



Program Administration Manual (PAM)

FY 2017-2018

***Undergraduate International Studies
and Foreign Language Program***

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INTRODUCTION

The International and Foreign Language Education (IFLE) Service administers Administer Title VI (domestic) and Fulbright-Hays (overseas) grant programs to respond to the ongoing national need for individuals with expertise and competence in world languages and area and international studies. We also advance national security by developing a pipeline of highly proficient linguists and experts in critical world regions that contribute to developing a globally competent workforce and support teaching and research on critical world regions, languages, and issues that build expert capacity at institutions and in individuals.

The Program Administration Manual (PAM) for the Undergraduate International Studies and Foreign Language (UISFL) program was developed to assist institutions of higher education, consortia of such institutions, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages. Program officers and grantees share the responsibility in maintaining compliance, and we hope this manual will assist in the process.

The Fiscal Year (FY) **2017–2018** PAM includes frequently asked questions (FAQs) on topics such as: reporting requirements and schedules; Title VI program statute; program regulations; and guidance on UISFL program administration. While we could not cover every possible issue in this manual, we made a concerted effort to include items that will be helpful to experienced and new grantees alike.

Program and administrative officers in IFLE’s International Studies Group (ISD) are here to provide guidance, oversight, technical assistance and fiscal monitoring for UISFL grantees. Please feel free to contact any your UISFL program officer/staff listed below with comments and concerns regarding the manual, or to seek additional information about the administration of your UISFL grants.

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Please Note: Any questions concerning your grant, please send them directly to our new UISFL mailbox – UISFLprogram@ed.gov and cc: lisa.coffman@ed.gov

I. GENERAL INFORMATION ABOUT UISFL GRANT ADMINISTRATION

PROGRAM LEGISLATION, REGULATIONS AND PROJECT DOCUMENTATION

1. What are the legislative and regulatory requirements the grantee is obligated to follow?

Administration of the UISFL program must adhere to program legislation, regulatory requirements, Office of Management and Budget (OMB) Circulars, and travel requirements of the Fly America Act.

A. Program Legislation

The UISFL program is authorized under the Title VI, Part A, Section 604 of the Higher Education Act of 1965, as amended.

B. Program Specific Regulations

The program specific regulations for the UISFL program can be found in Title 34 Code of Federal Regulations (CFR) 655 and 658.

Printed copies of program regulations can be found in the Appendix or on the program websites below:

UISFL: <http://www2.ed.gov/programs/iegpsugisf/legislation.html>

C. Education Department General Administrative Regulations (EDGAR)

EDGAR provides regulations for administering grants and agreements with institutions of higher education. It can be viewed at the following website:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html> Applicable sections of EDGAR are found in 34 CFR parts 74, 75, 77, 79, 80, 82, 85, 86, 97, 98 and 99.

D. Additional Resources:

a. Key Financial Management Requirements for Discretionary Grants:

<http://www2.ed.gov/policy/fund/guid/gposbul/financial-management-memo-2009.pdf>

b. Cash Management Policies:

<http://www2.ed.gov/policy/fund/guid/gposbul/memo-cashmgmt6-15-10.pdf>

c. Cash Drawdown Memo:

<http://www2.ed.gov/policy/fund/guid/gposbul/drawdown.html>

d. OMB Circulars:

i.A-21 Cost Principles for Educational Institutions

This Circular establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions. Section J, "General Provisions for Selected Items of Costs," outlines allowable or unallowable costs for federal grants. For example: fundraising, entertainment, and alcohol and are all prohibited costs indicated in Section J. Circular A-21 also contains important guidance on indirect costs (Facilities & Administration (F&A)) and how to document personnel time and effort. Note: OMB Circular A-21 is also incorporated into Title 2 CFR Part 220. http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedr eg/2005/083105_a21.pdf

ii.A-133 Audits of States, Local Governments, and Non-Profit Organizations

Grantees who annually expend more than \$500,000 in federal awards are required to annually conduct an A-133 single audit. Department of Education staff reviews the audit results and follows up on any findings of noncompliance. http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

e. The Fly America Act:

The Fly America Act (49 U.S.C. 401118) requires the use of U.S. flag air carrier service for all air travel funded by the U.S. Government. Airline tickets for all federal employees, contractors, and grantees traveling on federal funds must be ticketed with a U.S. flag carrier (i.e. US 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.

[http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=RETRIEVE&FILE=\\$\\$xa\\$\\$busc49.wais&start=5502594&SIZE=12823&TYPE=TEXT](http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=RETRIEVE&FILE=$$xa$$busc49.wais&start=5502594&SIZE=12823&TYPE=TEXT)

f. The chart below provides additional guidance on requirements from EDGAR and the OMB circulars.

Requirements	Important Points	Reference
Grantee responsibility	The grantee must comply with the applicable legislation and regulations for the program and must expend funds in accordance with the funded application. The grantee must directly supervise the administration of the project and use fiscal control and accounting procedures that ensure accountability of Federal funds.	EDGAR §75.700-2
Revision of budget and program plans	Prior approval is required for a change in scope or objectives of the project, a change in key personnel, and/or a budget transfer that exceeds \$100,000 or 10% of the total budget.	EDGAR §74.25
Continuation awards	Continuation awards require a performance report that demonstrates substantial progress.	EDGAR §75.118, 75.253
Evaluation by the recipient	The performance report must evaluate progress in achieving objectives in the application, the effectiveness of the project in meeting the purposes of the program, and the effect of the project on participants being served.	EDGAR §75.590
Standards for financial management systems and fiscal control	A grantee's financial management system must have: strong internal controls; a comparison between the budget and grant expenditures; procedures for drawdowns; procedures for determining the reasonableness, allocability, and allowability of costs (see OMB Circular A-21 for definitions); and accounting records that are supported by source documentation.	EDGAR §74.21, 75.702
Allowable costs	Please refer to OMB Circular A-21 and the UISFL and UISFL legislation and regulations for explanations on allowable and unallowable costs. Examples of unallowable costs include alcohol, fundraising, and entertainment.	OMB Circular A-21 EDGAR §74.27 CFR 656.30, 657.30, 657.31
Personnel	Employees that work on multiple grants must maintain time and effort records that document the allocation of employee salaries among each project. Grantees must demonstrate a clear need for utilizing a consultant.	OMB Circular A-21, Sec. J.10 EDGAR §75.515-6

