97, 98, and 99](#)

### Objective of DDRA Program

The Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) program provides grants to colleges and universities to fund individual doctoral students who conduct research in other countries, in modern foreign languages and area studies for periods of six to 12 months. This is an annual competition and the grant period is 18 months.

For more information please review our website:

<https://www2.ed.gov/programs/iegpsddrap/legislation.html>

## J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD

The J. William Fulbright Foreign Scholarship Board (FFSB) was established by Congress for the purpose of supervising the Fulbright program and certain programs authorized by the Fulbright-Hays Act and for the purpose of selecting students, scholars, teachers, trainees, and other persons to participate in the educational exchange programs.

### Role of FFSB

The Fulbright Scholarship Board has final approval of all Fulbright-Hays program slates (see Pre-Award: Approval by FFSB section).

### Meetings with FFSB

The FFSB meet several times per year and may request that IFLE program officers who work on the Fulbright-Hays programs attend and provide updates on programs. Specific board members are assigned to the Fulbright-Hays programs to review program slates.

### Board Policies

All Board policies can be found at:

[http://eca.state.gov/search/solr/Fulbright%20Scholarship%20Board%20policies?search\\_referrer=node/125](http://eca.state.gov/search/solr/Fulbright%20Scholarship%20Board%20policies?search_referrer=node/125)

### Role of Fulbright Commissions and Embassy Posts

Fulbright Commissions and Embassy Posts provide comments on recommended applications (see Pre-Award phase).

The Public Affairs Section of the U.S. Embassy as well as the host country Fulbright Commission (if one exists) will provide services under the terms of an inter-agency agreement between the U.S. Department of Education (ED) and the U.S. Department of State. Listing with the U.S. embassy or consulate in the country of study provides a means of contact in the event of an emergency at home.

### Fulbright-Hays DDRA Program and Fulbright U.S. Student Program

There are two main Fulbright Programs that support doctoral research--the U.S. Department of State U.S. Student Fulbright Program administered by the Institute of International Education (FUSP-IIE) and the U.S. Department of Education Fulbright-Hays Doctoral Dissertation Research Abroad Program. The FUSP-IIE is administered by the Bureau of Educational and Cultural Affairs of the United States Department of State. The United States Department of State administers the program with the assistance of U.S. embassies in 89 other countries, a number of cooperating agencies in the U.S. and binational educational Commissions and Foundations in 50 countries

that have executive agreements with the United States for continuing educational programs.

If fellows apply for funding for both programs, please be aware that:

- Graduate students may NOT hold two graduate fellowships simultaneously (an FUSP-IIE and a DDRA award)
- If an applicant accepts an FUSP-IIE award AND attends orientation, they are not eligible for a DDRA award and any DDRA offer extended will be rescinded.
- You may not cancel a FUSP-IIE award to obtain a DDRA fellowship.
- Student applicants who have received support for more than 6 months under the DDRA Program are not eligible to re-apply.

#### Relationship of U.S. Department of Education (ED) with Institutions of Higher Education (IHEs)

ED has no direct relationship with the U.S. Department of State's Fulbright-Hays fellows. The ED's relationship is directly with the fellow's IHE, which is the official Fulbright-Hays grantee. The IHE's contact in all matters pertaining to the DDRA grant is the institutional Project Director. Institutional Project Directors will receive all grant-related documents and other information from ED. Project Directors are responsible for serving as the liaison between the IHE and the ED for disseminating information to fellows. ED program officers will communicate with the Project Director, not with individual fellows. Fellows must contact their Project Director regarding any questions.

#### Relationship of U.S. Embassies and Fulbright Commissions with ED Fulbright-Hays Scholars

ED and the U.S. Department of State maintain an interagency agreement that provides assistance to Fulbright-Hays scholars. This agreement is also applicable to and honored by the Fulbright Commissions. The extent and quality of the assistance provided may vary from country to country but usually includes the following pre- and post-departure services:

- Advance review of applications for feasibility, possible political sensitivity, and budget;
- Inclusion in the formal orientations for Department of State Fulbright fellows upon arrival abroad (if practicable) and provision of applicable orientation materials;
- Placement of fellows' names on lists of Fulbright scholars submitted to host governments;
- Assistance to fellows in planning affiliations with local educational institutions;
- Assistance with obtaining local research permits and visas; and
- Advice on housing, general healthcare, and local tax liabilities.

