**FULBRIGHT-HAYS GROUP PROJECTS ABROAD
PROJECTS PROGRAM**

CFDA 84.021A; 84.021B

**PROJECT HANDBOOK
FY 2019**

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FULBRIGHT-HAYS GROUP PROJECTS ABROAD PROGRAM

AUTHORIZATION

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.

OBJECTIVE OF GPA PROGRAM

The Fulbright-Hays Group Projects Abroad (GPA) program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing training opportunities for faculty, teachers, and upperclassmen and/or graduate students in foreign countries where the United States has diplomatic representation. Awards are made under the program to conduct overseas group projects in research, training and curriculum development.

J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD (FSB)

"Fostering these - leadership, learning, and empathy between cultures - was and remains the purpose of the international scholarship program ... It is a modest program with an immodest aim - the achievement in international affairs of a regime more civilized, rational and humane than the empty system of power of the past..." (Senator J. William Fulbright)

OBLIGATION AND RESPONSIBILITIES OF AMERICAN GRANTEES

Under the grant of the Mutual Educational and Cultural Exchange Act of 1961 (also known as the Fulbright Act), each project participant has certain obligations and responsibilities:
   o A person accepting a grant is <u>not</u> by virtue thereof an official or employee of the U.S. Department of Education or other agency of the Government of the United States of America, or of an agency of the government of the host country.
   o GPA project participants are responsible for observing satisfactory academic and professional standards and for maintaining a standard of conduct and integrity which is in keeping with the spirit and intent of the Fulbright Program and which will contribute positively to the promotion of mutual understanding between peoples of the United States and those of other countries.
   o GPA project participants are expected to obey the laws of the host country.
   o It should be recognized that American citizens who make public political statements abroad or who engage in political activities abroad may thereby become involved in the domestic political process of their host country, even if they wish only to express agreement or disagreement with U.S. Government policy.
   o A project director therefore <u>is responsible</u> for protecting the non-political character of the project during their grant period.
   o GPA project participants should be aware that their public political statements or activity might draw them into the political arena, which can be incompatible with objectives of the project. Participants are responsible for exercising discretion and judgment in all of their actions.

REVOCATION OR TERMINATION OF PROJECT PARTICIPANTS

Upon the recommendation of the Secretary of Education, the Presidentially-appointed J. William Fulbright Foreign Scholarship Board (FSB) may terminate or revoke a participant. Reasons for possible termination or revocation may include but are not limited to the following:
- o Violation of the laws of the U.S. or the host country;
- o Acts likely to be offensive to the host country;
- o Failure to observe satisfactory academic or professional standards;
- o Failure to devote full time to project activities;
- o Physical or mental incapacitation; and
- o Engaging in unauthorized income producing activities which are inconsistent with the purpose and best interest of the program.

RELATIONSHIP OF U.S. EMBASSIES AND FULBRIGHT COMMISSIONS TO THE FULBRIGHT-HAYS GROUP PROJECTS ABROAD PROGRAM

- o 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 (U.S./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.

- o Project Directors are expected to accomplish the following:

  1. **Contact**: Prior to departure from the United States of America, a project director <u>must</u> contact the Fulbright Commission in the host country. If one does not exist, you must contact the Cultural Affairs Officer (CAO) or Public Affairs Officer (PAO) at the U.S. Embassy.
  2. **Send**: Prior to departure from the U.S., project directors <u>must</u> send the project abstract, daily and travel itineraries, and list of participants to the Fulbright Commission in the host country. If one does not exist, you must send these materials to the U.S. Embassy. **Register**: Prior to arrival in the host country, project directors must register the entire participant group with the Department of State's Smart Traveler Enrollment Program (STEP), advising this office of the project's plans. The website to register online is: http://travel.state.gov/travel/tips/registration/registration_4789.html
  3. **Request**:
     Staff of the Fulbright Commissions and some U.S. Embassies in host countries will provide services under the terms of an inter-agency agreement between the U.S. Department of Education and the U.S. Department of State. **However, the extent of the assistance varies from country to country.**
     a. Prior to departure from the U.S., project directors may request an orientation appointment for the group with Fulbright Commission (if one exists) or the Public Affairs section of the U.S. embassy, and if relevant, a security briefing.
     b. In addition, if needed, Project Directors may request the following: i) Inclusion of grantees in formal Fulbright orientation sessions upon arrival abroad, if practical, and provision of applicable orientation material; ii) Assistance to grantees in obtaining necessary visas; iii) As required by the nature of the project or local conditions, assistance to grantees in affiliation with the appropriate local educational institutions or organizations; iv) Advice on housing and general health care information; v) Assistance with internal and homeward bound travel arrangements; and vi) Where possible, advice and assistance to GPA advance persons.

c. Please note that neither the Fulbright Commission nor the U.S. Embassy is required to provide additional services.

PROGRAM INFORMATION

ELIGIBLE APPLICANTS

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

ELIGIBLE GPA PROJECT PARTICIPANTS

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

- A citizen, national, or permanent resident of the United States; and
- Currently employed full-time in a U.S. school system, institution of higher education, Local Education Agency or State Education Agency (not applicable to students); and, at least one of the following:
  - A teacher in an elementary or secondary school (please see note below);
  - A faculty member who teaches modern foreign languages or area studies;
  - An experienced education administrator responsible for planning, conducting, or supervising programs in modern foreign languages or area studies at the elementary, secondary, or postsecondary levels;
  - A graduate student or junior or senior in an institution of higher education, who is a prospective teacher in the areas of social sciences, humanities and foreign languages. The student should meet the provisions set by his or her local and state education agencies.