Requirements	Important Points	Reference
Indirect costs (F&A)	The cost principles found in OMB Circular A-21 describe indirect cost requirements in detail. To charge indirect costs, a grantee must have a current indirect cost agreement. UISFLs are limited to 8%. The UISFL program does not have indirect costs.	OMB Circular A-21, Sec. F & G EDGAR §75.560-4
Obligation of funds during the grant period	Grant funds can only be used for obligations made during the performance period of the grant. Obligations are defined in EDGAR §75.707. An obligation for travel is made when the travel is taken, not when the travel arrangements are made.	EDGAR §75.703, 75.707
Drawdowns	Grantees should have written procedures on how to minimize the time elapsing between the transfer of funds and payments. The general guidance is that funds should be expended within three days from when they were drawn down from G5.	EDGAR §74.21 (b)(5), 74.22
Subrecipient monitoring	Grantees are responsible for monitoring subrecipients and their activities and ensuring that they have completed an A-133/single audit if required. Monitoring can be done through: reviewing the A-133 audit report; site visits; and other means.	EDGAR §74.51 (a) OMB Circular A-133 D. 400
Publications and copyright	Publications related to project materials must contain a statement about grant support.	EDGAR §75.620-22
Cost Share/Match	The UISFL and UISFL programs do not have legislatively mandated cost share or matching requirements. However, if a grantee indicates at the time of application non-federal contributions on form ED 524 B, the grantee will be held accountable for maintaining and documenting those financial commitments throughout the duration of the grant.	EDGAR §74.23
Record retention	Records must be retained for a period of three years after the final report is submitted. Records must show the amount of funding; how the funds were used; any cost share from other resources (if applicable); and other records necessary for an audit.	EDGAR §74.53, 75.730-2

2. What is a Grant Award Notification (GAN) and who receives it?

The GAN is the official document that states the terms, conditions, and funding amount of the grant award. It also contains programmatic and fiscal data, as well as the names and contact information of the respective program officers. For multi-year awards (such as the UISFL and UISFL programs), the GAN includes information on the anticipated funding levels for each subsequent budget period. The included attachments provide guidelines and additional terms and conditions regarding administrative procedures.

The grantee will receive two copies of the GAN: one copy is sent to the Certifying Official, i.e. the authorized representative on the Application for Federal Education Assistance Form (SF 424); the second is sent to the project director.

IFLE GENERAL GUIDANCE TO UISFL GRANTEES

3. What are the grantee's responsibilities under a discretionary grant?

The institution is the legal entity accountable to the Federal Government for the use of the funds awarded. In the instance of consortia, the lead institution is accountable for each of the partner institutions. The lead institution is ultimately responsible for all activities and outcomes of the grant.

The following responsibilities apply when administering your grant(s):

- Perform the scope of work described in the application and the approved budget
- Exercise proper stewardship of federal funds
- Comply with all legislative and regulatory requirements
- Demonstrate and/or measure progress towards achievement of project goals
- Submit required performance reports

4. What is the role of the IFLE program officer?

The primary role of IFLE program officers is to provide technical assistance relating to programmatic and fiscal management to ensure that project goals and objectives are met successfully. IFLE responsibilities include: reviewing performance reports; external evaluation reports; monitoring projects to assess compliance; and responding to requests such as travel approvals, administrative actions, and staff changes. External outreach and project monitoring are achieved through site visits that provide the opportunity to interact with administrators, staff, and students.

5. How often should we communicate with your IFLE program officer?

Please communicate with your program officer regularly and in a timely manner. It can be beneficial for new grantees to speak with your program officer and often to help address start-up questions, problems, and concerns.

Please do not hesitate to contact your program officer. Regular communication throughout the duration of the grant helps build a greater understanding between IFLE and the activities happening on campus. If you are in Washington, DC, please feel free to make an appointment to visit our office. For easy reference, always include the grant award number (i.e. P016A****) when communicating with your program officer.

6. When MUST you communicate with your IFLE program officer?

Contact should be made immediately if you:

- Want to make a change in scope
- Want to make a significant budget adjustment (more than 10% of budget or over \$100,000)
- Want to contract-out any of the project activities described in the application
- Need to change the project director (and key personnel) listed on the grant

Grantees should communicate promptly with IFLE whenever significant issues arise in connection with project activities and staff.

GRANT SCHEDULE AND CONTINUATION AWARDS

7. What is the difference between the project period and the budget period?

The project period, also known as the performance period, is the *total time* from beginning to end that US/ED authorizes a grantee to complete the approved project activities described in the application.

8. How do we receive funding for the remaining budget periods of our grant?

You must submit an annual performance report to IFLE before you can receive a non-competing continuation award after each year of your four-year grant. The annual performance reports include up-to-date data, budget and narrative information that demonstrate substantial progress in attaining the approved objectives of the UISFL grant. The annual performance report should also specify any changes that need to be made to the project in the upcoming funding period. Before a continuation grant award is issued, your IFLE program officer will review your annual performance report to determine whether you have made substantial progress. If substantial progress is demonstrated, the program officer approves the project for continuation. Two copies of the GAN will be distributed as previously mentioned in question #2.

9. Will our UISFL automatically receive the funding amounts originally recommended for the subsequent budget periods?

Your program officer will inform you in Year 1 about the prospective funding amounts for Years 2 and beyond but these amounts are not guaranteed. Continuation grant awards can be affected by a variety of factors, including a change in congressional appropriation, a determination that substantial progress has not been made, or other programmatic or budgetary factors. If there are changes to the continuation grant award amount, you will be required to submit revised budget.

II. UISFL GRANT ADMINISTRATION AND BUDGET

ALLOWABLE EXPENSES

10. How do we determine if a particular cost is allowable?

Please see program regulations 34 CFR 656 and OMB Circular A-21. If you still have questions, contact your program officer.

11. May we expend funds before the start of the grant?

Yes. Grantees may incur pre-award costs for allowable items and project activities up to 90 calendar days before the beginning of a new award or a NCC award with prior IFLE approval.

Be advised, however, that all pre-award costs are incurred at the grantee's risk. US/ED is under no obligation to reimburse these costs if a grant is not received, or if the amount of the grant is less than anticipated and inadequate to cover these costs. Please note that pre-award costs are reimbursable only if these costs were in the approved plan.

12. Can grant funds be used to pay for meals and refreshments?

IFLE discourages the use of UISFL funds to pay for meals and refreshments; however, they can be considered an allowable cost during events such as meetings and conferences where information is disseminated. OMB Circular A-21 Section J.17 prohibits entertainment costs:

“Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.”

However, Section J.32 further explains that:

“Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences.”

Please note that if funds are expended on meals, documentation should be retained for all expenses related to the meeting or conference for which it was purchased. Appropriate documentation includes: itemized receipts showing purchased food items; a flyer or advertisement for the event; and a sign-in sheet for participants. Keep in mind that alcoholic beverages are not allowable costs under any circumstances (Section J.2).

13. May we use UISFL funds to support U.S.-focused ethnic studies (e.g. Hispanic American Studies, African-American Studies, etc.)?

No. It is not appropriate to use USIFL funds for activities related to ethnic studies course development, outreach, symposia, etc. Ethnic or multicultural studies that focus on U.S. society are not part of the approved scope and objectives of Title VI projects.