ED fellows are responsible for contacting U.S. Embassy or Consulate officials and/or the Fulbright Commission in the approved host country(ies) of research both prior to departure from the United States and upon in-country arrival. The fellow's dissertation advisor and/or committee can also assist with this responsibility.

#### U.S. Embassy or Consulate

Prior to departure, the fellow must inform the Cultural Affairs Officer (CAO) or Public Affairs Officer (PAO) of his or her date and time of arrival. Upon arrival in-country, the fellow should make an appointment to register with the local Embassy or Consulate. Registration is imperative as it provides a means of contact in the event of an emergency at home or in-country. Fellows should also inquire about the types of services provided by the consulate, such as passports, protection and welfare, notary services, etc.

#### Fulbright Commission

If there is a Fulbright Commission in the host country(ies) of research, the fellow must also contact its Executive Director prior to departure from the U.S. For a complete list of Fulbright Commissions, please check the following Web site:

<http://fulbright.state.gov/participating-countries/fulbright-commissions>.

Please note: neither the Fulbright Commission nor the Embassy or Consulate is required to provide services as provided to the U.S. Department of State's Fulbright fellows sponsored by the Institute of International Education (IIE). Each ED fellow should thoroughly understand the terms of his or her award and clarify any questions with the institutional project director prior to departure. Commissions and U.S. Embassies are not authorized to modify the terms of ED fellowships, but in the spirit of the authorizing legislation and mutual understanding, the Commission may request that fellows give one or two guest lectures on the approved and funded research project. Additional information about the commissions may be found at:  
<http://fulbright.state.gov/fulbright/fulbrightcommunity/fulbright-commissions> .

### ELIGIBLE APPLICANTS

- Institutions of higher education;
- Graduate students in doctoral programs in the fields of foreign languages and area studies must apply through the institutions in which they are enrolled.

### ELIGIBLE DDRA PROJECT PARTICIPANTS

A student is eligible to receive a fellowship if he or she:

- Is a citizen or national of the United States or is a permanent resident of the United States;
- Is a graduate student in good standing at an institution of higher education in the United States who, when the fellowship begins, is admitted to candidacy in a doctoral program in modern foreign languages and area studies at that institution;
- Is planning a teaching career in the United States upon graduation; and
- Possesses adequate skills in the language(s) necessary to carry out the dissertation project.

### LENGTH OF RESEARCH ABROAD

- Students may propose research for 6 to 12 months. The fellowship may not be renewed.

### TERMS AND CONDITIONS

A fellow shall:

- Maintain satisfactory progress in the conduct of his or her research;
- Devote full time to research on the approved topic;
- Not engage in any gainful employment during the fellowship period; and
- Remain a student in good standing at his or her institution.

### FINANCIAL PROVISIONS OF DDRA PROJECTS

#### Allowable Expenses

The grant **does not** provide funds for project-related expenses within the United States. Grant funds can be used for the expenses of up to two administrators (project director, Grant funds may be used only for the following:

Expenses Covered by the Award:

- Travel expenses, including excess baggage to and from the residence of the fellow to the host country of research;
- Maintenance and dependents allowances based on the cost of living in country(ies) of research for the fellow and his or her dependent(s);
- Project allowance for research related expenses such as books, copying, tuition and affiliation fees, local travel and other incidental expenses;
- Health and accident insurance premiums; and
- \$100.00 administrative fee to applicant institution.

The institution's Project Director is responsible for disbursing all funds to fellows. Grant allowances and the terms and conditions governing them are stipulated in the Grant Award Notification (GAN) issued to the institution by US/ED. Fellows should request that the Project Director make specific award provisions, terms and conditions available as soon as possible.

#### Unallowable Expenses

The award does not provide funds for the following expenditures (additional restrictions may apply):

- Reimbursement for international travel that has not been approved by US/ED;
- Travel to and from the host country due to an approved hiatus period;
- Any allowances for dependents that do not accompany the fellow for the entire research period;
- Travel for dependents;
- Travel and expenses not directly related to the project;
- All expenditures due to changes from the official itinerary listed in the grant agreement;
- Passports, visas, photographs, or other identifying documents(including pre-award travel for visas);

- Physical examinations, immunizations, or any other medical expenses;
- Tuition or other fees or expenses incurred for study or projects conducted in the United States;
- Hotel, lodging, and maintenance expenses not included or approved in the GAN;
- Gifts, stipend, salary, or monetary honoraria for research subjects, research assistants, etc.;
- Obligations not incurred within the period of award listed in the grant agreement;
- Equipment that has a life expectancy beyond the length of the grant (i.e., cameras, computers, automobiles) should not be purchased with grant monies.