(Note: All GPA participants must be:
- *educators, students, pre-service teachers or administrators who fulfill the criteria above and;*
- *the selection criteria set by their respective projects and;*
- *are currently teaching, studying, and/or administering in the eligible fields of humanities, social sciences, foreign languages, and/or area studies. (Area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, or languages.)*

PRESS RELEASES, CITING GPA SUPPORT AND PROPER TERMINOLOGY

You must cite the Department of Education's Fulbright-Hays Group Projects Abroad (GPA) Program in all related publications, websites, and press releases. Also, please provide a link to the GPA website www.ed.gov/programs/iegpsgpa/index.html on your website.

Example of Statement for Publications and Websites

"The contents of this {insert type of publication; e.g., book, report, film) were developed under a grant from the Fulbright-Hays Group Projects Abroad (GPA), U.S. Department of Education. However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government."

Press Release Format

Work with your institution's public relations office to send out information on your program to local print and news media. You may use the sample format below or your institution's template for creating a press release. When issuing statements, press releases, and other documents or announcements describing this project, you must include:
1) the dollar amount of federal funds for the project;
2) the percentage of the total cost of the project that will be financed with federal funds; and
3) the percentage and dollar amount of the total cost of the project that will be financed by non-governmental sources.

Example of Press Release

Contact: Project Director's Name, Address, Phone Number, Email Address
For Immediate Release
DATE:
GPA Awards New Grant to *Name of Institution for Name of Project*
WHAT: The Fulbright-Hays Group Projects Abroad (GPA) Program in the U.S. Department of Education has awarded an amount *of award* grant to *name of the institution and department* for *name of the project.* Name the percentage of federal funds used for the project, *e.g., sixty percent of total cost of the program, e.g. $70,000 project* is funded by GPA, with the remaining *name the percentage* funded by *nongovernmental sources.*
WHEN: The *name of the project* activities begin *September 20, 2019 and end March 20, 2021 for short term.*
The *name of the project* activities begin *September 20, 2019 and end September 20, 2021 for long term.*

DETAILS: Description of the project. Be sure to list all U.S. and host country partners.

Proper Fulbright Terminology

Participants on a GPA project should be referred to as "participants on a Fulbright-Hays Group Projects Abroad Program project to {host country}" as opposed to "Fulbright scholars", which is reserved for longer-term, more specialized Fulbright programs.

THE GRANT

TERMS OF THE PROJECT

Size of Group
- According to proposal and communications with Program Office;
- Grantees should take the number of participants as stated in the approved application; and
- U.S. ED encourages grantees to take as many participants as possible to study and travel abroad.

Length of Overseas Phase
- Minimum of four weeks in the host country; and
- The grantee should keep the project length as stated in the approved application.

Restrictions on Participants
- Preference should be given to candidates who have not previously received a Fulbright award.
- If an individual has received a longer-term Fulbright Scholar, Teacher or Student award for more than two months, please check with your program officer on the candidate's eligibility.
- Individuals who are not currently employed full-time are not eligible.
- Preference should be given to candidates who will not be retiring within the next 1-2 years.
- Individuals who do not meet the GPA program's eligibility criteria listed in this Handbook are not eligible.

Restrictions on Non-Participants

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

FINANCIAL PROVISIONS OF GPA PROJECTS

Allowable Expenses

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

A maintenance stipend of fifty percent of the amount established in the U.S. Department of State publication, "Maximum Travel Per Diem Allowances For Foreign Areas";
https://aoprals.state.gov/web920/per_diem.asp

- Round-trip international travel;
- A travel allowance for necessary project-related travel within the host country;
- Purchase of project-related artifacts, books, and other teaching materials in the country of study;
- Rent for instructional facilities in the country of study;
- Clerical and professional services performed by resident instructional personnel in the country of study; and
- Other expenses in the country of study, if necessary for the project's success and <u>approved in advance by the U.S. Department of Education</u>.

Cost Sharing

- An application <u>is not</u> always funded for the entire amount requested as funding levels are restricted based on the amount of funds appropriated for the program each year.
- <u>U.S./ED strongly</u> <u>encourages cost sharing</u> by the participants and their affiliated institutions, school districts, or organizations to cover the expenses within the U.S., and to make up the difference between the grant and the costs of the activities abroad.
- A two to three day pre-departure orientation (minimum of 16 hours total) should be included in the project design. However, please note that as a U.S.-based activity, related costs will not be paid for using GPA grant funds.

Expenditures

- All dollar authorizations provided under this grant must be exchanged for local currency at the American embassy or consulate or at an appropriate bank or hotel.
- The project director is responsible for obtaining official receipts of the foreign currency exchange, although the project director also may appoint a representative to obtain these receipts.
- Receipts are not required for submission to the grantee institution or organization for the final financial reports; however, they must be retained for official records and in the case of an audit.

Indirect Costs
No indirect costs are allowed under the GPA grant.

Taxability of Award
U.S./ED and the Fulbright commissions are not in a position to answer tax liability questions. U.S./ED will not provide 1099 forms; therefore, the project director and project participants should maintain accurate accountings of the grant monies they receive.

Audits
During the grant period of the project, the project and its expenditures are likely to receive an independent audit for the Department's review. In some instances, the Department conducts its own audit of the grant project after the end of the project period. Be sure to keep detailed records so that it will be clear that grant funds were spent on allowable expenses in the host country only.

INTERNATIONAL TRAVEL

Fly America Act

Participants traveling on international trips funded by the U.S. Government <u>must be</u> in accordance with the <u>Fly America Act</u> (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). Please refer to Appendix III for additional details.

Travel as a Group

All group participants and leaders must travel together during the international travel and host country phase of the program. While participating under the Fulbright-Hays Group Projects Abroad grant, participants are required to remain with their respective programs throughout the duration of the program. Travel outside of the program is prohibited. At the end of the overseas phase, participants are required to return to the U.S. with their program.