14. May we use USIFL funds to purchase equipment such as computers, photocopiers, and fax machines?

Per EDGAR §74.2:

Equipment means tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Items costing less than \$5,000 per unit (such as computers) are defined as, “supplies.” UISFL program regulations (CFR 656.30) state that equipment costs are limited to 10 percent of the total grant amount.

IFLE discourages requests to use grant funds to purchase routine office equipment. Also be aware that if purchasing routine office supplies, they must relate directly to grant-funded activities. Some office supplies may be covered under your institution’s indirect cost agreement. If they are, they cannot be charged directly to the grant. Check with your sponsored research office.

BUDGET REVISIONS

15. May revisions be made to UISFL budgets by transferring funds between approved budget line items?

Yes. UISFL may make budget transfers without prior IFLE approval. These changes may be made as long as they do not amount to more than 10% of the budget or \$100,000. In exercising this flexibility, please be careful to make budget transfers that are allowable, allocable, and reasonable to promote successful project implementation. Do not make changes that are not part of your original application and approved budget.

16. May we delete line items from, or add new line items to, our UISFL budget or make programmatic changes to our project without informing IFLE?

It depends. Even though grantees may make budget and program adjustments per EDGAR §74.25(e), you must be judicious in making adjustments to the UISFL budget or project activities to ensure these revisions do not materially change the project scope or objectives of the UISFL grant. Your UISFL grant is the result of a competitive review process, and as such, you may not subsequently make revisions that substantially change the scope of funded activities without approval.

If circumstances warrant budget or program revisions to the UISFL grant, and the revisions do not change the project scope and you do not exceed the 10% threshold mentioned in the previous question, you do not have to inform IFLE. If you have questions about whether a revision is allowable or not, you should contact your program officer for technical assistance. If after consulting with your program officer, it is decided the revision requires IFLE approval, you must submit the revision with sufficient justification. The request must come from the project director.

17. If IFLE determines that we have to submit our budget revision for approval, what is the timeframe for receiving a response?

Your IFLE program officer will notify you whether the request has been approved within 30 calendar days from the date of receipt of the revision request. If the revision request is still under consideration at the end of 30 calendar days, your IFLE program officer will inform you in writing of the date when you may expect the decision. (EDGAR §74.25 (m))

DRAWDOWNS

18. How do we access our grant funds?

The authorized payee for the grant submits a request through G5. G5 can be accessed via the Internet. The URL to that site is: <https://www.g5.gov/>

19. When is the appropriate time to draw down funds?

EDGAR §74.22 requires that, *“The timing and amount of cash advances are as close as administratively feasible to the actual disbursement by the recipient organization [...].”*

Funds should only be drawn down to meet immediate needs. IFLE strongly recommends that funds are expended within three business days after drawing them down.

20. What is an “excessive drawdown”?

US/ED has established thresholds with regard to the amount of funds a grantee can draw down in any single budget period in order to ensure that drawdowns do not exceed immediate needs.

A grant will appear on the excessive drawdown report if the following thresholds are exceeded:

- More than 50% of the funds obligated for the budget period have been drawn by the end of the first quarter
- More than 80% of the funds obligated for the budget period have been drawn by the end of the second quarter
- 100% of the funds obligated for the budget period have been drawn by the end of the third quarter

Program officers will contact grantees if/when they appear on the report to discuss and resolve any drawdown issues.

CARRY-OVER AND TIME EXTENSIONS

21. What are carry-over funds?

Carry-over funds are unexpended funds from an expired budget period to be used in subsequent budget periods during the grant's project period.

Grant funds are carried over automatically from one budget period to the next, without the need for prior IFLE approval or action on your part. However, at the time you submit your annual performance report for continuation funding, you should provide comments describing the activities the carry-over funds will be used to support, and any activities that were not completed in the previous budget period and why. If your IFLE program officer has reservations about your use of carry-over funds, EDGAR provisions permit your IFLE program officer to require a written statement from you describing the ways you intend to use remaining funds. Possible concerns include: using the carry-over funds for purposes that aren't part of your original application and approved budget and if you have a large carry-over balance.

The International Resource Information System (IRIS - <http://iris.ed.gov/>) has budget screens that ask to clearly state the amount of carry over from the previous fiscal year and how much you expended during a reporting period. Additionally, you will need to provide the specifics about the expenditures that those carry over funds were applied to in your attached, detailed UISFL budget. It is recommended that budgets submitted with performance reports clearly detail carry-over funds that were applied during a respective reporting period in the form of a separate budget column or line.

22. For which activities may we use carry-over funds?

Carry-over funds may be used for any approved activities.

23. What is a time (no-cost) extension?

A time (no-cost) extension occurs at the end of the approved project period. Grantees are allowed to initiate a one-time extension of the expiration date of the award of up to 12 months. For one-time extensions, grantees shall notify IFLE via IRIS of that the extension is necessary. The notification must include the reasons for the revised expiration date and the activities to be conducted. All activities must be part of the approved project, and the time extension may not be exercised merely for the purpose of using unobligated balances.

THE "EXPANDED AUTHORITIES" AMENDMENTS

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

- **No prior approval** is required for pre-award costs incurred up to 90 days before the budget period begins
- Includes both new and non-competing continuation awards
- Applicant should have some reasonable expectation that it will receive an ED grant
- Expenditures are incurred at the applicant's own risk
- ED funds are not available for drawdown until the budget period begins
- Cannot be used to pay for cost over-runs from the previous year
- 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]*

- One-time extension of the project period for up to one year without prior approval
- 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
- Cannot be merely for the purpose of exhausting unexpended funds
- Cannot require the need for additional Federal funds
- Cannot change the scope or objectives of the project

Budget Transfers

[74.25 & 75.264]

- Provisions in 34 CFR 74.25 regarding **budget transfers** apply to **all types** of grantees
- No prior approval is required for many budget transfers
- Check applicable **OMB Cost Principle Circulars** for specific expenditures requiring prior approval (*see attached list*)
- 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)]*

- Unexpended funds are carried over from one budget period to the next without prior approval
- 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
- Unexpended funds may be used for **any** allowable cost that falls within the approved project scope
- Not just for finishing uncompleted activities from the previous budget period

III. TRAVEL

FLY AMERICA ACT

24. What does the Fly America Act require?

The Fly America Act (49 U.S.C. 401118) requires the use of U.S. flag air carrier service for all air travel funded by the U.S. Government. Airline tickets for all federal employees, contractors, and grantees traveling on federal funds must be ticketed with a U.S. flag carrier (i.e. US 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. The Open Skies Agreement(s) are additional rules that govern travel between the United States and foreign countries. These agreements are additions to the Fly America Act and grantees are advised to monitor whether or not such regulations exist or are anticipated to come into existence between the United States and the destination to which the traveler supported by Title VI funds is going to or coming from.