A maintenance stipend of fifty percent of the amount established in the U.S. Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas"; [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)

the current method for computing the stipend for a single doctoral candidate is to take 30% of the Department of State's "Maximum Rates of Per Diem Allowances for Travel in Foreign Areas" published in the month prior to submitting the NIA. This formula provides administrative flexibility and incorporates changing cost of living allowances. The student's allowance for the first accompanying dependent is an additional 40% of the student's stipend and another 20% for each additional accompanying dependent.

#### Funding From Additional Sources

Duplication of award benefits is not permitted. If a fellow receives additional research grants, he or she must inform the IHE of other funding. The Institutional Project Director will inform US/ED so that appropriate revisions can be made if necessary. The DDRA Program Officer will pro-rate duplicative funds.

#### Indirect Costs

No indirect costs are allowed under the DDRA grant.

## INTERNATIONAL TRAVEL

### Fly America Act

Participants traveling on international trips funded by the U.S. Government must be in accordance with the Fly America Act (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192).

### Travel Warnings

ED will not approve travel to countries where the State Department has strongly urged private American citizens to depart immediately for reasons of personal security (i.e., "ordered departure") or suspended its Fulbright program for the same reason.

ED will not approve travel to countries under an "authorized departure" where the ambassador has specifically requested Fulbright project participants to leave for security reasons. For up to date information on travel warnings, consult the Department of State travel warnings and consular information sheets at: <http://travel.state.gov/>

### Passports and Visas

Fellows must obtain the appropriate "research visa" and/or research permission and all required clearances before departing the U.S. and in most cases may not enter the country on a tourist visa with the hope of obtaining the appropriate visa later. Fellows should obtain passports as soon as possible to allow ample time for securing all necessary visas prior to departure. It is essential that applications for these documents be initiated as soon as possible, since there is usually a considerable delay in the issuance of visas. No DDRA funds may be used to obtain a visa.

For questions about research clearance and visas, fellows should contact the host country Embassy or Consulate in the U.S. and/or the U.S. Embassy, Consulate or Fulbright Commission overseas. In addition to requesting guidance on visas and research clearances, fellows should keep Embassies and Commissions apprised of all travel plans and maintain regular contact while in the host country.

ED will not approve a fellow's GAR without confirming that the fellow has received all necessary clearances and the appropriate visa. The DDRA grant does not provide funds for passport and visa expenses.

## Pre-Award Phase

## NOTICE INVITING APPLICATIONS (NIA)

The NIA should be written based on the approved NIA from the previous year. Previous NIAs are saved on the IFLE shared M:/ drive under Program Administration/DDRA/FY. Please refer to Chapter J (found on Connect ED).

### Program Priorities

Program priorities are developed based on discussions with IFLE management, OPEPD (Office of Planning, Evaluation, and Policy Development), Budget Services and OGC (Office of General Counsel). All priorities must be approved in the IFLE spending plan prior to being included in the NIA.

### Clearance Process

The NIA must first be approved internally within IFLE. Please refer to current IFLE clearance processes. Upon receiving approval from IFLE management, the NIA is sent forward for Departmental clearance. Please refer to guidance given by DRS (Division of Regulatory Services) regarding clearance.

## PREPARATION OF APPLICATION

The application from the previous year should be revised and updated with any changes applicable to the current competition. The application expires (see expiration date on most current application) and must be re-cleared through OMB (Office of Management and Budget). Previous applications are saved on the IFLE shared drive.

### Publishing

The DDRA Application is published on G5 for the public to access. The application should be linked to the IFLE program website. As soon as the application becomes available a notification should be emailed out to the IFLE listserv. A log in is required to access G5 and publish an application. Contact the G5 help desk for information. The help desk contact information is located on the G5 website.

## DEAR APPLICANT LETTER

The Dear Applicant letter is included at the beginning of the application package and is signed by the IFLE Deputy Assistant Secretary or Senior Director. The letter from the previous fiscal year application can be used as a model.