Travel Warnings

U.S./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., <u>"ordered departure"</u>) or suspended its Fulbright program for the same reason. U.S./ED will not approve travel to countries under an <u>"authorized departure"</u> 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: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html .Please contact the GPA program officer if you are unclear about any travel advisories posted on the State Department's webpage.

Travel Approval Requests (TARs) for International Travel

- Grantees **must use the online International Resource Information System (IRIS) to submit** all **foreign travel approval requests (TARs)** to the program officer to review and approve. Using IRIS ensures consistency in the format for presenting travel requests and consistency in data that IRIS captures about international travel that is supported with Fulbright-Hays funds.
- To submit a Travel Approval Request (TAR) and input your participant list for Program Office approval:

  1. Use your assigned password to log into IRIS.
     (For your reference, please refer to the IRIS Project Director User Guide).

  2. Add all participants into the IRIS system, including the Project Director and any others traveling with the group. Use the "Add a Travel Approval Request" feature found in the Pre-Seminar screens under Participant Administration. All individuals should be put into the system, whether their travel is being paid for with federal grant funds or cost share.

  3. Once all participants are in the IRIS system, Travel Approval Requests can be inputted. For the GPA program, the entire group may be traveling together, both to and from a certain country, or separately, either in small groups or as individuals. This will depend upon the nature of the specific project and related

activities. If you are uncertain as to how flights should be booked, please consult with your GPA Program Officer. One TAR must be inputted for each set of flights. Each participant must be connected to a set of flights. Several participants may be connected to one set of flights. All connecting flights must be included, and all flights must comply with the Fly America Act (FAA). Project Directors must certify that travel requests comply with FAA requirements.

4. Once you have completed the "Add Participant" and "International Travel Approval Request" sections, click on the "Submit to IEPS" button. Your GPA Program Officer will be notified that your TAR(s) has been submitted to the system. They will review the information and either approve or disapprove your TAR. After review, you will receive an email with the status of your request. If your request is approved, please proceed with purchasing tickets. If your request is disapproved, please refer to the explanation contained in the email you receive. You must then provide any additional information or make changes in the system and then re-submit the request until it is approved.

5. Once your TAR (and participant list) is approved, you may proceed with purchasing tickets.

- Please be advised that international travel approval requests should be submitted in IRIS well before travel is to take place, and at the very latest, **four (4) weeks prior to international departures.**

- If you have any programmatic questions, please do not hesitate to contact Carla White. If you have technical questions about IRIS, please contact the Help Desk at irismail@cds2helpdesk.com. A detailed user guide is located on the IRIS website.

Passports and Visas
- The project director and participants are responsible for obtaining their passports and any necessary visas. U.S./ED is not responsible for procuring or assisting in any of the processes involved in the acquisition of passports and/or visas. It is up to the individual applicant to complete and submit all of the required paperwork to the appropriate office, embassy and/or consulate. Should the applicant fail to have the required documents prior to travel, the individual may be prohibited from participating in the project.
- The GPA grant does **not** provide funds for passport and visa expenses.
- If the project is a group research project, the project director must obtain the appropriate "research visa" and/or research permission before departing from the U.S.

Contingencies
- In the event of 1) early departure from the host country; 2) premature termination of the grant or revocation of the award; or 3) early completion of the approved project, benefits may be prorated, temporarily suspended, or terminated, according to the U.S./ED policy.
- The project director should be aware that returning to the United States prior to the completion of the approved project without (a) permission from U.S./ED, (b) U.S.

embassy instructions under an "ordered departure," or (c) in some cases, U.S. embassy instructions under an "authorized departure," may require repayment of all GPA funds.

HEALTH INFORMATION

Inoculations
For information on availability of medical services abroad and recommended shots (e.g., gamma globulin), fellows should contact the Fulbright Commission or the U.S. embassy in the host country. Additional information on recommended shots may be obtained on the Center for Disease Control's website http://www.cdc.gov/

Health and Accident Insurance
- U.S./ED does not assume, by virtue of this grant, any responsibility for any personal injury, accident, illness, and loss of personal property or other contingencies that may happen to participants during or as a result of their stay abroad.
- U.S./ED requires that participants be covered by health and accident insurance plans. The insurance should include Emergency Medical Evacuation as well as Repatriation of Remains coverage.
- The GPA grant does not cover the health and accident insurance of project participants as this is typically considered a U.S.-based cost.

Sexual Harassment
Project Directors must include sexual harassment as a topic of discussion during the pre-departure orientation sessions. Cultural norms, safety precautions and reporting measures should also be discussed and detailed information provided to GPA participants prior to international travel on these and other related topics. Please contact the GPA program officer if you have any questions or need further clarification regarding the issue of sexual harassment.

CHANGES ON THE OFFICIAL ITINERARY

- USED can only fund projects that have been reviewed and scored according to the GPA program regulations and U.S. Department of Education policies.

- Requests involving modifications to the budget and/or activities may be considered, especially if reflective of comments and suggestions made by the panel of academic reviewers and/or the staff of the U.S. Embassies or Fulbright Commissions in the host country. If modifications are implemented without GPA program staff approval, the project director may be held responsible for any additional resulting costs.

- The grantee has the discretion to approve the transfer of funds between line item categories in the master budget. This discretion is limited by the period of award, total amount of the award, and any ceilings or limitations set by the program. Please check with the GPA program staff for details.

REPORTING REQUIREMENTS

Your performance report becomes the basis for U.S./ED's evaluation of the effectiveness of its programs as well as its own reporting to Congress, the General Accounting Office, and the public.