[http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=RETRIEVE&FILE=\\$\\$xa\\$\\$busc49.wais&start=5502594&SIZE=12823&TYPE=TEXT](http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=RETRIEVE&FILE=$$xa$$busc49.wais&start=5502594&SIZE=12823&TYPE=TEXT)

25. Who verifies that our travel is compliant with the Fly America Act?

It is the responsibility of the grantee(s). When submitting a travel activation request (TAR), the submitter must check the Fly America Act certification box on the TAR screen in IRIS. It is imperative that travel be in compliance, particularly if the grant file is ever reviewed and/or audited. Please contact your program officer if you have any questions.

GRANT RELATED TRAVEL

26. Are we required to submit domestic travel requests?

No. Domestic travel in conjunction with UISFL approved activities does not require IFLE approval.

27. Does foreign travel need to be approved through IRIS if we listed the travel costs in our approved budget?

Yes. The approved budget is your budget plan, but IFLE must approve international travel prior to any funds expended in relation to the trip. Please see the TAR screen in IRIS for more instructions on how to submit a request.

28. How much time does IFLE require to review and approve our TARs?

30 days prior to the traveler's departure date. This provides sufficient time to:

- Determine if the travel is consistent with the UISFL project scope and objectives;
- Address any travel warnings and/or security concerns;
- Consult with U.S. Embassies if necessary; and
- Make any necessary revisions if the initial TAR was disapproved.

29. May we purchase airfare while we wait for IFLE approval?

No. Unapproved international travel cannot be charged to the UISFL grant. Purchases can only be made AFTER official approval is received. In the meantime, however, travelers are permitted to make tentative, non-binding reservations in order to secure a price quote.

30. May we submit a TAR for approval after the person returns from their trip?

No. Retroactive travel approvals are unallowable.

31. Is it okay if the return date is after the end of the budget period?

Yes. Per EDGAR §75.707, funds required for travel are obligated at time when the travel is taken. Please note: return dates after the end of the project period (which is the 4 year duration of the grant) can only be allowable if a no-cost extension has been granted.

32. Can we use UISFL grant funds to pay the travel expenses of persons other than our own institution's faculty/staff?

Yes, as long as the purpose of the travel is directly related to the scope of your grant.

IV. PERSONNEL

33. What documentation is required to change the project director listed on our GAN?

EDGAR §74.25 requires grantees to submit to IFLE a letter requesting the change, along with the current CV for the new project director. An authorized representative for the institution must sign the letter requesting the change. Once received, IFLE reviews and processes the administrative action.

For consortial grantees: the lead institution must submit any project director changes and subsequent documentation on behalf of all the involved partners. A project director change at a partner institution does not require an administrative action in G5; it will only be changed in IRIS.

34. How do we add additional contacts in IRIS?

Only the project director can add or remove additional contacts in IRIS. IFLE cannot make these changes.

35. What kinds of requests and actions must be signed by the project director before we submit to IFLE?

The project director or an authorized representative must sign any administrative action request that requires a revised Grant Award Notification, such as a time extension, DUNS change, or a change in key personnel. The project director or an authorized representative must also sign revised budgets or requests for budget revisions affecting the project's scope. It is not appropriate for a current project director to request an administrative action naming a subsequent project director, such a request must be signed by an authorized representative of the institution.

V. EVALUATION

In general, a sound evaluation plan should guide the project's data collection activities and it should provide useful evidence about the project's processes and outcomes. IFLE offers institutions the following suggestions to consider in implementing the evaluation and impact section of their funded UISFL proposals.

36. How should data be collected?

For collecting data, the UISFL projects should determine if any baseline data are needed and, if they already exist, where to find them. Instruments to collect data that are not available need to be developed. Data collection instruments may include: surveys, standardized test scores, exams, focus groups, etc. The UISFL may have additional instruments that are specific to the project. UISFL may wish to collaborate on this phase with other UISFL on campus to enrich the process and share costs.

37. What should the timeline of our evaluation work be?

After the data collection plan is in place, a timeline needs to be set for the duration of the grant. The timeline should reflect if a goal is in place throughout the four year cycle or if it can be achieved within the cycle. Indicate the timeline for designing each measure and data collection instrument. An evaluation timeline may be included as part of the application narrative or integrated into the four-page timeline and the table of project objectives appendixes to be referenced in the application instructions.

38. How should we implement our evaluation plan?

Implementing the data collection and then reviewing preliminary findings come next. The UISFL will then need to decide whether to modify the project based on the findings. Some activities may be able to be modified mid-project if the findings warrant such a change.

39. What role should a 'Program Evaluation Specialist' play?

A program evaluation specialist should be involved in the implementation of the evaluation planning and throughout the duration of the four year grant cycle. The specialist should be trained in evaluation and, ideally, have conducted similar evaluations. A team can also be formed, one person who is an evaluation expert and the other who is a content knowledge expert in order to maximize the quality of the evaluation plan and its implementation. The evaluation specialist should be well informed on the proposal writing and it may be helpful if he/she reviews the draft. The specialist should be involved in all of the steps above as well as providing advice for disseminating the results of the project. UISFL and the evaluation specialist may wish to develop a plan for wide dissemination of results on the campus, to the local community, to similar institutions, to professional associations, to colleagues, to government officials (at all levels), and to the media. UISFL may wish to collaborate with other UISFLs on campus to pool resources and share the cost of a professional evaluator.

Program FAQs

1. What is the Undergraduate International Studies and Foreign Language (UISFL) program?

The UISFL program is a discretionary grant program designed to strengthen and improve undergraduate instructional programs in the areas of international studies and foreign languages.

2. Who is eligible to apply?

Institutions of higher education (IHEs); consortia of institutions of higher education; partnerships between nonprofit educational organizations and institutions of higher education; and public and private nonprofit agencies and organizations (including professional and scholarly associations).

3. How are applications reviewed?

Grantees will be selected through a rigorous peer review process. Selection will be based upon the selection criteria stated in the application and published in the Federal Register.

4. What is the average length of an award?

Up to 24 months for an award made to a single IHE; or up to 36 months for an award made to consortia of IHEs, partnerships, organizations, or associations.

5. Is there a page limit to the application?

Yes. Applicants are limited to a 40-page narrative. Please see the Federal Register Notice for more information on page limits.

6. Are appendices to the grant application allowed?

Yes, and they do not count against your 40-page narrative. However, an applicant must be mindful of submitting only what would be considered supporting documentation for the narrative. Please see the UISFL Program FY 2016 Application Checklist for recommendations of what to include in the appendices section.

Examples include: (1) a line-item budget for each fiscal year; (2) letters of support from appropriate administrators, deans, etc.; (3) two-page curricula vitae for all project personnel and participants (meaning the project director(s), faculty participants, external evaluator, consultants, etc.); and (4) course listings of pertinent international studies, area studies, and foreign language courses currently being offered.