## TECHNICAL REVIEW PLAN (TRP)

The TRP can be updated based on the previous year (saved on IFLE shared drive). This document outlines the following: number of applications, number of reviewers and

the review process. The document must be approved by the IFLE Deputy Assistant Secretary/Senior Director. This must be approved prior to the review process.

### TECHNICAL REVIEW FORM (TRF)

The technical review form is used by peer reviewers during the review process to score applications in each criterion. The criteria are written directly from the program regulations therefore, wording should not be changed. Review forms from previous fiscal year competitions can be used as a model (see IFLE share drive). The TRF must be built and published in the G5 system prior to the review process to allow readers to submit scores and notes for each application.

After the review process has ended and notifications are sent to applicants, all TRFs should be printed out (with reviewers names listed anonymously) and mailed to both successful and unsuccessful applicants.

### PROCESSING APPLICATIONS

All applications are submitted through the G5 system and processed in G5.gov. The Program Officer should request the applications will be downloaded into an excel spreadsheet as an DDRA G5 Application Extract once the closing date is over. Please contact the G5 helpdesk manager, Sheila Reiser for the g5 DDRA Extract. The DDRA Extract contains all in the information from the from the application as well as the abstracts.

### ELIGIBILITY OF APPLICATIONS

All applications must be reviewed for eligibility to ensure that they meet the program requirements and page limit. An eligibility checklist is saved on the IFLE shared drive under previous fiscal year competition files. Eligibility is also required in G5 as a step in creating the slate. Applications should be listed on an Excel spreadsheet for the record and to provide to reviewers. Previous Application List documents are saved on the IFLE share drive.

Applications can be found ineligible for projects focused in Western Europe, or proposing research in a country suspended from the Fulbright program. Applicants found to be not recommended should receive an Ineligible Letter explaining why the application was deemed as such. Previous ineligible letters are saved on the IFLE share drive.

### READER MEMO AND READER LIST

Reviewers are selected through the G5 e-application system. Potential reviewers must log into the system, submit their application and curriculum vitae and select availability for the DDRA program in order to be considered.

A solicitation for peer reviewers should be sent once review dates are confirmed. A standard email can be sent through the G5 or through the personal email of the project officer.

All reviewers must log into G5 and check that they are available to read for the program. Reviewers should hold a Ph.D. and area studies expertise. Typically two reviewers are selected per world area (Western Hemisphere, East Asia, South Asia, Southeast Asia, Central and Eastern Europe, Africa and Near East). At least 30% of the readers should be new to reading for the DDRA competition.

A Reader Memo must be written outlining the review process (see previous fiscal year Reader Memos on the IFLE share drive). A reader list including the selected reviewers must be submitted with the Reader Memo, indicating reviewer's names, institution, state and whether they are a new reviewer (see IFLE share drive). The Reader Memo and Reader List must be approved by the IFLE Deputy Assistant Secretary. Once these documents are approved, the reader names can be added to the Panels in G5.

Program Officers should periodically review new reader profiles in G5 system to determine and designate if they are eligible to review for the program. G5 provides step by step instructions for selecting readers called the E-Reader Setup Quick Guide or an online guide can be found at <https://www.g5.gov/G5HELP/inthelp1/index.html> .

#### PEER REVIEW PROCESS AND G5

An orientation conference call or webinar should be scheduled and all reviewers are required to attend. This orientation will allow the Program Officer to have an opportunity to review the technical review form, the review process, the G5 system and address reviewer questions. Documents used during previous orientation conference calls are saved on the IFLE share drive.

All reviewers should view the G5 technical webinar posted on the G5.gov website. Reviewers will need to create a log in for the G5 system in order to access the applications. The Program Officer must assign each application to the appropriate world area panels and then to the individual readers.

All panel reviews are conducted via conference call. The Program Officer must secure a Skype conference call phone number for the calls. Also, the Program Officer must obtain reviewer availability, requesting that reviewers are as flexible as possible during

the two week review period, and create a conference call schedule with allotted time to discuss each application.