An online reporting system, called the International Resource Information System (IRIS) has been developed for the Department's International and Foreign Language Education Service (IFLE) and serves the office's 18 international education programs. Every grantee's project director must submit performance and financial reports to U.S./ED using this system. Project participants also are required to complete and submit brief individual reports on IRIS. All reports are due no later than 90 days after the end date of the grant. (Please follow the Reporting Schedule below.)

Shortly after the Grant Award Notification (GAN) is e-mailed, a user account will be created in IRIS for each grantee institution's Project Director. Each Project Director will receive a login and password directly from the IRIS via email (all grantees must submit the most up to date email address, since all reporting information will be via email). The email address of IRIS is: irismail@cds2helpdesk.com

Schedule for reporting on 2019 GPA projects

WHO	ACTIVITY	When
1. Project Director	Set email spam filter to accept messages from the IRIS system (irismail@cds2helpdesk.com) in order to receive login and access information.	Immediately upon receipt of the grant award packet.
2. Project Director	Submit your revised project budget and activities. All should be sent via email to the assigned program officer.	***By date listed in program officer memorandum received with grant award.*** Requires approval by the program office.
3. Project Director	Review and edit project contact information in the IRIS system.	After the Project Director receives login information via email.
4. Project Director	1) Create participant records in the IRIS system. 2) Set a due date (if the system will allow it) for participant reports to be due. The due date should be approximately 90 days after participants return from the host country.	As soon as the list of participants is ready to submit to the program office. Requires approval by the program office.
5. Project Director	Submit international Travel Approval Request (TAR) to the IRIS system.	As soon as tickets are ready to be purchased. This will ideally take place a few months before international travel will occur. The latest possible time to submit this would be four (4) weeks prior to international travel.

		Requires approval by the program office.
6. Project Director	1) Upload detailed pre-departure orientation agenda as an attachment to the IRIS system. It should include at a minimum 16 hours of preparation and training activities. 2) Upload official detailed daily host country program itinerary. This should include all scheduled activities in the host country(ies) from international travel to the host country through the final day of the host country program. Details such as time slots, names and affiliations of lecturers, particulars of school visits, etc. should be included. 3) Upload a contact list of the key personnel in the host country. This should include names, addresses, telephone numbers, and email addresses.	As soon as this information is available. This will ideally take place a few months before international travel will occur. The latest possible time to submit this would be four (4) weeks prior to international travel. Requires approval by the program office.
7. Project Director	Explain reporting requirement to project participants: provide the participant report due date; share the IRIS participant report screen shots (located in the GPA award notification packet or via email from the Program Office); and explain the necessity of participants setting spam filters to accept messages from the IRIS system irismail@cds2helpdesk.com in order to receive login data.	Prior to international departures.
8. Project Director	Route login information to participants in the IRIS system by clicking on the "Notify Participants" button. Please refer to the IRIS Project Director User Guide, and if additional assistance is required, please contact the IRIS Help Desk at irismail@cds2helpdesk.com.	Shortly after explaining reporting requirements to participants.

9. Project Participant	Participants submit their reports to the IRIS system. Long-Term participants must also submit both pre and post-test language assessments in IRIS.	The due date, set by the Project Director (if the system allows), will ideally be set 90 days after group returns from the host country.
10. Project Director	Once all participant reports are submitted to the IRIS system, the Project Director will submit the overall final project and financial report, also to the IRIS system.	Technically due 90 days after the grant end date, but the program office prefers this to be submitted much earlier, if possible. Please note that once the Project Director submits the overall report, the project participants will be locked out of the system.

In addition to the required reports, Project Directors are highly encouraged to share photos, blogs, videos, etc. of their experiences abroad.

Checklist for required documents and reporting
Please use the checklist on page 35 to maintain that all documents have been submitted to and approved by US/ED in accordance with all deadlines. Each document must be reviewed and approved by the program officer prior to any travel.

GPA CONTACT INFORMATION

All correspondence with the U.S./ED program staff should include the award number (grant identification number beginning with "P021A19xxxx"). Requests for amendments, no-cost extensions, and change approval, and any inquiries concerning program administration of the Fulbright-Hays Group Projects Abroad Program (GPA) should be addressed to the program officer below:

Cory Neal
International and Foreign Language Education (IFLE)
Office of Postsecondary Education (OPE)
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202
Tel: (202) 453-6137
Email: cory.neal@ed.gov

Please visit our GPA website –http://www.ed.gov/programs/iegpsgpa/index.html

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

Project Type Descriptions

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

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

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

Participant Eligibility: All participants must be U.S. citizens, nationals, or permanent residents and studying full-time or employed. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:
- Elementary or secondary school teachers;
- Faculty members at higher education institutions;
- Administrators at state departments of education, higher education institutions or school districts who are responsible for planning, conducting, or supervising programs at school systems at all levels; and
- Graduate students, or juniors/seniors in higher education institutions, who are prospective teachers in the areas mentioned above.

Allowable Costs: Please refer to the "Financial Provisions" section of Supplemental Information
-
  Please Note: Applicants may submit a proposal for a student study abroad, pre-service teacher training, or other similar project under the Short-Term Seminar Project category. All participants must be students according to the fourth bulleted criteria

<u>Fulbright-Hays Group Projects Abroad (GPA) Program</u>
<u>Project Type 2: Curriculum Development Project</u>

<u>Project Features</u>:
- Acquire first-hand resource materials including artifacts, books, documents, educational films, museum reproductions, recordings, and other instructional material for curriculum development in modern foreign language and area studies;
- Provide for systematic use and dissemination in the United States of the acquired materials; and

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

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

<u>Participant Eligibility</u>: All participants must be U.S. citizens, nationals, or permanent residents and studying full-time or employed. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:
- Elementary or secondary school teachers;
- Faculty members at higher education institutions;
- Administrators at state departments of education, higher education institutions or school districts who are responsible for planning, conducting, or supervising programs at school systems at all levels; and
- Graduate students, or juniors/seniors in higher education institutions, who are prospective teachers in the areas mentioned above.