7. What types of projects can be funded?

Projects that can be funded may focus on the development of a major, minor, or certificate in a world area with a complimentary language program or the infusion of language materials into upper-division content courses, i.e., humanities or social science courses. It is important that the applicant conducts an internal assessment of their institutional strengths to determine how the funding will address programmatic gaps in their international studies, area studies and foreign language programs.

8. Does UISFL have program priorities?

Yes. The UISFL program conducts an annual competition normally including both competitive and invitational priorities. Given that many of these priorities may change from one fiscal year to the next, it is best to refer to the Closing Date Notice (CDN) in the Federal Register for the priorities for that fiscal year's competition.

9. Can the external evaluator be from the Department of Education?

No. Under the UISFL program, federal employees cannot be a benefactor of any federally funded grant.

10. Do you still require an evaluation plan narrative or just the evaluation form?

To be competitive, each applicant must address the evaluation plan criterion and respond to the Performance Measure Form (PMF). Both components are essential to the 2nd tier review process, as it is outlined in the Federal Register Notice.

11. What are some tips for preparing a competitive application narrative?

It may be helpful to first read over the available program resources (applications from previous cycles, abstracts of funded projects, etc.) on UISFL's website. Once you have become familiar with the program, you may want to contact program staff or visit the UISFL office to discuss your particular proposal idea.

12. Am I required to submit my application electronically?

Yes. You must submit your application through Grants.gov. If you experience technical difficulties or have questions concerning the Grants.gov system, you should contact the Grants.gov Contact Center at 1-800-516-4726 or support@grants.gov.

13. When will applicants be notified of their status?

It usually takes approximately 4-5 months after submission before applicants are notified of their status.

14. What date should an applicant list as the proposed start date for the project?

October 1, 2016 – September 30, 2017 is the proposed performance date for all FY 2016 applicants.

15. Can we view samples of previously funded applications?

Yes. We have sample narratives online from FY 2012 and subsequent years. Please go to the Awards section on the UISFL website at <http://www2.ed.gov/programs/iegpsugisf/awards.html> and click on “Successful grant applications.”

16. What is the average grant amount?

The average grant can vary slightly from one year to the next, but on average for a single IHE it is \$90,000 each fiscal year and for a consortia of IHEs, or for public and private nonprofit agencies and organizations, it is \$140,000 each fiscal year. There is also normally a cap on the requested amount. To find out what the cap is, it is best to check the CDN in the Federal Register.

17. We would also like to verify if a faculty evaluator within our school, but outside the Language Partner Program’s implementation and administration, would be considered an “outside” evaluator.

An outside evaluator should not be directly linked to your institution and who is not an integral part to the project. Note: When developing budgets (both federal and matching), all applicants should keep in mind that they must be able to clearly explain related costs and defend them in the event of an audit.

18. Where is the Program Profile Form located on grants.gov?

All required program standard forms can be found at www.grants.gov. The UISFL Program Profile Form can be found by navigating to the FY 2016 webpage. It is a form unique to the UISFL program and can be found on page 64 of the application instructions located on www.grants.gov. The form should be saved as a PDF and uploaded in your application under appendices.

19. Is there a way for an institution to check its Title III and Title V eligibility?

You can check your Title III and Title V eligibility status by clicking on the following link:

<http://www2.ed.gov/about/offices/list/ope/idues/eligibility.html#el-inst>

20. What is the appropriate number of and who should provide letters of support?

Please consult the UISFL checklist located in the FY 2016 application instructions for more information on who should provide letters of support. We recommend no more than five.

21. Does the evaluation plan need to be incorporated into the 40-page project narrative?

Yes. The evaluation plan criterion should be included in your program narrative section of the application. Please see the application instructions (booklet) for more information. All application materials can be found at www.grants.gov

Budget

22. Is there a limit with respect to the amount of indirect costs that grant recipients may charge to a UISFL grant?

Consistent with section 75.562 of Education Department General Administrative Regulations (EDGAR), all grant recipients are limited to a maximum indirect cost of eight percent (8%) of a total direct cost base. This includes your federal request and your institutional match. **Note: Unrecovered indirect costs cannot be included in your cost-match on the grant.**

23. What expenses can be charged to a grant?

An applicant may charge the following expenses: 1) faculty compensation for course development or enhancement; 2) costs associated with workshops or seminars for faculty development; 3) overseas research travel tied to coursework enhancement or to development of institutional linkages; 4) library purchases; and 5) outreach activities to benefit K-12 teachers or faculty from neighboring community colleges, etc.

Two items very often overlooked and not included in budget proposals, but should be, are: (1) the costs associated with attending the annual meeting of project directors; and (2) the costs associated with bringing in an external evaluator each fiscal year.

On average, the cost to attend the annual UISFL Project Directors' Meeting is \$1800 - 2000 per participant each fiscal year. We typically encourage the applicant to budget for two people to attend the meeting annually. As for the expenditures for the external evaluator, we suggest charging the grant a minimum of \$750/day plus expenses each fiscal year.

Applicants normally charge 3-4 days each fiscal year for a total of \$2000-3000 honorarium plus expenses. The honorarium covers the costs for travel time, the visit on campus and one day's compensation for writing a report.

24. Can UISFL funds be used to support students in a study abroad or internship program?

Yes. Up to 10 percent of funds each fiscal year can be used to support students in an overseas environment closely linked to the program being developed or enhanced on the home campus.

25. Is there a matching requirement?

Yes. Applicants are required to make a non-federal contribution to the costs associated with carrying out the project. Applicants can meet the one-to-one match with in-kind or cash contributions. For example, if you request \$90,000 in year one, you must match it in equal dollars in year one.

Under the 'Special Rule,' however, an applicant that is eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, may request a reduction or a waiver of the match. It is suggested that an applicant that meets the Special Rule request for a reduction in the match, for example – at 25 percent, and not a waiver, to demonstrate not only their commitment to such project, but also their capacity to support said project during and beyond the project period. Most institutional applicants meet the match with in-kind contributions.

Please Note: All applicants who are eligible under the Special Rule must provide a copy of their Title III or Title V eligibility status letter from the Department of Education and base their budgets on their exemption status. For example, if your letter states the following:

The eligibility for a waiver of the non-Federal share matching requirements applies for a one-year period beginning July 1, 2016. The offices within the Department that administer those specific programs will handle the waiver of the cost-sharing.

If you do not have an approved waiver in place for FY 2017 and beyond, you must submit your budget as a traditional applicant (dollar for dollar match). If you receive a new exemption for FY 2017, you can submit a copy of your letter and a revised budget, as you would meet the Special Rule condition.