Reviewers must create a log in to access G5. The Program Officer must create a Tier for the review (see G5 E-Reader Setup Quick Guide). After a tier is created indicating the review dates (these dates must be changed if reviewers need to access G5 after the two week review period), panels can be built. The DDRA competition has multiple panels, several panels for each area (Western Hemisphere, East Asia, South Asia, Southeast Asia, Central and Eastern Europe, Africa and Near East) depending on the number of applications received per region. Once the reviewer's names are entered into G5, they can be assigned to each panel. Then, the applications can be assigned to the individual reviewers on each panel (See G5 E-Reader Setup Quick Guide).

The Program Officer must assign individuals as Panel Monitors to each panel in G5. The Program Officer can do this individually or request assistance from other Program Officers in IFLE. Panel Monitors are responsible for reviewing scores and comments entered in the G5 system. All reviewers must score applications within a 10 point range and comments should be written to be beneficial to all applicants. All scores and comments must be entered into the G5 system and submitted by the end of the two week review period. During the review process, reviewers should enter and save comments and scores but should not hit the submit button until the Panel Monitor has given the approval.

### REVIEW OF BUDGETS

After the review period has been completed, the Program Officer should review the budgets of each recommended applicant very closely. The reviewer comments regarding budget should be reviewed and the Program Officer should review the budgets for any unallowable expenses. If necessary, the amount of funding requested should be lowered.

### SLATE AND APPROVAL PROCESS

The slate is the document outlining the scores received by each application. It outlines the institutions recommended for funding and those not recommended. The slate is listed in order of highest ranking score (average of scores from 2 reviewers) to lowest ranking score. The number of applicants recommended for funding is based on the amount of funding available. The slate also includes the scores given by each reviewer for each competitive priority (see previous slates on IFLE share drive).

The slate is accompanied by a slate memo that outlines the results of the competition. The slate is reviewed internally by IFLE, based on the current internal clearance process. Once the slate and memo are approved by IFLE management it is sent to OPE

leadership and then to OS (Office of the Secretary) for approval (sent from IFLE front office). In addition to the slate and memo, the project abstracts for each recommended institution are sent. The abstracts are compiled in alphabetical order by institution name.

### NOTIFICATION TO POSTS/EMBASSIES

While waiting for slate approval, all recommended applications must be sent to the appropriate Fulbright Commissions and Posts for comment on budget, feasibility and political sensitivity. The memo (see previous fiscal year examples on IFLE share drive) and application should be e-mailed to the Fulbright Commission Director or the PAO (Public Affairs Officer) and/or CAO (Cultural Affairs Officer) at the Post.

Information for contacts at the Posts must be obtained from the State Department. Contact for the Fulbright Commissions can be found online or from the State Department.

### APPROVAL BY FFSB

The Fulbright Foreign Scholarship Board has the right to final approval of all Fulbright-Hays slates after it has been approved by the Office of the Secretary. A memo, copy of the slate and abstracts should be sent to the appropriate FFSB member for approval and review. The appropriate FFSB member changes at times so it is important to inquire as to who the appropriate person is. A copy of previous information sent to FFSB members is on the IFLE share drive.

The FFSB member must sign the provided document and mail a hard copy to the Program Officer to maintain on file. If there is a need for quick turnaround, the FFSB member can email their signature approving the recommended applicants for funding but should still mail in the signed hard copy. After the Program Officer receives signed approval from the FFSB member, a copy should be provided to the appropriate person in the Executive Office. This is necessary in order to commit the funds for awards.

### CONGRESSIONAL NOTIFICATION

Once the slate is signed, the Executive Office will contact the OLCA (Office of Legislative and Congressional Affairs). OLCA will contact the appropriate members on Capitol Hill who have grantees in their states. Congress members have 5 business days to contact the grantees in their states to let them know they will be receiving an award. After the 5 day period has passed, the Program Officer should check with the Executive Office (Mary Helen Stewart) to confirm that award packages can be mailed. OLCA should be provided with the project abstracts.

### G5 PROCESS

The Program Officer must select the applicants recommended and not recommended for funding in G5. Also, the completed application, completed budget and completed application must be checked in G5. See G5 tutorials to process this information. This must be completed before any funds are committed.

Once the funds are committed in G5 by the appropriate person in Executive Office, the informs the IFLE front office (Sara Starke) who will then obligate the funds and sign the GAN electronically. These are automatically sent to the institution--one copy is for the Project Director, one copy is for the Certifying Official at the institution and one copy is for IFLE electronic files immediately using e-signature in G5.