<u>Allowable Costs</u>: Please refer to the "Financial Provisions" section of Supplemental Information

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

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

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

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

Participant Eligibility: All participants must be U.S. citizens, nationals, or permanent residents and employed or studying full-time. They should be teaching, studying or administering in the fields of humanities, social sciences, foreign languages, and/or area studies. The group may include:
- Faculty members at higher education institutions; and
- Graduate students, or juniors/seniors in higher education institutions, who are prospective teachers in the areas mentioned above.

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

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

Fulbright-Hays Group Projects Abroad (GPA) Program
Project Type 4: Advanced Overseas Intensive Language Training Project

Project Features:
- The language to be studied must be indigenous to the country of study and maximum use should be made of local institutions and personnel;
- Language training must be given at the advanced level (equivalent to that provided to students who have successfully completed at least two academic years of language training); and
- The project must be designed to take advantage of advanced foreign language training opportunities present in the country of study that may not available in the United States.
- GPA long-term grantees must have the appropriate language instructor administer pre-and-post language program evaluations to all participants. The language instructors are required to submit the evaluation results into IRIS. The GPA grant may pay for costs associated with pre-and post-foreign language assessment in the host country.

Time Frame:
- Project activities may be carried out during a full year, an academic year, a semester, a trimester, a quarter, or a summer in the country of study (8 weeks minimum).
- Grant performance period a maximum of 24 months.
- Continuation funds will not be awarded in subsequent years.
- .

Key Personnel Type and Number:
- One overall Project Director (with GPA funds - travel and host country costs only).
- One Foreign Language Assessor (host country costs only).
- If any other key personnel are necessary, they must be paid for with cost share funds.

Participant Type & Number: A typical group is a minimum of 12 student participants but could include many more. All participants must be U.S. citizens, nationals, or permanent residents and studying full-time. Participant groups must change each year and participants must have successfully completed at least two academic years of training in the language to be studied. Participants should be studying in the fields of humanities, social sciences, foreign languages, and/or area studies. Generally, the group may include:

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

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

Maximum Grant Award: $250,000

Fly America Act and Open Skies Partnerships

What does the Fly America Act require?

The Fly America Act (49 U.S.C. 40118) generally provides that foreign air travel funded by Federal government money may only be conducted on U.S. air carriers. Airline tickets for grantees traveling on federal funds must be ticketed with a U.S. flag carrier code. We understand that U.S. flag carriers are not always available to the final destination; however, a U.S. flag carrier must be used to the furthest destination possible. Additionally, a grantee must fly on a U.S. airline even if a foreign airline would be less expensive, provide preferred routing, or be more convenient. There also are exceptions to the Act, in which federal funding could be used for non-U.S. carriers (see below).

If grantees choose to use non-federal funds for international travel, they do not need to comply with the Fly America Act.

Is code sharing in compliance with the Fly America Act?

"Code sharing" is when a ticket is issued by one airline but operated by another. When a U.S. flag carrier leases seats on a foreign carrier and the ticketing code is from the U.S. airline, it meets the Fly America Act requirements. For example, on a flight from San Francisco, CA to Hong Kong:

- American Airlines flight 6117 (ticketed as AA6117), operated by Cathay Pacific Airways, is considered a U.S. carrier.

- Cathay Pacific Airways flight 873 (ticketed as CX873) is **not** considered a U.S. carrier even though it is the same flight as listed above.

What are the exceptions to the Fly America Act?

The Federal Travel Regulation (FTR) allows for limited exceptions to the Fly America Act. Use of a non-U.S. airline is permissible when:

1. The transportation is provided under a bilateral or multilateral air transportation agreement, such as the Open Skies Agreement (see next question).

2. The use of a foreign air carrier is determined to be a matter of necessity—mission, non-availability of flight, medical, safety/terrorist threats, non-availability of authorized class of service.

3. There is no U.S. flag carrier service on a particular leg of the route. Under this exception, a U.S. carrier must be used as far as possible, and a foreign carrier is only allowed from the nearest interchange point.

4. A U.S. flag carrier involuntarily reroutes travel on a foreign carrier.

5. Short-distance travel on a foreign carrier is allowed when the travel on the foreign carrier would be less than 3 hours, and the equivalent travel on a U.S. carrier would at least double travel time.

6. If a U.S. flag carrier offers nonstop service from origin to destination, the grantee must fly the U.S. carrier unless such use would extend travel time (including delay at origin) by 24 hours or more.

7. If a U.S. flag carrier does not offer non-stop service (i.e., there are layovers) between origin and destination, the traveler must use a U.S. flag carrier on every portion of the route where it provides service unless, when compared to a foreign carrier, such use would:

   o Increase the number of aircraft changes a traveler must make outside of the U.S. by 2 or more; or

   o Extend travel time by at least 6 hours or more; or

   o Require a connecting time of 4 hours or more at an overseas interchange point.

What are the Open Skies Agreements?

A foreign flag air carrier may be used if the transportation is provided under an air transportation agreement between the U.S. and a foreign government, which the Department of Transportation has determined meets the requirements of the Fly America Act. These agreements are called "Open Skies Agreements." There are Open Skies Agreements that meet the requirements of the Department of Transportation. Please see the following link for updated information regarding these Open Skies Agreements. https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act. You may also contact the GPA program officer if you are unclear about any information regarding the Open Skies Agreements.

How do grantees verify compliance in IRIS?