26. Can we use the funds to pay stipends of students with international student status out of our cost-share funds?

Yes. You can use cost-share match to support costs incurred by international students. However, all applicants would need to show how providing these funds for this purpose

helps you fulfill planned project objectives. To clarify, any cost-share funds still will need to meet the goals and objectives of your proposed program.

27. I know we cannot claim indirect costs as matching expenses. However, can we take the 8% on matching expenses?

Yes. You can claim an 8% indirect cost on both the federal grant and matching funds.

28. Do we write the one-third matching amounts into the budget? For example, if we ask for \$90,000 per year for the grant, do we also write \$30,000 more expenses into the project, which will come from the matching money?

In your overall budget narrative, you must provide a dollar for dollar (one to one match) unless you are eligible for a waiver under the “Special Rule.” The reference to one-third matching amounts refers to cash contributions from private sector corporations or foundations that can be equal to one-third of the total project cost. Applicants can also use a combination of institutional and non-institutional cash or in-kind contributions including state, private sector corporation and foundation contributions, equal to one-half of the total project cost.

29. May the budget include travel, housing, and scholarships to host international students on our campus in a bilateral exchange program? If so, is there a cap on this expense?

Any financial resources directed toward international students should come from the matching side. Applicants can match as much as they need both in resources and actual cash support. You may also use a third party contribution to cover costs related to a bilateral exchange program.

30. I am still unsure after reading the Request for Proposal (RFP) if study abroad scholarships can account for up to 10% of both the federal grant and match. Could you clarify this?

Study Abroad is capped at 10% of the Federal request. You can match more than 10% on the institutional matching side.

31. Title III is renewed annually now. Does this mean that all Title III schools that have received two-year or three-year grants will have to provide documentation annually to continue to receive funding? Is there an exemption to this yearly requirement if your school has a long history of receiving Title III funding?

Please see the response on Title III and Title V waivers.

Programmatic and Content

1. Under competitive preference Priority #2, part b, are all students at the institution required to have two years of foreign language credit or only those who complete our specific proposed program?

The Competitive Preference Priority (CCP) covers all students. Based on the CCP language, applicants must meet one of the following conditions:

- Entering students are to have successfully completed at least two years of secondary school foreign language instruction prior to enrollment
- Each enrolled student must earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) before graduating

33. Can we include Puerto Rico as a study abroad option for the UISFL program?

Yes. You may include Puerto Rico as a study abroad option. All areas are up for consideration for study abroad except those areas that have been identified by the Department of State as closed for travel. Please visit www.travel.state.gov for more information.

Please note that study abroad is only a portion of your proposed program. Please see the study abroad 10% rule.

34. Under Invitational Priority #2, can institutions create multiple interdisciplinary curricula as part of a broader program?

Yes. Applicants can create courses that contribute to a broader program or create individual courses, modules or symposiums. Please see Federal Register Notice for more information.

35. Does global health count as public health for Invitational Priority #2?

Yes. Public Health is included.

36. In the past, K-12 outreach has been a competitive priority for the UISFL grant. It is not listed in the 2016 competition. Does this mean that we should avoid incorporating K-12 outreach into our projects this year?

If your proposed program includes outreach to K-12 institutions, please include those activities in your application.

37. In previous years, a list of pertinent courses was included in the appendices, but a course list is not included on this year's application. Do we still need to include a list of courses relevant to our program?

Although it is not required, you may include a course list in the appendices section of your application.

38. Can a consortium include foreign universities? Is it possible that the award length could change by including foreign universities?

Although you can work with foreign universities on international activities, such as study abroad or collaboration on curriculum, a consortium partner, by definition, must be an accredited U.S. institution. As long as a university located abroad is accredited in the U.S., award lengths of consortium grants are not affected and will last the normal 36 months.

International Travel

39. Do the provisions of the “Fly America Act” apply?

Yes. The Fly America Act (49 U.S.C. 40118) generally provides that foreign air travel funded by Federal government money may only be booked 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 is less expensive, provides preferred routing, or is more convenient. There also are exceptions to the Act, in which federal funding could be used for non-U.S. carriers. If grantees choose to use non-federal funds for international travel, they do not need to comply with the Fly America Act.

Authorizing Legislation

SEC. 604. UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS.

“(a) INCENTIVES FOR THE CREATION OF NEW PROGRAMS AND THE STRENGTHENING OF EXISTING PROGRAMS IN UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS-

“(1) AUTHORITY- The Secretary is authorized to make grants to institutions of higher education, consortia of such institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist such institutions, consortia or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages. Such grants shall be awarded to institutions, consortia or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

“(2) USE OF FUNDS- Grants made under this section may be used for Federal share of the cost of projects and activities which are an integral part of such a program, such as--

“(A) planning for the development and expansion of undergraduate programs in international studies and foreign languages;

“(B) teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--

“(i) the expansion of library and teaching resources; and

“(ii) pre-service teacher training and in-service teacher professional development;

“(C) expansion of opportunities for learning foreign languages, including less commonly taught languages;

“(D) programs under which foreign teachers and scholars may visit institutions as visiting faculty;

“(E) programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;

“(F) the development of undergraduate educational programs--

“(i) in locations abroad where such opportunities are not otherwise available or that serve students for whom such opportunities are not otherwise available; and

“(ii) that provide courses that are closely related to on-campus foreign language and international curricula;

`(G) the integration of new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;

`(H) the development of model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and the integration of educational programs abroad into the curriculum of the home institution;

(I) the provision of grants for educational programs abroad that—

(i) are closely linked to the program's overall goals; and

(ii) have the purpose of promoting foreign language fluency and knowledge of world regions;

`(J) the development of programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;

`(K) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this subsection;

`(L) the conduct of summer institutes in foreign area, foreign language, and other international fields to provide faculty and curriculum development, including the integration of professional and technical education with foreign area and other international studies, and to provide foreign area and other international knowledge or skills to government personnel or private sector professionals in international activities;

`(M) the development of partnerships between--

`(i) institutions of higher education; and

`(ii) the private sector, government, or elementary and secondary education institutions, in order to enhance international knowledge and skills; and

N) the use of innovative technology to increase access to international education programs.

`(3) NON-FEDERAL SHARE- The non-Federal share of the cost of the programs assisted under this subsection--

`(A) may be provided in cash from the private sector corporations or foundations in an amount equal to one-third of the total cost of the programs assisted under this section; or

`(B) may be provided as an in-cash or in-kind contribution from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the programs assisted under this section.

`(4) SPECIAL RULE- The Secretary may waive or reduce the required non-Federal share for institutions that--

`(A) are eligible to receive assistance under part A or B of title III or under title V; and

`(B) have submitted a grant application under this section that demonstrates a need for a waiver or reduction.

`(5) PRIORITY- In awarding grants under this section, the Secretary shall give priority to applications from institutions of higher education, consortia or partnerships that require entering students to have successfully completed at least 2 years of secondary school foreign language instruction or that require each graduating student to earn 2 years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer 2 years of postsecondary credit in a foreign language.