### AWARD PACKAGES

Several documents must be included in the award packages to funded institutions. Two award packages are sent: one to the project director and one to the office of sponsored research projects at the institution.

The Project Officer sends electronic award packages for the project director include: handbook (must be edited and updated each year), , IRIS guide for Project Director, IRIS guide for Participant, Technical Review Form for each fellowship applicant (with reviewers names not listed – see report function in G5), Memo from Program Officer and Congratulatory letter signed by IFLE Director (see previous fiscal year documents saved on IFLE share drive).

Package for institutions not recommended for funding: Rejection letter signed by IFLE Director and Technical Review Form(s) for each fellow.

Ineligible applicants: letter from Program Officer indicating why the application was deemed ineligible.

## Post-Award Phase

## PRESS RELEASE

Provide information to IFLE Outreach Team to send out a press release through gov.delivery and other venues. DDRA uploads information on the research locations and grant information on the fellows on the website. The DDRA prepares this information based on the new slate data and uploads it to the web. Examples of the DDRA report is on the M: drive.

## INTERNATIONAL RESOURCE INFORMATION SYSTEM (IRIS)

All reporting for DDRA is submitted through IRIS. The IRIS contractors will send the project directors information (via a system generated e-mail) so that they can create their log in and begin accessing the system. The Project Officer creates an excel spreadsheet with the relevant information to create a CSV file to load information into IRIS. Using the "Load Fellows" tab in IRIS will enter in the names and budgets of the participants to give the participants and project directors access to the system.

## ELECTRONIC FILES

Electronic files will be created in G5 by the appropriate contractors. The application and technical review forms will also be copied into G5 once GANs are created. Other documents that make up the "Official Program File" must be manually entered into G5, including email correspondence. The documents that make up the official file are the FY19 DDRA TRP, Application Technical Review Plan (ATRP), Risk Assessments, Slate, Funding Slates, Memoranda and Documentation, List of Reviewers, Application Log, Application Package Federal Register Notices, and the Authorizing Statute.

E-files replace hard copy files and should be kept with the same detail as hard copy files in case of an audit. There is no formal request for this process and it should be done after the funds are committed and obligated in G5. IRIS will pull information from the G5 to include in the electronic files.

## REPORTING WEBINAR

A webinar should be held for grantees to explain reporting requirements for the grant. Previous webinar PowerPoint files are in the IFLE share drive. This webinar should discuss the necessary documents that should be submitted prior to travel, the timeline for submission and explain the IRIS screens that will be used for reporting.

## WEBSITE UPDATES

The Program Officer is responsible for updating the program website with abstracts and funding amount of all awarded grantees. The Program Officer should also update the resources page to include some of the successful project narratives. The program maps

should also be updated (see How to Create Google Maps on the IFLE share drive M:Program Administration/DDRA). When updating the website, complete a web request form and send this to the IFLE web contact (Carolyn Collins). All documents must follow all rules regarding accessibility.

## REQUIRED DOCUMENTS AND TIMELINE

### Revised Budget

In some cases, grantees are not awarded the amount of funding that was requested. DDRA Program Officer must revise each fellowship budget to ensure the proposed budgets are in line with the maintenance allowances and the allowable costs. After the grants are awarded, Program Officers collaborate with fellows and project directors to revise the budget based on reduced time in the field, changes in number of dependents, or changes in research locations, or other considerations.

### Grant Activation Requests (GAR)

Grantees must use the online IRIS system to submit all grant activation requests (GARs) to the Program Officer to review and approve. All travel must be submitted at least 4 weeks before travel. When a grantee submits a GAR in IRIS, the Program Officer assigned to the grant will receive an automated email of notification.

### Additional Documents for Program Officer Approval

#### Human Subjects Approval (IRB)

Many Fulbright-Hays fellows conduct research that is covered by the Common Rule for the Protection of Human Subjects in Research (34 CFR 97). US/ED reviews proposed studies to make the official determination of whether it includes non-exempt human subjects' research. If applicable, the US/ED will contact the fellow's IHE to request the materials required for US/ED protection of human subjects clearance. US/ED clearance requires the following:

- the fellow's IHE must have a Federal Wide Assurance (FWA). Institutions that frequently conduct covered research usually already have a FWA;
- the proposed study must have Institutional Review Board (IRB) approval.

Some institutions require that all proposed human subjects research be reviewed by the IRB, whether or not it is required by US/ED.