When submitting a Travel Approval Request (TAR), grantees must certify that their proposed international itinerary is in compliance with the Fly America Act. Travel eligible for an exception (such as an Open Skies partnership), must be explained in the "comment" section.

FULBRIGHT

J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD

What It Means To Be A "Fulbrighter"

"Fostering these - leadership, learning, and empathy between cultures - was and remains the purpose of the international scholarship program ... It is a modest program with an immodest aim - the achievement in international affairs of a regime more civilized, rational and humane than the empty system of power of the past..." (Senator J. William Fulbright)

Becoming a Fulbrighter means you have joined a very special group of more than 250,000 alumni in approximately 140 countries who, since 1946, have become heads of state, judges, ambassadors, cabinet ministers, CEO's, university presidents, journalists, artists, and especially professors and teachers who have influenced thousands of others. *You have been awarded a Fulbright grant not only for your academic and/or professional excellence but also because of your leadership potential.* While each grantee has a specific teaching, research or professional project to pursue, it is important to recognize that all Fulbrighters ultimately promote mutual understanding and respect between the United States and other nations. In this sense, Fulbrighters are "cultural ambassadors" to their host countries and active and involved members of their communities upon returning home. Here are some ways to enrich your Fulbright experience:

In the host country, Fulbrighters:
- Meet as many people as possible in all walks of life by speaking and writing about their countries to interested groups.
- Participate in a broad range of social and community activities in addition to pursuing their academic or professional objectives.
- Continue to learn about the history and culture of their host countries.

Upon returning home, Fulbrighters:
- Speak and write about their Fulbright experience as widely as possible.
- Support the Fulbright Program in their countries through various activities such as becoming involved with alumni activities, serving on selection committees, and hosting visiting Fulbrighter.

ROLE & RESPONSIBILITIES OF FULBRIGHT-HAYS GROUP PROJECTS ABROAD
(GPA) PROGRAM PARTICIPANTS

General Remarks:
- Consider that during the course of the host country seminar, the participant's job will be that of a Fulbright-Hays participant, representing the U.S. Department of Education, the GPA Program and American education in general.
- Understand and appropriately cite program sponsors and affiliations:
  - Program Sponsor = U.S. Department of Education, Fulbright-Hays Group Projects Abroad (GPA) Program
  - XYZ University, State Department of Education, or nonprofit organization = grantee organization
  - GPA Participants = Participants on Fulbright-Hays program (vs. Fulbright scholar, for example)

Participant Expectations of Program:
- Keep in mind that many individuals have worked hard on your behalf; a lot of work has happened behind the scenes to prepare for your trip and accommodate your interests.
- Should expect the organization and implementation of a high-quality cultural and academic exchange program.

Program Expectations of Participants:
- Each participant is the beneficiary of thousands of dollars of U.S. taxpayer funds, so program sponsor expects participants to be prudent and gracious spenders of these funds.
- Full and active participation throughout the <u>entire</u> program, in all scheduled events, is expected.
- GPA is a professional group program and not designed to cater to specific interests of individuals.
- Consider that your behavior can positively or negatively affect the Fulbright program.
- As members of the GPA program, keep in mind that you should behave in a way that would make your students, colleagues, children, parents, and country proud!
- Don't let the everyday hassles of group travel interfere with excitement and enjoyment seminar.
- Many participants state that some of their most valuable interactions were with U.S. colleagues they were traveling with, so learn from and support one another.

Curriculum and Outreach Projects:
- New or revised curriculum from each educator participant is the expected output for this project. Student participants should focus on outreach, language study, and/or curriculum.
- Adhere to deadlines; produce a quality product worthy of affiliation with Fulbright-Hays.

Program Evaluation:
- Each participant is required to submit a report to IRIS (International Resource Information System) at the seminar's completion.
- Report is confidential and not accessible by Project Director or other project organizers.

- This is in addition to any evaluation conducted by the grantee organization.
- <u>Every</u> report is read, evaluated, used to improve the program, and to request program funds from Congress.
- Multiplier effect: the report will ask about curriculum developed, presentations given, articles written, languages studied, conferences attended, as result of seminar.
- Failure to complete this report may jeopardize future fellowship opportunities.

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APPENDIX V

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CURRICULUM KWL

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K = What you know   W = What you want to know   L = What you've learned

WHAT DO YOU DO?	WHAT DO YOU WANT TO DO?	WHAT DID YOU DO?
What is the status of {insert host country} in your curriculum?	Where are your gaps? How can the Fulbright-Hays seminar contribute to enhancing your curriculum?	

SUGGESTIONS FOR BEST PRACTICES FOR GPA PROJECTS:

Pre-Seminar:

- Provide for a well-known scholar to be connected with the project as Key Personnel: one who is respected both by Americans & host country nationals.

- Use share software or listservs to post itineraries, updates, and other information to group members.

- Provide a session that focuses on understanding host country ways of thinking and being and attendant non-verbal communication patterns.

- Develop group norms together and have all agree upon them. Revisit them often during in-country travel.

- Have participants sign off on Terms and Conditions for the project.

- Develop a "Special Topic" list of interests for the group. Each participant takes responsibility for one topic from this pre-determined list and on assigned dates throughout the in-country program, the participant will present to the rest of the group on this topic.

- Provide a photo and brief biographic information of host family or educator mentor along with their contact information. Encourage participants to be in contact prior to international travel.

During Host Country Program:

- Have participants take turns taking, typing up & disseminating to the group clear notes on each lecture. At the end, each participant will have extensive notes on each lecture to refer back to.

- Participant mentoring:
    - Pair each participant with a host country educator mentor during his or her stay.
    - Provide guidance and supervision to these mentoring programs.
    - Have participants spend a significant amount of time with their mentors, having dinners in their homes, shadowing their work in an educational setting, provide opportunities for them to do curriculum research with their mentor's guidance and input.
    - Require that host country mentors have previous experience working with U.S. educators.