`(6) GRANT CONDITIONS- Grants under this subsection shall reflect the purposes of this part and be made on such conditions as the Secretary determines to be necessary to carry out this subsection.

`(7) APPLICATION- Each application for assistance under this subsection shall include--

`(A) evidence that the applicant has conducted extensive planning prior to submitting the application;

`(B) an assurance that the faculty and administrators of all relevant departments and programs served by the applicant are involved in ongoing collaboration with regard to achieving the stated objectives of the application;

`(C) an assurance that students at the applicant institutions, as appropriate, will have equal access to, and derive benefits from, the program assisted under this subsection;`

(D) an assurance that applicant, consortium or partnership will use the Federal assistance provided under this subsection to supplement and not supplant non-Federal funds the institution expends for programs to improve undergraduate instruction in international studies and foreign languages;

(E) a description of how the applicant will provide information to students regarding federally funded scholarship programs in related areas;

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

(G) a description of how the applicant will encourage service in areas of national need, as identified by the Secretary.

`(8) EVALUATION- The Secretary may establish requirements for program evaluations and require grant recipients to submit annual reports that evaluate the progress and performance of students participating in programs assisted under this subsection.

`(b) PROGRAMS OF NATIONAL SIGNIFICANCE- The Secretary may also award grants to public and private nonprofit agencies and organizations, including professional and scholarly associations, whenever the Secretary determines such grants will make an especially significant contribution to improving undergraduate international studies and foreign language programs.

(c) FUNDING SUPPORT-

(1) IN GENERAL - The Secretary may use not more than 20 percent of the total amount appropriated for this part for carrying out the purposes of this section.

(2) GRANTEES - Of the total amount of grant funds awarded to a grantee under this section, the grantee may use not more than ten percent of such funds for the activity described in subsection (a)(2)(I).

Code of Federal Regulations

PART 655—INTERNATIONAL EDUCATION PROGRAMS—GENERAL PROVISIONS

Subpart A—General

Sec.

[65](#) Which programs do these regulations govern?

[5.1](#)

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Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

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[5.32](#)

Authority:

[20 U.S.C 1121](#)–1130b, unless otherwise noted.

Source:

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

Subpart A—General

§655.1 Which programs do these regulations govern?

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

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

(Authority: [20 U.S.C. 1121](#)–1130b)

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

§655.3 What regulations apply to the International Education Programs?

The following regulations apply to the International Education Programs:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
 - (1) [34 CFR part 74](#) (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) [34 CFR part 75](#) (Direct Grant Programs).
 - (3) [34 CFR part 77](#) (Definitions that Apply to Department Regulations).
 - (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
 - (5) [34 CFR part 82](#) (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (7) [34 CFR part 86](#) (Drug-Free Schools and Campuses).
 - (b) The regulations in this part 655; and
 - (c) As appropriate, the regulations in—
 - (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
 - (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
 - (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);
 - (4) 34 CFR part 660 (International Research and Studies Program);
 - (5) 34 CFR part 661 (Business and International Education Program); and
 - (6) 34 CFR part 669 (Language Resource Centers Program).
- (Authority: [20 U.S.C. 1121](#)–1127; 1221e–3)

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

§655.4 What definitions apply to the International Education Programs?

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

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

(Authority: [20 U.S.C. 1121](#)–1127)

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

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

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

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

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

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

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

§655.10 What kinds of projects does the Secretary assist?

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

(Authority: [20 U.S.C. 1021](#)–1027)

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

Subpart C [Reserved]

Subpart D—How Does the Secretary Make a Grant?

§655.30 How does the Secretary evaluate an application?

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

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

(Authority: [20 U.S.C. 1121](#)–1127)

[64 FR 7739, Feb. 16, 1999]

§655.31 What general selection criteria does the Secretary use?

(a) ***Plan of operation.*** (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.

(2) The Secretary looks for information that shows—

(i) High quality in the design of the project;

(ii) An effective plan of management that ensures proper and efficient administration of the project;

(iii) A clear description of how the objectives of the project relate to the purpose of the program;

(iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

(v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—

(A) Members of racial or ethnic minority groups;

(B) Women; and

(C) Handicapped persons.

(b) ***Quality of key personnel.*** (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.

(2) The Secretary looks for information that shows—

(i) The qualifications of the project director (if one is to be used);

(ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and

(iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and

(iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

(3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.

(c) ***Budget and cost effectiveness.*** (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.

(2) The Secretary looks for information that shows—

- (i) The budget for the project is adequate to support the project activities; and
- (ii) Costs are reasonable in relation to the objectives of the project.
- (d) **Evaluation plan.** (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
- (e) **Adequacy of resources.** (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
(2) The Secretary looks for information that shows—
 - (i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.(Authority: [20 U.S.C. 1121](#)–1127)

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

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

(Authority: [20 U.S.C. 1126\(b\)](#)).

[58 FR 32575, June 10, 1993]

**U.S. DEPARTMENT OF EDUCATION
GENERAL ADMINISTRATIVE REGULATIONS
(Title 34 of The Code of Federal Regulations (CFR) Chapter VI (7-1-09 Edition)
Part 658 Undergraduate International Studies and Foreign Language Program**

[Code of Federal Regulations]

[Title 34, Volume 3]

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TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 658--UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM--Table of Contents

Subpart A--General

Sec. 658.1 What is the Undergraduate International Studies and Foreign Language Program?

The Undergraduate International Studies and Foreign Language Program is designed to provide assistance to institutions of higher education, combinations of those institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist those institutions, combinations, or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages.

Sec. 658.2 Who is eligible to apply for assistance under this program?

The following are eligible to apply for assistance under this part:

- (a) Institutions of higher education.
- (b) Combinations of institutions of higher education.
 - (c) Partnerships between nonprofit educational organizations and institutions of higher education.
 - (d) Public and private nonprofit agencies and organizations, including professional and scholarly associations.

Sec. 658.3 What regulations apply?

The following regulations apply to this program:

- (a) The regulations in 34 CFR part 655.
- (b) The regulations in this part 658.

Sec. 658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

The definitions in 34 CFR 655.4 apply to this program.

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

Sec. 658.10 For what kinds of projects does the Secretary assist institutions of higher education?

(a) The Secretary may provide assistance to an institution of higher education, a combination of institutions of higher education, or a partnership between a nonprofit educational organization and an institution of higher education to plan, develop, and carry out a program to improve undergraduate instruction in international studies and foreign languages. Those grants must be awarded to institutions, combinations, or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

(b) The Secretary gives consideration to an applicant that proposes a program that--

- (1) Initiates new or revised courses in international or area studies;
- (2) Makes instruction in foreign languages available to students in the program; and
- (3) Takes place primarily in the United States.