The DDRA Project Officer sends the IRB spreadsheet to Jeffery Rodamar, Protection of Human Subjects Coordinator(jeffery.rodamar@ed.gov) prior to the start of the project period for ED clearance. A copy of approved IRB documents should be sent to the ED

Protection of Human Subjects' Senior Policy Analyst (not to the Fulbright-Hays program officer)

The Program Officer should send out notices to the project directors to plan ahead for timely IRB review of covered studies. GARs will not be approved and research cannot start unless the study has ED human subjects clearance. Delays in the IRB review process can negatively impact the fellowship period. More information is available at: <http://www.ed.gov/about/offices/list/ocfo/humansub.html>.

#### Language Assessment

All fellows must have a pre-and post-test language assessment prior to GAR approval. There is a form in G5 for the fellows and language instructors to complete. All fellows must have this prior to approval of the GAR. Project directors coordinate this with the fellows and the instructors enter the scores of the language assessment in G5 directly.

#### FINAL REPORTS

Final reports are due 90 days after the end of the budget period. All reports are due in IRIS. There is only one report due for the DDRA in the duration of the grant period. Fellows submit a pre-departure report and a post-fellowship report. Fellows have to 30 days for submitting the final post-fellowship report. Only the project director can submit the final report. Once the report has been submitted fellows can no longer access the report. In order to have access to the report again, the program officer must unsubmit the report in IRIS. These reports are the data used for the final report from IRIS to include in the electronic file.

#### FINANCIAL FORMS AND FINAL BUDGETS

The final budgets that are completed in IRIS should include a final budget that is uploaded as an attachment. The final budget should be representative of the actual expenditures made during the course of the grant period.

The financial form SF 425 should be sent to Program Officers via email. There is no place in IRIS for this to be submitted at this time. The financial form SF 425 is required in order to close out the grant and can be accessed at:

[http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms)

#### PROJECT EVALUATION PROFILE (PEP)

After a report has been submitted it is the Program Officer's responsibility to complete a PEP in the IRIS system. This serves as an evaluation of the grant project. And the report must be read in order to complete the PEP. GEMS will pull the PEP from IRIS to

include it in the electronic file. IRIS will not inform you that a PEP needs to be completed by email notification but will be listed in IRIS when you log in to the system.

### CLOSE-OUT PROCEDURE

When a grant is listed on the monthly close out list, it is the Program Officer's responsibility to complete the following:

- Review the electronic grant file to make sure it is up to date
- Double check that the grant has been PEP'd
- Look in G5 to see if there are any funds that were not drawn down
- If the leftover funds total 10% or more of the total grant award, the Program Officer must contact the grantee to see if the amount is correct
- Close the grant out in G5 (see G5 tutorials for close out)

## Issues to Consider

### CHANGE GRANTS TO NEW CONTACT

When a new Program Officer begins working on DDRA, any open grants should be transferred into the new Officer's name in G5 and a new GAN should be processed. IRIS will extract information from G5 once a month so the information should be changed in IRIS manually if the update needs to be made quickly. Otherwise IRIS will be updated on the date (usually around the 15<sup>th</sup> of each month) when it extracts the information from G5. The new Program Officer will not receive automated emails regarding TARs until the contact is changed in IRIS.

### APPLICATION CLEARANCE PROCESS

The DDRA application will expire every four years and will need to be re-cleared before a due date. If the application is not cleared by the expiration date, the application should be put in discontinuation. Contact Kate Mullan at [kate.mullan@ed.gov](mailto:kate.mullan@ed.gov).

### GPRA MEASURES

The Government Performance Results Act measures are currently in the process of being revised. The new measure for short term (there is only one) will need to be included in the application when it is being re-cleared.

### IRIS CLEARANCE CHANGES

The IRIS re-clearance process began in October 2019. As a result, there will be changes made to the IRIS screens for DDRA. There may be several changes to improve the functionality of IRIS. Copies of the changes can be provided by the IRIS COR (Contracting Officer's Representative).

### WEB CHANGES

When a new Program Officer works on the DDRA program, the web site should be updated accordingly. A web request form should be sent to the appropriate IFLE contact (currently Carolyn Collins) who will then send the request to the OPE contact for all program web sites. This information will need to be changed on any website that indicates the program contact information.