- Lectures: Arrange for intensive question and answer follow-up sessions after each lecture to inform curriculum development.

- Incorporate several hours/week for guided curriculum project research during business hours of seminar program.

Post-Seminar:

- Schedule formal follow-up and dissemination such as a series of workshops over the course of the next year that includes announcements, discussion, curriculum meetings, presentations, critique of lesson plans, review of curricular products for content, accuracy, and appropriateness, and preparation for publication.

- Arrange follow-up visits to the local area from host country educators to serve as guest lecturers during the summer, and to speak in local educational settings. This can result in an effective media blitz about the effectiveness of the GPA project, as well as significantly strengthened ties due to follow-up visits.

Curriculum Development:

- Develop curriculum ideas using the K-W-L (Know-What-Learn) model.
    - K: What do you do? What is the status of {the host country} in your curriculum?
    - W: What do you want to do? Where are the gaps? How can the seminar contribute to enhancing your curriculum?
    - L: What did you do?

- Evaluate curriculum units:
    - Evaluate content, curriculum and area specialists for accuracy
    - Revise curriculum units prior to web posting
    - Track website hits
    - Offer feedback page on website for comments about units
    - Follow up on feedback with unit revisions one year later

- Arrange for participants to receive stipends from their school districts or postsecondary institutions for working on their curriculum plans. This work can be done both with an assigned curriculum specialist and independently.

- During the Fall and Spring after the host country seminar, participants arrange to offer classes to test the curriculum so designed. Teachers will share with other participants the resulting student work and their own critiques of the learning process, listing what they will do to improve the offerings for the next time. Revised units will be circulated among geographic area centers in the U.S. and statewide or within the U.S. IB system.

- Plan a mini-conference the following spring to showcase the curriculum developed by the group.

Evaluation:

- At the pre-departure orientation (PDO): have all participants complete a pre-departure evaluation form detailing their knowledge of the local language and culture, as well as a survey instrument that focuses on their intercultural knowledge and awareness and expectations for the program. This survey will form a baseline to measure participants' activities, perceptions, attitudes and willingness to engage in global education.

- In country: hold weekly group sessions devoted to reflection and evaluation. This on-going process will allow the project team to mark trends in participation, changes or alterations in perception, and also provide teaching enhancement opportunities. Require each participant to keep a journal, so as to record and reflect upon his/her experiences in the host country, and to use those experiences as inspiration for their classrooms in the U.S.

- Post project: require participants to complete an evaluation of the program using the survey from the PDO. Use these as a comparison to the previous results. Conduct an additional evaluation several months upon return from the host country asking the participants to explain how the seminar experience has affected their teaching thus far. Provide for anonymous feedback about the program. These can be compiled and kept on file for future use in project improvement.

- Impact Assessment: develop an open-ended evaluation to measure quantitative and qualitative changes in student perceptions of and attitudes toward global education. This should be designed to determine how participants shared information with students, including changes in the curriculum, colleagues, volunteers, youth groups, the community at large and the media.

- Report on measurable outcomes in the IRIS system to help strengthen Congressional support for the GPA Program: e.g., As a result of this GPA project, XYZ College and ABC High School both plan to initiate student study abroad programs to {host country}.

Outreach:

- Connect with state teacher networks.

- Find ways to utilize your students in your outreach effort.

- Consider ways to bring outreach to disadvantaged students and others that have not historically been exposed to area and international studies.

- Use rapidly developing new technologies to amplify your outreach effort and widen, your audience, but don't let technology substitute for the human connections essential to effective outreach.

- While you should have a comprehensive and outreach program as possible, don't try to be all things to all people. Cover three main areas, but develop a special niche in one where you are badly needed and have the most to offer.

- Set high expectations for the impact of your project's outreach, but don't be overly ambitious and dilute your efforts.

- Create or strengthen your outreach network across institutions and areas of study—try email listservs, linked web sites, meetings and mini-conferences.

- Examples of outreach techniques:
  - Lecture and discussion programs
  - Partnerships with area high schools
  - One-week teacher institute
  - Participate in Statewide teachers' retreat
  - Use email to pair up high school students and area studies postsecondary students with GPA participants
  - Calendar of events on web and email
  - Mailing list of department chairs at two- and four-year colleges in area
  - Colloquia
  - Extension and evening programming in international studies
  - Special lecture series
  - International career day
  - Educational and Scholarly Publications: monographs, journals, newsletters
  - In service teacher training workshops
  - Connect graduate students, K-12 teachers, and high school students to study a specific international problem for one year
  - High school model UN
  - Teachers' Resource Center
  - International speakers bureau
  - Consulting
  - Partnerships with two- and four-year institutions
    - Graduate students to teach courses at partner institutions
    - Graduate students to mentor undergraduate students
    - Faculty from partner institutions invited for seminars
    - Faculty to lecture at partner institutions
  - Translation service to community
  - Internet homepage with depth, links, accessible documents
  - Curriculum guides, slide sets, videos
  - Distance learning interactive broadcasts to schools
  - Seek other grant funds to support outreach projects
  - Pursue in-kind or grant contributions from area organizations for new technology and equipment
  - Professionals and visiting scholars from abroad for lectures, training and networking
  - Story telling sessions at local public libraries
  - Weekend programs in more distant or rural areas

FULBRIGHT COMMISSIONS

A listing of Fulbright Commission Executive Directors, addresses and contact information can be found at:

https://exchanges.state.gov/spotlight/fulbright-program-0

U.S. EMBASSIES & DIPLOMATIC MISSIONS

A listing of U.S. Embassies and other Diplomatic Missions can be found at:
https://www.usembassy.gov/