(c) The program shall focus on--

- (1) International or global studies;
- (2) One or more world areas and their languages; or
- (3) Issues or topics, such as international environmental studies or international health.

Sec. 658.11 What projects and activities may a grantee conduct under this program?

The Secretary awards grants under this part to assist in carrying out projects and activities that are an integral part of a program to improve undergraduate instruction in international studies and foreign languages. These include projects such as--

- (a) Planning for the development and expansion of undergraduate

- programs in international studies and foreign languages;
- (b) Teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--
 - (1) Expanding library and teaching resources;
 - (2) Conducting faculty workshops, conferences, and special lectures;
 - (3) Developing and testing new curricular materials, including self-instructional materials in foreign languages, or specialized language materials dealing with a particular subject (such as health or the environment);
 - (4) Initiating new and revised courses in international studies or area studies and foreign languages; and
 - (5) Conducting pre-service and in-service teacher training;
 - (c) Expanding the opportunities for learning foreign languages, including less commonly taught languages;
 - (d) Providing opportunities for which foreign faculty and scholars may visit institutions as visiting faculty;
 - (e) Placing U.S. faculty members in internships with international associations or with governmental or nongovernmental organizations in the U.S. or abroad to improve their understanding of international affairs;
 - (f) Developing international education programs designed to develop or enhance linkages between 2-and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;
 - (g) Developing undergraduate educational programs--
 - (1) In locations abroad where those opportunities are not otherwise available or that serve students for whom those opportunities are not otherwise available; and
 - (2) That provide courses that are closely related to on-campus foreign language and international curricula;
 - (h) Integrating new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;
 - (i) Developing model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and integrating educational programs abroad into the curriculum of the home institution;
 - (j) Developing programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;
 - (k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this part;
 - (l) Developing partnerships between--
 - (1) Institutions of higher education; and

- (2) The private sector, government, or elementary and secondary education institutions in order to enhance international knowledge and skills; and
- (m) Using innovative technology to increase access to international education programs.

Sec. 658.12 For what kinds of projects does the Secretary assist associations and organizations?

The Secretary may award grants under this part to public and private nonprofit agencies and organizations including scholarly associations, that propose projects that will make an especially significant contribution to strengthening and improving undergraduate instruction in international studies and foreign languages at institutions of higher education.

Subpart D--How Does the Secretary Make a Grant?

Sec. 658.30 How does the Secretary evaluate an application?

- (a)(1) The Secretary evaluates an application from an institution of higher education or a combination of such institutions on the basis of the criteria in Secs. 658.31 and 658.32. The Secretary awards up to 85 possible points for these criteria.
- (2) Under Secs. 658.31 and 658.32 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.
- (b)(1) The Secretary evaluates an application from an agency or organization or professional or scholarly association on the basis of the criteria in Secs. 658.31 and 658.33. The Secretary awards up to 75 possible points for these criteria.
- (2) Under Secs. 658.31 and 658.33 the Secretary evaluates** applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.
- (c) The maximum possible points for each criterion are indicated in parentheses.

Sec. 658.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria in evaluating an application for a project under this part.

- (a) Plan of operation. (15) (See 34 CFR 655.31(a))
- (b) Quality of key personnel. (10) (See 34 CFR 655.31(b))
- (c) Budget and cost effectiveness. (10) (See 34 CFR 655.31(c))
- (d) Evaluation plan. (20) (See 34 CFR 655.31(d))

Sec. 658.32 What additional criteria does the Secretary apply to institutional applications?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criteria to applications submitted by an institution of higher education or a combination of such institutions:

- (a) Commitment to international studies. (10)
 - (1) The Secretary reviews each application for information that shows the applicant's commitment to the international studies program.
 - (2) The Secretary looks for information that shows--
 - (i) The institution's current strength as measured by the number of international studies courses offered;
 - (ii) The extent to which planning for the implementation of the proposed program has involved the applicant's faculty, as well as administrators;
 - (iii) The institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources; and
 - (iv) The institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives.
- (b) Elements of the proposed international studies program. (10)
 - (1) The Secretary reviews each application for information that shows the nature of the applicant's proposed international studies program.
 - (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities will contribute to the implementation of a program in international studies and foreign languages at the applicant institution;
 - (ii) The interdisciplinary aspects of the program;
 - (iii) The number of new and revised courses with an international perspective that will be added to the institution's programs; and
 - (iv) The applicant's plans to improve or expand language instruction.
- (c) Need for and prospective results of the proposed program. (10)
 - (1) The Secretary reviews each application for information that shows the need for and the prospective results of the applicant's proposed program.
 - (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities are needed at the

- applicant institution;
- (ii) The extent to which the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages at the applicant institution;
 - (iii) The likelihood that the activities initiated with Federal funds will be continued after Federal assistance is terminated; and
 - (iv) The adequacy of the provisions for sharing the materials and results of the program with other institutions of higher education.

Sec. 658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criterion to applications from organizations and associations:

- (a) Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level. (30)
- (b) The Secretary reviews each application for information that shows the need for and the potential impact of the applicant's proposed projects in improving international studies and the study of modern foreign language at the undergraduate level.
 - (1) The Secretary looks for information that shows--
 - (i) The extent to which the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project will contribute to achieving results;
 - (ii) The international nature and contemporary relevance of the proposed project;
 - (iii) The extent to which the proposed project will make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level; and
 - (iv) The adequacy of the applicant's provisions for sharing the materials and results of the proposed project with the higher education community.
 - (2) [Reserved]

Sec. 658.34 What additional factors does the Secretary consider in selecting grant recipients?

In addition to applying the selection criteria in, as appropriate Secs. 658.31, 658.32, and 658.33, the Secretary, to the extent practicable and consistent with the criterion of excellence, seeks to encourage diversity by ensuring that a variety of types of projects and

institutions receive funding.

Sec. 658.35 What priority does the Secretary give?

- (a) The Secretary gives priority to applications from institutions of higher education or combinations of these institutions that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer two years of postsecondary credit in a foreign language.
- (b) The Secretary announces the number of points to be awarded under this priority in the application notice published in the Federal Register.

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 658.40 What are the limitations on allowable costs?

Equipment costs may not exceed five percent of the grant amount.

Sec. 658.41 What are the cost-sharing requirements?

- (a) The grantee's share may be derived from cash contributions from private sector corporations or foundations in the amount of one-third of the total cost of the project.
- (b) The grantee's share may be derived from cash or in-kind contributions from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the project.
- (c) In-kind contributions means property or services that benefit a grant-supported project or program and that are contributed by non-Federal third parties without charge to the grantee.
- (d) The Secretary may waive or reduce the required non-Federal share for institutions that--
 - (1) Are eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, as amended; and
 - (2) Have submitted a grant application under this part.

(Authority: 20 U.S.C. 1124 and 3474; OMB Circular A-110)

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