The "Expanded Authorities" Amendments

Pre-Award Costs
[74.25(e)(1) & 75.263]

ν **No prior approval** is required for pre-award costs incurred up to 90 days before the budget period begins

ν Includes both new and non-competing continuation awards

ν Applicant should have some reasonable expectation that it will receive an ED grant

ν Expenditures are incurred at the applicant's own risk

ν ED funds are not available for drawdown until the budget period begins

ν Cannot be used to pay for cost over-runs from the previous year

ν Prior approval is required for pre-award costs incurred **more than 90 days** before start of the budget period

Time Extensions
[74.25(e)(2) & 75.261]

ν One-time extension of the project period for up to one year without prior approval

ν Grantee sends written notification of planned extension to assigned ED program officer no later than **10 days before end of project period**.   Notice includes:
⇐ Supporting reasons for extension
⇐ Revised expiration date

ν Cannot be merely for the purpose of exhausting unexpended funds

ν Cannot require the need for additional Federal funds

ν Cannot change the scope or objectives of the project

Budget Transfers
[74.25 & 75.264]

ν Provisions in 34 CFR 74.25 regarding **budget transfers** apply to **all types** of grantees

ν No prior approval is required for many budget transfers

ν Check applicable **OMB Cost Principle Circulars** for specific expenditures requiring prior approval *(see attached list)*

ν Changes in EDGAR *still* requiring prior approval:
⇐ Changes in project scope or objectives;
⇐ Changes in a key person specified in the award document;
⇐ The absence for more than 3 months or a 25% reduction in time of the approved project director (**Part 74 grantees only**);
⇐ In research projects, a change in project director or principal investigator (**Part 80 grantees only)**;
⇐ The need for additional Federal funds;
⇐ The transfer of funds allotted for training allowances to other categories;
⇐ Transfer or contracting out of any work (doesn't apply to supplies, material, equipment or general support services)

Carryover
[74.25(e)(3) & 75.253(c)(1)]

ν Unexpended funds are carried over from one budget period to the next without prior approval

ν Program Office may require a written statement describing how unexpended funds will be used
⇐ When: At the time of funding decision
⇐ New funds may be reduced under certain circumstances

ν Unexpended funds may be used for *any* allowable cost that falls within the approved project scope

ν Not just for finishing uncompleted activities from the previous budget period

FULBRIGHT-HAYS GROUP PROJECTS ABROAD FY 2019 GRANTEE CHECKLIST

GPA Project Director: Use this checklist to coordinate your new FY 2019 grant.

Upon Receipt of Grant Award Packet:
- ☐ Review grant award packet thoroughly and share relevant information with grants office
- ☐ Set email spam filter to accept login and password information from the IRIS system (irismail@cds2helpdesk.com)
- ☐ Log onto IRIS system to update contact information

By Date Listed in Grant Award Notification Memo:
- ☐ Send updated project budget with any change justifications to Program Contact via email
- ☐ Send responses to questions/issues of concern raised by Program Contact to Program Contact via email

Once Participant List is Final (and before participant notification):
- ☐ Create participant records in IRIS system (denote Project Director, other key personnel, undergraduate student, graduate student, K-12 teacher, postsecondary faculty, etc.).
- ☐ Email Program Contact that participant list is ready for review
- ☐ Program Contact approve participant list, notify participants of their selection
- ☐ If the IRIS system will allow for it, set participant report due dates (ideally 90 days after return from the host country)

When International Tickets are ready to be purchased (no later than four weeks prior to travel):
- ☐ Submit Travel Approval Request (TAR)(s) to the IRIS system (be sure that travel is Fly America Act compliant)
- ☐ Program contact must approve TAR(s) before purchasing international tickets

No Later than Four Weeks Prior to Travel, but ideally much earlier:
A) IRIS System:
- ☐ Upload detailed pre-departure orientation agenda as an attachment to the IRIS system. It should include a minimum of 16 hours of preparation and training activities.
- ☐ Upload official detailed daily project itinerary as an attachment to the IRIS system. This should include all scheduled activities from international travel through the final day of the host country program. Details such as time slots, names and affiliations of lecturers, particulars of school visits, etc. should be included.
- ☐ Upload key personnel contact in the host country as an attachment to the IRIS system. (This should include names, addresses, telephone and fax numbers, and email addresses.)
- ☐ Email Program Contact that attachments are ready for review.
- ☐ Program Contact approves IRIS attachments, proceed with finalizing project arrangements.

No Later than Four Weeks Prior to Travel, but ideally much earlier (cont'd):
B) Other Required Items:

☐ Email Program Contact the final amount of cost sharing provided by each participant personally.

☐ Send the project abstract, daily and travel itineraries, and list of participants to the Fulbright Commission (if one exists) or U.S. Embassy in the host country.

☐ Email Program Contact after confirmation the Fulbright Commission or U.S. Embassy have been contacted and provided with project information.

☐ Register the entire participant group with the U.S. Embassy or consulate in the host country. The website to register online is:

https://travel.state.gov/content/travel/en/international-travel/before-you-go.html

During Pre-Departure Orientation:

☐ Explain IRIS reporting requirement to participants, provide report due date, share IRIS screen shots and explain necessity of setting spam filters to accept IRIS messages

☐ Use "Notify Participants" feature in IRIS to route login information to participants

One Month After your return from Host Country:

☐ Remind and encourage participants to complete and submit their reports to IRIS

90 Days After your return from Host Country:

☐ Confirm that all participant reports are submitted in IRIS

☐ Complete and submit overall project programmatic and financial report to IRIS

☐ Email Program Contact to confirm completion and submission of all reports

☐ Encourage project participants to join the international exchange community at alumni.state.gov